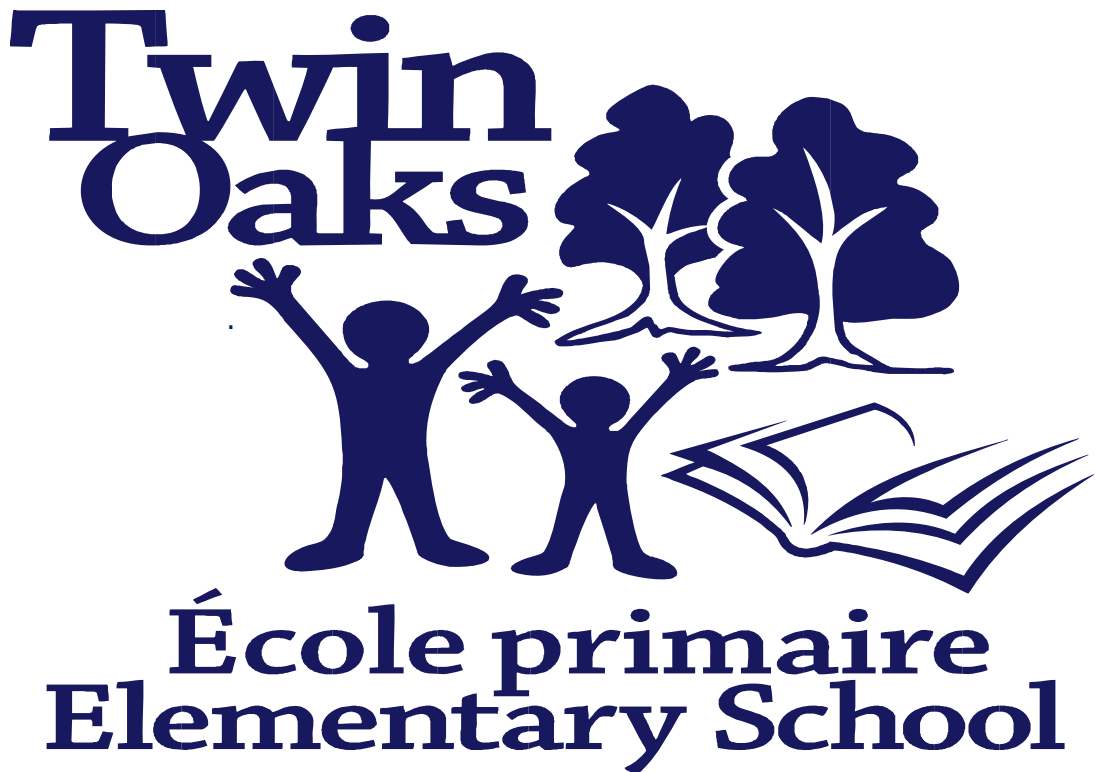


**TWIN OAKS ELEMENTARY SCHOOL**

# **CODE OF CONDUCT**



## **GENERAL INFORMATION**

Twin Oaks Elementary School Code of Conduct facilitates communication between home and school. Teachers and parents, working together, are the significant forces that help to shape students' lives. Our Code of Conduct provides clarity for both children and parents concerning our school rules and policies regarding homework, important events and activities, parent/teacher communications, dress code etc.

## **MISSION STATEMENT**

Twin Oaks Elementary School believes that by providing a safe, respectful and supportive environment and by honoring diversity, we grow and learn together. Our mission, in partnership with families, is to meet the needs of individuals so that they develop the skills, knowledge and attitudes to reach their potential as lifelong learners and responsible citizens.

## **TOES IS NOW A 'GREEN' SCHOOL!**

As of 2020, the use of recyclable material will be prioritized. Plastic bottles of water will not be sold on our premises. Students will be encouraged to bring their own reusable water bottles from home. Composting will be prioritized. Information from school will be prioritized through MOZAIK/e-mail as much as possible.

## **RESTORATIVE PRACTICES**

Twin Oaks believes in social justice. We use restorative practices as an approach that gives voice to both the person who has done harm and the person harmed and recognizes that strong relationships are core to developing a school community. Restorative Practices is an integral component of our Education Plan.

## **SCHOOL HOURS! - ARRIVAL AND DEPARTURE**

Classes begin at **8:55 AM and end at 3:45 PM**. Children must arrive at school for the first bell at **8:50 AM**.

- 1) Supervision starts at 8:50 AM. Students may not be dropped off prior to that time.
- 2) It is important for students to attend school on a daily basis and to respect the teaching and learning hours of the school. Students and parents will be directed to the drop off zone prior to 8:55am.
- 3) **Lateness disrupts the learning of others.** All students who arrive late (after the 8:55 AM bell) must enter the school through the front doors and must be signed in.

## **DROP OFF ON MARTIN AND MARIAN STREET**

The drop off gate area on **Martin/Marian** will be open from 8:50 AM until 8:55 AM. Pre-K/Kindergarten and grade 1 must be dropped off and picked up at Martin Street. If you have children in multiple grades, please use **Martin Street as the drop off area for your family.**

## **PICK-UP ON MARTIN STREET OR MARIAN STREET (NEW!):**

Students may be picked up at the regular time of 3:45 PM at the pick-up areas available on **Martin Street/Marian Street** or after 4:00 PM if they attend Daycare. Pre-K/Kindergarten/Grade 1 students must be picked up on **Martin Street**, including their siblings in older grades. Students with special needs will have arrangements available for drop off and pick up, as needed, from the main entrance available on Lisane Street. A parent **must be consistent throughout the year with their child's end of day pick up schedule for safety dismissal purposes. No changes will be permitted, unless authorized beforehand with administration.**

## **EARLY DISMISSALS/LATE DROP OFF PROCEDURES:**

For urgent early dismissals, parents must contact the school secretary or the daycare technician **before noon.** Any student picked up during the lunch hour (12:25-1:20 pm) will have to be picked up at the Daycare office as the Main Office is **closed during this time.**

EARLY DISMISSALS must be arranged for pick up **no later than 3:15pm.** We are organizing our end of day dismissals and safety is our utmost concern.

**SAFETY FIRST!** Please drive slowly on the streets in and around the school. Parents are reminded that they must respect all road rules and signs. The Laval Police often patrols the area as a safety measure and they will not tolerate double parking. Do not park your car on the wrong side of the street. Students should not be crossing the street. The drop off/pick up gate area on **Martin** is not a parking or waiting area to see if your child is in the school. We have teachers supervising the gate and other gates in the school area.

## SCHOOL BOARD POLICY

### **CHANGING THE REGISTERED SCHEDULE FOR BUS SERVICE AND DAYCARE IS NOT PERMITTED.**

With 48 hours advance notice, any changes in the dismissal schedule can only be made twice during the school year and these can only begin after the Christmas break and the Spring break.

**DISMISSAL CHANGES CAUSE SAFETY CONCERNS** for all students and delay bus dismissal.

**IN URGENT CASES, PARENTS MUST CONTACT THE OFFICE BEFORE NOON** for any changes.

*Tel: 450-680-3045 ext. 1 or 2 or email the school secretary*

## DAYCARE

For the convenience of working parents/guardians, Twin Oaks offers a government subsidized Daycare program which opens at 7:00 a.m. and closes at 6:00 p.m. Students can be picked up from daycare starting at 4:00 pm. Students are supervised by qualified personnel while doing their homework, participating in arts and crafts, educational and other activities. All this takes place in a warm and open atmosphere. **For further information, call the school at (450) 680-3045, ext. 3. Parents who are using the Daycare program must sign in their child. Do not circulate through the building or follow your child to his or her locker.**

## STUDENT ABSENCES

When a student is absent, a parent will receive a notification of the absence from the main office. **If your child will not be attending school on any given day, parents must input the absence into MOZAIK directly or call the school at (450) 680-3045, ext. 1 the morning of the absence. All changes to end-of-day dismissals must be reported by noon.**

## EXAMS AND VACATION DURING UNOFFICIAL HOLIDAY PERIOD:

All students must be in school for 180 days. Should you choose to take a holiday with your child(ren) during the school year, teachers are not required to provide homework as an accommodation during this absence. Furthermore, all mandatory ministry exams missed due to a holiday taken during the school year will ultimately result in a 0 mark. Retakes are not permitted and cannot be rescheduled at a later time.

## SICK CHILDREN

If your child is ill, or in need of medical attention, **please do not send him/her to school.** Please notify us if your child has a contagious illness. Parents will be called if a child complains of being ill during the day. We cannot keep a sick child at school.

## MEDICATION

You will receive the 'Emergency Health Form' to fill out at the beginning of the year. Please return it as soon as possible, especially if your child has an allergy, has an EpiPen or an asthma pump. The EpiPens and asthma pumps must be sent on the FIRST day of school. In order to administer prescription medication to a child we require **written authorization** (form will be given to the parent or sent home or emailed from the office). Medication must be in a labelled container with a prescription (the pharmacist will give you one if he knows it's for the school), indicating the child's name, name of medication and dosage, etc. We cannot administer Aspirin or Tylenol without a doctor's prescription. Any students with medication in their possession must bring them to the office and it will be kept there AT ALL TIMES.

## ALLERGIES/NUTRITION/HOT LUNCHES

Twin Oaks ***is a nut/peanut free school.*** We have children who have **severe** nut/peanuts allergies and you must check food products carefully. \*TIM HORTON PRODUCTS ARE **NOT** PEANUT FREE\*. Timbits are not permitted in the school. Good nutrition is very important to the well-being of your child. Please provide nutritious snacks and lunches. Students are not to bring soft drinks, chocolate bars, candies and chips (including nachos and similar items) for regular mealtime and snacks. Students can bring their lunch to school or **we offer a hot lunch program** for a minimal fee provided by our new service provider, MERENDA, Traiteur Scolaire. Our caterer will now be accessible online or through the phone app that may be easily downloaded for your convenience. There will no longer be an exchange of money at the school level. Monthly meals may be ordered in advance and all information will be shared directly from the same service provider. Microwaves are not available for students at school.

## **ACCIDENTS**

Parents/guardians are required to provide the school with an **emergency number** as well as business numbers in the event of injury to their child. Parents/guardians are encouraged to purchase accident insurance, available in August, through the school.

## **OUTSIDE RECESS**

We believe that fresh air every day is valuable to children and so all students go outside at recess and noon hour, weather conditions permitting. **Please dress your child in clothing appropriate for the weather conditions, including rain boots, umbrellas, raincoats etc. for rainy weather.** All students will be expected to take advantage of all outside recess periods available to them. The only exception for indoor recess would be for freezing temperatures of -20 or colder.

## **SCHOOL CLOSURES – INCLEMENT WEATHER**

The Sir Wilfrid Laurier School Board (SWLSB) covers a large territory; Laval, Laurentides and Lanaudière. The weather conditions are very different from one region to another making school closures a complex task with many factors to take into consideration.

The best way to get the most accurate and reliable information is from our Sir Wilfrid Laurier Emergency Notification APP, to consult the school board website at [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca), our Facebook page [www.facebook.com/swlsb](http://www.facebook.com/swlsb) or to call the Administrative Centre line at 450 621-5600 or 1 866-621-5600. Although we inform the various radio and television networks, please note that we have no control over the message that is announced.

## **FIELD TRIPS**

Field trips are organized by the teachers and serve to enrich the learning experience of their students. The cost of each field trip will vary. Parents will be charged for the cost of the trip and the transportation required. Signed permission slips will be required for each activity. If permission has not been received on time the student will not be permitted to participate. The refund policy (day trips and overnight trips) is to only refund the entrance ticket costs, when possible.

## **VISITORS AND VOLUNTEERS TO THE SCHOOL**

The safety of everyone in the school and the efficiency of the school require careful control of visitors. Individuals on school property not having anything to do with the functioning of the school will be asked to leave. **All visitors to the school, including parents, and volunteers must use the main entrance and report to the office immediately upon entering the building, sign in and pick up an ID badge.**

Twin Oaks welcomes all volunteers to help with special days such as field trips, carnivals, fund raising activities, etc., and regular help with PPO fundraisers. Any person who is in contact with our students will have to apply for a Criminal Background Check.

## **IDENTIFICATION OF PERSONAL PROPERTY**

Each year we send to charity organizations, bags of unclaimed clothing that are not identified, tagged or claimed. Parents are asked **to label all of their child's clothes, boots, gloves, scarves, running shoes, lunch boxes, pencil cases, school bags, books, etc.** If your child has lost or misplaced an article of clothing there is a good chance that it may be in the Lost and Found box near the Daycare office area.

## **DRESS CODE**

The Twin Oaks Governing Board has mandated a **dress code policy** for all students. School colours increase safety, school spirit and sense of unity, while minimizing socioeconomic status, non-academic distractions and morning stress. Our school colours are navy blue bottoms, and burgundy OR white tops (including field trips). Students are expected to conform to reasonable standards of good taste in dress and grooming. You may order items with the school logo if you wish-not obligatory.

**PERMITTED to wear the following:**

- School color attire with logos no larger than a 'toonie' is permitted. All outdoor jackets (and later on winter attire) worn ONLY outdoors may have ANY logo, color or design on them.
- Navy blue OR burgundy cardigans/hoodies can be worn in school- plain with a logo not larger than a 'toonie' or with the Twin Oaks logo.
- Plain navy blue sweatpants, or with stripes down the side of the pants (Adidas)
- Plain navy blue/black/white or burgundy (or a variation of burgundy) tights
- Special school-ordered T-shirts (anti-bullying) with slogans or designs are permitted to be worn as part of the school uniform

**NOT PERMITTED to wear the following:**

- Stripes of any kind, flowery prints, bold designs/slogans/pictures on the front or back of shirt/dress
- Navy blue OR Burgundy cardigans/hoodies worn in school with large slogans (ex. GAP, ADIDAS, GIRL POWER etc.)

**PHYSICAL EDUCATION**

Physical Education class, a white T-shirt (or anti-bullying t-shirt), navy blue sweat pants and indoor running shoes are required; watches and jewelry should not be worn to school on physical education days.

Kindergarten/Cycle 1 and 2 students: Students are required to wear athletic clothing to school on days that physical education is scheduled.

Cycle 3: It is MANDATORY to change into or out of athletic clothes on days that physical education is scheduled.

**ITEMS NOT PERMITTED**

Toys (fidget toys permitted with administration/teacher approval), expensive electronic games and equipment (MP3's, iPods, and cellular phones,), skateboards, roller blades, scooters are not permitted at school. Any electronic watches should not be worn at school. The school **does not** accept responsibility for these items should they be lost or stolen. The school will supply balls, hockey sticks, baseball bats, etc. Students who ride a bicycle to school must wear a helmet and bring a lock to secure the bicycle. The school does not accept responsibility should the bicycle be damaged or stolen. The same applies to all personal sports equipment students choose to bring to school. Acrylic nails are also not permitted at school. Any personal accessory that is deemed dangerous or hinders your child's ability to properly take part in classroom activities or physical activity (ex: Physical Education class/recess) is not permitted at any time.

**INTERNET AND SOCIAL MEDIA**

Students should demonstrate good digital citizenship manners while using the internet and while communicating with their peers or teachers. Please be aware that most social media applications are not permitted under the age of 13 therefore, students of elementary school age should not be using them, especially without supervision.

Should classes take place on a ZOOM platform, students are never permitted to take pictures or videos of students or teachers at any time. This expectation aligns with our school board policy.

**CODE OF CONDUCT AND SAFETY**

In the spirit of our mission statement, a Code of Conduct is required to establish a school that fosters an atmosphere of cohesive cooperation, conducive to good citizenship and promoting responsibility, respect, civility, and academic excellence in a safe learning environment. We believe and recognize that young people and adults are constantly learning and that together we will learn self-discipline, tolerance and respect for others. To this end, this Code of Conduct will help provide a satisfying and enriching school experience.

**The development of responsible behavior in students is the job of both the home and the school working to complement each other.** The students understand that all adults in the school are involved in enforcing the rules of conduct. Senior students are expected to be role models for younger students and to help when required.

**SCHOOL BUS SAFETY:**

Standing up, changing seats, kneeling on the seats are dangerous forms of behavior. Students are required to act appropriately on the bus at all times, in compliance with the S.W.L.S.B. transportation policy. The S.W.L.S.B. transportation policy applies to school outings. The bus driver is in charge of the bus and must have the cooperation of all students in the course of the daily run. Students whose behavior is deemed detrimental to the safety of the other passengers will lose their transportation privileges in accordance with the School Board policy on transportation.

## STUDENT CODE OF BEHAVIOUR

### EACH STUDENT WILL BEHAVE IN A WAY THAT:

- ☺ Shows personal responsibility for learning.
- ☺ Enables all to learn.
- ☺ Lets the teacher teach effectively.
- ☺ Allows each student to feel safe from any form of abuse.

### STUDENTS ARE EXPECTED TO:

- ☺ Show respect to others. Kind words and actions are always best. Treat others like YOU want to be treated.
- ☺ Respect school property and the personal property of others. Help keep your classroom tidy. Use school equipment responsibly.
- ☺ Play responsibly, respecting the rights of others. Poor language choices, physical force, rough play, bullying, put downs and teasing are hurtful and will not be tolerated.
- ☺ Do your homework and do your best when completing your assignments.
- ☺ Walk in the school in a quiet and orderly manner.
- ☺ Wear clothing that is neat and appropriate for school activities.
- ☺ Be on time for class and ready to work with your books and materials.
- ☺ Leave the building quickly at recess and lunch hour using the assigned exit door *or* report directly to an activity supervised by an adult.
- ☺ Follow the 'No snowballing' rule.
- ☺ Follow the expectations for use of the Internet as defined in our school's 'Acceptable Use Policy'.
- ☺ Remain on school property at all times during school time unless you have specific permission to leave.

### POSITIVE BEHAVIOURS:

Throughout the school year students who demonstrate good behaviour are acknowledged, for example, with book rewards and good bus behavior tickets. Consequences exist for unacceptable behavior and vary depending on the incident. These include:

- ☹ Contact with parents
- ☹ Counseling help / Solving your own problem
- ☹ Withdrawal of privileges ☹ Reflections
- ☹ Extra work assignments
- ☹ Payment for damages
- ☹ Removal from special activities
- ☹ Suspension
- ☹ Involvement of support services. (Agencies, medical assessments, police etc.)

### SAFETY FOR ALL

**To ensure the safety and security of all students and staff members, we will follow these safety rules:**

### VIOLENCE PREVENTION IN OUR SCHOOL:

A zero acceptance of violence exists in all schools. Our school has an Anti-Violence/Bullying Program. We intend to foster and maintain a safe environment for students, staff and the community through the implementation of effective measures to deal with violence. We do not accept in our school:

- 1) The use of words or body language to threaten or intimidate others;
- 2) The possession or use of any weapon;
- 3) The use of any object to threaten or intimidate another person;
- 4) The injuring of any person with an object.

The school principal may exercise a range of options with anyone contravening these rules, Board policy or the law, including confiscation, informing parents, informing the police and removal from school.

## **ANTI-BULLYING:**

In June 2012 sections of the Education Act were modified in order to make the various players in the school community more accountable with respect to bullying and violence in schools. Bill 56 was tabled in the National Assembly in February 2012 by the Minister of Education, Leisure and Sports. It states that school boards must ensure that each school provides a safe and secure learning environment that allows every student to develop to his or her full potential, free from fear of bullying or violence. It was adopted on June 15, 2012 under Chapter 19 of the Statutes of 2012 as an anti-bullying and anti-violence provision in the Education Act. This anti-bullying anti-violence act requires that any student, member of staff or parent who observes or is made aware of an act of bullying or violence has an obligation to report that act to an appropriate member of the school staff. The protocol is outlined in the school's anti-bullying anti-violence plan which can be found on the school's website.

The word "bullying" means any **repeated** direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes;

### **The following actions can be bullying if they meet the above criteria:**

#### **Physical:**

- Hitting, kicking, punching; Pushing, shoving, spitting;
- Forcing others to hand over food, money or something that belongs to them; and
- Making someone do something they don't want to do.

#### **Verbal:**

- Name calling; teasing, insults, putdowns; threatening of any kind;
- Making fun of someone because of their appearance, physical characteristics, special needs, sexual identity, or cultural background; and making fun of someone's actions.

#### **Indirect: (social and psychological):**

- Excluding others from the activity or the group; spreading untrue stories about others;
- Making inappropriate gestures; Taking, hiding or damaging something which belongs to someone else;
- Sending nasty emails or text messages; the inappropriate use of websites, chat-sites or camera phones.

### **Strategies to Deal with Bullying**

#### **Responsibilities of staff:**

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying is not accepted or tolerated;
- To treat seriously all reports or observed incidences of bullying;
- To report incidences of bullying to the principal in writing, to ensure that students are supervised at all times.

#### **Responsibilities of students:**

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying is not accepted or tolerated;
- To help someone who is being bullied; to refrain from bullying others;
- To inform an adult if they are being bullied or if they see someone else being bullied - both at school and on the way to and from school.

#### **Responsibilities of parents:**

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying is not accepted or tolerated;
- To instruct their children to tell the appropriate adult if they are bullied;
- To speak to the classroom teacher, daycare technician, principal if their child is being bullied, or they suspect that this is happening.

#### **Students who bully others may face one or more of the following consequences:**

Involvement in a mediation process; involvement in social skill programs;

- Referral to the behaviour technician; parents may be contacted by the school;
- Privileges may be withdrawn (e.g. exclusion from the playground);
- Sanctions outlined in the School's Discipline Policy such as detention and suspension.

**Pro-Active Plan:**

- Lessons in the classroom
- Small group programs (Premier- stop bullying, Bartimaeus Beyond bullying, guest speakers)
- School Blitz (No name-calling campaign, pink shirt day, bus campaign)
- Buddy Program, grade 6 leadership, lunch time activities; Parent Workshops

**HOMEWORK POLICY**

The purpose of homework is to review, revise, practice or preview work done in class.

- 1) At Twin Oaks, homework is considered an important tool for the reinforcement of skills and acquired knowledge the students have learned each day. By completing homework daily, students are developing the study and work habits which are needed now and in the future. Parents can support their child's education by actively monitoring and supervising homework and by signing the agenda on a regular basis. By reviewing the student's homework, the parent can ascertain whether or not it is being completed to the student's potential.
- 2) Each child has specific learning needs and the amount of time spent on homework varies from child to child. As general guidelines, the amount of time spent on daily homework should be: 30 minutes of uninterrupted, sit-down, on task work in Cycle I, 45 minutes of uninterrupted, sit-down, on task work in Cycle II and 60 minutes of uninterrupted, sit-down, on task work in Cycle III.
- 3) Occasionally students are assigned projects which are completed over a longer time span. Students should carefully plan the use of their time to complete these projects. Both teachers and parents should verify the student's progress, on a regular basis, in order to avoid rushed and substandard work.
- 4) If, for an important reason, your child is unable to do his/her homework, please send a note of explanation to the teacher.
- 5) Vacation: Teachers are not required to provide homework for your child(ren) should you choose to take a vacation outside the confirmed dates outlined on the school calendar.