

Jacob Beam Public School Code of Conduct 2015/16

	Be Safe	Be Responsible	Be Respectful
Entry	<ul style="list-style-type: none"> • if you are dropped off in the parent drop off area, immediately walk to the back of the school and away from cars and busses • if you are walking or riding your bicycle to school, do not stop anywhere along the way without your parents' permission • if riding your bicycle to school, wear your bicycle helmet and walk your bicycle onto school property to the designated bicycle racks - do not play near bicycle racks • if you are late, enter the school by the front door and report to the office for a late slip 	<ul style="list-style-type: none"> • arrive at school on time and line up with your class • when the warning bell rings, immediately stop playing and line up • while in line, keep your hands to yourself and face the same direction your feet are going • begin to quiet down and look to the playground supervisor or teacher for instructions • walk into the school in a calm, quiet manner • use your designated entry door, not the front door, to enter and exit the building at breaks 	<ul style="list-style-type: none"> • respect the “no body contact” rule on the way to school • join your line one at a time • be aware of personal space • ask politely to hold the door • remove hat or cap at the door • walk single file down the hallway side that is the same as your classroom or on the centre line as indicated by your teacher
Exit	<ul style="list-style-type: none"> • walk to the student designated exit doors in a calm manner • at dismissal time, leave school property immediately • walk your bicycle off school property • walk or ride your bicycle immediately home - do not stop anywhere without permission or speak to strangers • stay off the playground equipment after school 	<ul style="list-style-type: none"> • wait for the bell to ring before exiting the school • keep moving and meet your friends and/or siblings outside • use your designated exit door 	<ul style="list-style-type: none"> • hold the door open for the person behind you • respect the “no body contact” rule on the way home from school

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<p style="text-align: center;">Indoor Fitness Breaks (Rainy Days)</p>	<ul style="list-style-type: none"> • remain seated during indoor recess, either at your desk or on the floor • “outdoor activities” like ball playing and running are not allowed in classrooms and hallways 	<ul style="list-style-type: none"> • play fairly and be nice • share activities and games • clean up after yourselves - put everything back where you found it • throw wrappers and drink cartons into the garbage or recycling bins 	<ul style="list-style-type: none"> • use indoor voices • use good manners - say please and thank you • ask a teacher or lunchroom supervisor for permission to leave the room
	<ul style="list-style-type: none"> • Be Safe 	<ul style="list-style-type: none"> • Be Responsible 	<ul style="list-style-type: none"> • Be Respectful
<p style="text-align: center;">Nutrition Breaks at School</p>	<ul style="list-style-type: none"> • stay seated at a desk • be aware that some students have allergies - do not trade food • avoid bringing food products that may present a risk to other students in the room, e.g. nut products • stay on school property 	<ul style="list-style-type: none"> • eat your food right away • eat your healthy choices first • remember to save food for the second nutrition break • eat and drink all food & snacks inside • place all garbage in the bins & recycling in the blue box • clean up your eating area and wipe off any food left on the desk • turn off the lights if you are last to leave a classroom • Students who leave school property for lunch (unsupervised by a parent) during the second break may not return until five minutes before the bell rings and must enter through student doors. 	<ul style="list-style-type: none"> • use indoor voices • use good manners • allow others to eat without being disturbed • ask a teacher or lunchroom supervisor permission to leave the room

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<p>Routines</p>	<ul style="list-style-type: none"> • arrive at school between 8:40 a.m. and 8:55 a.m. unless you are in day care or have permission to come in early for a practice or club - there is no supervision on the yard before 8:40 a.m. • leave scooters, skateboards, and in-line skates at home. They may not be used on school property. There is no indoor storage at school for these items. • tobacco products, illegal drugs, and alcohol are not permitted at school or at school-sponsored events • weapons and simulated weapons, flammable materials, laser instruments and hard balls are not allowed at school • never leave school property without adult permission • leave school property immediately after school unless you are staying for a school-sponsored event or daycare- you may not use the playground equipment after school - there is no staff supervision on the playground after school 	<ul style="list-style-type: none"> • arrive at school on time • if you are late, enter by the front door, go to the office and obtain a late slip • attend school regularly • hand in assignments on time • do your homework; for students whose teachers have websites, check them nightly if possible • bring all required materials to school • use your agenda daily • give your parents all school communication from teachers • allow others to learn in the classroom by making good choices • communicate with your teachers • find out what you missed in class if you are away • leave cell phones, Blackberries, IPODS of all kinds, MP3 players, electronic toys, portable CD players, and cameras at home. If phones are brought to school for any reason, they must remain off and put away, unless under the direct supervision of a teacher. No photographs or audio recordings may be taken with a cell phone. All phone calls home must be made at the office with an adult present. The school is not responsible for lost items. • “no trade at school” policy exists for trading cards; trade cards outside of school hours • physical and emotional displays of affection between and among students are prohibited • do not let anyone in the front door of the school - only staff members may admit people 	<ul style="list-style-type: none"> • come to school with a positive attitude • use good manners at all times • use respectful words, tone of voice, and body language • foul language and gestures have no place at school • help others • respect personal space • refrain from passing notes in class • wash hands frequently to avoid the spread of germs • your choice of words should be those you would not be embarrassed to use in front of your parents
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	▪ Be Safe	• Be Responsible	• Be Respectful
Good Citizenship	<ul style="list-style-type: none"> • report any unsafe behaviour or situations to a staff member 	<ul style="list-style-type: none"> • report any vandalism to a staff member • help others when you can • return all library books and textbooks to the school in good shape • be a positive role model for younger students • tell the truth even when you have done something wrong - it builds trust • practise random acts of kindness 	<ul style="list-style-type: none"> • respect individual differences (age, gender, religion, race, abilities, medical conditions) • play fairly • use good manners • be kind • welcome visitors into the school with a smile and hello • treat substitute teachers with the same respect you treat your own teachers • respect school property • congratulate opposing team players

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Dressing for School	<ul style="list-style-type: none"> • all students must have indoor shoes and outdoor shoes at school • only athletic shoes should be worn for running activities and phys. ed. classes • lace up shoes and boots • wear a t-shirt, shorts, and athletic shoes (white-soled) in phys. ed. classes • if riding a bike to school, wear a helmet 	<ul style="list-style-type: none"> • take care of your personal items • check the Lost & Found regularly • respect other people's belongings - if you find something that doesn't belong to you, please place it in the Lost & Found or hand it in to the office • leave expensive items at home 	<ul style="list-style-type: none"> • all tops must cover midriff (belly button) areas and straps must be at least three fingers wide - no halter or mesh tops without t-shirts underneath; no undergarments showing • shorts and skirts must the length of the tip of your fingers; photographs on clothing must have a positive message - written statements that are offensive, racist, sexist, suggestive, or refer to alcohol or drugs are not allowed • accessories must not contain sharp edges or represent offensive messages • remove hats in the school
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In the Washrooms	<ul style="list-style-type: none"> • report any problems to a staff member 	<ul style="list-style-type: none"> • use sinks and toilets responsibly • place used paper towels into garbage bins 	<ul style="list-style-type: none"> • close toilet stalls • flush toilets • respect the privacy of your peers

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<ul style="list-style-type: none"> ○ In the Hallways 	<ul style="list-style-type: none"> • move from one class to another in single file, staying to the right • walk - do not run • line up all shoes and boots so they are out of the way • hang up coats and backpacks on the hooks provided 	<ul style="list-style-type: none"> • go outside during fitness breaks unless you have permission to be in the building and are supervised by a staff member 	<ul style="list-style-type: none"> • use appropriate language at all times • use an indoor voice while moving through the halls when classes are in session • make enough room for adults (e.g. staff members, visitors) and peers to pass you
<ul style="list-style-type: none"> ○ On the Playground 	<ul style="list-style-type: none"> • be visible • stay within the designated playground areas and boundaries • stay away from all parking lots and bus loop area • keep hands and feet to yourself - no play fighting or wrestling • no kicking or throwing snow/ice, washing faces with snow, burying students • stay off ice patches • leave stones/pea gravel on the ground and the playground space • no fence climbing • leave baseball bats at home • trees are meant to be enjoyed, not climbed • stay off playground equipment after school 	<ul style="list-style-type: none"> • place all garbage in the bins provided • no eating; all food and snacks should be eaten inside during the nutrition breaks • return any balls or nets to the school after using them • ask a staff member for permission to enter the school • choose appropriate games and activities that do not involve body contact, wrestling, or rough play • follow all playground equipment rules 	<ul style="list-style-type: none"> • use appropriate language at all times • play fair • include others • leave snow people & snow forts undamaged
<ul style="list-style-type: none"> • In the Classroom 	<ul style="list-style-type: none"> • allow others to learn in a safe environment (physically, emotionally, socially) 	<ul style="list-style-type: none"> • listen to your teacher • follow all classroom rules • stay on task • participate fully • ask for help when you need it 	<ul style="list-style-type: none"> • demonstrate respect for your teachers and each other • respect different learning styles • be kind to yourself - it's okay to make a mistake

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<ul style="list-style-type: none"> • Field Trips 	<ul style="list-style-type: none"> • follow all field trip rules • stay within designated areas • if allowed free time, report back to your supervisor on time and stay with a buddy at all times • report to your supervisor as per instructions 	<ul style="list-style-type: none"> • leave valuables at home • note your bus number and supervisor • report any problems or unsafe behaviour to your supervisor 	<ul style="list-style-type: none"> • represent your school well by using good manners • pay attention to guides • thank supervisors and guides
<ul style="list-style-type: none"> • Bus and Taxi 	<ul style="list-style-type: none"> • stay seated, <u>facing forwards</u>, at all times • keep the bus aisle free • keep hands and feet inside the bus • leave windows as you found them - no writing on window condensation • wait for staff member on bus duty to escort you on and off the bus • wear your seatbelt in a taxi 	<ul style="list-style-type: none"> • observe all bus rules • remove any garbage from the bus • sit in your assigned seat 	<ul style="list-style-type: none"> • share your seat • do not make gestures to other vehicles on the road • thank the bus or taxi driver
<p style="text-align: center;">Teams & Clubs</p>	<ul style="list-style-type: none"> • enter the gym, classroom, or library only when an adult supervisor is present 	<ul style="list-style-type: none"> • give 100% effort • have fun • support team members no matter what happens • obtain written parental permission to stay after school to watch a game 	<ul style="list-style-type: none"> • demonstrate good sportsmanship - congratulate opposing team members • respect the referee's decisions
<p style="text-align: center;">Assemblies</p>	<ul style="list-style-type: none"> • be careful where you walk and avoid stepping on anyone 	<ul style="list-style-type: none"> • pay attention and help younger students to stay focused 	<ul style="list-style-type: none"> • demonstrate appreciation for others • demonstrate support for others when they are recognized for their achievements

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Computers	<ul style="list-style-type: none"> only use internet sites that are teacher-approved and accessed through Student Link 	<ul style="list-style-type: none"> follow all computer lab and netbook rules always have an adult with you when using a computer 	<ul style="list-style-type: none"> respect computer equipment respect Netiquette rules
<ul style="list-style-type: none"> Problem Solving 	<ul style="list-style-type: none"> solve problems using words let an adult know if you or someone else is in trouble or danger and needs help 	<ul style="list-style-type: none"> talk to your teachers if you are having problems with your school work talk to a trusted adult if you are facing a problem you can't solve yourself you are 100% responsible for your choices have your parent (or you) let your teachers know if your assignments will not be in on time find out what you missed if you were away and make arrangements to catch up 	<ul style="list-style-type: none"> organize your time to have assignments in on time - ask for help if necessary use active listening skills
<ul style="list-style-type: none"> Conflict Management 	<ul style="list-style-type: none"> disagreements must be solved with words - it is never okay to put your hands on someone in anger use the De-Bug Steps - Ignore, Move Away, Talk Friendly, Talk Firmly, Get Adult Help keep your hands and feet to yourself 	<ul style="list-style-type: none"> when you are very angry, take the time to calm down before you try to solve a conflict use conflict as an opportunity to make a relationship better if you can't work through a conflict yourself, get help from a trusted adult take responsibility for your actions - tell the truth 	<ul style="list-style-type: none"> it's okay to be angry; it's not okay to be mean disagree respectfully use active listening skills
<ul style="list-style-type: none"> Bullying 	<ul style="list-style-type: none"> report bullying behaviours to a staff member, whether physical, verbal, or social bullying learn to recognize bullying behaviours in yourself and others never let a bully convince you to stay quiet - tell a trusted adult either in person or by completing a form report any cyber-bullying to your parents 	<ul style="list-style-type: none"> walk or ride your bicycle home with a friend if possible speak up if you are being bullied - tell a trusted adult in the school speak up if you see someone else being bullied - bystanders must say no to bullying learn the difference between bullying behaviours, <u>mean behaviours</u>, normal peer conflict 	<ul style="list-style-type: none"> include others treat others the way you want to be treated respect individual differences stand up for yourself put yourself in the other person's shoes - practise empathy if something makes you feel uncomfortable, it is probably wrong - tell a trusted adult

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A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol, illegal and/or restricted drugs
- being under the influence of alcohol
- committing an act of vandalism that causes damage to board property or to property located on board premises
- swearing at a teacher or at another person in a position of authority
- bullying
- persistent opposition to authority
- any act considered by the principal to be injurious to the moral tone of the school
- any act considered by the principal to be injurious to the physical or mental well-being of members of the school community
- any act considered by the principal to be contrary to the Board's Code of Student Behaviour or school Code of Conduct
- any other activity for which a principal may suspend a pupil under a policy of the board

- A pupil may be suspended only once for **any given** infraction and may be suspended for a minimum of one (1) school day to a maximum of twenty (20) school days. A pupil who is subject to a suspension of five (5) or fewer school days will be provided with school work to complete at home while serving the suspension. Where a pupil's parent/guardian disagrees with the decision of a principal to suspend the pupil, that pupil's parent/guardian may appeal the principal's decision to suspend the pupil within ten (10) school days of the commencement of the suspension. The suspension appeal meeting will be held within fifteen (15) school days of receiving the notice of intention to appeal. An appeal does not stay the suspension.

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- ***Some of the possible consequences for inappropriate behaviour:***
- discussion with and/or verbal warning to student
- program modification or accommodation
- positive encouragement and reinforcement
- individual counselling (with parental support)
- participation in empowerment group
- phone call home
- letter home
- informal/formal discussion with teacher, vice-principal, or principal
- parent conference
- request to change inappropriate clothing/attire
- removal of privileges (class trip, access to school lunch facilities, bussing, fitness break, etc.)
- community service in the school
- restitution (e.g. replacement of textbooks, payment for damage to property, uniforms, library books, etc.)
- time-out from classroom
- in-school suspension
- safety plan
- referral to Special Education services and/or Contact Niagara
- suspension (up to 20 days)
- expulsion (more than 21 days)

Snowball Policy: Snowball/Ice throwing is not permitted at Jacob Beam. 1st incident will result in a letter home and possible removal of outdoor privileges. Consequences are progressive. Ongoing snowball/ice throwing may lead to suspension from school.

Jacob Beam is an inclusive learning community driven by a passion for the success of every student.