



# Code of Conduct

## Twin Oaks Elementary School

### 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. Students will be encouraged to bring their own reusable water bottles from home. 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.

### Code of conduct

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.

	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
<b>Attendance</b>	<p>Children are expected to attend school every day.</p> <p>Parents/guardian must input the absence into MOZAIK directly or call the school at (450) 680-3045, ext. 1 <b><u>the morning of the absence</u></b> if your child will not be attending school on any given day.</p> <p>If your child is ill, or in need of medical attention, please do not send him/her to school.</p> <p>Parents/guardian are required to provide the school with an <b>emergency number</b> as well as business numbers in the event of injury to their child.</p>	<p>It is important for students to attend school on a daily basis and to show respect by not disrupting others learning and encouraging student success.</p> <p>Please notify us if your child has a contagious illness to notify other families and to avoid spreading.</p>	<p>The academic success may be compromised.</p> <p>Parents will be called if a child complains of being ill during the day.</p>

	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
<b>Late to School &amp; Early Dismissals</b>	<p>All students who arrive late (after the 9:00 AM bell) must enter the school through the front doors and must be signed in.</p> <p>Parents/guardians must input the early dismissals into MOZAIK directly or a call must be made to the school secretary and/or the daycare technician <b><u>before noon.</u></b></p>	<p><b><u>Lateness disrupts the learning.</u></b></p> <p>In order to organize the end of day dismissals and safety of all, all early dismissals must be arranged for <b><u>no later than 3:15pm.</u></b></p>	
<b>Martin &amp; Marian Street Drop off &amp; Pick up</b>	<p>The drop off gate area on <b>Martin/Marian</b> will be open from 8:50 AM until 9:00 AM. Pre-K/Kindergarten and grade 1 (and their siblings) must be dropped off and picked up at Martin Street. The students should not cross the street on their own.</p> <p><b><u>*The Martin Gate area will be closed during the months of November to April. Please use the Marian area (parking lot) during this time.</u></b></p>	<p>The safety of the students comes first. Please drive slowly and safely in and around the school. Please respect all road rules, signs and parking signs. Avoid any disruptions to neighbors.</p>	<p>The Laval Police often patrol the area as a safety measure.</p>
<b>Visitors to School</b>	<p><b>All visitors to the school, 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.</b></p>	<p>The safety of everyone in the school and the efficiency of the school require careful control of visitors.</p>	<p>Any person who is in contact with our students will have to apply for a Criminal Background Check.</p>
<b>Buses</b>	<p>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 as well.</p> <p><b><u>Standing up, changing seats, kneeling on the seats</u></b> are dangerous forms of behavior.</p> <p>The bus driver <b><u>is in charge</u></b> of the bus and must have the cooperation of all students in the course of the daily run.</p>	<p>Disruptive behavior in the bus loading area and/or on the bus is an important safety issue and also shows a lack of respect towards other people.</p>	<p>Discipline infractions on the bus may result in various consequences including <b><u>bus tickets</u></b> by the bus driver.</p> <p>A <b><u>third bus ticket</u></b> will automatically result in a bus suspension.</p> <p>Repeated infractions will result in bus privileges being withdrawn for increasingly longer periods of time</p>
<b>Daycare</b>	<p>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.</p> <p>Students can be picked up from daycare starting at 4:00 pm.</p> <p><b>For further information, call the school at (450) 680-3045, ext. 3.</b></p>	<p>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.</p> <p>Parents <b><u>must sign in</u></b> and <b><u>sign out</u></b> their child.</p>	

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<b>Change to Schedule</b>	<p><b>CHANGING THE REGISTERED SCHEDULE FOR BUS SERVICE AND DAYCARE IS NOT PERMITTED.</b></p> <p>With 48 hours advance notice, any changes in the dismissal schedule can <u>only</u> be made <u>twice</u> during the school year and these can <u>only begin</u> after the Christmas break and the Spring break.</p>	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.
<b>Safety, Security &amp; Respect</b>	<p>A zero acceptance of violence exists in our school.</p> <p>Acts of aggression towards students, or staff members will NOT be tolerated.</p> <p>These may include physical, verbal harassment, verbal abuse, sexual harassment, threats, fighting, assault, damages of property of students, staff members, or the SWLSB</p>	<p>A safe environment for students, staff and the community will be fostered and maintained.</p> <p>Twin Oaks has an Anti-Bullying/Anti-Violence Program.</p>	<p>Various consequences may apply including but not restricted to:</p> <ul style="list-style-type: none"> <li>- confiscation</li> <li>- office detentions</li> <li>- in-school reflections</li> <li>- parents <u>will be</u> contacted</li> <li>- social services may be contacted</li> </ul>
<b>School Closures - Inclement Weather</b>	<p>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 <a href="http://www.swlauriersb.qc.ca">www.swlauriersb.qc.ca</a>, our Facebook page <a href="http://www.facebook.com/swlsb">www.facebook.com/swlsb</a> or to call the Administrative Centre line at 450 621-5600 or 1 866-621-5600.</p>	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.	
<b>Food &amp; Beverages</b>	<p>Please provide your child with two nutritious snacks and lunch every day. Snacks like chocolate bars, candies and chips (including nachos and similar items) are highly discouraged.</p> <p>We encourage you to check food products and labels carefully to send items that are nut/peanut free. Students <b>are not</b> to bring soft drinks, energy drinks, electrolyte drinks or any other sugar/caffeine drinks.</p> <p>Microwaves are not available for students at school.</p> <p><b>No gum chewing is allowed in school.</b></p>	<p>Good nutrition is very important to the well-being of your child.</p> <p>There are many children who have <b>severe</b> nut/peanut allergies.</p> <p>Water is highly recommended in a reusable bottle.</p>	<p>Students with junk food type lunches will be asked to eat at the office.</p> <p>Parents may be called to bring an alternative lunch.</p>

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<b>Medication</b>	<p>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 <b>written authorization</b> (form will be given to the parent or sent home or emailed from the office).</p> <p>Medication must be in a labelled container with a prescription (even Tylenol or Advil), indicating the child's name, name of medication and dosage, etc.</p>	<p>Medication management in schools, is important for student's safety.</p> <p>Any student with medication in their possession must bring them to the office and it will be kept there AT ALL TIMES.</p>	<p>The school will not be able to administer any medication without a doctor's prescription and a written authorization on a formal SWLSB form.</p>
<b>Outside Recess</b>	<p>All students will be expected to take advantage of all outside recess periods available to them.</p> <p><b>Please dress your child in clothing appropriate for the weather conditions, including rain boots, raincoats etc. for rainy weather.</b></p> <p>The school will supply outdoor playing equipment.</p>	<p>We believe that fresh air every day is valuable to children and so all students go outside at recess and lunch hour, weather conditions permitting.</p> <p>The school equipment needs to be returned to the container or designated area.</p> <p>All personal sports equipment students choose to bring to school will not be the school's responsibility if lost, stolen or damaged.</p>	<p>The only exception for indoor recess would be for freezing temperatures of -27 degrees or colder or intense rain.</p> <p>Access to the field may be limited.</p>
<b>Dress code</b>	<p>Students are expected to conform to reasonable standards of good taste in dress and grooming.</p> <p>Our school colours are <u>navy blue bottoms, and burgundy OR white tops (including field trips)</u>.</p> <p>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.</p> <p>Special school-ordered T-shirts (anti-bullying) with slogans or designs are permitted to be worn as part of the school uniform.</p> <p>Tops must be longer than the waist and must have sleeves (short or long). Students shorts must be mid-thigh or longer.</p> <p><b>Wearing acrylic nails and make-up, such as lip gloss or mascara are also not permitted.</b></p>	<p>The Twin Oaks Governing Board has mandated a <b>colour code policy</b> for all students. School colours increase safety, school spirit and sense of unity, while minimizing socioeconomic status, non-academic distractions and morning stress.</p> <p>You may order items with the school logo if you wish-not obligatory.</p>	<p>Students may be asked to change into more appropriate clothing.</p> <p>Or</p> <p>Based on the judgement of school staff, students will cover inappropriate clothing with a long t-shirt.</p> <p>Parents will be notified.</p>

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<b>Physical Education</b>	<p>A T-shirt (or anti-bullying t-shirt), navy blue sweat pants and indoor running shoes are required.</p> <p>Watches and jewelry should not be worn to school on physical education days. Long hair should be tied.</p>	<p><u>Kindergarten/Cycle 1 and 2 students</u>: Students are required to wear athletic clothing to school on days that physical education is scheduled.</p> <p><u>Cycle 3</u>: It is highly recommended that students change their tops after their physical education class.</p> <p><b>Deodorant is strongly encouraged to be used.</b></p>	
<b>Homework</b>	<p>Parents can support their child's education by actively monitoring and supervising homework and by signing the agenda on a regular basis.</p> <p>Each child has specific learning needs and the amount of time spent on homework varies from child to child.</p> <p>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.</p> <p>Both teachers and parents should verify the student's progress, on a regular basis, in order to avoid rushed and substandard work.</p>	<p>The purpose of homework is to <u>review, revise, practice</u> or <u>preview</u> work done in class. By reviewing the student's homework, the parent can ascertain whether or not it is being completed to the student's potential.</p> <p>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.</p>	<p>If, for an important reason, your child is unable to do his/her homework, please send a note of explanation to the teacher.</p>
<b>Vacation / Sport Leaves</b>	<p>It is your child's responsibility to ask for the work or lesson they missed.</p> <p>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.</p>	<p>All students must be in school for 180 days.</p>	<p>Should you choose to take a holiday with your child(ren) during the school year, teachers <b>are not required</b> to provide homework as an accommodation during this absence. A medical note is required for absence during MEQ exams.</p>

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<b>Items not permitted</b>	<p>The students should only bring their necessary material for their learning. These items should not be sent to school:</p> <ul style="list-style-type: none"> <li>- Toys (fidget toys permitted with administration/ teacher approval),</li> <li>- Expensive electronic games and equipment (ear pods, and cellular phones,etc)</li> <li>- skateboards, roller blades, scooters</li> <li>- Any watches that take videos or pictures</li> </ul>	<p>The school <b>does not</b> accept responsibility for these items should they be lost or stolen.</p>	<p>Toys and devices may be confiscated and returned only to a parent.</p>
<b>Internet &amp; Social Media</b>	<p>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.</p>	<p>What happens at home needs to be addressed at home. However, if social media issues affect students and their safety at school, administration will be implicated.</p>	<p>The ABAV plan will be applied.</p> <p>Students and/or parents may be asked to delete image or video.</p>
<b>Student Behaviour</b>	<p>Each student will behave in a way that:</p> <ul style="list-style-type: none"> <li>- Shows personal responsibility for learning.</li> <li>- Enables all to learn.</li> <li>- Lets the teacher teach effectively.</li> <li>- Allows each student to feel safe from any form of abuse.</li> <li>- Avoids hurtful behaviours.</li> <li>- Shows respect to others.</li> <li>- Shows respect to school and personal property of others.</li> </ul> <p><b>*Positive Behaviours will be acknowledged throughout the school year in different manners by the teachers, school team and administration. *</b></p>	<p>Students will do his/her best when completing the assignments and will complete homework assigned.</p> <p>Students will be on time for class and ready to work with the books and materials needed.</p> <p>Students should treat others like THEY would like to be treated.</p> <p>Students will play responsibly.</p> <p>Students will avoid poor language choices, physical force, rough play, bullying, put downs and teasing.</p> <p>Students will walk in the school in a quiet and orderly manner.</p> <p>Students will help in keeping the classroom/school tidy.</p>	<p>Various consequences may apply including but not restricted to:</p> <ul style="list-style-type: none"> <li>- Loss of privileges</li> <li>- Counseling help (solving your own problem)</li> <li>- School Community Services</li> <li>- Payment for damages</li> <li>- Removal of special activities</li> <li>- Suspension</li> <li>- Involvement of support services (agencies, medical assessments , police, etc.)</li> </ul> <p>Parents will be contacted.</p>

## **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 Special Education technician; parents may be contacted by the school;
- Privileges may be withdrawn (e.g. exclusion from the playground, school activities, etc);
- Sanctions outlined in the School's ABAV Plan (Anti-Bullying/Anti-Violence Plan) such as in school re-starts, reflection time and suspension at home.

**Pro-Active Plan:**

- Lessons in the classroom
- Small group programs (visit from community police officer, guest speakers)
- School Blitz (Pink shirt day, etc)
- Park Pal Program, grade 6 leadership, lunchtime activities; Parent Workshops

**Along with my child, we have read the Code of Conduct and understand the procedures, the rules, and the repercussions outlined by Twin Oaks Elementary School.**

Student's signature: \_\_\_\_\_

Parents signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_





### PERMISSION TO WALK

I authorize my child \_\_\_\_\_ to accompany his/her class on outdoor activities around the school with his/her teacher ( ex: library or the park.) I understand that I will be notified when these events are taking place.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### USE OF STUDENT PHOTOS

Occasionally, students may be photographed during classroom time, on field trips or during special school activities (assemblies,play,etc.).

**YES / NO** I authorize my child's teacher(s) to take pictures of my child during activities and post them in the school. (televisions, bulletin boards, etc.) \_\_\_\_\_ (initials)

**YES / NO** I authorize my child's teacher(s) to take pictures in class, to share with the class via Class Dojo, Google Classroom, etc. \_\_\_\_\_ (initials)

**YES / NO** I authorize my child's teacher(s) to take pictures of my child during activities and post them on the website and/or Facebook page: **No names will be posted on the website or Facebook.** \_\_\_\_\_ (initials)

**YES / NO** I authorize my child to be present and filmed if the media is invited to school (news,crew,etc.) \_\_\_\_\_ (initials)

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_