

Our Lady of Peace Elementary School
STUDENT CODE OF CONDUCT - GENERAL PREMISE

The Code of Conduct is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are expected. The school staff will be involved in promoting our students' appropriate social skills and behaviors.

The development of a sense of self-control in each of our pupils is an important aspect of our Code of Conduct. In order for any procedure to be effective, it is necessary that the school have the support, cooperation and commitment of all concerned. It is therefore required that all our students and their parents sign the contract following this document.

RESTORATIVE PRACTICE

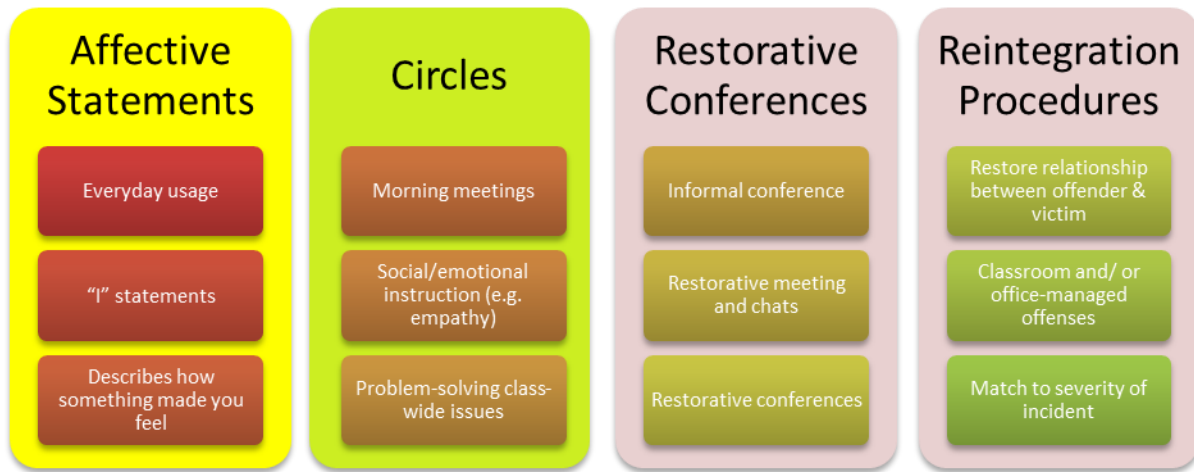
Our Lady of Peace is using Restorative Practice as our approach to discipline. Restorative Practice¹ is an approach that gives voice to both the person who has done harm and the person harmed and recognizes that strong relationships are core to developing a school community. Central to these practices is the idea that relationships are built proactively throughout the school. Within the context of strong relationships, students are able to develop empathy and engage in Social and Emotional Learning while developing the skills to problem solve in situations which might have traditionally been handled with consequences determined by the adults in the school. In the end, restorative practices can improve school climate, reduce bullying² and increase the likelihood of success for all students, and most particularly for those who struggle socially and behaviourally by significantly reducing suspensions, disruptive behaviour, reoffending and discipline referrals generally.³

2(Bob Costello et al., The Restorative Practices Handbook for Teachers, Disciplinarians and Administrators, 2010)

3(Morrison, 2007)

4(Restorative Justice for Oakland Youth, 2017)

TYPES OF RESTORATIVE PRACTICE



R.E.S.P.E.C.T

It is important in the maintenance of a safe and harmonious learning environment that all members of our school community encourage a shared value of common respect among its members. In order to encourage meaningful discussion of the word "Respect", we offer the following guide to some of the attributes of the word.

R - Reliability. E - Empathy. S - Self-Control. P- Perseverance. E - Excellence. C- Courage. T - Teamwork

RIGHTS AND RESPONSIBILITIES

NOTE: To emphasize the importance of these statements, parents should discuss the following with their children: To enhance the quality of my life and the lives of others at Our Lady of Peace School, I promise to respect the following rules:

1. I will conduct myself calmly, be polite and be respectful towards all adults (teachers, secretaries, daycare staff, lunch supervisors, caretakers, volunteers, principal) and other students.
2. I will respect all school property including desks, books, computers and other resources available to us.

3. I will respect myself by eating nourishing foods, getting adequate sleep and by avoiding dangerous play.
4. I will dress neatly when I come to school and I will follow our school dress code.
5. I will not chew gum in the school.
6. **I will arrive at school 7:55.** If I arrive late for school, my parents must come to the office, and sign me in. If I must leave early, my parents must sign me out at the office. The office must be properly advised whenever I must leave the school before the end of the day via a written note in the agenda, message folder or email.
7. If I am sick, my parents must phone the school to report my absence before 8 a.m., at (450) 680-3031. Ex. 6415
8. When the bell rings I will enter the school and proceed to my locker and class as quickly and quietly as possible without disturbing the others, making sure that all my belongings are put away.
9. I will not bring to school any valuables, electronic items, or personal belongings (ie. Toys, electronics, cell phones, money, trading cards, etc.). Such items maybe confiscated.
10. I will eat politely and remain in my classroom until I am dismissed during the lunch hour.
11. I will never enter or leave the schoolyard without permission from a supervisor.
12. If I have a misunderstanding with a friend, I will not argue or fight. If I cannot find a solution myself, I will find a teacher or a supervisor and let him/her help me to handle it.
13. I am proud of my school and I accept my responsibility to do my share to keep the school safe and clean, both inside and in the school yard.
14. I will not open the exit doors to anyone.

If I have difficulty following our school rules, my teacher or the principal will inform my parents.

IF I CHOOSE NOT TO FOLLOW THE CODE

We strive to maintain a safe school environment by following practices that emphasize learning and promote the development of social skills that support the values of respect, cooperation and collaboration. Students must accept their responsibilities as well as the consequences that result from the poor choices that they may sometimes make. It is important that offenses are dealt with in a consistent and fair manner. Teachers, with the support of the parents, provide the first remedial interventions. Serious and repeat offenders will be brought to the attention of the Principal.

Consequences may include one or more of the following: verbal warnings, loss of privileges, time-out, role playing, a written reflection on the incident, letter/card of apology, community service and/or special assignments/presentations for others. Verbal/written communication with parents is common. The above-mentioned list of consequences may be issued at recess or lunch hour at the discretion of teachers and the principal. An in-school or at-home suspension may be issued at the discretion of the principal.

There will be no tolerance for abusive language or physical violence towards any child or adult. When a child is abusive or violent with the intent to hurt another person, the parents will be contacted and the child may be sent home immediately for a suspension period of one to five days.

HOMEWORK POLICY

Helpful suggestions for parents in supervising homework:

- Help your child to plan time allotted for studies, sports and play.
- Ask leading questions to help your child remember what has been taught.
- Encourage your child to do homework in a quiet place away from the TV and radio and, if possible, to do the homework at the same place and at the same time each night.
- Students are responsible for writing their homework assignments in their agenda and for having the agenda signed by a parent every night. Students will have advance notice of long-range projects.
- After leaving the class at dismissal, children will not be permitted to return to the classroom to retrieve forgotten homework or forgotten books.
- Parents are asked to supervise homework, not to do it for their child. Written work should be legible and neat. If any problem occurs, please contact the teacher using the agenda, message folder, email or phone call. At the discretion of a teacher, if a child does not complete assigned work, the child may be detained during a play period in order to catch up.

POLICY REGARDING VACATION & MISSED SCHOOL DAYS

Please note that should you or your child be going away on holidays or for any sporting tournaments, the teachers will not be preparing any homework or extra work. There will be no retakes for missed exams/evaluation either. Your child will catch up upon his/her return

Reading is the foundation of success in school...and in life.

If a child repeatedly does not complete his/her homework assignments, parents will be informed and asked to support their child with this problem.

BUS TRANSPORTATION POLICY

Bus behavior contract - If there are offenses, a complaint will be written by the driver:

1. I will follow the safety rules and obey the driver at all times.
2. I will remain seated at all times.
3. I will not drink, eat, yell or move around while riding the bus.
4. I will not push, argue or fight with other children.
5. I will be polite at all times with the driver and other pupils (no talking back, no swearing).

First and Second Bus Tickets - The principal meets with the child, discusses the problem, reinforces bus safety. The child may or may not be permitted back on the bus depending on the nature of the incident. The child's parents are notified that a third complaint may result in a loss of transportation for a minimum of three (3) days.

Third Bus Ticket (issued within 2 months of the second ticket) - This may result in a suspension of bus transportation privileges for up to three days, as per School Board Transportation Policy. The child's parents are advised.

Subsequent Bus Tickets - result in a suspension of bus transportation privileges for up to five days, as per School Board Transportation Policy. The child's parents are advised. Further problems may result in permanent restriction of bus privileges.

HEALTHY SNACK SUGGESTIONS

OLP IS A NUT FREE SCHOOL

We encourage healthy snacks in the morning: fruit, yogurt, cheese

Research suggests that healthy snacking is an important part of a child's day. Healthy nutrition is a catalyst in fueling a child and helping them focus and participate well in learning situations in the classroom.

Here is a list of healthy nut-free snacks to include in your child's lunchbox:

- Fruits (apples, oranges, grapes, bananas, berries, melon, etc...)
- Vegetables cut in pieces (cucumber, carrots, celery, snap peas, cherry tomatoes etc...)
- Cheese
- Granola bars (without preservatives or too much sugar)
- Hummus with pita pieces or whole grain cracker
- Yogurt (low in sugar)

DRESS CODE

All pupils are expected to respect the following dress code:

- a) Caps, hats, hoods or kerchiefs are not to be worn indoors.
- b) Low-cut tops, backless tops, short tops exposing the midriff, tops with spaghetti straps as well as low-cut pants exposing the stomach and undergarments will not be permitted.
- c) Short shorts or short skirts are not permitted.
- d) Clothing with inappropriate messages or graphics is not permitted.
- e) Make-up and is not appropriate for elementary school pupils. Hair gel may be used reasonably.
- f) Boots and snow pants must be worn at all times during winter & early spring. Boots or an extra pair of shoes for outdoors is mandatory. All pupils should wear clean, dry shoes inside the building. Always have a pair of indoor shoes available at school. If you do not wear snow pants you do not get to play in snow, field or swings.
- g) Students should dress appropriately according to the weather.
- h) No flip-flops.
- i) Please label all items of clothing

We ask parents to cooperate and support the school by seeing that their child adheres to this dress code daily.

STUDENT CONTRACT

Parent involvement and support for pupils of Our Lady of Peace School is essential. Specifically, we request that our pupils' parents:

1. Read, discuss and review the school 'Code of Conduct' periodically with their child so that he/she clearly understands what is expected of him/her.
2. Communicate with the school promptly (teacher/administration) to help resolve any difficulties.
3. Provide a home environment that supports and reinforces these guidelines and maximizes learning.

Together we are involved in fostering the development of respectful behaviors in our pupils. We help them to become socially responsible citizens. We are committed to setting good examples, correcting harmful and negative actions, and teaching positive alternatives. Together, we strive to be influential in guiding the positive development of our youth.

Let us all work together to make the 2019-2020 school year a successful one!

Code of Conduct

We have read and discussed the OLP Code of Conduct and we will support or follow the rights and responsibilities outlined within it.

Child's signature	Parent's signature	Date
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Local Walks

I authorize my child to accompany his/her class to Nicole Park (adjacent school) for occasional events.

Child's signature	Parent's signature	Date
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Photographs

I authorize the use of my child's photograph in the yearbook, on our website or in other publications. The photograph will never be accompanied with your child's name without requesting your further permission.

Child's signature	Parent's signature	Date
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Thank you for your cooperation and for supporting your child.

Parent / Guardian Consent

As the parent / guardian of the above named student, I have read and understand the Policy on the Use of Information and Communication Technology Resources. I grant permission for my son / daughter / charge to access networked services such as e-mail and the Internet.

Name of Parent / Guardian (Please Print): _____

Signature of Parent/Guardian: _____

Date: _____

Extract from Section 5 of the Use of Information and Communication Technology Resources

5.5 All users must conform to this policy and abstain from inappropriate use of information and communication technology resources. | Consequences of misuse and abuse shall result in the suspension of privileges to access Information and Communication Technology Resources and may lead to disciplinary and/or legal action including liability costs.