**Captain Michael VandenBos P.S. Code of Conduct**

As part of the Ministry of Education’s plan to maintain safe schools, all elementary schools are required to develop a Code of Conduct. The purpose of this code of Conduct is to provide clear expectations on what constitutes acceptable behaviour for all members of the school community. The school community includes students, staff, parents or guardians and school visitors. The Ontario Code of Conduct or Parents Guide can be viewed at:

<http://www.edu.gov.on.ca/extra/eng/ppm/128.pdf>

<http://www.edu.gov.on.ca/eng/safeschools/code.pdf>

Captain Michael VandenBos’ Code of conduct is a framework designed to ensure that our school has the best possible learning environment where everyone feels welcomed, safe and respected. It is an expectation that students, staff, parents, guardians, guests and community members act respectfully and equitably to honour the fundamental rights and freedoms of everyone.

**Learning goal: For everyone to demonstrate respect and responsibility**

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| **You show respect for yourself when you:**   * Eat well, sleep well and exercise * Have good hygiene * Dress properly for school * Resist negative peer pressure * Watch out for your own safety * Take care of yourself and belongings and make sure they are at school every day! (it’s not your parents’ responsibility to bring your belongings to school) | **You are responsible for:**   * Understanding the dress code – nothing too restrictive or revealing, questionable or offensive. No hats in school. Proper gym attire (runners and a change of clothes) * Your own actions and words * Monitoring behaviour and self-regulating * Maintaining a positive attitude * Accepting the consequences of your actions |
| **You show respect for others when you**:   * Accept all individual differences and appreciate diversity * Honour personal space and privacy * Value others’ opinions and beliefs * Contribute to a violence, harassment and bully-free environment without discrimination or insults * Play safely and fairly (hands- off) * Use kind words and never mock, insult, put-down or use sexist, homophobic or racial slurs | **You are responsible for:**   * Knowing the school rules * Being respectful and considerate at all times and to everyone * Being polite to everyone and using respectful and inclusive language * Resolving conflicts peacefully with words * Managing your own anger and frustration by walking away or taking a break to calm down * Standing up to bullying and reporting all incidents |
| **You show respect for learning when you:**   * Strive to do your personal best in all classes and on all work * Contribute to an uninterrupted learning environment * Demonstrate active listening * Ask for help when you need it | **You are responsible for:**   * Being at school and being punctual every day * Being prepared for every class with all required notebooks and materials * Completing all work and handing it in on time * Paying attention and participating in class * Using success criteria and exemplars or performance walls to “bump” up your work |
| **You show respect for property when you:**   * Take pride in our school and grounds * Keep the grounds clean and litter free * Report any acts of vandalism or theft | **You are responsible for**:   * Taking good care of all school property * Returning all materials in excellent condition * Using computers and the internet properly * Eating only in designated areas and cleaning up after yourself |

**Rationale and Consequences**

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| **Expectation** | **Rationale** | **Consequences** |
| **Respect for self and others:**  I will treat others with dignity and respect and regardless of their race, religion, gender, sexual orientation age or abilities.    I will demonstrate consideration and courtesy in class, in the halls, when on the bus, or on a school trip or any time I am representing the school. | I will feel accepted, respected, trusted and encouraged to do my best.  This will ensure everyone’s physical and mental well-being.  Everyone has the right to be treated with dignity and respect without prejudice.  Everyone has the right to a safe learning environment. | The Progressive Discipline Policy will be used to apply consequences such as:   * Reminders * Conference with teacher or admin * Removal from class or yard * Communication with parents * Suspension   Restorative Practices may be used to:   * Learn appropriate strategies for conflict resolution * Reflect on behaviours * Make amends if needed |
| **Respect for Authority**:  I will follow the expectations as set out for the school and by the teachers for each class, and for anything that is school related.  I will use appropriate behaviours and language to demonstrate respect. | The Education Act gives teachers the authority to impose certain requirements in order for students to be successful both academically and socially.  All adults – teachers, guest teachers, educational assistants, custodians, lunch supervisors, bus drivers and guests work hard to keep all students safe and to help to make the school day a successful one. They deserve courtesy and respect. | Students will be counselled and warned.  The Progressive Discipline Policy will be applied.  Swearing at an adult may result in a suspension. |
| **Respect for property:**  I will use the garbage and recycling containers appropriately.  I will keep my work areas and locker neat and tidy.  I will treat the classroom, hallways and washrooms as I would in my own home.  I will use all school materials with care. | Our custodial staff work hard to keep our school clean, tidy and in good repair but they are not responsible for cleaning up my messes.  Texts, i-pods, laptops, computers etc. are expensive to replace and should last so they can be used by other students in the future. They should never be tampered with! | Students will be expected to clean up after themselves.  Students will be responsible for the repair or replacement costs if they deliberately damage property.  Students can be suspended or expected to repay with task-oriented service.  Students may be subject to criminal prosecution. |
| **Playing in the School Yard**  I will help to make the school yard a safe and fun place for everyone by  obeying the “hands-off” policy at all times. I will not do anything that may harm anyone else.  I will use kind words and will not say anything that will hurt anyone else.  I will not bring any recording devices to school, nor will I use my personal device for texting or calling.  I cannot ride my skateboard, bike, roller blades or scooter on school property. | Everyone has the right to be safe and happy when playing outdoors.  By playing safely I will be helping the supervisors to keep everyone safe.  I am a role model to younger students and I should be demonstrating that I am a good neighbour in our community. | The Progressive Discipline Policy will be applied.  Students may be given consequences by any school staff.  Students may have to stand on the wall or with a supervisor.  Students may lose their recess privileges and may be sent to the office.  Students may have their device confiscated for a period of time if it is being used inappropriately.  The school is not responsible for the loss or damage to any of these items. |
| **Lunch Time Expectations**  If I stay for lunch I am expected to stay in my designated classroom, remain seated while eating, show respect for the supervisors and clean up after myself.  I should try to bring a litterless or boomerang lunch to show care for the environment and to help to keep Captain Michael VandenBos an Eco-school.  I will bring a lunch and snacks that are nut-free, to respect those with life threatening allergies.  If I am in grade 7 or 8, I may leave school property ONLY if I have written permission to do so and I sign out at the office. While away from school I will demonstrate my best behaviour. | Everyone has the right to a safe space and a pleasant experience while eating lunch.  The supervisors are there to ensure that everyone is safe.  The school and my parents/guardians must know where I am at all times. | If I do not follow the expectations set out to keep everyone safe, then I may be given an alternate location to eat my lunch.  I could lose my privilege of leaving school property at lunch. |
| **Riding the Bus:**  When I am on the bus I will obey the driver and sit quietly in my seat.  I will not eat or drink on the bus.  I will follow the “hands-off” policy and keep my hands, legs and feet out of the aisle.  I will use respectful language and at an appropriate level so as not to distract the driver.  When entering or exiting the bus I will follow the safety protocols. | Riding the bus is a privilege, not a right.  Safety is the primary concern and the bus driver’s role is to keep everyone safe. | The same rules will apply as if students were at school whether it is riding to and from school or to and from any other destination.  Students may be suspended from the bus or lose their bus privileges altogether. Bus reports are written by the driver and they are kept on record at the school. |

Students who do not comply with the standards of behaviour as outlined in Captain Michael VandeBos’ Code of Conduct will be dealt with in a fair, considerate and judicious manner. Actions will vary depending on the circumstances of each individual case. Consequences may include:

* Caution and/or redirection by teacher, support staff or adult supervisor
* Temporary removal from class, activity or event
* Problem solving, conflict resolution or restorative practices
* Parental contact (Think Sheet, call or letter)
* Loss of privileges
* Detention
* Suspension
* Expulsion

**Safe and Acceptable Use Procedure for Information Technology Resources**

The DDSB is pleased to provide your child with access to a variety of computing and information technology facilities and resources. These are provided for educational purposes. The use of technology helps our students to achieve the learning outcomes, develop digital citizenship and prepare for the world beyond school

**Acceptable Use:**

I will use any technology, including chromebooks, as instructed by the teachers and with care.

I may use the internet only of a teacher is present or has given me permission.

I will never use any technology for rude, impolite, bullying or illegal purposes.

I must always reference another person’s work.

I will not download software.

I will keep my password safe.

**Safe Use:**

I will never give out any personal information on the internet.

I will only use my first name.

I will inform a teacher immediately if I find materials and sites that are not appropriate.

I will inform a teacher if I ever feel unsafe, afraid or uncomfortable on the internet.

**Appropriate Use:**

I will demonstrate all of the character traits while using technology or the internet. (“netiquette”)

I will not ever use the internet to bully, harass, threaten or harm another person.

I will not ever damage or destroy another person’s work or access another person’s files

I will not willfully damage any technology equipment (keys on computers, locks etc) or tamper with passwords

If I do not follow these rules, I may lose my technology privileges.

**Electronic equipment**

If students chose to bring their own personal devices or electronic equipment to school, the safety of these items cannot be guaranteed. As technology advances, so does our need to ensure everyone’s privacy. In response to these changing needs, personal electronic devices **should not** be brought into the classroom unless approved by your child’s teacher(s). Students should never be using their devices to call or text. They are welcome to use the office phone for illness or emergency (making play dates or getting things brought to school are not emergencies). If students are misusing their devices or using them at inappropriate times, they may be confiscated for a period of time. Teachers also have the authority and discretion to decide whether they will be allowed on field trips and excursions.

***Education Act and Municipal Freedom of Information and Protection of Privacy Act***: Please note that the taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate

**Safe Arrival and Entry**

CMV has a safe entry program. This means that all exterior doors are locked at all times. Parents, guardians and guests need to ring the buzzer to the left of the front door and wait until the office lets you in. Once in the building, please check in at the office and/or obtain a visitor or volunteer tag. Students are not permitted to allow anyone entry to the building.

Regular attendance and punctuality are imperative if a student is to benefit from the educational programs at school and it is a parent’s/guardian’s legal responsibility to ensure that this happens. If your child is ill or is going to be absent or late for any reason, please use the Safe Arrival process by calling 1-844-350-2646 to report student absences.

Should you need to pick up your child for any reason, please let the office know and we will ensure that he/she is called down to leave. Parents/guardians must come into the office to sign them out.

**Emergency and Medical Procedures**

In the event of an emergency school closing, please be sure that you have completed the registration form indicating choices for your child’s dismissal. No student would ever be sent home or to another residence without the consent of a parent/guardian.

The safety of students and staff is of paramount importance. Fire Drills, Hold and Secure and Lockdowns are practised each year at school. Exits are clearly posted and procedures are explicitly reviewed.

If your child becomes ill while at school, you will be notified. If your child has a serious accident or an injury involving his/her head, you will also be contacted. Please be sure that all contact information is up to date.

If your child requires medicine or an epipen, please be sure that it is updated and that we have all of the documentation. This must be updated and submitted each school year. Medicine is typically stored in the office, but epipens/inhalers can also be with the child’s teacher or carried by the child.

Allergy Awareness: Quite a number of students suffer from allergies that may be life threatening. In order to provide the safest possible environment, we ask that you not send any peanut or nut products to school. “Wow Butter,” because of its similarity to real peanut butter (in appearance, smell and taste), is also not permitted. There are many peanut free products now on the market.

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With these guidelines in place, each member of the Captain Michael VandenBos Community (students, staff, parents/guardians, guests and community members) can work together for the benefit of all. Together we can achieve great results!

*“Fly High For Excellence. Voler Vers L’excellence”*

We believe that the success of our students depends, in large part, on the successful partnership between home and school. In order to maintain this partnership, we ask you to take the time to review the contents of the code of conduct with your son/daughter.

We have read and understand the contents of this code of conduct. As a CMV student I am making a commitment to myself to be the best that I can be at all times and both in and out of the classroom.

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

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_