

EAST HILL - STUDENT CODE OF CONDUCT

Our school code of conduct sets forth a model of appropriate behaviors to help create a positive learning environment for academic success. Therefore, all students are expected to work to the best of their ability to achieve this goal. Furthermore, students are expected to develop healthy inter-personal relationships; they must get along with all others with whom they share the school. All students have the right to learn in a safe and positive environment. Therefore, each student has the obligation to respect the rules of conduct. Students will be held responsible for any breach of these rules.

In light of the EMSB's Safe Schools Policy, there is no tolerance for:

- Acts of violence motivated by race, sexual orientation, religion or language.
- Physical and verbal aggression towards other students and staff members.
- The consumption and / or possession of illegal and controlled substances.
- Public endangerment.
- Bullying or intimidation.
- Harassment.
- Theft and vandalism.
- The use of electronic equipment to record or capture the likeness of an individual without consent.

Failure to comply is a major breach of discipline. Disciplinary actions may include reflection, suspension from classes, exclusion from the school and police involvement. For more information, please consult the school's Safe School Action Plan which can be found on the school's website.

EXPECTED STUDENT BEHAVIOR:

- Follow the instructions and directives given by school staff.
- To be respectful and polite towards other students, school staff and administration.
- Use appropriate language when addressing or referring to others.
- To have academic integrity by refraining from such things as cheating or plagiarism.
- Walk in a safe and quiet manner in and around the school.
- Play safely by only using equipment provided by the school and not engaging in activities that involve rough body contact.
- Be respectful of other's personal belongings, classroom materials and school property.
- Keep the school clean by disposing of garbage properly and by not chewing gum on school grounds.
- Eat their snack/lunch only during the designated period. Only water can be consumed during class time.
- Be a good role model for others in the school.

CLASSROOM BEHAVIOUR:

Students must follow the classroom rules set by each of their teachers as stated in their course outline.

HOMEWORK:

Students are expected to:

- Write their homework down in the school agenda.
- Bring home all the materials needed to do the homework properly.
- Complete all the written work as neatly as the teacher would expect it to be done in class.
- Complete long-term projects gradually and not wait at the deadline to complete them.

AGENDA USE:

Students are to use their school agenda solely for school use such as recording of homework and assignments as well as for communication to and from home.

BEHAVIOUR DURING RECESS AND LUNCH RECESS:

- Students must never leave the school yard.
- Students are not to engage with strangers outside the school yard.
- Snowball or ice throwing is forbidden.
- Students should play in a courteous and respectful manner.
- Students should speak to each other politely.
- Once the bell has rung, all students must cease all play immediately and prepare to enter the school as directed.

FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES:

All school rules and regulations are in effect during activities, whether in school or outside of school. **The school dress code is mandatory unless otherwise stated.**

LUNCH PROGRAM:

Our aim is to provide students with a pleasant and safe environment during lunchtime. In order to accomplish this, every child is expected to follow these rules:

- Students registered in the school's lunch program are not permitted to go home at lunchtime unless they bring a signed note from a parent. This note must be given to the student's teacher upon arrival in the morning as this information must be relayed to the child's lunch supervisor.
- Students should bring a nutritious lunch. Please include straws, spoons, etc. ***Glass containers and soft drinks are forbidden.***
- Students are to remain with their lunch monitor unless they are participating in a lunch activity or tutorials. In any case, they must notify their lunch monitor.
- Students must be respectful and have good manners towards their classmates and their lunch monitors.
- Students must speak in a moderate tone of voice and remain quiet when signaled by their monitor.
- Students are to remain seated for the duration of the lunch period.
- Students are to raise their hand to ask permission to leave their seat.
- Students are to ask for permission in order to go to the washroom.
- Students must clean up their eating area and place all garbage in the garbage bins. Throwing food or other objects is not permitted.

Please note that a portion of the lunch period is held outdoors therefore, students should be dressed appropriately for the weather. Snow pants and boots are mandatory all winter and until the schoolyard is dry. If it is raining or very cold outside, the students will remain indoors with their lunch monitors.

Any child who does not adhere to these rules is subject to disciplinary measures. This could include reflections, suspension or expulsion from lunch services.

DRESS CODE:

Our school strives to instill in our students a sense of belonging and identity. A dress code is also conducive to good behavior and fosters a positive educational experience that promotes success. In view of this, we ask for parents' full cooperation in ensuring students adhere to the school's dress code.

East Hill School has a color dress code, all students are expected to come to school appropriately dressed and well groomed. This helps emphasize the serious nature of attending school.

Students may wear the following articles of clothing:

- **BLUE BOTTOMS:** Plain pants (no jeans), bermudas, leggings, tunic, skirt (no shorter than knee length),
- **WHITE TOPS:** Plain solid polo with no logos.
- **SWEATERS:** Plain solid blue sweater or cardigan (no hoodies), with no logos.

- **SHOES:** Students must wear comfortable shoes with rubber soles that do not make streaks on the floor, such as running shoes, that are safe and appropriate for a school setting.
- **BOOTS:** In the winter months, students are required to wear winter boots. They must have shoes to change into. Boots are not permitted in the classroom.

THE FOLLOWING ITEMS ARE NOT PERMITTED:

- Nylon tights (used as pants), spandex shorts or pants.
- Tops with pictures, slogans and messages.
- Clothing that reveals midriff or sleeveless tops.
- High heels, platforms, running shoes with wheels, lights or that make sounds, strapless and flip-flop sandals.

THE FOLLOWING ITEMS ARE DISCOURAGED:

- Jewelry should not be worn as it can represent a hazard and can be lost or damaged. Please note that the school cannot search for lost items.
- Students are encouraged not to wear makeup or nail polish to school. Nails are to be kept short. Fake nails are not permitted.

THE FOLLOWING IS STRONGLY RECOMMENDED:

- For hygienic purposes, it is recommended that students with long hair keep it tied while in school.

At times, students are permitted to deviate from the school's color code (dress down days). Nonetheless, on these days, students must still observe the restrictions mentioned above and dress appropriately for a school environment.

PHYSICAL EDUCATION CLASS POLICIES & PROCEDURES:

It is the student's and parent's responsibility to be aware of when Physical Education class is scheduled. Students must dress appropriately for Physical Education class.

Pre- K, Kindergarten: do not need to change for their phys. ed. classes. Parents must ensure that their child is wearing color code clothing items (as specified above) appropriate for physical education class.

Levels 1-6: Plain navy-blue bottom (jogging pants or shorts) and a white t-shirt. Please note that as with the regular school bottoms, no lines or logos are permitted.

Footwear: Students must wear an athletic/sport running shoe (no sneakers).

Outdoor Activities: At times, weather permitting, physical education teachers may bring their classes outdoors. In those instances, students must wear the appropriate outerwear (boots, snow pants, hats, scarves and gloves).

All physical education items must be kept in a cloth bag identified with your child's full name. Please label your child's physical education clothing.

Students must also adhere to the following:

- Shoelaces must be tied.
- Long hair must be tied.
- Wear protective equipment if deemed necessary by the teacher.
- Walk when entering and exiting the gym.
- Behave appropriately when changing before and after gym class.

Students must change into their school clothes at the end of their Physical Education class. Jewelry including necklaces, rings, bracelets, watches, and earrings **must not be worn** on days when Physical Education is scheduled.

SCHOOL BUS POLICIES & PROCEDURES:

The bus driver is responsible for the safety and security of all passengers. During the bus route, the driver is in charge and the students must respect transportation rules and regulations. They must take responsibility for

their actions. Bus drivers will report infractions to the administration. Furthermore, the school bus is not to be used for students to go to a friend's house. Parents must make their own transportation arrangements for their child to go to another student's house for any reason.

For the safety of all students who ride the bus, students are expected to observe the following rules:

- Always be at the bus stop 10 minutes early.
- Wait for the bus to come to a complete stop and then board the bus in single file, in an orderly fashion.
- Find your assigned seat quickly without pushing other students. Keep the aisle clear.
- Remain seated, talk quietly. Do not eat, drink, chew gum or leave trash on the bus.
- Always follow the bus driver's instructions.
- Never put your head or arms out of the windows.
- Never throw any objects out of the windows.
- Glass or sharp objects are **not** allowed on the bus.
- When getting off, wait until the bus comes to a complete stop before leaving your seat.
- Walk a safe distance from the bus so that the bus driver can see you and knows that you are out of danger.

The bus driver will monitor student behavior on an ongoing basis. The bus driver will advise both the student and the administration of any breaches to the bus safety rules outlined above.

DISCIPLINARY PROCEDURE:

First Offense: At the principal's discretion, a letter of warning may be issued notifying the parents that any further incident will result in suspension of bus transportation services.

Second Offense: The principal will notify the parents in writing that transportation has been suspended for a period of 1 to 3 days

Third Offense: The principal will notify the parents in writing that transportation has been suspended for a period of 3 to 5 days.

Fourth Offense: The principal will notify the parents in writing that transportation has been suspended temporarily for reasons of safety and security.

PLEASE NOTE THAT THE SCHOOL'S STUDENT CODE OF CONDUCT APPLIES WHILE STUDENTS ARE ON THE SCHOOL BUS.

PLEASE REMEMBER THAT BUSSING IS A PRIVILEGE. THE SAFETY OF ALL THE CHILDREN ON THE BUS IS EACH STUDENT'S RESPONSIBILITY.

WITHDRAWAL OF SCHOOL BUS PRIVILEGES DOES NOT RELIEVE EITHER STUDENT OR PARENT OF THEIR RESPONSIBILITY IN SO FAR AS ATTENDING SCHOOL.

DISCIPLINARY MEASURES:

All Staff Members are responsible for intervening in discipline. Any breach of the expectations, policies and procedures outlined in this agenda may result in disciplinary measures. These may include interventions such as gestures of reconciliation, restitution or the payment of damages, reflections, letters of apology, loss of school privileges, exclusion from field trips and school activities, suspensions and expulsion from the school board.

Depending on the nature of the breach of discipline, a parent may be required to meet with the school's administration.