



JANET LEE BELIEF STATEMENTS

- ☺ all children can learn
- ☺ all children have the right to learn
- ☺ all children have gifts, they just open them on different occasions
- ☺ all children deserve to celebrate success
- ☺ all children need to show respect for themselves, others and their environment
- ☺ all children deserve to have a positive, caring relationship with administrators, staff, parents, and peers
- ☺ all students deserve to learn in a bright, tidy, and orderly environment
- ☺ all students need to feel that they belong
- ☺ all students need to be encouraged to work to their potential and strive for academic excellence

JANET LEE SCHOOL POLICY REGARDING BULLYING

Our Mission Statement: *To build a community of life-long learners and responsible, global, citizens in a safe, respectful and diverse environment.*

1. **Stop the behaviour** - There will be “no-bullying rules” enforced by staff members.
2. **What the students will do** - The students will help others by speaking out and getting adult help.
3. **How students should treat one another** - The students will use extra effort to include everyone.

Respect and Responsibility

Be respectful of others	Be positive and thoughtful of others. Smile. Remember to use words like please, thank you, and excuse me. Treat students and adults as you would like to be treated. Be polite and co-operate with lunch supervisors, bus drivers, traffic guards, caretaking staff and secretaries. Be helpful to supply teachers. Greet visitors cheerfully.
Be respectful of the school	Keep your building and school yard clean. Put litter in the trash cans. Recycle. Keep your belongings tidy. Return library and class materials to their proper places.
Be respectful of yourself	Show pride in yourself. Dress neatly and suitably. Use appropriate language. Keep clean. Show others that you care about them, about your school, and about yourself.
Be responsible	Come to school every day. Attend all classes. Be on time. Have equipment ready and homework completed. Do your best every day and catch up on any missed work. Keep your commitments to teachers, coaches, clubs and committees.
Be safety conscious	Always be thoughtful of the safety of others and of yourself. Be a peacemaker and do your best to discourage violent acts or language which may cause injury or pain to anyone.

PERSONAL KEYS TO SUCCESS

- Co-operation** Everyone at JANET LEE must work together as a team. A co-operative student knows and obeys the rules and works with teachers and other students of all ages.
- Honesty** “Honesty is the best policy.” The habit of honesty is in life. The truth, no matter how unpleasant, is much better than a lie.

Effort	Do your best every day. Attend school every day. Make every assignment the best you have ever done. Hand in your work on time. Ask for help when you need it.
Courtesy	Saying “Please,” Thank-you”, “Excuse me,” and “Good Morning” are all part of the vocabulary of courteous people. Remember, it is not just what you say, but how you say it that counts.
Kindness	A kind and thoughtful person looks for ways to help others, avoids interrupting, rude speech, and thoughtless actions. Always consider the other person’s point of view as well as your own.

Always choose to do the right thing!

CODE OF BEHAVIOUR

The Code of Behaviour at Janet Lee School provides a framework in which students can learn the meaning of living cooperatively in a democratic society. The code reflects the positive learning atmosphere that assists students in the achievement of feelings of self-worth and self-discipline and fosters the following ideals:

- **Respect For Self and Others**
- **Honesty And Truthfulness**
- **Respect For Rules And Fair Play**
- **Respect For Democratic Rights**
- **An Understanding Of Responsibilities**
- **Acceptance Of Religious And Racial Differences**
- **A Striving For Excellence**

Student Rights:

Students have the right to:

- be treated with respect and courtesy as an individual by everyone
- a positive, safe school atmosphere
- an appropriate and challenging curriculum
- assistance from teachers
- fair and appropriate treatment

Student Responsibilities:

Students are expected to:

- respect the rights of others
- respect the property of others, the school and community
- help create a positive school atmosphere by coming to school prepared,
- on time and ready to learn and using acceptable language, completing assignments and dressing appropriately
- accept responsibility for their own actions
- follow the “Bus Code of Conduct”

Dress Code

- clothing imprinted with symbols of alcohol, drugs, violence, sex, obscenities, representations of disrespectful programs and clothing which is too revealing is not acceptable ** If the student’s clothing is deemed inappropriate he/she will be asked to change. Parents may be notified to either pick up the student or bring in a change of clothing.*
- all of the above will be at the decision of the school
- hats, scarves and bandanas are not to be worn in the school
- students need to have a change of clothing for physical education (e.g.:T-shirt, shorts, running shoes) to participate safely in class
- running shoes must be kept at school for Daily Physical Activity (DPA)

Staff Rights:

Staff members have the right to:

- be treated with respect and courtesy by everyone
- expect a standard of behaviour conducive to a positive learning environment
- regular communication from parents as needed

Staff Responsibilities:

Staff members are expected to:

- provide a safe and positive learning experience
- role model appropriate behaviour
- show respect for each student and be sensitive to individual needs
- participate in ongoing communication with students, parents and other staff members
- administer school expectations consistently and fairly

Parental Rights:

Parental Responsibilities:

Parents have the right to:

- co-operation, respect and support from other parents, students and school staff
- expect a safe and positive learning environment
- participate in on-going communication with the school
- conference with school staff regarding their child

Parents are expected to:

- encourage a positive attitude toward school and learning
- ensure their child's punctual and regular attendance
- ensure their child is properly prepared for each school day
- instill in their child respect for school rules and for the rights of others
- communicate with the school any pertinent information including your child's absence or late arrival and/or changes in personal information

Possible Intervention Strategies: Each situation that requires action has its own unique circumstances. The following will be a guide for discussion and cooperative problem solving.

- informal discussion with student
- conference with student, teacher, Principal
- parent conference

Possible Actions:

- loss of privileges
- assignment
- time out of class
- detention
- "community service"
- restitution
- in-school suspension
- formal suspension

Participation in extra curricular activities is dependent on students following the "Student Responsibilities" aspect of the Safe Schools Policy.

The Ontario Ministry of Education Code of Conduct in conjunction with the Hamilton-Wentworth District School Board Safe Schools Policy will be used to determine consequences for inappropriate student behaviour.

GENERAL INFORMATION

ANAPHYLAXIS

Parents are required, under the new Anaphylaxis Policy, to inform the homeroom teacher and office, in writing if their child has severe, life threatening allergies, as we need to ensure that safety precautions are put into place.

Janet Lee is a **PEANUT/NUT SAFE SCHOOL** as we have several students with life threatening allergies to peanuts and/or nuts. **Please do not send your child with any peanut or nut products for lunch, snacks, or special occasion treats.** Working together we can help ensure the safety of all our children.

ATTENDANCE, ABSENCES and LATES

It is the **Parent's responsibility** to call the school at (905) 573-9113 (Available 24 hours) to report all student absences on a daily basis. Leave student name, class, and reason for absence. Once morning attendance has been taken, students arriving late must check into the office upon their arrival to school to obtain a late slip.

EARLY DISMISSAL OF STUDENTS - Appointments etc.

It is highly recommended that once a student is at school, they remain at school for the entire day. In the exceptional circumstance that a student needs to leave early for an appointment, etc. a written note in the Student's Agenda, is required. Adults picking their child up are asked to report to the office.

ARTICLES THAT ARE NOT TO BE BROUGHT TO SCHOOL

Weapons (Knives, guns, water pistols, slingshots, laser pointers, or anything else which shoots projectiles of any kind)

Fireworks (firecrackers, caps, or other exploding devices, lighters, matches)

Aerosol cans, Deodorant Spray, Spray Perfume/Cologne, Liquid Correction Fluid (Liquid Paper)

Alcohol, Drugs, Tobacco

Radios, Gameboys, Purses/bags in class, CD players, Walkmen, MP3, IPOD's, (any electronic device), Cell Phones, Trading Cards, Rollerblades, skateboards, scooters, "Heelies"

ENTERING AND LEAVING SCHOOL

Entry and exit is by the designated doors only. All parents and visitors to the school must report to the office to sign in. All students are to exit using the appropriate door for their grade and when crossing the street must cross with the crossing guard. This policy will be strictly enforced for the safety of all our children.

EXPECTATIONS OF BEHAVIOUR

Assemblies Everyone is to enter and leave the gymnasium quietly. Appreciation is to be shown with respectful applause.

Language Use appropriate language.

Playground Play should be fun but not dangerous. In general, follow the "No body Contact" rule. Be a peacemaker and a peacekeeper.

Property Respect for others implies respect for their property.

Violence Any aggressive action, body contact or language directed to others, any bullying behaviour constitutes violence and therefore will not be tolerated.

Work Habits Be conscientious in fulfilling your homework assignments. Keep your work units and notes in order and up to date. Read and review your work frequently. Be prepared for regular testing.

Do your best work. Keep hands and feet to yourself. Follow all classroom and school rules.

HOMEWORK

Student's Role –

- be conscientious about fulfilling their homework assignments
- Keep work units and notes in order and up to date
- Read and review work frequently and be prepared for regular testing
- READ for pleasure (20-30 min./night)
- Bring your agenda home and return it to school on a daily basis.

Parent's Role – If homework is to be of value, the parents play a significant role in the child's homework setting. The following suggestions are offered:

- Check and sign your child's agenda nightly
- Monitor what the child does for homework
- If your child is not bringing home any work, it is reasonable to ask why. Ask or contact the teacher.
- Provide a quiet, equipped setting.
- Provide a regular, consistent time, free from distractions, phone calls, computer games and television.
- Provide support, suggestions, interest, clarification and encouragement. If a concept is not understood, contact the teacher, telling is not teaching.
- Inform the teacher (by note, phone, etc) when homework cannot be legitimately completed.
- Take your child to community resources, i.e. library, museum, and encourage the use (as appropriate) of newspapers, magazines, etc.

ILLEGAL SUBSTANCES: ALCOHOL, DRUGS AND TOBACCO

The provincial Code of Conduct will create a learning environment that fosters respect for others and ensures young people learn the values needed to be a good citizen. The Code sets clear, consistent, province-wide minimum standards of expected behaviour for all involved in the publicly funded school system, and clear consequences for students who choose not to meet these standards. The Code is specific regarding Mandatory Consequences for numerous offences, which result in AUTOMATIC SUSPENSION AND EXPULSION from Ontario Schools.

Under the Narcotics Detection Dog Protocol – the Hamilton Police Services Dog may be engaged at any time, upon request of the Principal to complete a search of the school.

ILLNESS

It is advised that children who are sick or are recovering from an illness remain at home until they are well enough to participate in recess and classroom activities. In this way, the children will be able to participate fully in the school program and, as well, will not spread germs to other students.

INCLEMENT WEATHER

When winter storms occur before the opening of school for the day, please listen to local radio stations for school bulletins. The stations are informed before 7:00 a.m. and you will hear one of two messages:

1. Schools are open OR 2. Schools are closed

Radio stations: 900 CHML CKOC 820 CHAM 102.9 K-Lite FM
Television Station CH TV (channel 11) (CH Morning Live)

INTERNET - ACCEPTABLE USE AGREEMENT

Please review with your child and sign the agreement. **FAILURE TO OBSERVE THESE RULES WILL RESULT IN THE LOSS OF COMPUTER PRIVILEGES.**

LOCKERS

The school cannot accept responsibility for the security of any personal materials. **Lockers remain school property, and will be inspected as necessary to maintain a clean and safe school environment. In cases of suspected wrongdoing, lockers may be searched using established procedures, this may include the use of the Narcotic Detection Dog.**

LUNCHROOM EXPECTATIONS

- Remain seated and in their assigned room during lunch and behave with courtesy and respect.
- Clean up eating area as required, taking home any food/drink left over
- Use the washrooms prior to or after the eating time, except during emergencies.
- Follow the instructions of the teacher supervisors and lunchroom monitors.
- Children will be dismissed by our teacher supervisors and are expected to remain outdoors (weather permitting) until afternoon entry time.
- For supervision purposes, we expect students who eat at school to remain on school property throughout the full lunch period.

We **strongly discourage** parents from giving their children permission to leave school property at lunch. *The school cannot accept responsibility or provide supervision off school grounds.*

MEDICATION

Please note we must have your written permission (on the approved form) to dispense or supervise the intake of medication for your child. Forms are available at the main office if your child requires medication. Please note that permission must be renewed at the beginning of every school year.

PARKING

A reminder to parents that dropping off or picking up students in the bus loading zone is not permitted. Parents are to move through to the sidewalk next to the gravel parking lot and drop their children off on the sidewalk. Please note that for student safety, students are expected to cross the road at the crossing guard.

PEDICULOSIS (Head Lice)

The control of Pediculosis is a shared responsibility within the community. Please check your child's head for lice regularly and notify the school if you find head lice in your child's hair. A letter will be sent home with the class to have all parents check their children for head lice (the student's name will not be mentioned). If your child has head lice, please administer a treatment recommended by a pharmacist or medical practitioner.

PERSONAL PROPERTY AND ITEMS TO BE LEFT AT HOME

We ask that all valuable items be left at home. This policy is in place to avoid loss or damage to such items. When found, jewelry and other small items are generally turned into the school office. Other items of clothing are placed in a box outside the Staff Room. Any clothing articles not claimed are sent monthly to organizations that can make good use of them.

STUDENT GOVERNMENT

Early in the year, a Student Council will be formed from representatives chosen from each class. The Council will be responsible for planning, discussing and running various student functions under the guidance of a staff member(s).

SCHOOL AGENDAS

Students MUST bring their agenda to class each day to accurately record homework, assignments, upcoming events, results of tests, etc. Parents, please check and sign your child's agenda daily. Parents are to use this book to communicate with the school regarding absence/lates or with the classroom teacher regarding student questions or concerns.

SCHOOL BUSING

Everyone shares the desire for our children to arrive safely at school. The drivers are specially trained and licensed, but are unable to do an excellent job when they are distracted by misbehaviour on their bus. Drivers will report problems to the school and busing privileges may be removed for those students causing problems and potentially dangerous situations.

SUPERVISION

The playground is open and supervised 15 minutes before the start of instruction in the morning, and 15 after the dismissal bell in the afternoon. Please do not send your child to school before the playground is supervised as we are unable to ensure their safety. The creative playground behind the field is not supervised by school staff and therefore students are not allowed to play in the area before school unless accompanied by an adult.

TELEPHONE USE

The office telephone is for emergency use only (cancellation of routine after school events, illness etc.). All other arrangements are to be made ahead of time including extra-curricular and social activities. * Schedules of practices, after school clubs etc. are made available to students and parents in advance, it is a student's responsibility to inform his/her parent of such activities.

JANET LEE ELEMENTARY SCHOOL



Anti Bullying Pledge for Students

We the students of Janet Lee School agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted, regardless of colour, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing" or any other excuse. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a teacher.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, and the playground areas.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and teachers to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.