

HWDSB CODE OF CONDUCT

As members of the Hamilton-Wentworth District School Board (HWDSB) community, each of us has a responsibility to contribute to a positive school climate that is inclusive and accepting of all students and staff, and that promotes the prevention of bullying and harassment. The HWDSB Code of Conduct Policy sets out the expectations for behavior consistent with the Provincial Code of Conduct.

As a student at HWDSB, to show respect and responsibility to myself and others I will:

- Come to school prepared, on time, and ready to learn
- Treat one another and those in authority with dignity and respect at all times, even when there is a disagreement
- Refrain from bringing anything to school that may compromise the safety of myself or others
- Demonstrate responsibility for actions or behaviour on or off school property or outside of the school day that would have an impact on the school climate
- Follow the established rules and expectations and take responsibility for my own actions
- Promote the safety of people in schools by preventing bullying and using non-violent ways to resolve conflict
- Demonstrate appropriate participation in the civic life (physical and digital) of the community.

**This is a sample of the expectations of students.*

The full Code of Conduct can be found at <https://www.hwdsb.on.ca/elementary/supports/safe-schools/>

PRINCIPAL'S MESSAGE

MISSION - Balaclava is an inclusive and engaging community where creativity and commitment to equity are utilized to optimize learning for all.

VISION - We aspire to make the world a better place through informed, responsible, and compassionate action.

MOTTO - When we look after ourselves and we look after one another, we all succeed.

COMMITMENTS

- * To ensure an inclusive and accessible learning environment
 - * To nurture a sense of belonging in our community
 - * To grow in understanding and acceptance
 - * To create engaging learning that inspires
 - * To ensure effective communication
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2022/2023 BELL TIMES	
Period 1	9:15 – 10:15
Period 2	10:15 – 10:55
Nutrition Break 1	10:55 – 11:35
Period 3	11:35 – 12:25
Period 4	12:25 – 1:15
Nutrition Break 2	1:15 – 1:55
Period 5	1:55 – 2:55
Period 6	2:55 – 3:35

TRANSPORTATION

HWDSB provides our students with safe and secure transportation to and from school for eligible students by Hamilton-Wentworth Student Transportation Services (HWSTS). This may take the form of traditional yellow-and-black school buses, school purpose vans or Hamilton Street Railway transit.

General Rules for Students on School-Related Transportation:

- Obey the instructions and rules of the vehicle driver and cooperate with the driver, student patrollers, assistants and other students;
- Show respect for the rights of others and for property;
- Do not leave garbage or unwanted items on the bus;
- You are responsible for any damage you cause to vehicles or property;
- Discuss problems you have traveling to and from school with a trusted adult (for example: parent, guardian, teacher, principal or vehicle driver);
- Make sure you are away from the danger zone of a school bus by staying 10 giant steps away from it;
- Never cross or play behind a vehicle;
- Bus privileges may be suspended for unsafe actions that endanger the student or others on the bus. A warning will be given prior to the suspension of bus privileges.

SAFE ARRIVAL AND THE SCHOOLMESSENGER COMMUNICATION PLATFORM

As a school in the HWDSB, one of our greatest priorities is ensuring that all students safely arrive at school every day.

Please register for SafeArrival, a student absence reporting system within the SchoolMessenger communication platform. SafeArrival makes it easy for families to report student absences and allows school staff to respond quickly and thoroughly to all unexplained absences through notifications. SchoolMessenger will also notify you of other important announcements.

Follow the steps below to **create an account** and **set your preferences**:

1. **Download the SchoolMessenger App**, or visit go.schoolmessenger.ca.
2. **Create an account** (using the email address you have on file with your child's school).
3. Once you are logged in, go to **Preferences** on the left-hand menu and turn on/off phone, text, or email for each message type.

Use the **SchoolMessenger app** and website so that you receive messages in one or more of these ways:



Phone
(Home, cell or both)



Email



Text



**SchoolMessenger
App/Website**

For each of the following message types:

- **Attendance**
- **General**
- **Non-School Hours Emergency**
- **SafeArrival**
- **School Hours Emergency**
- **Survey**

With SafeArrival, families report a child's absence one of three ways:

1. Use the **SafeArrival website**, go.schoolmessenger.ca. Select **Attendance** then **Report an Absence**
2. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or Google Play Store (or from go.schoolmessenger.ca). Select **Attendance** then **Report an Absence**.
3. **Call the toll-free number 1-844-506-4350** to report an absence using the automated phone system.

These options are available 24 hours/day, seven days a week. If you have any questions or if you try to explain an absence using SafeArrival, but are then told that it is past the cut-off time, please contact the school directly.

RESPONSIBILITY FOR PERSONAL ELECTRONIC DEVICES:

Our school supports access to new and exciting learning opportunities available through the use of digital technology. When bringing a personal electronic device on to HWDSB property, including school buses, or to Board sponsored events, remember:

- The secure storage of these devices is the sole responsibility of the owner/user;
- HWDSB does not accept responsibility for lost or stolen personal electronic devices; students bring the devices to school at their own risk.

Students will support a positive teaching and learning environment and be responsible when using digital technology and/or personal electronic devices:

- As learning tools during instructional time, unless authorized to use otherwise by a teacher or principal/vice-principal;
- Outside of instructional time, as well as for health and medical purposes;
- In a way that respects the dignity, rights, and privacy of all students;
- By refraining from inappropriate use, including but not limited to cyberbullying, viewing inappropriate content, and racist, sexist, classist, homophobic, transphobic, ableist, or any other oppressive behavior.

FUNDRAISING/VOLUNTEERS

Fundraising at our school is used to raise money or fund other resources for our school and students, as approved by the school principal, in consultation with, and upon the advice of the school council, Home & School Association and/or a school fundraising organization.

We welcome and encourage the participation of volunteers in our school for events, activities and fundraising initiatives. Should you wish to volunteer, please speak with your child's teacher and complete the process outlined in the HWDSB Volunteer Policy. Please visit <https://www.hwdsb.on.ca/elementary/get-involved/volunteers-in-schools/> to learn more about the volunteer process.

VISITORS TO SCHOOL

All visitors must:

- Enter through the front door only;
- Make sure to buzz the office before entering, as doors are locked;
- Report to the office and sign in;
- Have a classroom visit pre-arranged with the teacher, school educator or staff, typically outside of instructional time;
- Not enter the hallways or classrooms without prior authorization;
- Not allow others to catch the entry door to avoid the risk of students/adults not checking into the office.

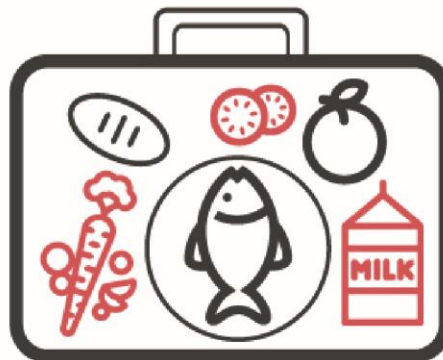
NUTRITION GUIDELINES

HWDSB and our school, believe in the development of healthy school environments that support student learning and success by encouraging our students, educators, and parents/guardians to make nutritious food and beverage choices.

Healthy Eating Tips

Canada's Food Guide recommends that Canadians:

- Limit sugar
- Eat whole-grain food that is higher fiber and lower in fat and sodium
- Choose grain products that are lower in fat, sugar or salt
- Drink skim, 1% or 2% milk each day.
- Choose lower-fat milk alternatives i.e. partly skimmed mozzarella, light cheddar
- Eat extra-lean meat and vegetarian alternatives prepared with no or little added fat or sodium
- Eat meat alternatives like beans, lentils, and tofu
- Eat at least two servings of fish each week
- Choose lean meat and alternatives made with little or no added fat or salt
- Drink water to satisfy thirst
- Consume vegetables and fruit whole more often than in juice



To create healthy learning environments our school will:

- Promote healthy eating and safe food practices for planned events and classroom activities that are in line with the current edition of Eating Well with Canada's Food Guide.
- Follow the Student Nutrition Program Nutrition Guidelines developed by the Ministry of Children and Youth Services.
- Consider the following when food or beverages are sold or provided:
 - Offer, when available and when possible, food and beverages that are produced in Ontario;
 - Be environmentally aware;
 - Take the appropriate measures to keep students with prevalent medical conditions, such as Anaphylaxis, safe when offering food or beverages. Find the Anaphylaxis Plan of Care at <https://www.hwdsb.on.ca/wp-content/uploads/2021/10/Supporting-Students-Prevalent-Medical-Conditions-Oct21.pdf> ;
 - Avoid offering food or beverages as a reward or an incentive for good behaviour, achievement or participation.

Learn more about how to stay healthy at school by visiting <https://www.hwdsb.on.ca/elementary/supports/healthy-schools/>.