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This Agenda belongs to: Name _____ Class _____

SCHOOL DAY

<u>Outdoor Supervision Begins</u>	7:55 A.M.
<u>Entry/Classes Begin</u>	8:10 A.M.
Period 1	8:10 – 9:10
Period 2	9:10 – 9:50
<u>First Nutrition Break</u>	9:50 – 10:30
Period 3	10:30 – 11:20
Period 4	11:20 – 12:10
<u>Second Nutrition Break</u>	12:10 – 12:50
Period 5	12:50 – 1:50
Period 6	1:50 – 2:30
<u>DISMISSAL</u>	2:30

INCLEMENT WEATHER: The HWDSB announces school closures through synervoice prior to 7:00 a.m.
Local radio and television stations will also confirm closures.

Radio stations: 900 CHML CKOC 820 CHAM 102.9 K-Lite FM
Television Station: CHTV - CH Morning Live

CODE OF CONDUCT

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that it is the responsibility of all individuals 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. The Code of Conduct Policy applies to persons on school or board property, on school buses, at school- related events or activities, or in other circumstances that could have an impact on school climate. Any person who enters into an agreement, or uses school board property (third party), must follow standards consistent with the Provincial Code of Conduct and with HWDSB's Code of Conduct Policy.

GUIDING PRINCIPLES:

HWDSB is committed to:

- Schools which promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment.
- Fostering positive school climates where all members feel safe, included and accepted.
- *Standards of Behaviour* as defined in the policy for all members of the school community (parents, students, school staff, visitors, volunteers).
- Relationships founded in mutual acceptance and inclusion, fostering a culture of respect when modeled by all.
- Prevention and early intervention strategies to address inappropriate behavior.

INTENDED OUTCOMES:

Positive School Climate:

- Promote responsible citizenship by encouraging appropriate participation in the civic life (physical and digital) of the school community
- Prevent bullying in schools
- Promote the safety of people in schools
- Discourage the use of alcohol, illegal drugs, tobacco and non-medical cannabis use
- Promote the responsible use of digital devices during instructional time for learning purposes (as directed by the educator) and/or for health related reasons

Relationships:

- Ensure that all members of the school board community are treated with respect and dignity
- Maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- Encourage the use of non-violent means to resolve conflict
- *School climate:* may be defined as the sum total of all of the personal relationships within a school. These relationships must be founded in mutual acceptance, inclusion, respect, responsibility and civility, and must be modeled by all. A positive school climate exists when all members of the school community feel safe, included and accepted, and actively promotes positive behaviours and interactions.
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STANDARDS OF BEHAVIOUR:

Respect, Civility and Responsible Citizenship: All members of the school community must recognize that a whole school approach is required, and that everyone including trustees, Board employees, students, parents/guardians, Home and School, School Council, visitors, volunteers, contractors, community members on school premises, while on school buses, at school related events or activities, or in any other circumstances that could have an impact on the climate of the school must:

- respect and comply with all applicable federal, provincial, and municipal laws
- comply with the Equity and Inclusion Policy and other Board policies
- demonstrate honesty and integrity
- respect differences in people, their ideas, and their opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, creed, sex, gender identity, gender expression, marital status, family status or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching
- not swear at a teacher or at another person in a position of authority
- follow standards consistent with the Provincial Code of Conduct
- promote the prevention of bullying

Safety: All members of the school community must not:

- engage in any bullying behaviours including the use of any physical, verbal, electronic, written, or other means of bullying
- engage in any hateful behaviours (physical, verbal, electronic, written) that are based on racist, anti-Semitic, Islamophobic, sexist, homophobic, transphobic and other hateful ideologies.
- engage in gender-based violence and incidents based on homophobia, transphobia or biphobia
- commit sexual assault
- traffic weapons or illegal drugs
- give drugs, alcohol or cannabis to a minor
- commit robbery
- be in possession of any weapon, including firearms
- use any object to threaten or intimidate another person
- cause injury to any person with an object
- be in possession of, or be under the influence of, or provide others with alcohol, illegal drugs and cannabis (unless the individual has been authorized to use cannabis for medical purposes)
- provide others with alcohol, illegal drugs or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes)
- inflict or encourage others to inflict bodily harm on another person
- engage in propaganda and other forms of behaviour motivated by hate or bias,
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Violations of the Code of Conduct shall be addressed through other relevant Hamilton-Wentworth District School Board Policies, Procedures and provincial legislation.

GENERAL INFORMATION

ANAPHYLAXIS

Parents are required, under the 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 report all student absences on a daily basis. Once morning attendance has been taken, students arriving late must check into the office upon their arrival to school to obtain a late slip.

SafeArrival- Report an Absence

SafeArrival, a student absence reporting system, makes it very easy for families to report student absences. It also allows school staff to respond quickly to all unexplained absences. Our goal is to continue to have all absences explained and all students accounted for each day.

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

1. Use the SafeArrival website, go.schoolmessenger.ca. The first time you use the website, select Sign Up to create your account. 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 links at go.schoolmessenger.ca). The first time you use the app, select Sign Up to create your account. 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. You can report a future absence any time.**

CELL PHONE USE

If students are bringing cell phones to school, they must only be used with teacher permission. Responsible and respectful use of cell phones is critical to a positive school, learning environment.

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.

Please do not call the office after 2:00 p.m. as it is difficult for office staff to communicate changes this late in the day.

DRESS CODE (In accordance with the Safe School Acts)

- Appropriate dress is attire that is neat, clean, suited to the learning task, and in keeping with a safe, respectful learning environment. Safe and respectful learning environments allow both teaching and learning to occur. The Hamilton-Wentworth District School Board encourages students to take pride in their physical appearance and to support schools in their expectations of appropriate student dress when attending school and school functions. To promote safe and respectful learning environments,

expectations for appropriate dress should align with Board policies, and provincial and federal legislation.

- No clothing, hats, or jewelry will be worn that bears any of the following: sexual or racial comments, suggestive, offensive, or objectionable messages, any representation or an advertisement for alcohol, drugs, or tobacco, any representation of violence.
- Clothing that reveals underwear, navels or the midriff is not appropriate dress for the learning environment. Skirts and shorts should be an appropriate length for a workplace/learning environment. Skirts and shorts must be at least the length of the student's fingertips when arms are fully extended down at one's sides.
- Students may be removed from class if dress or appearance is inappropriate. If a student is unable to modify his/her dress, parents will be called to bring appropriate dress.
- Religious attire is a requirement of religious observation. It is not cultural dress. School staff and communities need to be sensitive to setting a climate of understanding and should accommodate appropriate religious attire. Where cultural dress presents a safety concern, reasonable accommodations to the activity will be made.
- Students need to have a change of clothing for physical education (e.g.t-shirt, shorts, running shoes) to participate safely in class. For safety reasons, students may be asked to remove jewelry, such as watches, necklaces, or long earrings.
- Repeated failure to comply with school expectations for inappropriate student dress will result in disciplinary consequences

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.

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 at all times.
- 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 (From HWDSB Homework Guidelines)

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
- Bring your agenda home and return it to school on a daily basis.

Parent's Role: 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.
- Inform the teacher (by note, phone, etc) when homework cannot be completed.
- Take your child to community resources, i.e. library, museum, and encourage the use (as appropriate) of newspapers, magazines, etc.

How long should homework take? The amount of time a student spends on homework depends on the student’s needs, age and grade, subject, tests and project due dates. Below are some guidelines.

Grade	Most Evenings (Excluding Friday and Weekends)
JK/SK-Gr. 1	5 – 10 minutes per night including home reading to a maximum of 30 minutes per week.
Gr. 2-3	5 – 30 minutes per night including home reading to a maximum of 60 minutes per week.
Gr. 4-6	20 – 60 minutes per night to a maximum of 180 minutes per week by Grade 6
Gr. 7-8	35 – 80 minutes per night to a maximum of 240 minutes per week by Grade 8

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.

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.**

LUNCHROOM EXPECTATIONS

Students are expected to;

- ❑ 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.
- ❑ For supervision purposes, we expect students who eat at school to remain on school property throughout the full lunch period. However, students in Grade 6-8 are permitted to leave school property during 2nd nutrition break with a written note dated and signed by a parent/guardian. ***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.

OFFICE 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.

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 the “Kiss and Ride only” dropping their child(ren) 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. The school cannot be responsible for lost or stolen items. **Below are additional items that should *NOT* be brought to school:**

- Weapons (Knives, guns, water pistols, slingshots, laser pointers, any object that could pose a safety risk of any kind should remain at home)
- Fireworks (firecrackers, caps, or other exploding devices, lighters, matches)
- Aerosol cans, Deodorant Spray, Spray Perfume/Cologne
- Alcohol, Drugs, Tobacco
- Rollerblades, Skateboards, Scooters, “Heelies”

SCHOOL AGENDAS

Students are encouraged to 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 absences/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 misbehavior 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.

