



Mountview School

Guiding Principles

At Mountview School all students are entitled to an education that allows them to develop to their potential. Our goal is to foster a sense of self-worth and self-discipline in our students. It is the responsibility of staff and parents/guardians to model, encourage and reinforce responsible behaviour and decision-making. All students are responsible for their behaviour whether they are on school property, on school buses, at school-authorized events or traveling to and from school.

Staff members believe that students need to be recognized for positive behaviours that contribute to the success of Mountview School. A safe and orderly school moves beyond the recognition of negative, unwanted behaviours and increasingly shifts the focus towards positive behaviours. Mustang certificates, Gotcha awards and opportunities to share successes will be used with other positive techniques to encourage students to do their best at all times and to help each other. Insults, disrespect, and other hurtful acts that harm the dignity of others and disrupt learning and teaching in our school will not be tolerated.

All members of the Mountview School Community are to be treated with respect and dignity. A learning environment that is free from bullying and harassment and that is respectful of Aboriginal, racial, gender, ethnocultural and religious differences is essential for student success. Harassment towards diverse communities is not tolerated. When the equity principles of the Hamilton-Wentworth District School Board are not respected, the procedures as outlined in the Safe Schools Act and Mountview School's Code of Conduct will be applied. The staff and students of Mountview School welcome and work responsibly with everyone.

All students, staff and parents have the right to feel safe and respected at Mountview School. Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others or to solve disputes. Bullying¹, a form of repeated physical, verbal or social aggression, will not be tolerated. Members of our school community have a responsibility to maintain an environment characterized by respect and civility. Staff will deal with unacceptable behaviour on an individual basis and apply the Code of Conduct in a fair and consistent manner.

The Mountview School community is based on a culture of caring, collaboration, respect and responsibility. Our Code of Conduct supports these values as the basis of effective learning.



¹ Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended (or should be known to cause fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance. *Bullying Prevention and Intervention, Ministry of Education PPM No. 144*

2. Roles and Responsibilities

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- helping students to be positive leaders in their school and community;
- communicating regularly with their school community;
- modeling respect and responsibility,
- helping all students to behave responsibly; and
- modeling the character attributes of the Hamilton-Wentworth District School.

Teachers and school staff, under the leadership of their principal, maintain order in the school and are expected to ensure that students demonstrate respectful and responsible behaviour. Teachers hold everyone to a high standard of respectful behaviour by:

- helping students work to their full potential and develop their self-worth;
- communicating regularly and meaningfully with parents;
- maintaining consistent standards of behaviour for all students;
- demonstrating respect for all students, staff and parents;
- preparing students for the full responsibilities of citizenship.
- following the school rules and taking responsibility for his or her own actions.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and their property and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for everyone and everything in the school and on the bus;
- doesn't bring anything to school that may hurt other people;
- follows the school rules and takes responsibility for his or her own actions.
- refrains from swearing.



Dress Code

It is not the intention of the school to assume the responsibility of the parent in determining appropriate grooming and dress for children. At the same time, there is an expectation that all students be clean, neat and appropriately dressed for school. Students should dress in a manner that is proper for a respectful place of learning. It is important that students learn to dress appropriately for the workplace.

Guidelines for student clothing:

- Short-shorts or skirts should be at least the length of the student's arms to the fingertips hanging straight down at their sides.
- Tops should have sleeves (long or short) to protect students from sun exposure in the summer and to keep students warm in winter. Basketball jerseys should not be worn without a t-shirt underneath. Spaghetti strap tops or dresses should not be worn as they provide little sun protection. If girls' sleeveless summer tops are worn, straps should be the width of 3 fingers.
- Tops and pants should cover the midriff. Underwear should not be showing.
- Clothing should not have inappropriate logos or writing.
- Caps, sunhats etc. are worn outside and not in the school.
- Running shoes must be available on a daily basis for physical education and DPA.

All clothing is subject to approval and anything deemed inappropriate is not to be worn at school or school events.

Attendance

For safety reasons, once students are on the school grounds they must obtain permission from the office to leave for any reason. Parents are asked to call the school office (905-388-1677) when a child is absent. Please leave the student's name, homeroom teacher, and reason for absence. A parent or guardian must make the call.

Students not in the classroom by 9:00 will be considered late. A late or admission slip may be required. It is expected that every student will be on time for every class. If a student needs to leave school early for any reason, a note signed by a parent or guardian (indicating the time and reason) must be brought to the classroom teacher.

When students are to be absent for a vacation, parents should complete the HWDSB *Parent Request for Temporary Excusal Form* that can be obtained from the Office. A note separate from the agenda may also be sent to the school giving reason for and dates of the absence.

Personal Electronic Devices

The HWDSB Personal Electronic Devices Policy and Policy Directives acknowledges the importance of technology in our schools, and also outlines expectations for staff and students



regarding the use of PEDs at school. The policy outlines the use of PEDs in the teaching/learning environment, and the responsibility for these devices.

The use of some technology has also brought challenges related to safety, privacy, and disruption in our schools. The Board recognizes that unacceptable use of technology can be disruptive and intrusive in the classroom instruction and interfere in the day-to-day operations of the school. As well, academic integrity can be compromised through the inappropriate use of technology.

The HWDSB expects that all persons in school can support a positive teaching and learning environment by adhering to the following expectations:

- Personal electronic devices must be in silent mode in instructional areas during the instructional periods, and are not to be used in the classroom setting by students or staff.
- Teachers may, however, allow music (eg. MP3) to be used to accommodate learning styles of students.
- Teachers may confiscate, and securely store, personal electronic devices until the end of the school day if the devices are being used inappropriately. If inappropriate use continues, then the school's Code of Conduct applies.
- Anyone carrying a personal electronic device on to Board premises, including school buses, or at Board sponsored events, will comply with all of the requirements of this policy and associated procedures.
- The secure storage of these devices is the sole responsibility of the owner/user.
- The HWDSB does not accept responsibility for lost or stolen personal electronic devices; students bring the devices to school at their own risk.
- During the school day the use of cell phones, text messaging, and electronic devices is restricted in instructional areas.
- During classroom instruction, all cell phones and electronic devices must be in silent mode and secured out of sight.
- The electronic transmission, or posting of photographic images of a person, or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, the Principal or designate, and where the student is below the age of 18 years, the consent of the parent/guardian.
- The Principal may authorize use of these devices on certain occasions, eg. to photograph or video a graduation.

Behaviour, Discipline and Consequences

(Bill 212, 2007)

Weapons

All students must:

- not be in possession of any weapon...;



- not use any object to threaten another person;
- not hurt any person with an object.

Physical Aggression

All students must not hurt others or encourage others to hurt another person. They must seek the help of staff or peer mediators, if necessary, to resolve arguments and conflicts peacefully.

Police and community members are important partners in keeping our schools and communities safe. Community members need to support and respect the rules of our school. Police officers will be called in to investigate incidents in accordance with the Hamilton Police/School Board Protocol. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education. Police will be involved, as indicated by the police/school protocol, and the student will be immediately suspended for the following:

- possession of a weapon, including, but not limited to firearms;
- trafficking in drugs or weapons;
- committing robbery;
- use of a weapon to cause serious bodily harm, or to threaten serious harm;
- physical assault causing bodily harm requiring professional medical treatment;

The principal shall consider whether to suspend a pupil is he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- uttering a threat to inflict serious bodily harm;
- possession of alcohol or illegal drugs;
- being under the influence of alcohol;
- committing acts of vandalism causing extensive damage to school property or property located on school premises.:
- swearing at a staff member, or other person in authority;
- bullying
- any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil.²

For the category of behaviours that the Ontario Code of Conduct and Board Policies do not require mandatory suspensions, the school will implement alternative strategies, in collaboration with parents and staff as appropriate, in an effort to remediate behaviour. Progressive Discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of these strategies must be developmentally appropriate for students and must include learning opportunities for the students in order to reinforce positive behaviours and help

² Ministry of Education *Policy/Program Memorandum No.145* p. 17-18

students make good choices. For students with special education needs, interventions, supports and consequences must be consistent with the expectations in the students' IEP and Safe Intervention Plan.³ Strategies may include:

- agreement/contracts/reflection sheets
- apology (written, verbal)
- office referral/detention
- loss of privileges/making up lost time
- temporary withdrawal(home/at school)
- meeting with parent and student
- social work referral
- meeting with community School Resource Police Officer
- referral to community agency e.g., Banyan
- any Level 1, 2 or 3 Progressive Discipline Intervention listed in the HWDSB Suspension Tracking Sheet

References:

- Policy/Program Memorandum 145, 2009
- The Education Amendment Act,(Keeping Our Kids Safe at School), 2009
- HWDSB Personal Electronic Device Policy 2009
- HWDSB Equity Policy 2008
- Bill 212, 2007
- Bullying Prevention and Intervention, PPM 144, October 2007
- Progressive Discipline and Promoting Positive Student Behaviour October 2007
- HWDSB Code of Conduct/Discipline Policy
- Hamilton Police/School Board Protocol 2005



Please review this policy with your child and then sign in the spaces below to indicate that you have read it together. This part of the page will not be removed from the agenda, but will be referred to should staff need to review the Code with your child at school.

Parent's/Guardian's Signature_____

Student's Signature_____

Date _____

³ Progressive Discipline and Promoting Positive Student Behaviour, PPM 145 p. 5