

Code of Behaviour

The school Code of Conduct set out in this agenda has been developed as part of the Safe Schools legislation currently contained in the Education Act. At the time of the agenda's publication the Government of Ontario has introduced Bill 212 in the Legislature. When passed, Bill 212 will make a number of amendments to the existing Safe Schools provisions. These changes may take effect during the summer and the Ottawa-Carleton District School Board will be required to amend its present Safe Schools policy and procedures to reflect the new legislation. Changes to Board policy and procedure will then have to be reflected in the school Code of Conduct. When the changes come into effect, parents and students will be notified of the new standards and expectations for school conduct and the statements now contained in this agenda will be modified accordingly.

The Ottawa-Carleton District School Board believes that it is the right of each student and each staff member to a safe environment, free of concern about personal safety and, therefore, the Board shall:

- a) reduce and try to eliminate the incidence of violence in the schools;
- b) provide opportunities for students to develop the skills necessary to handle and avert violent and potentially violent situations;
- c) promote the long-term prevention of violence by preparing students to manage their lives and relationships in non-violent ways; and
- d) work co-operatively and in shared responsibility with students, parents, school councils, staff, the wider community and the police to foster a safe school environment and to fulfill the guiding principles and objectives of the Board.

The following provides a framework and guidelines which reflect the Code of Behaviour at A. Lorne Cassidy Elementary School.

Respect for Self

1. Do your best every day.
2. Be reliable and honest.
3. Attend school regularly and on time.
4. Finish all work as assigned.
5. Use learning strategies and organizational skills consistently.
6. Be appropriate in appearance and conduct.
7. Dress appropriately for a school environment.

Respect for Others

1. Treat others as you wish to be treated.
2. Be an active and cooperative participant.
3. Be considerate of and be helpful to others.
4. Communicate in a polite, appropriate manner.

Respect for School Community

1. Be a good citizen.
2. Maintain a clean school environment.
3. Demonstrate proper care for school property.
4. Show regard for other people's possessions.
5. Conduct yourself in a safe manner.

Bully Prevention Program

In 2007/2008 we will be continuing our working relationship with the Western Ottawa Resource Centre in the Implementation of our Bully Prevention Program.

Bullying consists of the following: Perceived or real imbalance of Power (physical, social etc)
Repeated actions (verbal, physical, electronic, environmental, social)
Which continue Over a period of time, and which are
MEANT TO HURT

At A. Lorne Cassidy, students are taught to Take a Stand, Build Connections, Stay Safe and to Report to an Adult if they are being bullied, or if they witness someone being bullied. Anonymous reporting forms are available in classrooms and in the office.

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Student Signature	Date
Parent Signature	Date

Student Dress Code

Student dress code must be consistent with existing OCDSB principles and standards whereby: appropriate student dress will exclude dress with wording or graphic design that:

1. is racist, sexist, profane or demeaning to another person.
2. advocates violence.
3. suggests the consumption of alcohol or illicit drugs.
4. is associated with gang membership according to the OCDSB Safe Schools Committee.
5. is sexually explicit or revealing.

Students at A. Lorne Cassidy are expected to adhere to the following:

6. Wear neat and clean clothing.
7. Halter tops, bare midriffs, muscle shirts, spaghetti straps and deeply cut necklines are not permitted.
8. Shorts and skirts are to be at least mid-thigh in length.
9. All hats are to be removed upon entering the building.
10. Safe and appropriate footwear, with non-marking soles must be worn at all times.

Students may be provided with alternate clothing, or sent home to change if they are dressed inappropriately at school.

Safe School Guidelines

Entry/Exit:

- Enter and exit the school through the designated doors.
- Walk quietly and safely on the right-hand side in hallways.
- Leave school promptly at dismissal.

At recess time:

- Play safely on structures and use equipment properly.
- Obtain a washroom pass from a teacher on duty and enter the school through the designated doors.

During lunch time:

- Remain seated.
- Keep eating area clean.
- Dispose of garbage at the end of the lunch period in the proper containers.
- Talk quietly.
- Use good manners.

During indoor recess:

- Remain in your designated classroom.
- Play safely and talk quietly.

Lockers:

- You may go to your locker at morning entry, recreation break bells and at dismissal time. Junior students may also access lockers at recess, if they have been assigned lockers.

Valuables:

- The school is not responsible for these items and students are strongly discouraged from bringing valuables to school.
 - Electronics (MP3 players, iPods, GameBoy etc.) and Cell Phones are not permitted to be used on school property. They must be safely stowed in back packs or lockers from entry time until dismissal at day's end.
- * The school recognizes that some parents wish their child to have a cell phone for security reasons. Students may use school telephones when deemed necessary during the day.

Bicycles:

- Bicycles must be walked on school property.
- Lock bicycles in the appropriate racks.
- Cyclists are required by law to wear a helmet.

In-line skates, scooters and skateboards:

- Are not permitted.

School Bus Behaviour

The school bus is an extension of the school, and we have the same expectations for pupil behaviour as we have at the school. Staff, students, parents and drivers all have specific responsibilities.

The school bus driver:

- is an agent for the school and is in charge of the students when they are on the bus.

The school staff:

- is responsible for loading and disembarking the students safely.

Parents:

- are responsible for supervision of their child(ren) at the bus stop and to and from the bus stop.

Students must:

- obey the driver's instructions immediately and completely.
- remain seated at all times while the bus is in motion.
- speak in a quiet, polite voice.
- keep their hands, feet and property to themselves.
- refrain from throwing things.
- respect people and property (no obscene language/gestures).
- keep their body and other objects inside the bus.
- keep balls and toys safely in their bags.
- refrain from eating and drinking on the bus.

Should students misbehave on the bus, the driver shall first seek the co-operation of the misbehaving student.

Should a student continue to misbehave, the driver shall report the student to the school. We will counsel the student against continuing such behaviour and record the incident.

Should misbehaviour continue the driver will issue a second report. School staff will again speak to the student and administer an appropriate consequence. At this point, parents may be contacted and a letter of concern sent home.

Should there be another behaviour problem, the child will again be given consequences at school and may be suspended from the bus for a period of up to twenty days.

Bus Changes

We are not able to accommodate requests for students to take a different bus to go home with a friend. Students who are on the same bus but who wish to get off at a different stop must bring a note from both sets of parents.

NB: Kindergarten parents, guardians, or care-givers must be at the bus stop to meet their child or the driver will return your child to the school.

We appreciate your cooperation to ensure student safety.

Code of Behaviour Expectations

It is expected that students accept responsibility for adhering to our Code of Behaviour. While the students have the primary responsibility for their actions, both teachers and parents can do much to support the child.

At the school, teachers will:

- maintain and enforce the Code of Behaviour.
- support students having difficulty adhering to the Code of Behaviour.
- maintain communication with parents.

At home, parents will:

- work in co-operation with school and support the Code of Behaviour.
- encourage their child to adhere to the Code of Behaviour.
- maintain communication with teachers and administrators.

Consequences

Depending upon the nature of the incident, any of the following actions may be taken. This may not be followed sequentially.

- Teacher intervention
- Personal conference between teacher and student
- Referral to LST and administration
- Communication with parent
- Loss of privileges
- Confiscation of inappropriate material
- Reflective writing on the issues in question
- Parents, student and school conference
- Working in an isolated area
- Restitution of lost or damaged property
- Community service
- In-school sanction
- Suspension/Expulsion from school

Suspensions

Certain serious misbehaviours may require, in accordance with the Education Act and OCDSB Safe Schools Policy and Procedure, a suspension of up to, but not more than, 20 days. In some cases, police will be notified. This applies to the following misbehaviours:

Mandatory Reasons for Suspension

- Uttering a threat to inflict serious bodily harm.
- Possessing alcohol or illegal drugs.
- Swearing at a teacher or other person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school or Board property.

Discretionary Reasons for Suspension

- Persistent truancy.
- Persistent opposition to authority.
- Habitual neglect of duty.
- Willful destruction of school property.
- Conduct injurious to the moral tone of the school.
- Conduct injurious to the physical or mental well-being of others in the school.
- Inappropriate use of Information Technology.

Expulsions

The most serious misbehaviours may require a limited (between 20 and 365 days) expulsion or a full expulsion (until completion of an approved ‘strict discipline program’). In most cases, police will be notified.

This applies to the following misbehaviours:

Mandatory Reasons for Expulsion

- Possessing a weapon.
- Using a weapon to cause or to threaten bodily harm.
- Committing sexual assault.
- Committing a physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Trafficking in weapons or illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.

Discretionary Reasons for Expulsion

- The student’s pattern of behaviour is so refractory that his/her presence is injurious to the effective learning environment of others.
- The student has engaged in activities that cause his/her presence in the school to be injurious to the physical or emotional well-being of other persons in the school.
- The student has engaged in activities that cause extensive damage to the property of the Board or property on Board premises.

The Code of Behaviour has been developed at the school level co-operatively with students, parents and staff. It complements the Education Act and any policies and procedures that are set out by the Ottawa-Carleton District School Board such as the Safe Schools Policy, Homework Policy, Student Attendance Policy, Transportation Policy and the Student Suspension and Expulsion Policy.

As stated at the beginning of the Code of Behaviour:

The school Code of Conduct set out in this agenda has been developed as part of the Safe Schools legislation currently contained in the Education Act. At the time of the agenda’s publication the Government of Ontario has introduced Bill 212 in the Legislature. When passed, Bill 212 will make a number of amendments to the existing Safe Schools provisions. These changes may take effect during the summer and the Ottawa-Carleton District School Board will be required to amend its present Safe Schools policy and procedures to reflect the new legislation. Changes to Board policy and procedure will then have to be reflected in the school Code of Conduct. When the changes come into effect, parents and students will be notified of the new standards and expectations for school conduct and the statements now contained in this agenda will be modified accordingly.

Please sign below to confirm that you have read over this Code of Behaviour and discussed it as a family.

Student’s signature: _____

Parent’s signature: _____

Date: _____

Attendance Procedures

Attendance is taken at after each break. By following the steps listed below, you will help to ensure that the school maintains accurate and up-to-date information on your child's attendance.

School Hours

- 9:15 am to 3:45 pm

Absent

- Parents should phone the school office at 831-3434 or the 24-hour phone line at 831-2081 if their child is going to be absent. Phone lines are open 24 hours a day.
- A written explanation for any absence of 3 or more days is to be provided to the homeroom teacher when the student returns to school even if the parents have phoned the school.

Late-Morning or Afternoon

- Report to the office upon arriving. The student will be required to complete a late slip.

Leaving during School Hours

- Report to the office before leaving.
- Students must be signed out by a parent/guardian.

Returning during School Hours

- Report to the office immediately upon your return.

Notes requesting changes in routines, including buses, lunch, and early dismissal must be given to the office before morning recreation break.

Balanced School Day

Nutrition Breaks (11:15 – 11:35 a.m./2:00 – 2:20 p.m.)

Recreation Breaks (11:35 a.m. – 12:00 p.m./2:20 – 2:45 p.m.)

Students Who Eat at School:

- eat their lunch in designated areas.
- leave the lunch room when dismissed to go to the washroom, lockers and then directly outside unless participating in a teacher-supervised activity.
- remain on the school grounds at all times.
- remain in designated areas in the school during inclement weather.

Students Who Go Home for Break

- leave the school when dismissed at 11:15 a.m.
- go directly to their homes for lunch.
- must not leave the school property once they have returned to school.
- please provide written notification of this routine in September.

In order to ensure the safety of all children, please commit to having your child always going home or eating at school. There is no safe arrivals check after the second nutrition break. Parents must pick up, sign out, and sign back in any students leaving during this period of time.

All students who regularly stay for lunch at school must be signed out at the office by a parent/guardian if they are going to leave during lunch.

Work and Study Guide

Research has proven that it takes more to succeed in school than natural ability and motivation. Good work habits and organization are essential ingredients for success in school. Here are 10 proven methods to help you achieve success.

1. Come prepared to class with required material (pens, pencils, notebooks, textbooks, etc.).
2. Secure all paper, including teacher prepared hand-outs, on binder rings.
3. Organize binders with dividers to clearly identify subjects.
4. Bring student planner to all classes and home each night.
5. Record homework assignments in student planner as soon as it is assigned.
6. Note due dates for long-term assignments in both the weekly section and the monthly calendars in the planner.
7. Complete assignments and have them in class ready to hand-in on the due date.
8. Catch up on work missed due to absence.
9. Set aside a regular, uninterrupted time each night to do assigned homework and to review notes and use it even in the absence of daily assignments to organize and plan.
10. Keep copies of your timetable posted in your binder, locker and at home.



Going on Vacation?

Although we appreciate the learning opportunities offered by family trips, it is not possible for staff to prepare detailed learning activities for students to take with them. Instead, we suggest the compilation of an illustrated 'Travel Diary' that reinforces language skills and provides a valuable souvenir, supplemented by grade-level math activities readily available in department stores. In addition the Nelson website offers supplementary mathematics learning for students outside of school hours. Staff will help students catch up when they return.

School Calendar

Labour Day	September 3, 2007
First Day of School	September 4, 2007
PA Day	October 5, 2007
Thanksgiving	October 8, 2007
P.A. Day	November 2, 2007
P.A. Day (Parent Teacher Interviews)	December 7, 2007
Christmas Break	December 24, 2007 – January 4, 2008
P.A. Day	February 8, 2008
March Break	March 10, 2008 – March 14, 2008
P.A. Day	March 28, 2008
Good Friday	March 21, 2008
Easter Monday	March 24, 2008
Victoria Day	May 19, 2008
Last Day of School	June 25, 2008
P.A. Day	June 26, 2008

Have a Safe and Happy Year.

Attention Parents:

The next few pages require your attention. There are several items for you to read and to indicate your understanding of policies and to provide your preferences regarding a number of decisions concerning your child(ren).

Please read all the forms as soon as you can. Many of them will, when completed, be removed from the planner and distributed to the appropriate departments. We thank you for your time on this matter.

Acceptable Use of Computers

The following is the Ottawa-Carleton District School Board Acceptable Use of Computers and Internet/Intranet Technology Policy (Abbreviated Version) and our A.L.C.'s Computer and Network Etiquette. With your children, please go over these two documents and discuss them in an age appropriate way. After the two documents, you will be asked to sign the planner to indicate that you have read both and understand the contents. The full version of the board's guideline is available in any school office and is also available on the Board's web site:

http://www.ocdsb.edu.on.ca/General_Info/Guidelines_for_Internet.htm

Acceptable Use of Computers and Internet/Intranet Technology Policy – Abbreviated Version

All computer use must support education for classroom activities and/or professional or career development. Uses which might be acceptable on a user's private personal computer /account on another system may not be acceptable on this dedicated network.

The Board supports efficient, ethical and legal utilization of Technology and Internet resources. The smooth operation of the network is dependent upon user adherence to the guidelines outlined in accompanying Board procedure PR.622.IT Acceptable Use of Computers and Internet/Intranet Technology. Proper conduct results in efficient, ethical and legal use of the resources.

User Responsibility

- Users will not transmit, relay or receive information or materials that are inappropriate and/or unlawful (4.1.1).
- All users will become familiar with this policy and procedure. The Board has the right to monitor all electronic communication (4.1.2).
- All non-Board employees will sign the user agreement (4.1.3).
- If a user accesses unacceptable materials, he/she will follow an identified procedure as outlined in Board Procedure PR.622.IT (4.1.4).
- Users will exercise extreme caution about revealing personal information to others. Users will not share passwords or gain unauthorized access to information resources, another person's materials, information or files or attempt to log on as another user without permission of that person (4.1.5 and 4.1.6).
- Users will familiarize themselves with and respect copyright laws and licensing agreements (4.1.7)
- Users must keep their expectations moderate (4.1.8).
- Users will not use Board Technology Internet/Intranet for political purposes, the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school Board (4.1.9).
- Users must report any hardware, software or security problems immediately to their supervisor/manager (4.1.10).
- Vandalism and/or the unauthorized use of non-OCDSB hardware or software on the network environment are prohibited (4.1.11).
- Use of electronic communication such as email, chats or news groups without a specific identified educational task/focus/issue is inappropriate (4.1.12).

Misuse and Consequences of Misuse

If any of the above terms and conditions is violated, the following consequences may occur:

- a) suspension or cancellation of use of access privileges;
- b) payments for damages and repairs;
- c) discipline under other appropriate Board policies, including suspension, expulsion, exclusion or termination of employment; or
- d) civil or criminal liability under other applicable laws.

Should an infraction occur, Board and/or school administration may immediately revoke user privileges at any time. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the Board's WAN and all related services.

A. Lorne Cassidy Computer and Network Etiquette

Everyone must understand that we share the use of all school computers, with many other students and staff, both in our labs or our classrooms. We, therefore, must not do something which would make it difficult for another user to work efficiently at any machine. We must bear in mind that the atmosphere of our school requires that our language and actions must be of the highest possible standard. We hope that parents will also take a few moments to discuss these principles with their children.

I will be honest ...

- I will follow the rules and instructions for using the computer, as set out by my teachers.
- I will not make illegal copies of files or software.
- I will not install programs onto school computers.
- I will not hack or alter the systems.

I will respect privacy ...

- I will not create files in someone else's name.
- I will not read, alter or delete someone else's files or e-mail.
- I will not use a password assigned to someone else.

I will be respectful of myself and other people, and of equipment...

- I will not send, display, download or knowingly access offensive material.
- If I accidentally discover offensive material, I will discuss it immediately with my teacher, so that others can be protected.
- I will use only appropriate language at all times, (written and spoken) when using computers.
- I will not write anything which I would not want made public.
- I will not vandalize equipment, nor do anything which would make it difficult for someone else to use it.

I will be safe when online ...

- I will not disclose any personal information, such as my name, phone number or address.
- I will not transmit my picture to anyone requesting it.
- If anyone online ever asks me for personal information, I will immediately report it to my teacher. I will always advise other students to do the same thing.
- I will not participate in any Internet "chat room."
- I will not access an Internet E-mail account while at school.

I understand the limitations of the system ...

- I will only use the system when given permission by my teacher and in the way I have been instructed at that time.
- I will remember that I am responsible for my actions when using the computer.
- I will report problems to the person in charge.
- I will take precautions to avoid introducing a computer virus at school.
- I will not copy, download or print materials which are not school related, unless I have discussed it in advance with the person in charge.

As a student who signs below, you agree to abide by both the Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology and the school's etiquette and understand that your failure to live up to these agreements will have consequences that must be accepted. You also clearly understand that there may not be a second chance.

As the Parent/Guardian who signs this document, you are aware of the behaviour expected of your student, and that the use of the Internet in Ottawa-Carleton District School Board sites is strictly for educational purposes. Staff will make every attempt to ensure that use of this technology is in line with Board Policy and specifically Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology and Procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology.

Media Permission Form

We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their children photographed or videotaped.

There are a number of times during the school year when children can be photographed, interviewed or videotaped; for example, during sports or special events, school archive material, television, radio or newspaper coverage and for board publications.

Photos, videos or interviews will only be allowed with the principal's or vice-principal's permission and will not be used for commercial gain.

ACCEPTABLE USE OF COMPUTERS AND INTERNET/INTRANET TECHNOLOGY AGREEMENT

Abbreviated Version

- Users will not transmit, relay or receive information or materials that are inappropriate and/or unlawful. (4.1.1).
- All users will become familiar with this policy and procedure. The Board has the right to monitor all electronic communication. (4.1.2).
- All non-Board employees will sign the user agreement. (4.1.3).
- If a user accesses unacceptable materials, he/she will follow an identified procedure as outlined in Board Procedure PR.622.IT. (4.1.4).
- Users will exercise extreme caution about revealing personal information to others. Users will not share passwords or gain unauthorized access to information resources, another person's materials, information or files or attempt to log on as another user without permission of that person. (4.1.5 and 4.1.6).
- Users will familiarize themselves with and respect copyright laws and licensing agreements. (4.1.7).
- Users must keep their expectations moderate. (4.1.8).
- Users will not use Board Technology Internet/Intranet for political purposes, the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school Board. (4.1.9).
- Users must report any hardware, software or security problems immediately to their supervisor/manager. (4.1.10).
- Vandalism and/or the unauthorized use of non-OCDSB hardware or software on the network environment are prohibited. (4.1.11).
- Use of electronic communication such as e-mail, chats or newsgroups without a specific identified educational task /focus/issue is inappropriate (4.1.12).

By signing below you are indicating that you are aware of the Ottawa-Carleton District School Board Acceptable Use of Computers and Internet/Intranet Technology Policy (Abbreviated Version- above) and that you understand the contents. The full version of the policy is available in any school office and is also available on the Board's web site http://www.ocdsb.ca/General_Info/Guidelines_for_Internet.htm.

As a student or community member who signs this document, you agree to abide by Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology and understand that your failure to live up to this agreement will have consequences that must be accepted. You also clearly understand that there may not be a second chance.

As a parent/guardian who signs this document, you are aware of the behaviour expected of students, and that the use of the Internet in Ottawa-Carleton District School Board sites is strictly for educational purposes. Staff will make every attempt to ensure use of this technology is in line with Board Policy and specifically Board Policy P.100.IT: Acceptable Use of Computers and Internet/Intranet Technology and Procedure PR.622.IT: Acceptable Use of Computers and Internet/Intranet Technology.

- I agree that my child will adhere to the Policy and consent to the creation of a computer account for my child.
- I do **NOT** agree that my child will adhere to the Policy and realize that a computer account will not be created for my child.

SCHOOL WEB SITE PERMISSION FORM

We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their child's name, work or photo displayed on the web.

Photos, student work and names will only be displayed with the Principal's permission and will not be used for commercial gain.

- I do consent to my child's work, name or photo/image/video image being used on the school web site.
- I do **NOT** consent to my child's work, name or photo/image/video image being used on the school web site.

MEDIA PERMISSION FORM

There are a number of times during the school year when children can be photographed, interviewed or videotaped; for example, during sports or special events, school archive material, television, radio or newspaper coverage and for board publications.

Photos, videos or interviews will only be allowed with the Principal's or Vice-Principal's permission and will not be used for commercial gain.

- I consent to my child being photographed, videotaped, or interviewed and their name and image used in school or board publications and media coverage of school related events.
- I do **NOT** consent to my child being photographed, videotaped, or interviewed.

SCHOOL/PARENT AGREEMENT

We recognize that over the course of the year a large number of our parents are in the school either in a volunteer role or just visiting. As a result of this contact in the school, there may be times when a parent obtains information about our children and our staff. This can happen easily just by hearing things in the staff room while enjoying a cup of coffee or by observing things while helping out in the classrooms. We feel that it is important for everyone to respect this information and agree not to use it in an inappropriate way. We are asking all parents and guardians to sign this agreement to respect the confidentiality of the information that might be obtained while in the school.

The Parent(s)/Guardian(s) agree to:

- a) respect the confidentiality of all information that may be received regarding any pupils or staff;
- b) abide by OCDSB Procedure PR.538.IT: Electronic Communication Systems regarding appropriate access to and use of the Internet;
- c) notify the appropriate person at school as soon as possible when circumstances necessitate his/her absence (either planned holidays, illness, etc.);
- d) act in accordance with the norms and expectations of the school as provided in the orientation to the school.

The School agrees to:

- a) provide both initial orientation and ongoing training and support for the volunteer;
- b) show respect and appreciation by giving the volunteer a suitable assignment in line with his/her area of interest and skills;
- c) inform the volunteer in advance of all schedule changes (holidays, special events, etc.).

Signature of Student	Class:	Date:
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Signature of Parent/Guardian or Student if he/she is 18 years or older:	Date:
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The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing photographs, videotapes, and interviewing of students. Please contact your Principal if you wish to discuss this form.