

# McCaskill's Mills Public School

85 Albert Street,  
Cannington, ON.  
L0E 1E0  
Phone: 432-2601  
Safe Arrival: 432-2461  
Fax: 432-3255

Principal :	B. Noble
Vice-Principal :	N. Locker
Head Secretary:	P. Stewart
Superintendent :	J. Markovski
Trustee :	Gordon Baxter

Website: <http://mccaskillsmills.ddsbschools.ca>



## Student Handbook 2017-2018

### Mission Statement

Students will be motivated and prepared to pursue their goals, contribute as positive citizens in a changing world,  
and embrace a love of learning...for life.

We have read and reviewed the Code of Conduct, so that we are familiar with school expectations and procedures.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## **McCaskill's Mills Public School 2017-2018**

### **1.0 GENERAL SCHOOL INFORMATION**

#### **School Hours**

8:20	Morning Yard Supervision Begins
8:30	Morning Entry Bell
8:35	Period One
9:05	Period Two
9:35	Period Three
10:05	Recess
10:20	Period Four
10:50	Period Five
11:20	Lunch
12:15	Period Six
12:45	Period Seven
1:15	Period Eight
1:45	Recess
2:00	Period Nine
2:30	Period Ten
3:00	Dismissal

#### **French Immersion**

McCaskill's Mills is a dual track school offering an "Early" French Immersion program to students in grades 1-8. Students attending kindergarten in Brock Township are eligible to register for the next year's grade one French Immersion class. Transportation is provided by the Durham District School Board for Brock Township students. The program is designed to provide education in French to children of parents who are not French speaking. The program follows the Ontario curriculum with instruction taking place in French. Parents are welcome to make inquiries and/or register their child for next year's class at any time during the school year. Visits to our classes may also be arranged.

#### **The Ontario Curriculum**

Copies of the Ontario Curricula : The Kindergarten Program, Mathematics, Language, Science and Technology, Health and Physical Education, Core French, Social Studies, and the Arts are available for parental perusal on the Ministry of Education's web site: <http://www.edu.gov.on.ca>

### **2.0 HOME AND SCHOOL COMMUNICATION**

#### **Attendance/Safe Arrival**

The objective of the Safe Arrival Program is to monitor the safe arrival of children at school. We want to be certain that when students leave home to go to school, they arrive without harm. Please ensure that you call our Safe Arrival line at **1-844-350-2646**. You will need to call in before 8:45 am, but may call the line well in advance. You may also visit [www.attendance.ddsbc.ca](http://www.attendance.ddsbc.ca)

Attendance at school is incredibly important, and linked to student success. Strong attendance in elementary school is a good predictor of high school graduation rates and future success for our students. Learners can also be more successful when are in school each day and there are no gaps in instruction or student work. We ask that students be at school each day, and on time for the first bell at 8:30 am.

#### **Lates**

Much like attendance at school, being on time is very important to student success. Students can begin their day on a positive note, understand regular routines and instructions, and have a better school experience. They will also support their peers by reducing interruptions as the day is beginning.

Students who arrive late for class are expected to obtain a late slip from the office. Students are considered late after the playing of "O Canada" begins, in the morning and 5 mins. after the afternoon classes begins. Students are allowed 5

un-excused lates per term. Further lates will result in parent notification and consultation, and students may be required to make up the late time. If students are arriving late for an excused reason (ie., dentist appointment) parents are asked to send a note with student, and please report to the Safe Arrival Line.

### **Telephone Use**

#### **A. Students phoning out:**

- Students are to use the phone only for emergencies and matters of high importance (e.g. illness, forgotten musical instrument, assignment, etc.)
- Students are required to ask to use the phone in the classroom or the office; most students will call from the classroom

#### **B. Parents phoning in:**

Since we have a large student body, we ask for your cooperation in helping to minimize the number of personal request calls to deliver messages to students. Please inform your child of any special instructions before he/she leaves for school e.g. changes in pick-up time or after school activities. Unless it is an emergency, messages for students will be relayed at recesses or at lunch; DAILY DEADLINE FOR RELAYING MESSAGES IS 2:30 P.M.

### **Newsletters**

A school Newsletter will be sent home once a month in a digital format, through email.

### **Excursions**

Out of class excursions may be offered at the discretion of the classroom teacher and will be limited to two or three per year in most cases. It is imperative that your child have written permission before leaving the school grounds. Please contact the principal if financial hardship makes it difficult to pay for a school trip.

### **Lost And Found**

Students and parents are encouraged to look for lost articles on a regular basis. It is very helpful for students to label all clothing, footwear, and equipment. Lost and found items are put on display and publicized from time to time. Unclaimed items are donated to a local charity.

## **3.0 HEALTH AND SAFETY ISSUES**

### **Fire Drills and Lockdown Practices**

We will have at least **six** Fire Drills and two lockdown practices this year. Pupils will be advised of primary and secondary exits. They are expected to leave the building in a quiet, orderly fashion. Students are to wear appropriate footwear at all times while at school for hygiene and safety reasons, and fire drill preparedness.

### **Illness at School**

If your child should become seriously ill or hurt while at school, the Principal/Vice-Principal or their designate will make every effort to contact you to advise you of this situation. To ensure that this happens as efficiently as possible, it is important that you provide us with emergency phone number(s) and a completed registration form for our records. The registration form will need to be completed carefully by parents/guardians. Continue to inform the school of any changes in this information during the school year. This allows us to contact you quickly if needed.

### **Administration of Medication**

Medication is only administered by school administration as directed by a physician when a fully completed and signed "Request for Administration of Medication" form is provided to the school office. We are not able to hand out Tylenol, Aspirin, etc. to any student. Prescription medicine accompanied by "Request for Administration of Medication" form will be stored in the office to be administered by the Principal, Vice-principal, secretary, or designate.

### **Allergies**

McCaskill's Mills has a number of students with severe, life-threatening allergies. Many of our students have a particular allergy to peanut butter and nut products. In order to provide a safe environment for students, peanut butter and peanut similar products (e.g. WOW Butter, Peabutter) are not to be brought to school. This policy is based on guidelines provided by The Durham Region Public Health Dept.

## **Emergency Closing Procedures**

Included in the 'blue' student registration form completed by parent(s)/guardian(s) at the beginning of the year, are choices for student dismissal in case of inclement weather or school closure. This information is used in case it is necessary to close the school early. **NO STUDENT WILL BE SENT HOME OR TO ANOTHER RESIDENCE WITHOUT PARENT OR GUARDIAN CONSENT.**

## **Photography**

The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.

## **Safety and Security**

McCaskill's Mills locks all exterior doors, including our front door, during the instructional day. All components of the security system are fully operational. All exterior doors will be locked at 8:35 a.m. The front door will, however, remain open until shortly after morning announcements (8:50 a.m.). The front doors will remain unlocked during the lunch period. Parents and visitors to the school during the instructional part of the day will need to "buzz" into the office and be identified prior to entering the school. All visitors will be required to report to the office. This change is in keeping with D.D.S.B. safe schools initiatives and is implemented for the safety of our students.

## **4.0 SCHOOL ROUTINES**

### **Valuables**

Students are encouraged to leave any valuables at home. If bicycles are ridden to school, they should be locked at the bike rack. McCaskill's Mills P.S. is not responsible for any lost or damaged personal belongings.

### **Dogs**

Dogs are not permitted on school property.

## **Dress Code**

Students are expected to dress neatly, in a manner which is appropriate for the workplace or school activity.

- T-shirts cannot display alcohol/ drug related or offensive pictures/ slogans
- Shorts/ skirts should provide adequate coverage for the workplace
- Shirts/ tops must have adequate coverage for the workplace
- No headwear is to be worn inside the school building (eg., hats, hoods, visors, bandanas, sunglasses, etc). Special consideration will be made for religious groups, as required.
- Backpacks and outerwear are to be left in lockers or on coatracks provided

## **Lunch Expectations/ Procedures**

Lunch will take place from 11:20 am until 12:15 pm. All parents will be asked to complete a lunch form, in Sept., indicating the lunch status for their child. Further lunch details will be outlined in a separate lunch form/ letter. While remaining at school during the lunch period, students are required to follow basic expectations as outlined below.

- remain seated while they eat
- place garbage in containers when they are dismissed
- talk in a quiet and respectful manner
- use appropriate manners
- clean up their desk area
- use hall passes when using the washroom
- wait to be dismissed by a supervisor
- follow adult directions

## **Electronic Devices**

All personal electronic devices must be turned off during school hours and must be kept out of sight. Personal electronic devices may be used, when permission is given, directly supervised by a teacher and related to a curriculum expectation. Personal electronic devices that are used inappropriately during school hours are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by inappropriate use of personal electronic devices to text message, social network, and/ or share digital media. Students who are using electronic devices at any time during the school day, without permission from a teacher, will have the electronic device removed from their

person for the remainder of the school day and will be required to complete a student reflection assignment. Persistent misuse of personal electronic devices may require a parent to pick up the device from school. It may also result in the student being suspended from school.

With the above expectations in place at McCaskill's Mills, staff and administration recognize the positive impact technology can have in a learning environment. Readily accessible resources, student engagement, and improving technology skills are all factors that will be considered when moving ahead with school policies related to personal electronic devices. As a school, we will continue to monitor and evaluate potential educational use of personal electronic devices and possibly change school policy related to personal electronic devices

### **Recycling**

Sharing a concern with our impact on the environment, we continue to seriously focus on "reducing, reusing and recycling". Our entire school community is expected to do their part. Please plan on sending litterless lunches and expect to receive leftovers and lunch wrappers home again - "Boomerang Lunch". For safety reasons, **no glass containers** are to be brought to school.

### **Homework**

Consistent with the Durham District School Board's Homework Policy-Procedure 6020, McCaskill's Mills P.S. supports the following homework guidelines:

Beyond completing assigned work, students in the **Primary** Division will be given no formal homework. As a staff, however, we believe that emerging readers, writers and mathematicians need to practise their decoding, comprehension and computation skills through a variety of creative activities at home. Daily reading, response journals, book-making, poetry writing, drill sheets, being read to, are a few ways to positively impact your child's learning.

**Junior** students **may** be assigned additional work to augment what is being studied in class. The time that a child spends daily on assignments and additional homework should not exceed one hour. If concerns arise or you wish ideas for additional work, please contact your child's teacher.

**Intermediate** students will be required to spend upwards of one hour completing assigned work, studying for tests, reading, etc. The teachers of

McCaskill's Mills P.S. are sensitive to the demands of a rotary program in terms of multiple assignments, tests, quizzes, projects, essays, etc. Efforts are made to balance the work across subject areas. It is critical that you, as a parent or guardian, assist your Grade seven and eight student by:

- being involved in his/her learning
- demonstrating support and interest in his/her accomplishments and celebrating these achievements
- modelling organizational skills, an interest in reading for information and pleasure, writing, and practical uses of mathematics in life
- applying realistic limits on emailing, TV, electronic games, etc.

If concerns arise or you wish ideas for additional work, please contact your child's homeroom teacher.

### **Gum Chewing**

Student gum chewing is prohibited inside the school.

### **Toys On The Playground**

Tennis or soft rubber balls are acceptable for use in the schoolyard. Please ensure that your child's name is written on the ball. No hard rubber, 'bouncy' balls or baseballs of any kind will be allowed at school - hard or soft. Mini hockey sticks may be brought to school provided that they are used appropriately and safely. Students are also encouraged to bring other items to play with while at school.

### **Care of School Property**

The facilities, texts, books and equipment in the school are supplied by The Durham District School Board for the use of students and staff. Although the use of equipment is made without charge to our students, texts and equipment are expensive to replace. It is the policy of the school that if a book or piece of equipment issued to a student for his/her use, is lost or willfully damaged, that book or piece of equipment must be replaced at a price determined by the school. In most cases, this will be the full replacement cost of the item.

### **Lockers**

Grade seven and eight students will be assigned lockers at the beginning of the school year. Students are required to provide a good quality combination lock for the locker and to provide the combination to their teacher. It is the responsibility

of the student to maintain a neat and tidy locker space and to keep the locker closed and locked. In order to maintain the integrity of the school environment and to protect all students, the principal has the right to inspect and/or search a student's locker if it is deemed necessary. If a locker is damaged, the cost of the repairs will be charged to the student(s) who caused the damage. Lockers are the property of McCaskill's Mills P.S. and the use of lockers is considered a privilege. Inappropriate use or poor maintenance of a locker by a student will result in temporary or permanent removal of that privilege.

### **Student Pick-up and Drop-off**

A reminder to parents that yard supervision begins at 8:20 am. Please have students arrive after this time, unless they are meeting a teacher inside the school or attending a practice. Also, please be sure to drop-off or pick-up students either at their entrance door, a designated spot in the school yard, or in the main foyer area. Parents are reminded to please have students go to class on their own in the mornings and not wait in hallways for students at the end of the day. If students need to be picked up early, are arriving late, or if you would like to speak with a teacher, please check in at the office first. These expectations are put into place in order to help promote the following;

- a safe environment for all students
- student independence
- reduction of congestion in the hallways
- respect for the learning environment

### **Additional Expectations At School**

- Walk in the hallways
- Use an appropriate voice level
- Pay attention to announcements
- Be prepared for the school day
- Dispose of garbage and recyclables in the appropriate containers
- Respect equipment and materials belonging to the school, school personnel, or other persons
- Leave objects on the ground - snow, ice, stones, gravel, sand, sticks, etc.
- Respect the work that is done to beautify our school grounds
- Be courteous and considerate in dealings with others: peers, teachers, supply teachers, secretaries, educational assistants, custodial staff, lunch supervisors early childhood educators, and other school guests

- Stay within boundaries of the school yard
- Play games without physical contact - use common sense to prevent possible injuries
- Keep your hands and feet to yourself
- No play fighting
- Offer to help someone who is hurt or upset; tell a staff member

### **School Team Uniforms**

Coaches may assign uniforms to members of sports teams. Once a student has been assigned a uniform, he/she is responsible for its care, safe keeping and return to the coach at the end of the season or as directed. Numbered school t-shirts are also the property of McCaskill's Mills P.S. and are to be returned to the school. Cost for lost or damaged uniforms will be the responsibility of the player/participant involved.

### **Acceptable and Safe Use Procedure for Computing and Information Technology**

The Durham District School Board's computers are available to assist students with their learning. When using the computers, students must follow all of the rules that will be outlined by the teacher. These rules appear within the Elementary School Acceptable and Safe Use Procedure of the Durham District School Board. Each student will be required to provide to his/her teacher a signed copy of the Agreement for Acceptable and Safe Use in order to use school technology. It is the responsibility of the student and their parent(s)/guardian(s) to understand and follow these rules. Any cyberbullying, vandalism, inappropriate use, or invasion of privacy by a student will result in disciplinary actions to be determined by the principal. This may include loss of computer access, suspension, and/or legal action.

### **Physical Education and Daily Physical Activity**

In order to participate fully in the Physical Education program, all students are expected to wear appropriate clothing including a T-shirt, gym shorts and non-marking running shoes. All pupils are expected to take part in the Physical Education and Daily Physical Activity programs. Students will only be excused for medical reasons supported by a signed parent/guardian and physician's note or certificate.

### **Boarding the Bus:**

- Line up in single file with younger students at the front
- Keep off the travelled portion of the road until the bus is stopped
- Board the bus in an orderly manner and proceed directly to your seat

### **On the Bus:**

- Students are required to remain in their places while the bus is in motion
- Keep windows closed unless the driver gives permission to open them
- assist in keeping the bus clean
- Refrain from loud or boisterous talking that may distract the driver; use appropriate language at all times
- Smoking and the consumption of food and beverages are prohibited
- Keep the aisle clear
- Never put hands, arms, head or legs out the window
- Do not throw anything in the bus or out the windows

## **6.0 TRANSPORTATION TO SCHOOL**

### **Crossing Guard Expectations**

As crossing guards are in place to help students cross busy streets in a safe manner. All students are expected to follow directions given by the town crossing guards.

### **Bussing**

In providing student transportation, the main concern of The Durham District School Board and McCaskill's Mills Public School is to transport the students in a safe and orderly manner to and from school. The Board believes that parents and students can contribute much to assist in attaining this goal. We request the cooperation of all concerned in observing the following guidelines.

### **School Bus Stopping Law:**

The Highway Traffic Act requires that all traffic must stop when approaching from the front or over-taking from the rear, a school bus that is stopped with red signal lights flashing on the front and rear. Traffic must remain stopped until the red signal lights and stop arm are no longer flashing. The law applies regardless of the speed limit.

### **Arriving at the Pick-Up Point:**

- It is the responsibility of the parent to see that students are safely on the bus
- Be on time and avoid running to catch the bus; arrive at the bus stop five minutes prior to pick-up time
- If you have to walk along the road to the bus stop, walk on the left side facing oncoming traffic
- Wait on the shoulder of the road in an orderly manner

### **Crossing the Road:**

- If you must cross the road, wait until the bus is stopped and the signals are flashing
- Look both ways to be certain all traffic has stopped
- Cross the road at right angles; walk quickly
- Do not run
- Cross approximately three metres in front of the bus, never behind the bus

### **Leaving the Bus:**

- Check to see that you take all your belongings with you
- When the bus stops, leave in an orderly manner

Route information and bus schedules are available from the Durham Student Transportation Services using the automated phone system and your child's student number from his or her report card and birth date.

The automated line will be available to parents. The automated line is 905-666-6979 or 1-866-908-6578.

### **Alternate Bus Arrangements:**

Students will only be permitted to ride the bus assigned to take him/her to and from school. For insurance reasons, a student may not ride a friend's bus to attend a birthday party, special activity, etc. Furthermore, the pick-up and drop-off points must remain the same for the year. If you have any questions or concerns regarding these requirements, call the school or call the Durham Student Transportation Services at 1-866-908-6578.

### **Rules and Regulations:**

- The Ministry of Education regulations state that every pupil is responsible to the

Principal of the school for his or her conduct while travelling on a school bus.

- Bus riding is a privilege, not a right. This privilege may be withdrawn if a student's conduct is a threat to the safe operation of the bus or to an individual's safety.
- If a student's bus privilege is suspended, parents are responsible for the transportation of the student.

#### **Bus discipline problems will be dealt with as follows:**

- **Step 1-** Pupil warning by bus driver
- **Step 2-** Pupil warning by school principal. Notification of parents
- **Step 3-** Temporary suspension of bus privileges by principal. Notification to parents in writing
- **Step 4-** Suspension of bus privileges by Superintendent pending further review

#### **Transportation by Car**

The Kiss and Ride is available for student drop off. Ensure that your child gets out of and into your vehicle from the side nearest the walkway. If your child is not at the pick-up area after school, you are directed to circle around the loop again or park and await your child's arrival to the Kiss and Ride area. Students are to be accompanied by their parent/guardian to move to a parked vehicle. Students, parents and babysitters are to use the walkway - do not cut through the parking lot. We appreciate your attention to the safety of all students.

#### **Bicycles**

Durham Regional Police Services will enforce the law requiring that children under the age of 18 wear a bike helmet. Riders are expected to observe the following in order to continue to ride a bike to school:

- Bike must be walked while on school property
- Bike must be worn while on the bike
- Bike is parked in the bike rack
- Students are encouraged to lock their bike to the rack

#### **Skateboards/Roller blades/Scooters**

Any student using a skateboard/roller blades/wheelies or scooter to travel to and from school is required to carry the skateboard/roller blades/wheelies or scooter while on school property,

during the school day (8:00 am - 4:00 pm). Skateboards/roller blades/ wheelies/scooters are to be stored in student lockers or under class coat hooks during the day. Riders are expected to observe all rules of safety, otherwise school personnel will require that this type of equipment be left at home. Hoverboards are not permitted at school.

#### **Code of Conduct and Student Discipline**

The Code of Conduct for McCaskill's Mills P.S. was developed by school staff in consultation with the School Community Council and was established following the Ontario Schools Code of Conduct (2000) and the applicable policies, regulations and procedures of the Durham District School Board. In accordance with Policy/Program Memorandum No. 128 from the Ministry of Education the Code of Conduct has been revised to reflect changes made in the Education Act, effective February 1, 2008, that pertain to suspension and expulsion of students

We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. Students are expected to be knowledgeable about the contents of the Student Handbook. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

#### **RATIONALE (Ontario Schools Code of Conduct)**

The Durham District School Board is committed to providing a safe and secure school environment. The Safe Schools Act, 2000 required each board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. These provisions were more recently amended by Bill 212, An Act To Amend The Education Act, in respect of behaviour, discipline and safety. The revised Education Act, together with the related Regulation 472/07, is effective February 1, 2008.

The Codes of Conduct for the Durham District School Board and McCaskill's Mills P.S. reflect the following provincial policy:

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate and be law-

abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The *Ontario Schools Code of Conduct* sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards. Policy/Program Memorandum No. 145, "Progressive Discipline and Promoting Positive Student Behaviour". October 4, 2007, provides an overview of the progressive discipline approach to be used when addressing issues of student conduct. When inappropriate behaviour occurs, staff at McCaskill's Mills P.S. will utilize a range of interventions, supports and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus on improving behaviour.

The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

### **GUIDING PRINCIPLES (*Ontario Schools Code of Conduct*)**

The Durham District School Board and McCaskill's Mills P.S. support the provincial guiding principles and endorse recognition, acceptance and sensitivity toward ethno cultural diversity.

- All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in the *Ontario Schools Code of Conduct* whether they are on school property, on school buses or at school-authorized events or activities.

- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.

- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

- 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.

- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.

- The Durham District School Board, does not tolerate the use or abuse of alcohol, illegal drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation.

- Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

- Recognition and acceptance of, and sensitivity toward, ethno cultural diversity are expectations of and within the school community.

**BE CARING  
BE COURTEOUS  
BE COOPERATIVE  
USE COMMON SENSE**

### **ROLES AND RESPONSIBILITIES (*Ontario Schools Code of Conduct*)**

The Durham District School Board and McCaskill's Mills P.S. accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

**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;
- empowering students to be positive leaders in their school community;
- communicating regularly and meaningfully with all members of their school community.

**Teachers and School Staff**, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others 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 themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action(s).

**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 discipline issues;
- demonstrate respect for all students, staff and parents.

**Police and Community Members** are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

### **STANDARDS OF BEHAVIOUR (Ontario Schools Code of Conduct)**

The Durham District School Board and McCaskill's Mills P.S. support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

### **Respect, Civility and Responsible Citizenship**

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age 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.

### **Physical Safety**

**Weapons** - All school members must:

- not be in possession of any weapon, including but not limited to firearms;

- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

**Alcohol and Drugs** - All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

**Aggression** - All school members must:

- not engage in bullying, cyberbullying behaviours;
- not commit sexual assaults;
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

**CONSEQUENCES (Durham District School Board)**

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case. Mitigating factors are always considered before determining consequences. Consequences may include:

- caution by teacher, support staff, administrator or adult supervisor;
- temporary removal from class, activity or event;
- problem-solving exercise
- parental contact;
- counselling;
- peer mediation and conflict resolution programs
- community/school service;
- loss of privileges;
- detention;
- behaviour contracts
- restorative practices
- support and responsibility agreements
- restitution;
- suspension;
- expulsion.

**SUSPENSIONS**

9.1 Circumstances Leading To Possible Suspension

9.1.1 A Principal shall consider whether to suspend a pupil if 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:

1. uttering a threat to inflict serious bodily harm on another person\*;
2. possessing alcohol or illegal drugs\*;
3. being under the influence of alcohol;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school\*;
6. bullying; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Other suspendable infractions including but not limited to:

- a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- b) being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
- c) smoking on school property;
- d) committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- e) stealing property;
- f) engaging in intimidation, extortion\*, harassment\*, or verbal aggression;
- g) misusing or misappropriating school property or services, including computers and other technology systems;
- h) engaging in hate motivated incidents\*;
- l) engaging in gang related activity\*;
- j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- k) committing physical assault on another person\*;
- l) engaging in or encouraging a fight;
- m) engaging in conduct that constitutes opposition to authority;
- n) demonstrating poor attendance that warrants disciplinary action;
- o) engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) engaging in conduct that is detrimental to the moral tone of the school;

- q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) engaging in unauthorized gambling or games of chance;
- s) engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.

\* may require police involvement as outlined in the Police/School Board Protocol.

9.1.2 In considering whether to suspend a pupil for engaging in an activity described in 9.1.1., a Principal shall take into account the mitigating factors:

Mitigating Factors:

- the student does not have the ability to control his or her behaviour;
- the student does not have the ability to understand the foreseeable consequences of his or her behaviour; or
- the student's continuing presence in the school does not create an unacceptable risk

**9.2 Circumstances Leading to a Suspension, Investigation, and Possible Expulsion**

9.2.1 A Principal shall suspend a pupil if 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:

1. possessing a weapon, including possessing a firearm\*;
2. using a weapon to cause or to threaten bodily harm to another person\*;
3. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner\*;
4. committing sexual assault\*;
5. trafficking in weapons or in illegal drugs\*;
6. committing robbery\*;
7. giving alcohol to a minor\*;
8. any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions include but are not limited to;

- a) hate motivated violence\*;
- b) gang related violence\*;
- c) trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes\*;
- d) uttering threats or threatening conduct intended to intimidate\*;
- e) engaging in harassment\*;
- f) ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

(\*require police involvement as outlined in the Police/School Board Protocol.)

Guidelines from the Ministry of Education directs us to place Suspension/Expulsion documents in the O.S.R. Guidelines will be established as directed by the Ministry of Education.

9.2.2 A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

9.2.3 A Principal may suspend a pupil under 9.2 for up to 20 school days and, in considering how long the suspension should be, the Principal shall take into account the mitigating factors, as well as the other factors, set out in 9.04 above.

9.2.4 When a Principal suspends a pupil under 9.2, the pupil shall be assigned to a program for suspended pupils, as established by the Board in accordance with any policies or guidelines issued by the Minister.

**Moving Forward For 2018 - 2019...**

**When students, staff and families work together at McCaskill's Mills P. S. a positive and productive learning environment where goals are set and achieved, is established. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy, and respect.**

*Please review this Code of Conduct at the beginning of the school year and refer to it as needed during the remainder of the school year.*