

ATHENA CONSOLIDATED SCHOOL'S CODE OF CONDUCT

The purpose of Athena School's Code of Conduct is to define behaviour expectations and interventions aimed at ensuring the maintenance of a safe, orderly and welcoming learning environment where all members of the school community are treated with respect.

1.0 GENERAL

1.1 Guiding Beliefs:

- While all members of the school community have the right to feel safe in their learning environment, it is the responsibility of all to follow and uphold the behaviour expectations outlined in the school code of conduct.
- It takes an entire school community involving the support of parents working cooperatively with teachers, the school administration and support staff, including substitute teachers, educational assistants, custodial and secretarial staff, bus drivers, cafeteria workers to assist children in their growth towards becoming moral and responsible adults.
- Discipline is a process aimed at instructing and guiding children in the development of self-discipline and in imparting the ability to take responsibility for one's only actions, to control one's behaviour and to meet one's needs while treating others with respect.
- Measures such as the promotion of positive school climate, the building of self-esteem, the development of problem-solving, conflict resolution and peer mediation skills form the backdrop of an effective discipline policy.

1.2 Disciplinary Responses at Athena School are Guided by:

- The principle of administering the same kind of discipline administered by a kind, firm and judicious parent.
- The promotion of increased individual responsibility and the acquisition of more socially developed ways of achieving goals and needs.
- The legislative framework provided by the PEI School Act and the Western School Board Communities for Learning policies.

1.3 Levels of Intervention:

- Firstly, a clear and precise identification to the student of the inappropriate behaviour.
- Secondly, practicing and/ or retraining in the proper behaviour
- Thirdly, the imparting of strategies aimed at avoiding the misbehaviour in the future.

1.4 Disciplinary Actions May Include Responses:

- Which teach, review, instruct, re-train and practice appropriate behaviour
- Which are instructive, consequential, compensatory, rehabilitative or result in loss of privilege, detention, removal from an activity, a behaviour contract, suspension, direct parental support or support from a guardian or may involve the provision of additional support for students with special needs such as programming or counseling
- Which entail immediate intervention by the administration when student or staff safety or the common good is at risk.

2.0 SITUATIONAL BEHAVIOURS

2.1 In the Classroom:

- While in school, students are expected to participate in their prescribed educational program and pursue their studies diligently.
- Students are expected to comply with the classroom rules that are posted and reviewed regularly by the teacher. At the elementary level, the teacher enforces age-appropriate interventions. At the intermediate level, a Time-Out procedure is used. Students who are being disruptive to the teaching/learning process are sent to a Time-Out room which is supervised by an adult for the remainder of the class. A note to be signed by a parent or guardian is sent home with the student which explains the reason for the Time-Out. Parents are encouraged to speak to their child about the misbehaviour. Three accumulated Time-Outs will result in an after-school meeting with the student, the teacher and an administrator.
- Persistent misbehaviours such as a continued accumulation of Time-Outs will result in a higher level of disciplinary response such as loss of privilege, consultation with a parent or guardian, a case conference, seeking out of support from Student Services personnel, direct involvement of the administration or in some cases, suspension.
- Substitute teachers are to be treated as guest teachers. Students are expected to treat substitute teachers with respect and follow school rules at all time under the supervision of a substitute teacher.
- Honesty and academic integrity is encouraged with students at Athena. Direct instruction is provided on issues such as plagiarism and citing sources etc. Severe academic sanctions will be applied to students found to be involved in cheating or in plagiarism such as the assigning of a zero grade.

2.2 In the Cafeteria:

- While using the cafeteria facility, students are expected to behave in a mannerly fashion demonstrating respect for staff, their peers and school property.
- After eating their lunch, students are expected to clean up after themselves. Students must use the appropriate waste disposal bins separating their waste as mandated by Island Waste Watch.
- Students who fail to comply with cafeteria rules may be asked to remain behind at recess time and rectify the situation. Persistent misbehaviours in the cafeteria will result in exclusion from the cafeteria facility for a period of time.

2.3 In the Hallways:

- Students are expected to enter and exit the building in a safe and orderly fashion.
- When moving from class to class and when classes are in sessions, students are expected to remain quiet and respectful of the teaching and learning that is taking place in the classrooms.

2.4 On the Playground:

- Students are expected to use their time on the playground to socialize in an appropriate fashion with their peers and to use the playground equipment safely.
- While on the playground, students must comply with the duty teachers and adult staff members who are responsible for ensuring safety on the playground.
- Failure to comply with playground rules will result in loss of playground privilege. At the elementary level, this may involve a time-out while at the intermediate level it may involve a noon-time detention. Persistent or more serious infractions will be brought to the attention of the administration.

- Playground infractions will be documented and further disciplinary action may result should the infractions become accumulative.

2.5 On the School Grounds

- Students are not permitted to leave school grounds during the school day. If required to leave for a pre-arranged appointment, they must be signed out by a parent or guardian. Students who leave the property without permission during the school day are considered truant.
- Students riding bicycles to school must walk their bike on and off school property and must use the bike rack. Skate board, roller blades, heellies, inline skates, scooters etc. are not permitted on school property.

2.6 During Assemblies

- During assemblies students are expected to sit with their teacher in the area designated for their class. They are expected to enter and exit the assembly area in an orderly fashion. Students are expected to demonstrate respect for presenters during assemblies.

2.7 On the School Bus

- The school bus is an extension of the school and school rules apply to all students while riding the school bus to and from school or while participating in a class or school trip. This means respecting the rights and property of others, refraining from using foul language or engaging in bullying or any form of verbal or physical abuse.
- Students are required at all times to comply with the requests of the bus driver and must not in any way interfere with the driver's ability to provide safe transport to students. Students must arrive at the bus stop on time, must promptly take a seat and must remain seated all times while riding the bus. Students must travel on their designated bus and get off at their assigned stop. Requests for a temporary alternate travel arrangement (ie. To travel on another bus, to get off at another stop) must be requested in writing signed by a parent or guardian and submitted to the office first thing in the morning.
- The bus driver is responsible for maintaining order on the school bus and may take corrective action such as seat re-assignment or contacting a parent or guardian. In the event of persistent or serious misbehaviours, the driver will complete a Bus Incident Form and submit it to the school administration. Because persistent and/ or serious infractions may threaten the safety of students riding the bus, they will be dealt with very seriously. When a student is suspended from riding the school bus, it becomes their parents' responsibility to provide transportation for the duration of the suspension.

2.8 On School Trips and After School Events

- While off school grounds participating in sporting events, class trips or other school sponsored activities during or after school hours, students should at all times act as ambassadors for their school. School rules apply during all school sponsored events.

2.9 In General

- At all times, students are expected to conduct themselves in a fashion that is appropriate to a learning environment. They are to demonstrate respect to fellow students, to teachers, support staff and administration. Students are to comply with the wishes of the adults who are responsible for them in the school learning community.

3.0 OTHERS

3.1 Attendance and Punctuality

- Persistent absences and lateness are disruptive to the learning process. It is the responsibility of parents to ensure that their children attend school regularly and that they arrive on time each day.
- When a student is absent for the day, parents are required to call the school first thing in the school day advising the school secretary of the reason for the absence. Otherwise a student's absence is noted as 'unexcused'. It is a logical consequence that a student who is called in sick will not be permitted to participate in any after school sponsored activities.
- When a student arrives late after the attendance has been taken, they must report to the office to obtain a late slip. This late slip is provided to the homeroom teacher. Where no explanation for the lateness is provided by the parent, the lateness is recorded as 'unexcused'.
- Students who are absent from school without parental permission are considered 'truant'.
- Chronic unexcused absences and/ or late arrivals are reported to the administration and in severe cases will be referred to the School Board.
- Students who are required to be absent during the school day for a pre-arranged appointment must be signed out by their parent or guardian. A note must be provided to the homeroom teacher first thing in the school day indicating the reason for the pre-arranged absence. Students who are signed out by a parent or guardian must sign back in at the office upon return to school.

3.2 On Bullying, Harrassment, Discrimination, Physical and Verbal Abuse

- Athena School promotes a Hands-Off policy and strives to uphold Zero Tolerance meaning that no reported instance of bullying will be ignored. Students may begin by making an informal complaint first, by telling the person doing the bullying that the behaviour is unwanted. Or, they can request the assistance of an adult in doing this. If this does not solve the problem, the student may go to the level of launching a formal complaint with the administration. Formal complaints will be investigated. Depending upon the severity and other issues such as the age, developmental level etc., responses may include mediation, restitution, parental involvement, temporary removal of the offending student from the playground and/ or school activities. More serious instances of bullying, harassment, discrimination, physical or verbal abuse may result in suspension.
- Fighting on school property is strictly prohibited. Students who engage in fighting on school property are suspended. As fighting rarely occurs without an audience, students who encourage and/ or incite fighting are considered in complicity and will receive appropriate consequences.
- The use of profanity, foul or obscene language or gestures is considered unacceptable to the school environment. When directed at another person, it may be considered as verbal abuse and may be dealt with by a suspension order.

3.3 On Appropriate Dress for School

- Students should come to school dressed in a manner which is appropriate to a learning environment. Items of clothing associated with racist, sexist, obscene, discriminatory or violent messages or messages promoting drugs, alcohol or tobacco use are prohibited while on school property or while attending a school-sponsored event.
- Also prohibited is clothing that is revealing such as short skirts or shorts, shoulderless shirts or clothing that is revealing of midriffs, underclothing or low necklines. Students will be

required to change or cover up if they come to school dressed inappropriately.

- Students might also be asked to remove jewelry or accessories that pose a safety risk such as chains, studded items etc.
- Outdoor footwear is to be removed at the entrance ways and placed in lockers while outdoor head gear such as ball caps are to be stored in lockers and not worn during class time.

3.4 On the Use of School Property, Internet Use and the Use of Technology

- Students are expected to be respectful of school property and learning materials and use them wisely. Students will be held accountable for any damages incurred, for lost textbook, library books etc.
- Students are expected to use computers and the technology in the school in support of learning and in the pursuit of identifiable curriculum outcomes. In accordance with a Minister's Directive, students must sign an Internet Use Agreement Form before receiving an Internet account. Students who use their Internet account in an inappropriate fashion or in a fashion that interferes with the educational process will be prohibited from accessing their account.
- Only school- issued recording devices including digital cameras, camcorders and tape recorders may be used on school premises and only under the direction of a teacher. Use of recording devices must conform with PEI's policies on Freedom of Information and Privacy Protection.
- Students are not permitted to bring to school digital cameras, camera phones, MP3 Players, i-Pods etc.

3.5 On Illegal Substances, Items and Smoking

- Illegal substances such as alcohol and illegal drugs are strictly prohibited on school property as are items such as weapons, weapon replicas, stolen property, pornography and hate literature. Students found in possession of such items while on school property will be suspended. Parents will be contacted and police advised.
- Smoking is prohibited on Western School Board property and students caught smoking will be suspended.

3.6 On Suspension

- Students under suspension are prohibited from participating in all school activities including riding the school bus.