

# SCHOOL HANDBOOK & CODE OF CONDUCT



# Hampton Junior P.S. Information

School Phone Number: 905-263-2252

Edsby: <https://kpr.edsby.com>

Websby: <http://hampton.kprdsb.ca>

Twitter: @ps\_hampton

Safe Arrival Phone: 1-844-434-8119

Safe Arrival website: [studentabsence.kprdsb.ca](http://studentabsence.kprdsb.ca)



## School Hours

9:00am	Office Opens
9:15am	Yard Supervision begins
9:30am	First Instructional Block
11:30am	First Nutrition Break
12:10pm	Second Instructional Block
1:50pm	Second Nutrition Break
2:30pm	Third Instructional Block
3:50pm	Dismissal

Note: Morning supervision begins at 9:15 am. Students cannot arrive prior to this time.

## School Policies

---

### Student Sign In/Out

Students who arrive late at school are required to sign in at the office and take a late slip to their teacher. Students who are being picked up, during the school day, are requested to remain in their classroom until parents arrive at the school.

### Volunteers and Visitors

**Under the Safe Schools Act, all parents, visitors and volunteers MUST have a current police check on file, report to the office, sign in/out and wear an identification badge.** Visitors should enter and exit the building through the front doors.

### Late Arrivals and/or Absences, Changes to Routine

Parents are to access Safe Arrivals at 1-844-434-8119 or [studentabsence.kprdsb.ca](http://studentabsence.kprdsb.ca) to report late arrivals and/or absences. Parents are asked to write the teacher a note if there is to be a change in routine (e.g. when a child is being picked up instead of taking the bus).

### Drop Off and Pick Up Areas

The parking lot beside or in front of the school is the safest place to drop off and pick up your child. **Please note that there is NO parking or drop off in the bus loading zone.**

### Inclement Weather

Normally, all children will go out for recess. In extreme weather such as heavy rain, blizzard, or severe cold, an indoor recess break will occur. Children will remain in their own classrooms during indoor recesses. Each teacher will establish class routines for indoor recesses.

### Nutrition Break

Lunch and snacks are eaten in the classroom. There will be two nutrition breaks each day. Students are expected to remain seated during eating time. Teachers will establish routines for the lunch period. Suggestions:

- healthy snacks and lunches are encouraged
- no pop
- no glass containers
- re-usable snack containers are great; label tops and bottoms!

### Dress Code

Students are required to dress in a manner that is appropriate to school activities with regard to exposure, cleanliness, and message. School is a place of business for students and staff, and the expectations regarding appropriate dress apply to everyone. From time to time, as fashion changes, the school principal may share with students an understanding of appropriate dress with regard to specific clothing. Students are encouraged to express their individuality within the following general guidelines:

### Exposure/Cleanliness/Message

- shirts, shorts, skirts, dresses etc. should cover the torso
- clothing should cover undergarments
- provocative clothing is not allowed
- shorts and skirts should reach mid-thigh
- good hygiene is expected
- clothing with suggestive or offensive slogans or drawings is prohibited

## Other Clothing Notes

- hats are outdoor wear
- students are required to bring indoor shoes to keep at school; (e.g. running shoes for gym)
- parents are encouraged to label clothing as this greatly assists with returning lost items
- KPRDSB does not permit wearing of "heelines"
- sleep/pajama pants are not acceptable attire

## Personal Property

The school is not responsible for the loss or damage to personal property. Students are advised not to bring valuable articles to school or to leave them unattended in washrooms, classrooms, or change rooms.

## Personal Electronic Devices (PEDs)

The use of technology for student learning is a key 21<sup>st</sup> century skill to enable all of our students to learn and succeed. Under staff direction, Personal Electronic Devices (PEDs) can be used effectively as an educational resource, support or aid for teaching and learning. Furthermore PEDs, when used appropriately, can provide a safety net for students and staff. In our school community, PEDs are to be used respectfully and conscientiously.

In order to ensure a safe and positive climate for all stakeholders, school principals with their teaching staff will monitor and regulate the use of Personal Electronic Devices. Guidelines include:

- The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and electronic devices both on school property and during off site school events
- Only the teacher will determine and authorize the usage of a PED during instructional time - otherwise they are kept in bags during instructional time
- The usage of PEDs is restricted in some areas of school including washrooms & change rooms
- When the usage of a PED is inappropriate, the school principal or designate will apply progressive discipline strategies. Depending on the infraction, strategies may include, but are not limited to; speaking with student, parent meeting, detention, confiscating the PED, removal of privilege to have a PED at school or suspension.

As with other personal property items, schools are not responsible for lost, stolen or damaged PEDs.

These guidelines apply to all stakeholders in the school including students, staff, parents, volunteers and visitors.

## School Property

Students are expected to pay for damage to school property. This includes school textbooks, musical instruments and other materials loaned to students.

The school has the authority to search school property such as lockers, desks, etc. without notice to or permission of any person in accordance with school board policies and procedures. Personal property such as knapsacks, purses etc. may become subject to search in accordance with school board policies and procedures.

## Bicycles, Skateboards & Scooters

For safety reasons, children are asked to walk their bicycles and scooters on school property. Bicycles should have a lock and **helmets are required by law**. Bikes and scooters are not allowed on the playground during the school day. Skateboards are not permitted to be ridden on any school board property.

## Student Health Insurance

Individual coverage is available to students and information is distributed each September. Claim forms are available at the school office. This coverage is not mandatory and Kawartha Pine Ridge District School Board receives no financial benefit. The coverage is good value for the relatively minor cost.

## Health

---

### Illness

Children with colds, fevers, etc. should be kept home to prevent the spreading of germs to other students and to ensure a faster recovery. Students who are well enough to be at school are expected to participate in regular outdoor recesses and in physical education. Parents will be phoned in the event of illness or accidents. Should a serious illness or accident require immediate action, necessary steps, such as calling an ambulance, will be taken. It is important to notify the office of changes to the pupil data sheet, such as work telephone numbers or emergency contacts.

## Allergies

Please notify the school if your child develops an allergy. The school will help parents plan emergency procedures for serious allergies. Students who require epi-pens are asked to carry them at all times (a small waist belt fanny pack is suitable).

## Peanut & Nut Safe School/Scents Safe

Due to life-threatening allergies in our student body, Hampton tries to be a **peanut, nut and scent safe building**. Please check labels on prepared foods such as cookies and granola bars for nut listings. Soy butter is a safe alternative, but must be clearly labelled as such. Please also refrain from wearing perfumes or using products with strong scents. Thank you for keeping everyone safe!

## Plan of Care & Medication for students

Forms, available from the office, must be completed if staff are to administer medication at school or if a Plan of Care is needed.

## Communicable Diseases

Please call the school secretary if your child has: chicken pox, whooping cough, measles, meningitis, rabies, mumps, rubella, influenza, pink eye, fifth disease and any other contagious diseases. The secretary notifies the health unit.

## Head Lice

Please notify the office immediately if your child has pediculosis (head lice), as this spreads easily. Students with live head lice will be sent home upon notification of parents.

## Transportation

---

### Bus Safety

- Students must line up and board the bus promptly in single file without crowding or pushing.
- Students will be picked up and discharged only at designated stops.
- Students must take assigned seats on the bus as directed by the driver. Students must remain quietly in their seats throughout the trip to and from school.
- Bus drivers are, at all times, in charge of their buses and passengers. It is important that the students follow the driver's directions.
- Students must not at any time create a disturbance, however slight, by interfering or

touching another student's belongings or using loud voices.

- Food and drink are not to be consumed on the bus.
- Student's lunch pail, books, parcels, bulky items, etc., must be placed on the floor near the feet, or on the lap. Unsafe, bulky items will not be transported on the bus.
- Student conduct shall be the same on the bus as that required in the normal classroom setting.

**Riding on a school bus is a privilege, not a right. Students guilty of any misconduct may lose this privilege.**

**Report #1 - warning**

**Report #2 - warning and a call home**

**Report #3 - 3 day suspension of bus privilege**

**Report #4 - indefinite suspension (min. 10 days)**

Bus operations are the sole responsibility of the bus companies. You should know the following:

- 1) Name of Bus Company
- 2) Bus Company Phone No.
- 3) Bus Driver's Name
- 4) Route No.

### Changing Transportation Arrangements

The policy of the school board is that only students entitled to ride a specific bus may do so.

**In emergency situations**, parents may contact the principal regarding temporary arrangements.

### Emergency Procedures

Sometimes severe weather conditions may create problems for bus routes. Local radio stations carry up-to-date bus cancellations or check STSCO website [www.stsco.ca](http://www.stsco.ca) **Please note:** if buses do not run in the morning, they do not run at the end of the school day. Parents are responsible for transportation home if they have driven students to school.

### Snow Days

The school is open on snow days even if the buses are cancelled. Parents may transport their children to school but must make arrangements to pick them up at dismissal. Depending on the number of students at the school, some classes may be combined and classes may not run as normal but there will be instructional activities provided for all students who attend.

---

## Communication

---

### A) General Communication

In addition to formal reporting of student achievement, the school uses other formats to inform and consult parents and the community:

- **Hampton School Council** consisting of elected parents, community members, and staff representatives, advises about policy and school plans, and supports the school with a broad range of activities.
- **Edsby & Websby:** please go to <https://kpr.edsby.com> and <http://hampton.kprdsb.ca> which includes the school's current news, important dates, & events. Classroom teachers will also communicate via Edsby items such as: special events, dates, curriculum updates, emails, class trips, which pertain specifically to their classroom.

### B) Communicating Student Progress

Teachers may request interviews with parents as concerns arise. Teachers will schedule interviews by the end of term 1. A progress report will be distributed in November. Formal report cards will go home in February and June for Kindergarten to Grade 8. Parents will be responsible to complete page 3 and return that page to the school for inclusion in the Ontario Student Record.

### C) Student Information

The school will send a student information form home each September, in order to update information. During the year, it is important to call the school office if there are any changes to the information, such as work numbers, or emergency contacts.

## Student Expectations

---

### Homework

Homework is an important part of children's education. It encourages them to develop skills and attitudes for life-long learning. Homework also offers parents the opportunity to support their child's learning and to stay informed on what is happening in their child's classroom.

Homework helps students to practice the skills they have learned in the classroom or to prepare for the learning the next day. Teachers do not assign marks to students' homework or use homework as part of the student's final grades. Teachers do, however, comment on students' homework completion in the

learning skills and work habits section of the report card.

The type of homework will depend on your child's age and individual needs but may include:

- reading daily with or without parents
- reviewing vocabulary and math facts
- completing work not completed in class
- studying for tests
- doing research for projects and assignments to be completed in class
- preparing presentations on knowledge or skills learned in class

### Homework Tips for Parents:

- Check your child's agenda/communication book/Edsby
- Balance free time, extra-curricular activities and homework
- Establish a study area. A well-lit, comfortable location at a desk or table is best
- Minimize distractions such as television, music, telephone calls, texting
- Make a learning tool kit filled with all the tools your child will need so they don't need to look for them every night
- Contact the teacher if problems arise with homework. The teacher and school will work with you and your child to solve homework problems.



## Extra-curricular Activities

---

The students are very fortunate to participate in numerous sport and non-sport extra-curricular activities.

### It is a privilege to be selected for a school team.

Teacher Coaches will make selections based on try-outs and a set of criterion, with emphasis on:

- skill level
- attendance at practice
- academic performance (completion of homework, assignments)
- acceptable conduct

In order to remain a member of an extra-curricular team, the student must meet the following criteria:

- be compliant with the **Code of Conduct**;
- be co-operative in all areas at school;

- have a positive attitude;
- show a good effort at all times - in class and other times;
- have regular attendance at school;
- be responsible and trustworthy;

Parent co-operation regarding these guidelines is appreciated. The staff takes on these activities as an extra responsibility and the reward is working with co-operative and enthusiastic students.

## Code of Conduct

---

The Hampton Jr. Code of Conduct sets clear standards of behaviour for all members of the school community -students, staff, parents, community partners, volunteers and visitors - and is based on the Kawartha Pine Ridge District School Board (KPRDSB) Code of Conduct and the Provincial Code of Conduct.

It is a common goal for all of us in the Hampton Jr. School Community to create a positive, safe and enjoyable learning environment for everyone. Students should be responsible citizens, demonstrate respect for persons and property and develop self-discipline.

This Code of Conduct applies at school, during school-related or school-sponsored activities as well as at events that happen outside of school but might have an impact on the school climate, including on school buses.

It is important to note that the Code of Conduct strives to make schools safer by focussing on: promoting positive behaviour, providing early and ongoing intervention, preventing and addressing inappropriate behaviour and addressing inappropriate behaviour with consequences. As a result, it makes a shift away from a punitive approach to incidents of harm and wrong doing to an approach that seeks to correct the inappropriate behaviour and, in KPRDSB, to repair the harm that has been caused.

### Progressive Discipline and Restorative Practice

Progressive Discipline and Restorative Practices are two of the supports that will be used when working with inappropriate behaviour or conduct at Hampton. We will use both strategies when considering the most appropriate way to respond to each situation in order to provide students with the opportunity to learn from the choices they make.

Our goal for students is that they develop self-discipline and learn to respect themselves and others.

Our goal for the school is to develop and maintain a positive learning environment. Discipline is a shared responsibility amongst staff, students and parents. Students will be provided with positive reinforcement, praise, and encouragement in recognition of their appropriate behaviour.

We are all responsible for our choices and actions. It is important that we learn from our experiences. The needs of the individual student will be considered when 'poor choices' have been made and responsibility for actions/consequences are imposed.

### These consequences may include:

- discussion
- parental contact
- loss of privileges (e.g. bus riding, recesses, etc)
- yard shadowing
- time-out
- detention
- student behaviour contract
- restitution of damages
- school community service
- referral for Board Support Services
- suspension

**As part of provincial legislation (reg 472/07), a Principal shall consider whether to suspend a pupil if they believe that the pupil is 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 of the school climate:**

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- being under the influence of alcohol
- bullying
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism

**A Principal shall suspend a pupil if they believe that the pupil is 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 of the school climate:**

- possessing a weapon, including possessing a firearm
- using a weapon to cause or to threaten bodily harm to another person

- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or illegal drugs
- committing robbery
- giving alcohol to a minor

### **Roles and Responsibilities**

#### **It is expected that students shall:**

- attend school regularly, be on time and be prepared for all classes and school activities.
- work to the best of their ability.
- behave in a courteous and tolerant manner towards others, regardless of individual differences, e.g. race, ability, sexual orientation, language or opinion.
- learn and act within boundaries of behaviour necessary to minimize danger to themselves and others.
- act within the limits of the law and not bring to school: drugs, alcohol, cigarettes (matches or lighters) or weapons of any sort.
- treat all school property and the property of others with care and respect.
- learn to use self-control when dealing with conflict or confrontation and develop alternatives to physical and verbal abuse.
- act in a manner that is free from abusive or profane language or offensive gestures.
- learn to express emotions in a socially acceptable manner.
- use good manners at all times in the school (e.g., removing hats in the building).

#### **It is expected that staff shall:**

- foster in their students a positive self-image.
- treat students with respect and sensitivity.
- consistently implement the school wide, proactive approach to discipline.
- protect students from persons or conditions which interfere with the learning process.
- maintain regular communication between home and school (Edsby, newsletters, phone calls, etc.).

#### **It is expected that parents shall:**

- assist their children in developing responsible behaviour.
- nurture a positive self-image in their children.
- be an equal partner in the education of their children.
- support reasonable disciplinary measures taken by the staff.
- attend to their children's physical and emotional well-being.

- ensure and facilitate regular attendance.
- communicate relevant information concerning their children's individual needs.

### **Hampton Jr. Expectations**

1. Students must be allowed to learn.
2. Teachers must be allowed to teach.
3. Everyone must use polite language and display a courteous manner.
4. Students must play without hurting others and are not permitted to throw stones, sticks or snowballs. If it looks like a fight, it's not all right.
5. Older students will refrain from holding hands, hugging, etc, while at school.
6. Everyone must walk in the hallways and classrooms.
7. Students must remain on school property during the school day.
8. Everyone must act within the limits of the law and not bring to school: drugs, alcohol, cigarettes (matches, lighters), or weapons. Laser pointers are not permitted.

### **Our Anti-Bullying Pledge: Supporting Friendship and Respect**

We will not accept bullying at our school. Our goal is to develop and support respectful friendships. We agree that it is everyone's responsibility to stop bullying. It is up to each of us to make sure that bullying does not take place.

#### **We will:**

- Treat others with fairness and respect.
- Find ways to help others join games and other activities.
- Speak out against bullying.
- Refuse to let others be bullied.
- Report bullying to an adult.
- Refuse to bully others.
- Be responsible bystanders who are part of the solution.
- Help others feel safe and comfortable at our school.

### Promoting Respect through Student Clubs/Groups/Activities

In keeping with the Board's Equity, Diversity and Inclusion policy (B-3.2) and administrative regulation (B-3.2.1), all schools within the Kawartha Pine Ridge District School Board, including Hampton Junior Public School, welcome and support students who wish to lead or participate in school clubs, groups, or activities that promote safe, accepting, equitable, positive, diverse and inclusive environments. This includes activities that promote anti-racism, gender equity, respect for people living with disabilities, and for people of all sexual orientations, gender identities and expressions (including clubs, groups or activities with the name Gay-Straight Alliance or GSA).

FOR MORE INFORMATION AND DETAILS ABOUT OUR SCHOOL CODE OF CONDUCT, PLEASE VISIT OUR WEBSITE AT <http://hampton.kprdsb.ca>



### **Anti-Bullying - Safe @ Hampton**

Bullying is a serious issue and is not acceptable on school property, on school buses, during school-sanctioned activities or online (cyberbullying). Bullying, including cyberbullying, is on the list of activities that may result in a suspension from school.

According to the Ministry of Education, **bullying** is defined as follows:

***Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (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 a real or perceived power imbalance.***

Bullying takes many forms including physical, verbal, social and electronic. Below are examples of each form of bullying.

- Physical bullying is defined as hitting, shoving, tripping, stealing or damaging property.
- Verbal bullying involves name calling, mocking or making racist, sexist or homophobic comments.
- Social bullying often involves excluding others from a group or activity (shunning) or spreading gossip or rumours about them.
- Electronic bullying or cyberbullying entails spreading rumours, hurtful comments, images and/or gossip through the use of personal electronic devices or technology, including but not limited to email, cell phones, the Internet and text messaging.

No form of bullying is acceptable, and when bullying occurs, we will consider the most appropriate way to respond to each situation based on a number of factors including the students' age, their personal history and mitigating factors.