



Pierson School

CODE OF CONDUCT POLICY

2022-2023

(Updated September, 2022)

CONDUCT POLICY RATIONALE

Pierson School strives to provide a school atmosphere that helps students feel welcome, cared for, and important as individuals. The cooperation of staff, students and parents is necessary to ensure a safe, orderly environment for learning.

The Code of Conduct is intended to provide a guideline and reference for parents or guardians, staff, and students in determining acceptable behaviour in our education environment.

STUDENTS have the right to expect that...

- ☐ All staff will treat them with courtesy, consistency, and fairness.
- ☐ Clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used.
- ☐ They will be able to work in a school atmosphere which is pleasant, safe, orderly, respectful, and conducive to learning.
- ☐ School personnel will be accessible to students for help concerning learning, activities, personal and career decisions, in a manner and a time that suits the situation.
- ☐ Teachers will prepare for class and mark and return assignments within a reasonable time.
- ☐ School administrators will monitor programs and instruction in the school.
- ☐ Staff will adhere to and apply the Divisional Code of Conduct policy.
- ☐ They will have the opportunity to participate in activities.
- ☐ Teachers will abide by the terms of their Professional Code of Conduct.

STUDENTS will be responsible for...

- ☐ Attending school regularly and on time.
- ☐ Being prepared for all classes by bringing required materials and completed homework assignments, and other work required by teachers.
- ☐ Making arrangements for any work missed due to absence.
- ☐ Developing respect for self, others and property.
- ☐ Making the most of education opportunities through active participation.
- ☐ Taking pride in their work, their appearance, and their accomplishments.
- ☐ Resolving conflicts and difficulties in a manner that is mutually acceptable.
- ☐ Obeying and observing the law and all school rules of conduct.
- ☐ Taking pride in their school and community

SCHOOL STAFF have the right to expect that...

- ☐ Parents/guardians/students will treat them with respect.
- ☐ Students will attend classes regularly and on time, with assignments completed, and with appropriate materials.
- ☐ Students' behaviour will promote a positive learning environment.
- ☐ School administrators will provide leadership and support.
- ☐ Students, parents, and colleagues will provide support and cooperation in the performance of their duties.

- ☐ Students will observe all school rules of conduct.

SCHOOL STAFF will be responsible for...

- ☐ Planning, teaching and supervising assigned courses.
- ☐ Establishing and maintaining a learning environment which is pleasant, orderly, respectful and conducive to students' learning.
- ☐ Evaluating student achievement and explaining the assessment procedures to be used in each course.
- ☐ Communicating information about student progress, attendance, behaviour, and special needs to students, parents, and administration.
- ☐ Providing an environment that will promote self-esteem.
- ☐ Treating students fairly and consistently.
- ☐ Respecting the rights of individuals.
- ☐ Maintaining open communication.
- ☐ Striving to provide an optimum quality of education.
- ☐ Ongoing personal and professional development.

PARENTS/GUARDIANS have the right to expect that...

- ☐ They will be informed regularly of the attendance, behaviours, and academic achievement of their child in school.
- ☐ Teachers will provide effective instruction for students, and display enthusiasm for teaching and learning.

- ☐ School staff will respect others and property.
- ☐ Reasonable precautions will be taken to ensure the safety of students to and from school, and while in school.
- ☐ Administrators will exhibit leadership, provide support for students and for staff.
- ☐ Administrators will actively supervise programs and instruction in the school.
- ☐ Teachers will provide clear, relevant learning activities, according to the Manitoba Education curriculum, along with explanations for the evaluation procedures to be used.

PARENTS/GUARDIANS will be responsible for...

- ☐ Treating school staff with dignity and respect.
- ☐ Instilling in their son or daughter the desire to work to the best of his/her ability.
- ☐ An understanding of the importance of education.
- ☐ Respect for property and resources.
- ☐ Respect for the rights of fellow students and staff, and recognition of the authority of the school staff to ensure a safe, secure, nonthreatening learning environment.
- ☐ Contacting the school when there are areas of affirmation and concern.
- ☐ When possible, attending school events and meetings to give support to the school
- ☐ Their child's behaviour.
- ☐ Ensuring their child attends school regularly.

- ☐ Informing the school when their child will be absent.

☐ **CONSEQUENCES FOR ACCEPTABLE BEHAVIOUR**

- ☐ Daily recognition of positive behaviour by classroom teachers, support staff, administration, and playground supervisors
- ☐ Increased pride in self and in the school
- ☐ Increase in school spirit and sense of community.
- ☐ Increased responsibility and self-discipline.

CODE OF CONDUCT

The following bottom line behaviours will not be tolerated on the school site or any other site related to school activities:

- ☐ Any act or threat of violence or assault, irrespective of the involvement of a weapon
- ☐ Possession of a weapon.
- ☐ Any actions that can foreseeably result in injury to another person.
- ☐ Bullying, including cyberbullying outside of school hours.
- ☐ Possession use or supply of alcohol, cannabis, banned drugs, tobacco or vaping products.
- ☐ Vandalism on the school site, on school buses, or at any site linked to any school sanctioned function.

- Continued Unresolved Defiance will result in alternate education

DISCIPLINE OPTIONS

RESTITUTION teaches students self-discipline, while being aware of bottom lines, in terms of safety and/or values.

Students learn to self-evaluate their behaviour and decide to change for themselves, which leads to self-discipline. It takes into consideration the negative act and the effect it had on others and on the relationship of those involved. They learn a better way to support positive change through making amends, making it right with themselves and others. Support and guidance are offered during this process. Students become internally motivated to “fix” a problem or conflict, leading to strength and a success identity.

Source: My Child is a Pleasure by Diane Gossen

‘Bottom Line’ behaviours will be dealt with according to SHSD’s Administrative Procedure for Weapons and Violent Behaviour.

EXTRACURRICULAR EVENTS AND FIELD TRIPS

It is recognized that the school has extracurricular events, and field trips are a valuable learning experience. However, it is also true that these events and trips are a privilege, which may be denied to any individual, if the behaviour and/or efforts of the individual are not appropriate throughout the school year. Consultation between the classroom teacher, parents, and administration will be held before a final decision is made.

If behaviour during an event or field trip is not appropriate, students may be requested to return home, and subsequent events and/or field trips may be denied.

INTERNET

All students and staff must adhere to divisional policies respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distribution of material that the school has determined to be objectionable.

Chromebook Use Guidelines:

Students must use school accounts only at all times.

You may take your Chromebook home to work on school assignments.

If you forget your Chromebook or charger at home, you will be without Chromebook access for the day.

Be responsible for charging your Chromebook, ensuring it is ready for use each class.

Chromebooks are provided for school use only; therefore, if these guidelines are not adhered to, you will risk losing the privilege of having your Chromebook.

CELL PHONES

Many students have cell phones. Students may not use their cell phones in class unless given permission by the teacher. If students are using their phones in class without permission, the following protocol will be followed:

- **Verbal Warning:** The teacher will give the student a verbal warning, reminding the student not to use their cell phone in class.
- **Phone Taken:** If the student does not comply with the verbal warning, and takes their phone out a second time, the teacher will take the student's phone and give it to the Principal for safe-keeping. The student may pick up their phone from the Principal at the end of the school day.

PIERSON SCHOOL DRESS CODE

The purpose of our dress code is to outline a standard of dress, which will establish a proper business and educational climate within our school. In this regard, students are expected to maintain a satisfactory level of personal hygiene and dress for all school activities. Specifically:

- Students must wear clothing appropriate for a school setting that covers parts of the body which should not be on display in a business or educational climate.
- Clothing with a picture, slogan, or wording which either specifically, or suggestively, is in poor taste, demeaning, or promotes alcohol, drugs, racism or discrimination towards groups in society, or sex, etc. will not be acceptable.
- Hats or headwear for grade K-8 are not to be worn in school or during indoor school activities and will be removed at the door or lockers when entering buildings.
- Footwear is mandatory at all times.

SCENT FREE SCHOOL

Pierson School has individuals whose health is affected by scented products, including perfume, cologne, lotions, highly scented deodorants such as AXE, and other highly scented products. We are kindly asking staff, students, and anyone visiting our school to avoid wearing these products to support those affected by these scents. Pierson School is committed to providing a safe, healthy, and comfortable learning environment for our students and staff. Everyone's cooperation in this regard will ensure we are able to maintain this environment.

LATE/MISSING ASSIGNMENTS (Grades 9-12)

It is important that students take responsibility for their learning. A part of that ongoing responsibility is the completion of assignments for each of their course requirements. When an assignment is given, the expectations and a due date for the completion of that assignment are also given. If, despite these guidelines and offers of support, a student still has a late/missing assignment, the following protocol will be implemented.

NHI (Not Handed In) Ticket:

Students must ask for an extension prior to the due date of a project which will be granted at the discretion of the teacher. If a student does not complete an assignment by the due date, they will be required to fill out an **NHI (Not Handed In) Ticket** (please see attached), in consultation with the teacher, to determine an alternate assignment completion date. The NHI Ticket will go home with the student, and must be returned, along with the completed assignment, to the teacher, with a parent signature. An email will be sent to inform the parent an NHI Ticket has been issued.

Last Date for Late Submission:

The “**Last Date for Late Submission**” for all assignments will be **two weeks** from the date the assignment was due. After the two weeks, it is entered in as a zero. If you hand it in before the end of the term, the assignment will be marked, and 20% will be deducted. If the assignment is a summative assessment, the student will still be required to complete it. This will be communicated in the “comments” section of the NHI Ticket.

Late Penalty:

In an effort to teach students the importance of meeting assignment deadlines, they will receive a **20% penalty** for not completing the assignment by the due date. For example, if the assignment was out

of a total of 20 marks, they will now only be able to receive a total of 16 marks out of 20.

Responsibility is a 21st century skill that students need to learn and carry forward in their life beyond school. This is a valuable skill that will always serve them well in jobs they may have and in their future endeavors. Students are encouraged to ask for assistance, if needed. We are here to support students with their assignment completion and to ensure student success.

RETAKE TICKET

If a student performs poorly on a test, they may do a “retake,” with the following steps:

- 1. Complete a retake ticket (attached) and share with the teacher prior to retaking your test.*
- 2. Complete all required assignments prior to the retake*
- 3. Complete the study guide*
- 4. Review and correct the original quiz/test*
- 5. Spend two noon hours with teacher reviewing material in preparation for the retake*

MISSED TEST/ASSIGNMENT

If a student missed school on a scheduled test date, an assignment due date, or a presentation date, the student is expected to write the test, hand in the assignment, or complete their presentation the next school day.

LEAVING THE SCHOOL

Students will not be allowed to leave the school during the morning break, from 11:05 to 11:15. This time is to be used to take a “break” while transitioning to the next class, and be organized and prepared to begin class at 11:15.

Grade 7-10 Students will be allowed to leave the school **during noon break** with a blanket parent permission slip completed and signed by parents at the beginning of the school year.

Grade 11 and 12 Students will be allowed to leave the school **during noon break and spares** with a blanket parent permission slip completed and signed by parents at the beginning of the school year.

DAILY BUS REPORT

In an effort to monitor student absences and changes to bus travel, we are continuing with the “Daily Bus Report.” This will be coordinated through the school office; therefore, parents are asked to please direct all messages to Marnie McCutcheon regarding excused absences, and/or any changes in bus plans or plans for pick up. You may call the school at 204-483-6292 or 1-866-422-5112, or you may email Marnie at marniemccutcheon@shmb.ca. This will ensure messages are communicated when the classroom teacher is away from the school.

ATTENDANCE REPORTING

If a student will be absent from school, parents are asked to please call **Marnie McCutcheon at 204-483-6292 or 1-866-422-5112, or you may email Marnie at marniemccutcheon@shmb.ca**.

If a student is absent and Marnie has not received a message from the parent, a synervoice message will go home, asking the parent to call the school to confirm the student’s absence. If a student is under the age of 18, parents are required to call the school to inform Marnie of their absence. If a student is 18, they may report their absence to Marnie.

Thank you for your anticipated cooperation in helping us keep our students safe.