

Queen Mary Public School

PROCEDURES TO ENSURE A SAFE, ORDERLY SCHOOL ENVIRONMENT

School Day

Yard Supervision begins 8:55 am

Entry Bell	9:10 am
Instructional Block	9:10 am-10:50 am
1 st Nutrition Break	10:50 am-11:30 am
Instructional Block	11:30 am-1:10 pm
2 nd Nutrition Break	1:10 pm-1:50 pm
Instructional Block	1:50 pm-3:30 pm
Dismissal Bell	3:30 pm

Attendance Procedures

Our school participates in the SAFE ARRIVAL PROGRAM. Parents phone 1-866-740-2902 toll free to report absences. Parents can log into the parent portal at kprdsb.schoolconnects.com to set up a profile to report absences online or download an app for your cell phone/iOS or Android device. Habitual lateness will be brought to the attention of the office.

Students who arrive after the entry bell are considered late and must report to the office. If a student is significantly late due to an appointment or family circumstance, please send a note explaining the reason for the delay in arrival. Students who are required to leave the school early, need to bring a note. Parents picking up early need to sign out their student at the office.

Visitors to our school

Parents and community members are welcome to visit the school. To ensure the safety of everyone in the building the Board requires all visitors to begin their visit at the office. Our number one goal is to provide a safe and secure learning environment for staff and students, free from as many distractions and interruptions as possible. This will ensure the most effective and productive use of class instructional time.

Nut Aware Environment

Please do not send peanut butter or foods that contain any nuts to school. We greatly appreciate your co-operation in this regard, as your assistance will help ensure the safety of all children, staff members and visitors.

Medications

Although it is preferable to have medication given to a child by the parent, there are exceptional circumstances when students require the administration of medication

during the school day. They must have an **Administration of Medication** form on file at the school and it must be signed by the doctor. If a student has a medical concern or a severe allergy, an **Individual Emergency Response Plan** form needs to be completed. These forms must be updated and completed annually. **Students requiring Epipens must wear them on their person at all times.**

Wheeled Transportation

If a student is using a bike, scooter, skateboard, roller blades, etc. as a means of transportation to and from school, we ask that helmets be worn and that students walk as soon as they arrive at the edge of school property. We ask students to bring a lock to keep their bike secured, and all other items must be stored in a secure area. These items are not permitted in the hallway/classrooms. Please note: the school will not be responsible for lost or stolen items.

Valuables

It is strongly recommended that no items of value be brought to school (electronic devices, toys, dolls, etc.) These items tend to cause distractions for students and may be confiscated. Queen Mary PS is not responsible for lost or stolen items.

Personal Items

In order to reduce the loss of items brought to school, we ask that articles of clothing and indoor/gym shoes be clearly labelled.

Newsletter and Website

The Queen Mary newsletter is published monthly, and in an effort to reduce paper, the newsletter will be posted on Edsby. Please check Edsby and your child's teacher's website regularly for newsletters and other important school and classroom updates.

Personal Electronic Devices

The use of technology for student learning is a key 21st century skill to enable all of our students to learn and success. Under staff direction, Personal Electronic Devices (PED) can be used effectively as an educational resource, support or aid for teaching and learning. In our school community, PED are to be used respectfully and conscientiously. Students must use all items safely, responsibly and in accordance with the Code of Conduct.

Queen Mary Public School

CODE OF CONDUCT SUMMARY

(REFER TO THE SCHOOL WEBSITE FOR A MORE COMPREHENSIVE VERSION)

Rationale

Everyone has the right to be safe and to feel safe, welcome and included at school.

Responsibilities

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity
- Everyone is responsible for preventing harm
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles

Standards of Behaviour

- We value one another and treat each other with respect and dignity
- We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being
- Bullying and harassment in any form are wrong and hurtful. Bullying is aggressive and typically repeated behaviour that is intended to cause harm, fear or a negative environment for another individual. Bullying is an abuse of power, authority or control over another person or group. It is never acceptable.
- Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We are all accountable for our actions.
- Where bullying does occur, we respond in a manner that is fair and appropriate, to build relationships that are respectful. Restorative Practice is one strategy we use to prevent, and repair the harm caused by bullying and exclusion.
- We also use progressive discipline to prevent and respond to behaviour that violates this Code of Conduct. Consequences for unacceptable behaviour may range from warnings, to suspension or expulsion.

School Code of Conduct Procedures

- Students must be allowed to learn
- Teachers must be allowed to teach
- The following behaviours are not acceptable for anyone in the school community:
 - Physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
 - Assault
 - Bullying
 - Actions motivated by hate, bias or discrimination (e.g., on grounds of race, ancestry, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability)

Consequences for Unacceptable Behaviour

Consequences for unacceptable behaviour are appropriate to the individual, circumstances and actions. Schools use progressive discipline, with a range of responses, supports and restorative practices that promote positive behaviour and inclusive school cultures. Consequences are firm, fair, clear and appropriate to the student's age and development. They include learning opportunities, to reinforce positive behaviours and help students make good choices. For students with special education needs, consequences and supports are consistent with the student's Individual Education Plan (IEP). The Board, principals and vice-principals consider all mitigating and other factors, as required by legislation. Progressive discipline and restorative approaches are outlined in the Safe, Caring and Restorative Schools Manual for administrators.

Possible Consequences

- Warnings
- time-outs
- time-owed
- restricted privileges
- apology
- restitution (paying for damage, community service)
- suspension
- expulsion