

RIVERSIDE REGIONAL ELEMENTARY SCHOOL

1750 Joule Street
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CODE OF CONDUCT 2017 - 2018



NAME: _____ Grade: _____

- Section 1 -

GENERAL INFORMATION

LANGUAGE

Students are expected to express themselves in English at all times on school premises with the exception of regular French classes.

CLASSROOM EXPECTATIONS

Each teacher has developed a code of conduct including rules, procedures and routines which contribute to a positive learning environment. This code will be communicated to, and discussed with the students during the first weeks of school.

ELEMENTARY ACADEMIC EXPECTATIONS

Success in school is a combination of commitment, interest, a sense of responsibility, and hard work. Riverside Regional School makes every attempt to offer a varied and complete program for all students, however, the vital ingredients for success are a **positive attitude, willingness to work, and sense of co-operation** that the student brings to school each day. It is important for students to attend classes daily, complete assignments on time, participate in class, and try to go beyond the minimum expectations. Our school believes that all students can experience success if there is a willingness to try.

FLEXIBLE HOMEWORK POLICY

ELEMENTARY

- Nightly reading in English and/or French
- Teachers may provide students with reading material.
- Teachers may suggest the names of useful books, websites and applications that may be useful for extended practice.
- Teachers will communicate important information to parents on a regular basis.
- Tests/exams/evaluations: Students and parents are made aware at least one week ahead of time.
- Students may choose to bring work home, but it will not be assigned.
- Students should work with parental supervision (frequent check-ins, work where the parent can see the child).

Students ARE expected...

*...to read each night.
...talk to their parents about what they are doing at school.
...to complete assigned work in class and during remediation periods.*

Students are NOT expected...

*...to learn new concepts at home.
...to start and finish projects at home.*

STUDENT DRESS CODE

It is important for students to be dressed appropriately for school every day. Clothes should not contain inappropriate prints or expressions of violence. Shoulders need to be covered for both girls and boys. Length for shorts, skirts and dresses is limited to mid-thigh. These rules are applicable for physical education as well. If clothing is deemed inappropriate by school authorities, the student will receive a warning and be required to change. Refer to the images bellow for some examples of proper and improper attire.



PERSONAL PROPERTY

Parents are asked to LABEL children's clothes, shoes and lunch boxes with their name. Clothing often gets misplaced. If such is the case, items will be placed in the RRES Lost and Found corner. Children are encouraged to look in that area on a regular basis. Parents are also welcome to come and look for lost objects.

Valuable objects such as mobile devices (iPod, MP3 players, Game Boy, cell phones, tablets...) or other toys (Pokemon cards, spinners, marbles...) **are NOT permitted** in the school, unless special arrangements have been made, such as for Show-and-Tell activities. The school does not assume responsibility for lost or stolen items.

BICYCLES, SKATEBOARDS, ROLLER-BLADES, SCOOTERS

Students are allowed to ride their bicycle to school; however, the use of a bicycle should not disrupt the bus service in any way. They must walk their bicycles when on school property. Bicycles must be locked to the bike bar near the gym on Berthier Street. RRES does not assume responsibility for lost or stolen bicycles. Skateboards, roller-blades and scooters must be dropped off at the office for the day.

Please sign to indicate that you and your child have read through Section 1- General Information of the Code of Conduct and that you and your child understand and will respect our policies.

Child's signature: _____

Date : _____

Parents' signature: _____

- Section 2 -

PARENT INFORMATION

SCHOOL HOURS

Business Hours: from **7:30 a.m.** to **3:30 p.m.**

School doors are locked at all times for safety measure. Visitors and parents entering the school must do so through the central entrance only and ***MUST report to the secretary's office to sign in and get an RRES visitor's pass*** before entering the school or playground.

DAILY HOURS

ELEMENTARY	
PERIOD	TIME
1	8:05-9:05
BRAIN BREAK	9:05-9:15
2	9:15-10:15
RECESS	10:15-10:30
3	10:30-11:30
L	11:30-12:40
4	12:40-1:40
RECESS	1:40-1:55
5	1:55-2:55

SECONDARY	
TIME	PERIOD
8:05-9:15	1
PASSING TIME	
9:20-10:30	2
10:30-10:50	RECESS
10:50-12:00	3
12:00-1:10	L
1:10-1:40	PLUS
PASSING TIME	
1:45-2:55	4

ATTENDANCE

Parents are asked to contact us as early as possible to inform the school that their child will be absent. If a student must leave the school during regular school hours, **parents are asked to inform the school by telephone, class DOJO, email or written note** (bearing the parent's signature) and specify the date, time, and reason for the absence. The summary of their absences is shown on each report card. **Students are responsible for completing work missed during their absence.**

STORM DAYS

Should there be any special weather conditions beyond our control, such as dangerous road conditions, that would warrant the school's closure, there will be an announcement on local radio stations before 7:00 a.m. and a Facebook post will be posted to inform parents and students that Riverside Regional School will be closed for the day. When the local school board (De La Jonquière) closes their schools, Riverside Schools and Day Care will also be closed. Should school need to be cancelled during the school day, parents will be informed by appropriate means.

STUDENT ILLNESS

If your child has fever or flu like symptoms, we ask that you keep your child at home. We do not have facilities at school to accommodate children who are feeling sick. Whenever a child becomes ill during the day, we call home to request that someone pick him / her up. We therefore require an emergency contact number in case no one is available at home.

RECESS

All students are required to go outside during morning and afternoon recesses as well as for lunchtime recess. We allow indoor recess in case of severe weather, but please make sure that ***your child is always dressed appropriately for the weather conditions.*** Weather forecasts should be checked daily.

LUNCH HOUR

Students who stay for lunch are supervised by lunch-hour supervisors. The authority of lunch-hour supervisors must be respected at all times. Students must observe proper dining habits and ensure that the eating spaces are left in a clean and tidy condition. Failure to respect the lunch hour regulations will result in being withdrawn for a specific period of time. **We encourage all students to bring nutritious snacks and lunch.**

STUDENT NOON-HOUR ACTIVITIES

There will be organized activities based on the students' interests. Registration information will be sent home with students and e-mailed to parents.

LIBRARY

A wide variety of English and French books may be signed out by all Riverside students. They must be returned by the due date; otherwise, parents are subject to paying the replacement cost of the missing book(s).

STUDENT SUPPORT SERVICES

SERVICE	DETAILS
Resource Teacher	<ul style="list-style-type: none"> • Individual education plan coordinator (IEP) • Individual and small group instruction • Support for special needs students
Behaviour Technician	<ul style="list-style-type: none"> • Individual counselling • Group and individual prevention and intervention
Special Education Technician	<ul style="list-style-type: none"> • Support for students with special needs
Spiritual Life and Community Animator	<ul style="list-style-type: none"> • Organizes student activities and promotes school spirit
Psychologist	<ul style="list-style-type: none"> • Academic and behavioural evaluation • Liaison with school board professional services
Student Supervisors	<ul style="list-style-type: none"> • Monitors safety and security of students during non-teaching time
Dental Hygienist	<ul style="list-style-type: none"> • Prevention and education for elementary students
Documentation Technician	<ul style="list-style-type: none"> • Library collection, management and ordering • Promoting positive reading habits and book related activities
School Nurse	<ul style="list-style-type: none"> • Prevention and education (CIUSS)

NUTRITION & HEALTH POLICY

Promoted in school	Not promoted in school
<ul style="list-style-type: none"> • NUT FREE snacks • Cheese • Fruit • Dried fruit • Vegetables • Fruit juice • Vegetable juice • Milk • Yogourt • Muffins • Granola bars 	<ul style="list-style-type: none"> • Nuts • Soft drinks • Popcorn • Chips • Nachos • Chocolate, candy • Soup mixes (<i>Ramen</i>) • Chewing gum • Fruit roll-up

SCHOOL FEES

Payment of school fees can be made by cheque or cash to the office. Fees may be paid by several post-dated cheques as of September to cover the detailed list of school fees received in June. Notices may be sent home throughout the year for any activity that requires a fee.

PROGRESS REPORT TO PARENTS

In addition to the term 1 parent-teacher interviews, parents receive one anecdotal report and three official progress reports. Term 1 and 2 report cards are sent by email; however, you may request a paper copy. You may at any time request a parent-teacher interview with your child's teacher and/or school team to answer specific needs.

TRANSPORTATION

Most of the students attending Riverside Regional Elementary School arrive at and leave the school by bus. There is regular bus service to Alma, Jonquière, Chicoutimi, Laterrière, CFB Bagotville and La Baie. The school does not own or operate any of the buses, but the service is provided through the partnership of the Alma and Jonquière school boards, as well as private bus contractors. All regulations pertaining to school buses apply to the students travelling to Riverside Regional Elementary School. The **safety** and **security** of students is the primary concern of all involved with the transportation of students. Please note that, in accordance with the bus company's regulations, **a student can ONLY travel on his/her assigned bus.**

Parent Organizations

In the month of September, a General Assembly will be called for all parents. During this meeting, two important parent bodies are formed: the **Governing Board (GB)** and the **Parent Participation Organization (PPO)**. Parents are strongly encouraged to become involved in these organizations, as their input in school life is crucial and much appreciated. The date of the first meeting will be announced early in the school year, and regularly scheduled meetings will be held throughout the school year.

GOVERNING BOARD

The Governing Board was created with Law 180 in July 1998 and the formation of Linguistic School Boards. It is a legal body constituted of elected parents and staff with equal representation, as well as the Principal.

PARENT PARTICIPATION ORGANIZATION (P.P.O.)

This is an organization of parents acting as a consultative body to the Governing Board willing to work, receive mandates or suggest mandates regarding the school's Educational Project or other school activities related to school life and/or fundraising.

Please sign to indicate that you and your child have read through Section 2 Parent Information and that you and your child understand and will respect our policies.

Child's signature: _____

Date : _____

Parents' signature: _____

- Section 3 -

RIVERSIDE REGIONAL DISCIPLINE POLICY

STUDENTS' RESPONSIBILITIES

- **I am responsible for** my own learning, and for allowing others to learn.
- **I am responsible for** treating everyone with respect, dignity, kindness and politeness.
- **I am responsible for** my own safety, and the safety of others, at all times and in all places. I tell an adult if I know someone is hurt or doing something dangerous.
- **I am responsible for** keeping my personal space, my classroom and my school environment clean and tidy.
- **I am responsible for** ensuring delivery of all forms of communication between school and home.
- **I am responsible for everything that I say and do, so I must always STOP, THINK AND MAKE THE RIGHT CHOICE!**




DISCIPLINE AND BEHAVIOUR

The four core values at Riverside Regional Elementary School are **RESPECT, RESPONSIBILITY, ENGAGEMENT** and **SAFETY**. As a community, the school believes that by demonstrating respect for each other, we can create a safe, caring and cooperative environment that promotes learning and celebrates the uniqueness of all individuals. Riverside Regional Elementary School believes that all students have the right to learn, but that no student has the right to behave in a way that infringes upon the rights of others. We recognize the primary role of parents as the first and best educators of their children; we also recognize the partnership that needs to exist between home and school.

Our *Discipline Policy* is designed to encourage students to acquire and apply acceptable behaviours, be it in the classroom, anywhere on school grounds or on school busses. For school incidents, we have worked on developing a system of appropriate consequences. Students are informed and reminded throughout the year. Parents play an important part in the school's effort to help each student become a fully-fledged responsible citizen by promoting and supporting the values put forth at school. Here at Riverside Regional Elementary School, we teach and encourage our students to **stop, think and make the right choice**. However, students who choose to conduct themselves in defiance of school rules are subject to consequences that befit the misbehaviour or misdeed.

RRES SCHOOL BEHAVIOUR EXPECTATIONS

Riverside is using a positive behaviour support (PBS) approach. We provide students with CLEAR EXPECTATIONS. We TEACH and REINFORCE them. Every student is expected to follow the school rules and procedures at all times.

		Playground	Cafeteria	Washroom	Hallway	Bus	Classroom
R	Be Respectful	<ul style="list-style-type: none"> ➤ I line up promptly ➤ I follow instructions 	<ul style="list-style-type: none"> ➤ I eat quietly ➤ I respond to quiet signal ➤ I listen to speaker ➤ I always use good table manners 	<ul style="list-style-type: none"> ➤ I wait for my turn ➤ I use a quiet voice 	<ul style="list-style-type: none"> ➤ I respect the quiet rule ➤ I keep my hands to myself 	<ul style="list-style-type: none"> ➤ I keep a low voice ➤ I listen to the driver 	<ul style="list-style-type: none"> ➤ I listen to the speaker ➤ I accept help
R	Be Responsible	<ul style="list-style-type: none"> ➤ I take turns ➤ I take care of school property ➤ I put things away ➤ I ask permission to go to the washroom 	<ul style="list-style-type: none"> ➤ I clean up after myself ➤ I ask permission before getting up 	<ul style="list-style-type: none"> ➤ I flush the toilet before leaving ➤ I clean up after myself ➤ I report problems to staff 	<ul style="list-style-type: none"> ➤ I take care of my personal cubby area ➤ I'm in the hall only with permission ➤ I go directly to my destination 	<ul style="list-style-type: none"> ➤ I sit on my behind facing front ➤ I pick up after myself ➤ I take care of my belongings 	<ul style="list-style-type: none"> ➤ I put things away ➤ I take care of school property ➤ I keep my space tidy
E	Be Engaged	<ul style="list-style-type: none"> ➤ I keep myself busy 	<ul style="list-style-type: none"> ➤ I help tidy up the cafeteria ➤ I show the good example 	<ul style="list-style-type: none"> ➤ I hurry to finish my business to go back to class 	<ul style="list-style-type: none"> ➤ I take care of my business quickly 	<ul style="list-style-type: none"> ➤ I smile and greet the driver 	<ul style="list-style-type: none"> ➤ I pay attention ➤ I ask questions ➤ I ask for help ➤ I complete my work to the best of my ability
S	Be Safe	<ul style="list-style-type: none"> ➤ I play safely ➤ I pay attention to others 	<ul style="list-style-type: none"> ➤ I walk ➤ I stay seated until dismissed ➤ I report spills ➤ I ask to go to the restroom ➤ I follow instructions ➤ I use the microwave safely 	<ul style="list-style-type: none"> ➤ I wash my hands using soap 	<ul style="list-style-type: none"> ➤ I stay to the right and I always WALK ➤ I keep my eyes forward 	<ul style="list-style-type: none"> ➤ I remain seated ➤ I keep the aisle available at all times ➤ I allow the driver to concentrate on the road 	<ul style="list-style-type: none"> ➤ I keep my hands and feet to myself ➤ I wait for my turn ➤ I keep 4 chair legs on the floor ➤ I Keep feet under the desk ➤ I push in my chair

COURTEOUS BEHAVIOUR

At Riverside Regional Elementary School:

- Students will act in a courteous manner towards other students and to all school staff. Insubordination, insolence, refusing to respect authority or disobeying authority will result in a consequence deemed appropriate by staff / administration (apology, parental involvement...).
- The word “bullying” refers to **repeated direct or indirect behaviour**, comment, act or gesture, whether deliberate or not, including cyberspace, which occurs in a context where there is a power imbalance between the people concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.
- The word “violence” refers to **intentional demonstration** of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

These incidents will be referred to the behaviour technician or the principal and appropriate consequences will be applied.

CONSEQUENCES

We believe that discipline is important in order to create and maintain a sense of community and a safe environment for all. We also believe in giving students a chance to reflect on their actions, and learning from their mistakes. Therefore, consequences are rendered according to the severity and/or frequency of the undesirable behaviour.

When it comes to discipline, any recognized figure of authority within the school can assign a *corrective consequence* to any student whose behaviour deserves one. However, the principal, after consulting with the teacher or staff member involved is responsible for the *Pedagogical Day Suspension* and *Out-of-School Suspension*.

Level 1

Level 1

- School staff member speaks to the student.

Offences

- Not following class rules
- Being disruptive in class
- Minor disagreements

Consequences

- School staff member's discretion

Level 2

Level 2

- Student is given a specific and appropriate consequence by school staff member.

Offences

- Unruly behaviors (throwing snowballs, fooling around, throwing rocks,...)
- Not following bathroom, playground and hallway rules
- Lack of respect
- Use of bad language
- Repeated Level 1 offence

Possible consequences

- In-school time-out (half day or full day)
- Reflection sheet
- Denial of privilege
- Accompanied time-out (shadowing)
- Academy
- Yellow disciplinary sheet will be sent home to inform parents.

Level 3

Level 3

- Immediate intervention of school principal.

Offences

- Physical Violence (including play fighting)
- Insubordination
- Destruction of property
- Possession of dangerous objects/materials
- Stealing
- Forgery/Fraud
- Repeated Level 1 and 2 offence

Possible consequences

- Immediate in-school time-out
- In-school Suspension
- Pedagogical day suspension
- Out-of-school suspension
- Orange sheet will be sent home to inform parents.

BUS SAFETY RULES

BUS SAFETY RULES



- Students should be ready to take the bus **5 minutes ahead** of the regular pick-up time in the morning.
- Wait for the bus to be **completely stopped** and lights to be blinking before moving towards the bus.
- Board the bus **without pushing and shoving**.
- Walk to your assigned seat, and **remain seated at all times**.
- Speak using a **normal voice level**. Refrain from yelling and disturbing others. Swearing or using vulgar language is forbidden.
- Eating and drinking is **not permitted** on the bus.
- Wait for the **bus to stop before getting up** to leave.
- **Move away** from the bus calmly. Make sure the driver sees you at all times.
- **Respect** the driver, other passengers, and the bus.
- Transporting objects other than a school bag and/or lunch **must be authorized**.

CONSEQUENCES

Should your child misbehave on the bus, s/he will receive a verbal warning from the bus driver. If the student's behavior does not improve after such a warning, s/he will receive a "**bus infraction ticket**" from the driver for one or more of the following reasons:

Bagarre: Fighting

Vandalisme: Vandalism

Parle fort, crie: Speaks loudly, shouts

Langage vulgaire: Vulgar language

Bousculade: Pushing and shoving

Désordre: Disturbing others

Impolitesse: Being rude, disrespectful

Ne reste pas assis: Does not stay seated

As a parent, you will be asked to sign the ticket your child receives, discuss the incident with your child to help him/her understand the misbehaviour in order to prevent it from occurring again, and make sure your child returns the ticket to the driver. **After two tickets, a WARNING LETTER is sent home, and after a third infraction, your child may be suspended from bus transportation for a period of time.** This suspension could be a day, several days or a week, depending on the severity of the case. **Please note that a bus suspension is not a school suspension, and the student is expected to attend school.**

Please sign to indicate that you have read Section 3 – School Discipline Policy - and that you and your child, understand and will respect the policy.

Child's signature: _____

Date : _____

Parents' signature: _____