

***Welcome  
To  
Queen  
Elizabeth P.S.***

**830 Barnardo Ave.,  
Peterborough  
K9H 5V9**

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**Principal: Rachelle Duffus  
Secretary: Darlene Lucas  
Custodian: Wayne Ihamaki**



## **The Instructional Day:**

8:40 a.m.	Earliest arrival for students
9:00 a.m.	Entry bell. Opening exercises and classroom instruction begins
11:00-11:40 a.m.	Morning nutritional break/recess. Can leave property with a note.
1:20-2:00 p.m.	Afternoon nutritional break/recess
3:20 p.m.	Dismissal

## **Queen Elizabeth Public School Code of Conduct**

Students, parents or guardians, volunteers, teachers and other staff members are included in this Code of Conduct whether they are on school property, on school buses or at school authorized events or activities or in other circumstances where the activity affects the school climate.

In order to uphold the rights of all school members to access a safe school community, there are a number of responsibilities for which all school members must be accountable to ensure a safe and positive learning environment.

### **Every member of the school community has the responsibility to:**

- promote safe, caring relationships that respect human dignity;
- make sure the school environment is safe and conducive to learning and working, free from discrimination, and free from physical, emotional, or psychological abuse;
- be a partner in the school community and to work co-operatively with each other;
- use non-violent means to resolve conflict.

Physically aggressive behaviour is not a responsible way to interact with others.

### **All school members must:**

- respect differences among people, their ideas, opinions, experiences and perspectives;
- not be in possession of any weapon or object that can be used to threaten or intimidate another person;
- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- not inflict or encourage others to inflict bodily or emotional harm on another person;
- use language free of gender based insults, sexual language and racial slurs;
- use technology as an educational resource and not in a malicious manner;
- seek staff assistance, if necessary, to resolve conflict peacefully.

### **Each student has the additional responsibility to:**

- exercise self-discipline, follow the established rules;
- show proper care and regard for school and student property;
- accept responsibility for his/her actions based on age and individual ability;
- come to school prepared, on time and ready to learn;
- show respect for themselves, for others and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others;
- treat others the way you want to be treated.

**Teaching staff have the additional responsibility to:**

- help students work to their full potential and develop their self-worth;
- assess, evaluate and report student progress;
- communicate regularly and meaningfully with parent(s)/guardian(s);
- discipline fairly and consistently, in accordance with the Ethical Standards of Practice, KPRDSB's rules, regulations and codes of conduct and Q.E.'s code of conduct;
- be on time and prepared for all classes and school activities;
- prepare students for the full responsibilities of citizenship;
- safeguard students from persons or conditions that interfere with the learning process.

**Parent's/guardian have the additional responsibility to:**

- attend to their child's physical and emotional well-being;
- show an active interest in their child's school work and progress;
- communicate regularly with the teachers;
- help their child to be neat, clean, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues.

**Consequences:**

Consequences will be based on age, individual ability, frequency and severity of transgression(s). Consequences can range from a talk to expulsion.

**Dress Code**

- Hats may be worn outside, but are to be removed upon entering the classroom or any other teaching area.
- Students are to wear clothing that fits properly and covers the body (i.e. Shirt straps must be the width of three fingers of the owner and tops need to cover the midriff).
- Clothing should be such that undergarments are not visible.
- Messages and/or logos are to be positive, age appropriate, free of profanity or racially offensive language.
- If worn, shorts must be of an appropriate length (ie. When arm is at side, the bottom of shorts should meet the fingers).

Any student wearing inappropriate clothing will be advised of the situation. If available, an alternative item of clothing may be provided or a parent/guardian may be notified and will be requested to assist in resolving the matter.

## **Bullying Behaviours Chart**

Bullying and harassment in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion.

Restorative practice is one strategy we use to prevent, and repair the harm caused by bullying.

Bullying occurs when there is an imbalance of power and the repeated behaviours cause harm physically, socially or emotionally to another.

This chart is used by staff to help students understand how their choices affect others and the severity of their actions.

MILD		Moderate		Severe	
<b>PHYSICAL AGGRESSION</b>					
-Pushing -Shoving	-Kicking/Hitting -Spitting -Stealing	-Demeaning acts -Locking in a space	-Physical violence -Threatening with a weapon -Inflicting harm		
<b>SOCIAL ALIENATION</b>					
-Gossiping -Embarrassing	-Spreading rumours -Setting up to look foolish	-Ethnic slurs -Setting up to take the blame	-Public humiliation -Social rejection -Malicious acts		
<b>VERBAL AGGRESSION</b>					
-Mocking -Name calling -Dirty looks -Taunting	-Teasing about possessions, family, appearance	-Intimidating calls -Cyberbullying	-Verbal threats of aggression against property or possessions	-Verbal threats of violence or of inflicting bodily harm	
<b>INTIMIDATION</b>					
-Threatening to reveal personal information -Graffiti -Publicly challenging to do something	-Defacing property or clothing -Playing dirty tricks	-Taking possessions	-Extortion -Threats of using coercion	-Coercion -Threatening with weapon	

### **Conflict vs. Bullying**

Conflict is a disagreement, argument or fight between people. It is not the same as bullying. Students should try to solve their own conflicts seeking advice from adults when needed.

A bully is someone who hurts other people again and again, on purpose, and puts them down. Bullying should always be reported to school staff.

## **IF LATE OR LEAVING EARLY**

### **Late Arrivals**

Please ensure your child/ren arrive at school on time. Please do not disrupt classes already in progress. If you arrive late, your child/ren are required to report to the office to receive a late slip.

### **Leaving Early**

Parents are to check in at the office to sign out their child/ren and we will call your child/ren to the office.

If students need to leave school grounds during school hours including the first break a dated, signed note indicating parental permission must be provided. Students must report to the office to sign out when leaving and sign in upon return.

## **ABSENTEEISM / SAFE ARRIVAL PROCEDURES**

If your child is to be absent from school or late, please call the Student Absence Reporting System @ 1-844-434-8119 or go to [studentabsence.kprdsb.ca](http://studentabsence.kprdsb.ca)

### **Inclement Weather**

If the buses are cancelled and your child does not ride a bus but you decide to keep your child home please call the safe arrival line.

1-844-434-8119 or [studentabsence.kprdsb.ca](http://studentabsence.kprdsb.ca)

If your child rides a bus you do not need to call.

Once a child has arrived at school it is expected that they stay for the day. Making calls to make alternate arrangements will be discouraged.

### **Going Out for Lunch**

Students can only go out for lunch during the 11:00-11:40 nutritional/recess break. They must bring their note to the office, sign out and sign back in upon return.

### **Volunteers**

Volunteers are always welcome. If you plan on going on class trips or helping in classrooms you will need a current police check. A police check is only good for one year. If you need a police check for a school activity, you will need a letter from the school. Please call or drop by to pick up the volunteer letter.

### **Medical Needs**

If your child has any serious or life threatening condition such as allergies, please make sure the principal has been contacted and an Individualized Emergency Plan can be created and posted. Each individual case is assessed and the child can either carry the epi-pen or inhaler with them or store them in a safe location at the school.

Medication that is administered on a daily basis requires medical forms (contact the office for these as your doctor needs to sign them). The medication will be stored in a secure location and administration must be supervised by staff.

If your child develops any communicable diseases such as chicken pox, fifth's...., please notify the school.

### **School Council**

We have a dynamic group of parents on our School Council. We are always looking for more members as many hands lighten the load for everyone. Join us on Monday September 11<sup>th</sup> at 6 p.m. in room 21.

### **Milk Tickets**

You can purchase milk tickets through cash online or by sending money to the office. This year the cost of 20 tickets which is half a sheet will be \$20 and 40 tickets will cost \$40 which is a full sheet. An individual ticket will cost \$1.

### **EDSBY**

Edsby is an online communication system. It is a great way to check the school calendar for up-coming events, read the school newsletter, find out more about your child's classroom and their assignments. All we need is your current email address. If you have not received an invitation to join, please contact us at the office.

### **Cash Online**

You can pay for trips, events, and hot lunches this way.

- 1) Go to: [www.kprdsb.schoolcashonline.com](http://www.kprdsb.schoolcashonline.com)
- 2) Register by selecting the "Get Started Now" and follow the steps.
- 3) After you receive the confirmation email, please select the "click here" option, login and add each of your children to your household account. To do this, you will need your student's last name, first name and date of birth.