

# **FOREST HILL JUNIOR CODE OF CONDUCT**

The Code of Conduct at Forest Hill Junior has been developed to provide our students and staff with a **safe and caring school climate** where **learning is at the forefront**.

Our code of conduct applies to the classroom, all school activities, lunch time, daycare, extra-curricular activities, school bus transportation and school outings.

Within the classroom, the **teacher** sets the standards and rules of operation and will inform both the parents and the administration of any child's inability to operate within these parameters.

## **School Rules:**

By following all school and classroom rules I show respect for myself, for others, for **learning** and for my school environment.

### **Respect for self**

- I arrive at school on time for class. If I arrive after the bell, a parent must walk me to the door and sign me in at the office.
- I dress appropriately for school as per the school dress code.
- I wear indoor shoes at all times in the school.
- I wear appropriate footwear and clothing for physical education classes.
- I remove my hat/cap inside the school.
- I take responsibility for my actions.
- It is my responsibility if I witness violence or bullying to report it to an adult at school and to my parents.

### **Respect for others**

- I am respectful with all members of my school community (Students, staff, volunteers, bus drivers, special guests, substitute teachers, etc.)
- I use positive, encouraging and respectful language at all times as it reflects caring for others.
- I work quietly in class and respect the work of others.
- I walk at all times when I am in the hallways.
- I respect the bus safety rules and understand that if I do not follow the rules, I may be suspended from riding the bus.
- I do not throw snowballs, rocks or other objects that are dangerous to others.
- I keep my hands and feet to myself. I will not push, kick, or trip anyone.
- I leave my cubby tidy at the end of the day.
- I do not bring to school collectible cards, toys or technological devices, or items of this nature.
- I do not share food with my peers as they may have allergies.
- I respect the property of others. I ask permission to use the things that do not belong to me.
- If I have a problem, I try to solve it. If I can't solve it, I go and get an adult to help me.
- I play safely and show good sportsmanship. At all times, I do not isolate, gossip, or spread rumours about others.
- If the intercom comes on, I stop talking immediately and listen so I can hear the message.

### **Respect for learning**

- I respect classroom and school rules.
- I always walk quietly in the hallways.
- If I arrive late, I walk quietly into the classroom without disturbing my classmates. If my class is not there, I report back to the office to find out where they are in the building.
- I come to class prepared with all my materials. I let my parents know when I run out of materials so they can replace it.
- I put my best effort into my work.

### **Respect for school property**

- I take care of all school property including books, furniture, equipment, and the building itself. It is my responsibility to report any damage that I see.
- I am responsible to keep the school grounds clean and litter free.
- I use school equipment safely.
- I take care of my library books, home readers and the “trousses de lecture” and I return them on time and in good condition. I understand that my parents will be charged if books are damaged.

### **Parent Responsibilities**

- I understand that it is important that my child attends school regularly.
- I understand that it is important for my child to get to school on time. If my child is repeatedly late, I understand that I will be asked to meet with the principal to discuss this issue.
- I must inform the office of my child’s absence by emailing the school at [fhjrabsences@lbpearson.ca](mailto:fhjrabsences@lbpearson.ca) or by calling the school.
- On the occasional event that my child must leave early, I must advise the school in advance, latest by noon. I understand that the office is closed from 12:30 to 1:25.
- If there is change of plan for the end of day, I write an email to [fhjrabsences@lbpearson.ca](mailto:fhjrabsences@lbpearson.ca) to inform the school office and the SEED program before noon.
- If something comes up during the day and the pick-up plan changes, I understand that I must contact the school before noon.
- I understand that that it is important for my child to be present during evaluation periods.  
**The evaluation periods for the 2025-2026 school year can be found on the school calendar.**
- I also understand that should I choose to take a family vacation during school time, or my family has to be away for any reason, the teacher is not responsible for preparing work in advance for my child.
- I understand that I should never send in any type of treat for the whole class as there are many students who have food allergies. (ex. Halloween, Valentine’s Day, Birthdays, etc.)

### **Homework Policy**

At Forest Hill Junior, we do not assign traditional homework. We encourage students to read daily and play outside when possible. There are optional activities offered in Seesaw that parents can do with their child to reinforce concepts seen in class should they choose to do so.

### **Office Hours**

Please note that **the office is closed from 12:30 p.m. – 1:25 p.m.** daily. If you need to pick up your child for an appointment, please do so before 12:30 p.m. or after 1:25 p.m.

### **Morning Entry Procedure from 9:00a.m. – 9:10a.m.**

- Students are expected to arrive at school at 9:00 a.m.
- **KISS AND DROP FOR STUDENTS BEING DROPPED OFF**  
Parents driving their child to school are expected to use the Kiss and Drop line to drop off their child. Our Kiss and Drop line is at the far end of the building where the SEED Program drop off is, in the roundabout. Parents should wait in the line on Chanterel Street.  
5 cars will be let into the roundabout at a time. Students will have to get out of the car on their own. They should be sitting on the right side of the car. Please have them practice getting out of the car on their own. Once you are in the roundabout it is important that your child exits the car as quickly as possible to keep the line running smoothly. Once all students have been let out of the cars and are safely on their way in, another 5 cars will be let in. There are always staff members on supervision at this location.
- Students who walk or bike to school should use the main entrance. Parents should wait with their child until the bell rings at 9:00 a.m.
- Busses will be dropping students off at the back entrance between 9:00 a.m. – 9:10 a.m.
- If your child arrives late (after 9:10 a.m.), we ask that you accompany them to the main door and sign in. Ring the doorbell and someone will let your child in. Please do not leave your child until a staff member has let them in.

### **End of Day Dismissal at 3:45 p.m.**

**We require parents to choose a consistent plan for pick up this for the whole year.**

**You must choose between bus, pick up and the SEED Program.** We ask that you stick to this plan. We understand that there may be exceptional circumstances where a change must be made but it should not be a regular occurrence. If your child has a schedule that changes because they live in two households, the plan must be clearly indicated and shared with the school.

**Students are dismissed at 3:45 p.m.** Your child can be picked up at main entrance, at the front of the school. Students will line up and a staff member will be there to release your child to you. Please wave when you see your child so the staff member on duty can release the child to you. Once your child has been dismissed in your care, you must make your way promptly to your vehicle. Children must walk with their parents while they walk in the parking lot.

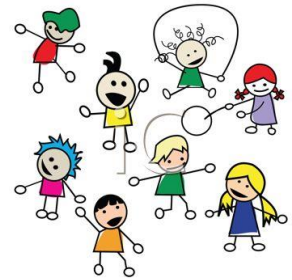
### **End of day pick up and pick up at the SEED Program**

From 4:00 to 6:00, our school playgrounds (front and back) are reserved for the SEED Program. Once your child has been released into your care, your child must remain by your side and you must make your way to your vehicle right away.

## School Wide Expectations

### Club Energy Expectations

- I always have my Club Energy pass.
- I go immediately to one of the centers on my floor.
- If all the stations are busy, I return to class and try again later.
- I start the timer before I leave class.
- I play the game quietly, so I don't disturb students working in class.
- I clean up after I am done and return all of the equipment to the box.
- I respect the equipment and I report if any equipment is broken or missing.
- If I am not respecting the expectations, I will be sent back to class.



### Hallway Expectations

- Quiet voices in the hallway.
- Walk at all times.
- Keep to the right in the hallways and stairwells so others can pass.
- Keep hands and feet to yourself.
- Go directly to the location you are scheduled to be at.
- Always wait for an adult before entering the class.



### Playground Expectations

- I always wait for an adult to be present before playing.
- I must go **down** the slide feet first.
- There can be up to 4 students on the spider web at a time.
- My head can't be higher than the top bar of the spider web.
- I should climb on the side of the spider web that is facing the fence.
- I do not bring equipment (balls, skipping ropes, etc.) with me when I am playing on the structures.
- I stay away from the structures when I am playing tag.
- I report problems (bullying & injuries) to an adult.
- I keep my hands and feet to myself.
- I keep the playground clean.



### Assembly Expectations

Respect the quiet signal.

Face forward.

Respect everyone's space.

Silent during presentations.

Show your appreciation appropriately.

### Outdoor Classroom Expectations

- Stay in the pathways. Use the colored wood pickets to guide you.
- Make sure that you return anything you use when it's time to go inside.
- Respect the environment and take care of our Outdoor Classroom.
- Report any problems you see to an adult immediately.

## **DRESS CODE**

### **Golden Rule:**

**Students should come to school clean and appropriately dressed. They should dress for comfort and play in mind. When making choices about what to wear, we respect individuality.**

Please note that in Grade 1 & 2, students have physical education 4 days per week. Please dress with this in mind as students do not change into different clothing for physical education at this young age.

### **Please see basic guidelines below;**

- Shirts/tops must cover the torso completely and meet with accompanying shorts, skirt or pants.
- Shorts, skirts and dresses should be long enough that so there is appropriate coverage.
- Graphics on clothing should be respectful to all.
- \*\*\*Please clearly label your child's clothing with their name as many articles get lost every year and do not get reclaimed. (Coats, footwear, sweaters, winter gear, etc)
- Please keep jewelry to a minimum as students often remove it during the day and it can get lost.

## **FOOTWEAR**

- Students should wear closed shoes or sports sandals which hold their foot securely.
- Students have physical education almost every day and need to be able to participate safely. Flip flops are prohibited as they are unsafe footwear for school.
- Students should have **indoor and outdoor shoes**. If your child does not yet know how to tie their shoes, please send him/her to school with shoes that tie with velcro. Children are in and out all day and we want them to benefit from as much recess time as possible.
- Footwear must be worn at all times in case there is a need to evacuate the building exceptionally without warning.

During recess and lunch, all students go outside to play except when we have exceptionally severe weather conditions. **If your child is not well enough to go outdoors, then they are not well enough to come to school.** Exceptions are made when students are injured or have a medical note requiring them to stay inside.

Please monitor weather conditions and ensure your child is coming to school dressed appropriately for the weather. Teachers can choose to work in our Outdoor Classroom with students on any given day.

## **BUS SAFETY RULES**

1. Be respectful to the driver and follow the driver's instructions.
2. Remain seated, facing forward at all times.
3. Keep body parts and objects inside the bus, away from windows.
4. Safety on the bus means avoiding horseplay and teasing.
5. Refrain from eating, drinking and littering. Swearing and spitting are prohibited.
6. Speak using an indoor voice.
7. Only bring your school bag and lunch box on the bus.



8. Keep the center aisle free of objects or body parts at all times.  
\*\*\* Bus privileges may be suspended after numerous reports and/or according to the severity of the incidents.

### **Bicycle Rules**

At the junior school, bicycle riders **must be accompanied by an adult**. At the beginning of the day, please walk your bike through the parking lot to the rack. At the end of the day, please walk your bike to the road before the buses are given the signal to start moving (usually around 3:55 p.m.) Once the buses start moving out you must wait until all the buses have left the school yard. **All bike riders should be wearing bike helmets**.

### **Expectations and Consequences**

Our aim is to help students take responsibility for their actions and learn from their mistakes. Students are accountable for their behaviour and action will be taken to help them understand what is acceptable. Depending on the severity and/or frequency of the problem behaviour, one or several of the following consequences may apply:

#### **Disciplinary sanctions may include:**

- Immediate intervention with the child by a staff member
- Reviewing of expectations
- Verbal reminder
- Conference with student
- Reflection time/Time out
- Loss of playtime during recess or lunch → Walking with recess duty or noon-hour supervisor
- Phone call/written communication with parents/guardians
- Behavior report from the office
- Meeting with parents
- Short-term assignment to another classroom for independent school work
- Community service in and/or around the school
- Loss of privileges (can include extra-curricular activities, school events, field trips, etc)
- Loss of bus privileges
- Meeting with the principal
- In-school suspension
- Home suspension with a required principal/parent meeting before the student is able to return to school.
- Plan for the reintegration of a student
- Temporary increased supervision of student / Student assigned to a specific zone outside
- Check in with a designated staff member
- Referral to a school professional
- Behaviour contract
- Track sheet
- Referral of assistance from external sources

**\*\*\*Cooperation between home and school is essential to support the child in a consistent manner.**

**We can best fulfill our mission by working together and by supporting one another. We ask that if a parent disagrees with an action taken by the school, they call or write a note using discretion so that the child can continue to build positive relationships with the adults at school.**

\*\*\* All field trip and extra-curricular activities at lunchtime and after-school are a privilege even if a fee was paid for these activities. If a student is suspended from school, he/she is automatically suspended

from any extra-curricular activities that take place during the time of the suspension. Additionally, **school staff may restrict students from participating in extra-curricular activities as a consequence for unacceptable behavior.**

## **LBPSB Code of Conduct for Parents, Guardians and Visitors (Including volunteers)**

### **Rationale:**

At the Lester B. Pearson School Board (LBPSB), we believe students, staff and parents (or guardians) are entitled to a safe and caring environment in which to learn and work.

Central to the Code of Conduct for Parents/Guardians/Visitors is the understanding by each member of the school/centre community of the behavioral expectations established by LBPSB. A willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct for Parents/Guardians/Visitors.

The intention of the Code of Conduct is to clearly define the expected conduct for all Parents/Guardians/Visitors when they are at LBPSB schools/centers or at school-sanctioned events. This will enable us to continue to flourish and succeed in an atmosphere of mutual respect.

### **Aim:**

That all members of the school/centre community treat each other with respect.

### **Expectations**

In order to support a safe and caring environment, the school/centre will not tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of a school/centre or school/centre-sanctioned event.
- Using loud or offensive language, swearing, cursing, or using profane language, in person or over the phone.
- Threatening harm or the use of physical aggression towards another adult or child.
- Harassment or intimidation of any kind.
- Abusive or threatening emails or text/voicemail/phone messages or other written communications.
- Defamatory, offensive or derogatory comments regarding the school/centre or of the students/staff/parents, at the school/centre on Social Media websites.

The above behaviours will be dealt with by the school and/or school board administration. The school and or school board reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse

School/centre premises are private property and parents, guardians or visitors have been granted permission from the school/centre to be on their premises. However, in the case of unacceptable behavior the school/centre may ban the parent(s), guardian(s) or visitor(s) from entering the school or school board premises.

Unacceptable behavior may result in the Police being informed.

