



SUNSHINE ACADEMY

STUDENT CODE OF CONDUCT

The following expectations have been developed to provide our students with a safe and caring school environment, where learning and well-being are at the forefront. These expectations are applicable at school and during all school-related events and activities (including SEED, school outings, lunchtime, extracurricular activities and on the school bus). We believe a partnership between home and school is essential in supporting children throughout their educational journey.

DRESS CODE

Students are expected to dress appropriately for our elementary school setting. These guidelines allow students to feel safe and confident in their learning environment. Let their natural beauty shine!

- Clothing and footwear should be comfortable and appropriate for students to participate actively and safely in all school activities.
- Comfortable and modest clothing: choose clothes that allow you to move freely and cover your body appropriately from your shoulders to your mid-thigh (shorts and skirts should be at mid-thigh length).
- Wear appropriate footwear for school activities (winter boots when needed), running shoes for physical education and otherwise flat, comfortable shoes for every day.
- It's important to remove caps, hats and hoods when entering school.

Students are NOT permitted to wear the following items:

- Flip-flops
- Inappropriate graphics/designs
- Visible undergarments
- Strapless tops or crop tops
- Pajamas (unless specifically organized)
- Hats and hoods inside the building
- Facial makeup and/or artificial nails
- Crocs and boots in the gymnasium for physical education

*** If your child's clothing is deemed to be inappropriate, the school will provide alternative clothing for the day.**

Student Expectations

UNACCEPTABLE BEHAVIOURS

Unacceptable behaviours are those that interfere with the safety and well being of ALL staff and students. This includes in school, during any school sponsored event or field trip, on the bus or on social media.

Physical Aggression: Pushing, grabbing, hitting, punching, spitting, etc.

Social Alienation: Gossiping, embarrassing others, ethnic/racial slurs, etc.

Verbal Aggression: Mocking, put downs, swearing at others, etc.

Intimidation: Threatening others to do something, threatening with an object, playing a mean trick, etc.

Sexual Harassment: Remarks, gestures, or actions of a sexual nature.

Bullying:

- When a person is the target, over time, of repeated negative actions.
- When one person has more power and the person being victimized feels that they can't defend themselves.
- When a person, who is the target, may feel embarrassed, hurt, scared and/or angry.

Cyber Bullying: Using the internet to bully another student by means of email, chat rooms, any type of social media, texting, using the internet for dishonest purposes, etc.

Please note: It is not permitted for students to share, trade, buy or sell items that they have brought from outside the school.

CONSEQUENCES/INTERVENTIONS may include:

- Conversation with the student/model appropriate behavior
- Reflection sheet to be completed and signed by administrator and parents/guardians
- Administrative involvement
- Parents/guardians will be informed
- Detentions at recess and/or lunch time
- Loss of privileges (tournaments, field trips, graduation, etc.)
- Removal from classroom
- Modified school schedule
- In-school or out of school suspension at administrator's discretion
- Police involvement
- Transfer to another school

CELL PHONE POLICY

I recognize that cell phones *and all personal electronic devices* are not permitted in school. Cell phones that are found to be in a student's possession at school will be kept at once and parents may be notified. If deemed necessary to have for security reasons, such as travelling to and from school, parents will be asked to provide written authorization for their child to have a phone. As well, the cell phone must be dropped off at the office upon arrival at school and picked up after the dismissal bell (for bussers and walkers). Once picked up, the cell phone may not be used until the student is off school property (including on the school bus). For students attending SEED after school, the phone will be returned to the student upon pickup by a parent or guardian.

In addition to the policy on cell phones, smartwatches and tablets/other electronics are subject to the same expectations and restrictions. Please also note that it is not permitted to instant message, photograph or record anyone at any point.

HOMEWORK

Homework/studying will not be assigned during winter holiday and March break.

If students are absent due to trips or vacations during school time, they will be responsible for completing any work missed upon their return. **Requests for work during these types of absences will not be accommodated.**

NOTE: We ask that parents and guardians respect the school calendar for trips, vacations and other prolonged absences as much as possible. Students missing school days is disruptive to their learning, socialization, evaluations and classroom dynamics.

LUNCHES AND SNACKS

We promote a culture of health and wellness; with this in mind, please ensure that your child's lunch and snacks are nutritious. Make sure your child's food **does not contain peanuts or tree nuts**, and respect any other class-specific allergies (as communicated by your child's teacher).

Due to the fact that we have many children with food allergies who are a part of our school community and in order to ensure the safety of all students, **we ask that:**

- No food is brought in to celebrate birthdays or holidays (non-edible class treats are accepted, but we ask that you please communicate with your child's teacher first).
- No sharing of food between students.
- No chewing gum is brought to school.

Student Rights and Responsibilities

1. I have a **RIGHT** to learn and grow.

It is my **RESPONSIBILITY** to listen to instructions, work quietly, raise my hand if I have a question or concern, and to complete assignments. I will cooperate, participate and do the best that I can do.

2. I have a **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** not to talk, shout or make loud noises when others are speaking.

3. I have a **RIGHT** to be respected as an individual.

It is my **RESPONSIBILITY** not to tease or bother other people, or to hurt their feelings, but to show respect and consideration for others and their ideas.

4. I have a **RIGHT** to be safe.

It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm anyone else, and to adhere to the rules of this school.

5. I have a **RIGHT** to privacy and to my own personal space.

I have a **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

6. I have a **RIGHT** to enjoy school.

I have a **RESPONSIBILITY** to have a good attitude and to participate in a way which helps make our school a place where others can enjoy school too.

I HAVE A RESPONSIBILITY TO READ, UNDERSTAND AND FOLLOW THE CODE OF CONDUCT.

My Sunshine Promise

I pledge to take responsibility for all my actions. I respect other students' right to learn and teachers' right to teach at Sunshine. I will learn all that I can, to be the best person I can be.

Ma promesse à Sunshine

Je promets d'être responsable de toutes mes actions. Je respecte le droit des autres élèves d'apprendre et celui des professeurs d'enseigner à Sunshine. Je ferai de mon mieux pour donner le meilleur de moi-même.

I have read and understood the Student Code of Conduct.

Student's Signature: _____

I have read and understood the Student Code of Conduct as well as the Parent/Guardian Code of Conduct.

Parent's/Guardian's Signature: _____

Parent/Guardian Expectations

SCHOOL ENTRY/DISMISSALS

Parents/guardians are responsible for bringing their children to school on time.

- The **first bell rings at 7:50 am** (drop off is in the school yard at the bus entry) and all students are expected to be at school by **8:00 am.**
- There will be no access to the school parking lot from **7:50-8:30am.**
- **Late arrivals** should report to the office accompanied by an adult and **must sign in.**
- **Absences** must be reported to the school.
- An excessive amount of late arrivals and/or absences will require the intervention of the school administration. Chronic lateness can cause your child to miss out on important socializing and can be the result of gaps in their learning.
- **Early dismissals/change of end of day schedule** must be reported in writing beforehand. If not, please call the school **before 12:45 pm.** **Do not assume that we have retrieved your message if left on the answering machine.**

IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO ENSURE THAT THE SCHOOL HAS THE CORRECT ADDRESS(ES), EMAIL ADDRESS(ES) AND CURRENT PHONE NUMBER(S) AT ALL TIMES. IF THESE CHANGE DURING THE SCHOOL YEAR, PLEASE INFORM THE SCHOOL IMMEDIATELY.

PARENT/GUARDIAN CODE OF CONDUCT

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

- Disruptive behavior which interferes or threatens to interfere with the operation of our school or our school sanctioned event.
- Using aggressive 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. Including 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 or of the students/staff/parents, will not be tolerated at any time or 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 premises are private property and parents, guardians or visitors have been granted permission from the school to be on their premises. However, in the case of unacceptable behavior the school 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.

I have read and understood the Parent/Guardian's Expectations and the Code of Conduct.

Date: _____

Name(s): _____

Parent's/Guardian's Signature(s): _____