



*MONTESSORI ACADEMY
OF WINDSOR*

CODE OF CONDUCT And School Policies

.....teaching the elementary aged child

Provincial

Introduction

The Montessori Academy of Windsor is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Although we are a private institution for early elementary children, we are respecting the Code of Conduct according to the Ministry of Education in Ontario.

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards.

The Provincial standards of behaviour apply not only to students but also to all individuals involved in our private school system – parents, guardians, volunteers, teachers and other staff members – whether they are on school property, or at school-authorized events or activities.

A full documentation of the Provincial Code of Conduct can be found at:

<http://www.edu.gov.on.ca/eng/document/brochure/conduct/conduct.html>.

You can also find a link on our school website. www.montessoriacademy.ca

It is recognized that this Code of Conduct will require the force of law. While it is the intention of the Government to introduce legislation, it does not presume the outcome of the legislative process.

At the Montessori Academy of Windsor, we have outlined in the following pages some additional universal guidelines for you that need to be remembered at all times.

Students need to understand that behaviour involves choice and that they must be responsible for their actions.

This policy has been developed to provide rules that are necessary when people gather together. The foundation of this school code of conduct shall be respect for self, others, and the environment. Clear expectations for appropriate behaviour are stated and relevant, age –appropriate consequences to help prevent recurrences have been established.

At Montessori Academy of Windsor, students, staff, volunteers and parents all work together to create a positive learning environment for all. It is our goal to encourage our students to work and live together as self-respecting and self-disciplined individuals who care for their fellow classmates and for other members of their community. A safe school is essential to maintain excellence in education.

At Montessori Academy of Windsor, it is expected that all members of the school community be courteous, be respectful and be responsible. We believe that the effective implementation of the Montessori Academy of Windsor Code of Conduct is a shared responsibility of the whole community.

Being Courteous

Each student is expected to:

- ❖ Treat all fellow students, staff, volunteers and visitors with courtesy and politeness.
- ❖ Refrain from the use of profanity, rude gestures and inappropriate physical contact.
- ❖ Interact in a courteous way when explaining situations to staff members and from receiving direction from staff members.
- ❖ Use quiet voices at all times while indoors

Being Respectful:

Each student is expected to:

- ❖ Be respectful of their own possessions, other's property, school property and the environment.
- ❖ Be respectful of the rights of another person to express their feelings and opinions without being judged. Each student has the right to enjoy a safe learning environment, to be treated with compassion and understanding and to study and learn in an environment free of interference or disruption.
- ❖ Be honest at all times.
- ❖ Use walking feet at all times while indoors and keeping hands & feet to self.

Being Responsible:

Each student is expected to:

- ❖ Attend school daily.
- ❖ Be punctual.
- ❖ Make every effort to learn.
- ❖ Obey all bus rules
- ❖ Dress appropriately at school and at school sponsored activities (see attached School Uniforms policy)
- ❖ Co-operate with others
- ❖ Set personal goals
- ❖ Be considerate of the community beyond the school
- ❖ Refrain from physical, verbal, sexual or psychological behaviour which is abusive (bullying- including internet bullying)
- ❖ Not bring weapons or banned substances to school
- ❖ Submit work in on time which is original and represents your own efforts

- ❖ Accept the consequences of his/her behaviour.

Consequences

Students can expect a range of consequences if code of conduct expectations is not followed. Students who choose to interact inappropriately with other members of the school community will have consequences, which will be determined by the appropriate individual. Criteria which will be considered will include the age of the student, the number of prior incidents and the severity of the inappropriate behaviour. The range of consequences includes, but is not limited to the following:

- ❖ Interview between student & teacher
- ❖ Peer mediation
- ❖ Reminder
- ❖ Student apology

Reporting to Police

In accordance with the Windsor and Essex County District School Board Policies and Procedures, the following behaviours must be reported to the police and will result in **SUSPENSION**:

- ❖ Serious threat of injury or bodily harm
- ❖ Physical assault causing bodily harm
- ❖ Repeated or habitually aggressive behaviour
- ❖ Any hate motivated violence
- ❖ Possession of drugs, alcohol or weapons
- ❖ Sexual assault
- ❖ Robbery
- ❖ Extortion
- ❖ Gang or group assault
- ❖ Criminal harassment including stalking
- ❖ Vandalism, mischief or arson

Bullying

“When push comes to shove, when meanness intrudes on play, when someone selects a target and inflicts pain and the payoff is someone else’s humiliation.....that is outright bullying!” (Marano, 1995)

The Montessori Academy of Windsor staff & families will NOT tolerate situations involving bullying whether it be from staff, student or parent. Bullying behaviours include physical violence and attacks, verbal taunts, name calling and put downs, gossiping and spreading rumours, threats and intimidation, exclusion from peer group or giving the silent treatment and extorting or stealing money and/or possessions.

Infractions

Infraction slips are issued as a result of misbehavior, if three are issued within the year; your child will be suspended for the duration of the following day aside from being dismissed early on the day the infraction is issued. For any infraction slips following another day of suspension will be added. (ie: 4th infraction slip equals a two day suspension) Further infractions will be handled fairly & appropriately by the principal as the situations become warranted

School Uniforms

At the Montessori Academy we implement a uniformed dress code to promote acceptance of children amongst one another and limitation of distractions. It is important to respect the dress code completely in order to be fair to all children.

DRESS CODE:

- ❖ It is a **must** that all of our students follow the school dress code. Enforced From **Monday to Thursday**, all students are required to wear the mandatory school colours (white, navy, khaki/beige). A \$5 penalty will be otherwise enforced for each day your child is out of uniform.
- ❖ We ask that they wear navy or khaki/beige bottoms.
- ❖ All shirts are to be collared, have a no less than three buttons and must be solid with no patterns.
- ❖ Sleeves may be capped or sleeveless, no solo tank or halter tops please.
- ❖ Shirts/blouses should be fitted, not gapping and at a respectable length.
- ❖ Skirts and dresses should be respectably to the knee and shorts/ skorts, no higher than the mid thigh.
- ❖ Camisoles/tanks/halters can only be worn when under a **pullover** t-shirt, blouse or **pullover** sweater.
- ❖ The uniform should always be clean and in good repair. Stay with sturdy brushed cotton/poly blend fabrics for pant/skirt bottoms for durability.
- ❖ All children should have indoor & outdoor shoes appropriate to the season. Shoes should be properly fitted and secured at the heel (solid shoe / ankle strap) to prevent injury and/or loss of shoe.
- ❖ Please label of your children's belongings, including indoor/outdoor clothing in order to avoid any confusion in the coatroom.

Dress Down Days

- ❖ Dress down days is on **Friday's** only.
- ❖ Children may wear denim, regular t-shirts & sweaters on this day.
- ❖ Sweat pants (straight legged only - no cuffs)
- ❖ Clothing is to be clean and in good repair (no tears, rips etc.)
- ❖ All dresses, skirts, shorts, skorts & tops are still to follow the 'respectable' guidelines.

Please **Do Not** Wear At Anytime:

- ❖ Clothing that is visibly worn, tattered; that has tears or is ill fitting.
- ❖ Solo camisoles/tanks/halters
- ❖ Flip flops; shoes that are bold coloured, light up, or large character shaped shoes/slippers.
- ❖ Tops/shirts with inappropriate slogans, prints etc.

The Coat Room

We would like to ask for the parent's participation in helping keep the coatroom neat, tidy and free of clutter. Each child will have their assigned space. These spaces are small so your child's belongings should be limited to the necessary outdoor clothing for the season, shoes/boots and backpacks.

- ❖ Any extra papers books etc should be taken home at the end of each day.
- ❖ Let's work together to show the children how to neatly hang their belongings and place their shoes within their assigned places.
- ❖ We ask that your child leaves any personal toys, games, mp3's etc, at home to avoid loss, theft or damage. Leaving such items at home also discourages distraction and repeated visits to and from the coatroom.
- ❖ Please label **all** of your child's belonging's (indoor/outdoor clothing, shoes, boots, lunch bags, snow pants, mittens etc,) to avoid any confusion in the coatroom.
- ❖ Any other loose belongings can be stored in a canvas bag on their coat hook or in their

backpacks.

Field Trips, Special Events & Holidays:

- ❖ At this point in time, we do not have any **peanut / tree nut allergies**. You will be promptly notified if this changes.

- ❖ **Please: NO TIM HORTON'S OR OTHER BAKED GOODS SWEETS & CANDY:** Outside of any possible allergies to these yummys, it also creates disruptive behaviour in the classroom.

- ❖ We do acknowledge 'birthday's' with a 'birthday circle'. We ask that you provide pictures of your child from birth to present to show us how he/she has grown. When your child does celebrate a birthday or other event and you wish to bring treats for the class, we ask that it be a combination platter of cheese veggie's & fruit . This allows **all** of the children to enjoy and make choices based on any allergies or sensitiveness they may have.

- ❖ **Field trips** are scheduled to begin in October and will end in June. These trips are at a cost above the tuition. Your portion of the cost amounts to **\$150.00 and is due by September 30th, 2009**. During all Field trips, your child is required to wear their Montessori Academy of Windsor T-shirts. They are available at a cost of **\$15.00** each. Every child must wear this t-shirt during the field trips in order to be clearly identified as part of our group (which is of course a safety precaution.) These would be permitted to be worn on any day of the week. If any of our families are interested in ordering a golf shirt with our name on it, please let us know.

- ❖ Library is scheduled for every **3rd week beginning in October**. If you wish your child to sign out a book, please be sure to provide them with a library card.

- ❖ Fundraisers. We try to be unobtrusive with these events, but they are critical in helping us purchase much needed classroom supplies & materials for the children. Babysitting nights and the spring concert are our biggies with a couple of smaller events placed throughout the year. It is our hope that you will participate as much as you are able. We will keep you informed of these planned events as they happen. Visit our website for more details.

- ❖ Please frequent our website (www.montessoriacademy.ca) & keep an eye out on our calendar of events! We will also have a calendar posted in the coatroom to help keep you aware of upcoming important events!

Volunteers & Observations

- ❖ We are always honoured when parents offer to volunteer their time and expertise during class time or field trips. Let us know if this is something that interests you this year. We require a police clearance from any parent/guardian that is expecting to volunteer their time for our field trips. Please look into applying for yours now.
- ❖ Please make an appointment to observe or volunteer at least one day in advance. Too many observers can be disturbing to the children. Also, if you are volunteering, the teacher will need time to prepare work for you that will be beneficial to the children and enjoyable for you.
- ❖ Stop at the office first and sign in at the front desk and please have your badge . The office staff will announce your arrival.
- ❖ In the classroom, enter quietly and sit in the space designated for you by the teacher.
- ❖ Do not interrupt the children and staff while they are working. Wait until an appropriate break to ask the teacher any question you might have.
- ❖ Remember that as an observer or volunteer, you are bound by the same code of ethics as any other adult at MAW. **You are not free to discuss any child's behavior or personal information with anyone else.** Please do not ask staff member's questions about children other than your own.
- ❖ If you would like to discuss your observation or a classroom issue with the teacher, please request a conference time or a phone call. The teacher will not be able to engage in a lengthy discussion during the school day.

Outdoor Play

- ❖ The children in our program go for a walk to our neighborhood Mark Park. Weather permitting, this is a daily event. All children are asked to be dressed appropriately, including hats, mittens, coats and boots when needed. During the warm season, please be sure to apply sunscreen to your child in the morning before coming to school. Label your children's belongings to avoid loss or confusion.

Food and Allergies

- ❖ No food is provided by the school.
- ❖ We currently do not have any nut allergies, but you will be notified promptly of any changes.
- ❖ We currently have a fish allergy
- ❖ For those children that are affected by any allergies, we ask that you inform the teacher the severity of the reaction so that we will be prepared should a situation arise.
- ❖ We encourage healthy lunches & snacks for the children that provides plenty of protein & energy boosting nutrients to help them thrive and ensure productivity throughout the day. Fruits & veggies should always be included as should milk and/or water. We ask that you refrain from packing candy, sweets, potato chips (and the like) and save them for 'at home' treats.
- ❖ Be sure to pack foods in an insulated lunch bag. We have a microwave to warm dishes that require it.
- ❖ We all know that children **love** to share food, but here at MAW , we firmly discourage it due to possible unknown allergies, and to avoid spreading germs / viruses.

Sick days & Health Issues

ILLNESS

Please do not send children to school when ill.

The Public Health Agency of Canada recommends students and staff who fall ill with flu-like illness stay home until they're symptom-free. It is not fair to expose other children and staff when you are sick. (Influenza Like Illness is defined as *the acute onset of respiratory symptoms with fever and cough and one or more of the following symptoms: sore throat, muscle aches, joint pain, or weakness. Gastrointestinal symptoms may also be present and fever may not be prominent*).

In the face of a possible wave of H1N1 flu cases this fall, public health and education officials are encouraging parents and teachers to help stem the potential spread by keeping or sending students with flu-like symptoms home.

Sore throat, fever and cough, these three are the most reliable indicators of H1N1. Generally, sneezes and a runny nose with clear discharge are more likely signs of an allergy, which isn't infectious or contagious, or a non-influenza infection. A fever (even low grade), is a red flag. If your child has a definite fever, stay at home for the day or two that the fever takes to resolve. It may be another influenza virus; it may be another respiratory virus. What we're requesting is that, erring on the side of caution...

If students become sick while at school, they will be isolated until they can be sent home. You will be called if your child becomes ill at school and you will be asked to pick up your child ASAP. Please ensure that we have all necessary contact and emergency contact information on record.

If a student has any other kind of communicable disease, such as chicken pox, pink eye, etc., the school must be informed immediately.

There will be times that we may have to exclude a child from school until medical attention is received. The law is very specific regarding these exclusions. You will be required to send a note from your physician or clinic stating that your child is permitted to return to school.

If your child cannot participate in the required outdoor play due to illness, it is our policy that the child remains at home.



All Ontario schools and child-care providers are under advisement to report staff and student illness above normal expected absenteeism levels to local public health officials.

How to protect yourself and others

It is very important that we all do our part in keeping everyone healthy.

What can I do to protect myself from infection?

The Public Health Agency advises Canadians to:

- Wash hands thoroughly with soap and warm water, or use hand sanitizer
- Cough and sneeze in your arm or sleeve
- Keep doing what you normally do, but stay home if sick
- Check www.fightflu.ca  for more information
- Check www.voyage.gc.ca  for travel notices and advisories
- Talk to a health professional if you experience severe flu-like symptoms

Immunization

Is immunization required for attendance at school or day care in Ontario?

For children attending school in Ontario, a written immunization record or proof of immunization is required, by law, for diphtheria, tetanus, polio, measles, mumps and rubella unless there is a valid written exemption. Parents/guardians are required to provide this information to their local public health unit, and to update the information as necessary.

Children attending licensed childcare centers should be immunized according to their age and as recommended in the Publicly Funded Immunization Schedules for Ontario - 2009 or as current. You may contact your local public health unit for more information.

You may decide because of medical, religious or philosophical reasons not to immunize your child. In this case, you will need to provide a valid written exemption to your local public health unit. If the disease appears in your child's school or childcare centre, your child may have to stay out of school/childcare until the disease is no longer present.

Where to get immunized:

Call your doctor or nurse practitioner to make an appointment. If you don't have a physician, nurse practitioner or health card, call your local public health unit to find out where you or your child can get immunized.

When to get immunized:

Recommended routine immunizations begin at two months of age to protect infants from illnesses that can be very serious for them. The following chart outlines the schedule for publicly funded vaccines in Ontario available for children beginning their routine immunization in early infancy.

Publicly Funded Routine Immunization Schedule for Children Beginning Immunization in Early Infancy

Emergency Information

Every child must have an updated emergency card on file in the school office. **These cards are by far the most important information regarding your child's safe care.** In the event that you or a designated emergency contact person cannot be reached during an emergency, these cards give us the consent to seek medical attention for your child. Parents **MUST** provide at least **three working** telephone numbers on the emergency card. These cards will be sent home at the beginning of the school year. Please fill out the forms and return it to your child's teacher. Also, it is important for you to update the cards if any information changes.