

Code of Conduct

Morris Academy is committed to providing a safe, caring and inclusive learning and working environment. Through the collaborative effort of school, home and community, Morris Academy provides a diverse teaching and learning experience that empowers each student to achieve and succeed in a healthy, safe and caring environment. We promote respect, responsibility citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property.
- Traveling on a school bus that is under contract to the school and/or school board.
- Participating in extra-curricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will have an impact on the school climate.

Morris Academy is committed to providing a learning environment which enables each student to achieve individual success to the best of his or her ability. We use the “I Care” and “Peace Scholar” rules as a basis to achieve this success.

- The “I Care” Rules:
 - We listen to each other
 - Hands are for helping, not hurting
 - We use I-care language
 - We care about each other’s feelings
 - We are responsible for what we say and do.
- The “Peace Scholar” Rules:
 - We cooperate for peaceful purposes
 - We speak with respect
 - We listen with an open mind
 - We act with kindness
 - We care about each other’s feelings
 - We are responsible for what we say and do.

A) Standards of Behaviour

We all have rules to follow in order to ensure that our communities are safe, happy places where everyone works hard to do their best. When we follow our school rules, our school remains a safe and happy place where we can all learn together, while

respecting ourselves and each other. All members of the school community are expected to:

- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, national or ethnic origin, religion, individual differences, culture, body image, gender, sexual orientation, gender identity, age or ability.
- The Golden Rule. Treat everyone the way you would like to be treated. Have respect for others and remember to be a good sport and play by the rules of the game. Show that you care about each other's feelings by only using "I Care" language. Remember that we are responsible for what we say and do.
- The Hands and Feet Rule. Remember to keep your hands and feet to yourself. Play-fighting or "just fooling around" can lead to real fighting because feelings get hurt, or it is no longer fun for the other person. Hands are for helping, not hurting.
- Morris Academy is a smoke free grounds and facility. Visitors, staff and students are reminded that all buildings, grounds and properties under the jurisdiction of the Newfoundland and Labrador English School District are smoke-free. Please respect our smoke-free policy and support us in our efforts to create a safe and healthy environment for everyone.
- Take care of personal belongings. Parents/guardians are encouraged to label school items such as book bags, jackets, caps, pencil cases and other school supplies. We invite both students and parents/guardians to check periodically for items that may be missing. Lost and found items can be found in our Lost & Found bin in the main entrance of our school.
- During the instructional day, parents/guardians and visitors are asked to use the school main entrance. The door is locked for safety purposes.
 - The bell/intercom must be pressed to enter the school.
 - Once inside, please go to the office for assistance.
 - If a student must go home during school hours, the office will page the appropriate classroom and request that the student come to the office to meet the parent/guardian there.
 - Cooperation in this area creates security, independence and good order for all.
- The parent/guardian should complete a student emergency information sheet. This information should be kept as up-to-date as possible. Notification of any changes in this information must be given immediately to the school secretary or the classroom teacher.
- Unexpected school closures or delays due to early morning weather conditions, heating problems, electrical failures, etc. sometimes occur. These closures will be aired on various radio stations. Should the need arise to close the school once classes are in session, a radio announcement will be made and a SYNERVOICE message will be sent. The school will follow the procedures that have been outlined in your child's emergency information sheet.

- The SYNERVOICE Communication system is a valuable system in delivering messages and notifications to parents in a timely and efficient manner.
 - It is essential that we have accurate and updated information regarding home contact and emergency numbers.
 - **Please ensure that telephone numbers provided for SYNERVOICE, our automated calling system are direct lines.**
- The parent/guardian is expected to wait for the students in the two main entrances until dismissed at 3:00 PM. Once the bell rings, parents/guardians of kindergarten students may proceed to their classroom area to assist their child. Grade one to grade five students will meet their parent/guardian in the lobbies as this provides the student with a sense of responsibility and independence.
 - Morris Academy is a scent and allergy aware school. We do have staff and students in our school who have allergies to specific food items. Items such as peanuts and nut products may result in a child or adult having a life threatening allergic reaction. Please refrain from wearing scented products in the school due to allergies which result in breathing difficulty in the presence of strong smelling fragrances.

Specific Standards for the Classroom Educational Environments

- ✓ **As a Student of Morris Academy, please remember to:**
 - Arrive to school on time. We value instructional time. Students who are not in their classroom by 8:45 AM or 1:00 PM will be considered late. Students who are consistently late interrupt classroom teaching and the academic achievement of fellow students.
 - Be prepared with homework and supplies. Pencils, paper and textbooks are examples of items that are regularly required for class.
 - Speak appropriately by using proper voice scale. Level 1 – no talking, Level 2 – soft voice, Level 3 – classroom talk.
 - Be a good listener by listening to others when they speak. Use an appropriate voice level and language to demonstrate respect as this shows good manners and character.
 - Demonstrate best effort during all school-based activities by taking pride in yourself and your work. Always try to do your best in all your work and activities. Do your homework, finish your projects/assignments and participate in all school activities.
 - Value the learning of others by respecting all opinions and abilities. Take appropriate measures to help those in need and ask for help any time you need it.
 - Follow the “I Care” and “Peace Scholar” rules. Examples of violating this code include **FOULS** such as: blaming, bossing, bringing up the past, cruel humour, getting even, hitting, making excuses, name calling, not listening, not taking responsibility, pushing, put-downs, sneering, threats, etc.

- Demonstrate honesty and integrity by following the “Golden Rule”. Treat others like you want to be treated. We keep our hands and feet to ourselves, we take turns, we respect the property of others, etc.
- Show proper care and regard for school property and the property of others. It’s your responsibility to tidy up after yourself. Be proud of your school. Remember to keep it neat and tidy inside and out.

Specific Standards during Physical Education

- ✓ **As a Student of Morris Academy, please remember to:**
 - Wear appropriate footwear and clothing.
 - Be aware and alert.
 - Speak appropriately by using proper voice scale. Level 1 – no talking, Level 2 – soft voice, Level 3 – classroom talk
 - Cooperate with everyone.
 - Listen to the speaker.
 - Take care of the equipment and return it when you have finished using it.
 - Keep clean.

Specific Standards for the Hallway and Stairwell

- ✓ **As a Student of Morris Academy, please remember to:**
 - Walk to the right and keep moving for safety reasons.
 - Keep hands and feet to yourself. Use good manners if an accident occurs.
 - Speak appropriately by using proper voice scale. Level 1 – (no talking) or Level 2 – (soft voice).
 - Keep lockers organized and the floor clear.
 - Respect the property by keeping it clean.
 - Use appropriate language.
 - Keep right on the stairs so others can pass safely by you.

Specific Standards for the Washroom

- ✓ **As a Student of Morris Academy, please remember to:**
 - Ask a teacher’s permission before going to the washroom.
 - Use voice level 2 (soft voice) while traveling to and from the washroom.
 - Respect privacy while in the washroom.
 - Flush after each use.
 - Wash and dry your hands. Remember to turn off the taps.
 - Take care in using bathroom supplies properly. Take one paper towel for each hand. When you use what is needed, you are showing responsibility and respect for the environment.

- Keep this area clean and tidy by putting all trash in the garbage.
- Report anything out of order (problems or vandalism) to a staff member as soon as possible.
- Return to class quickly and quietly.

Specific Standards during Lunch time

- ✓ **As a Student of Morris Academy, please remember to:**
 - Wash your hands before you eat your lunch.
 - Sit quietly while eating.
 - Remember to throw out your garbage and put your lunch boxes away.

Specific Standards for the Playground/Outside

- ✓ **As a Student of Morris Academy, please remember to:**
 - Dress appropriately for outside play.
 - Line up and walk appropriately.
 - Stay in your designated areas. Play in a safe place. Stay away from the parking and bus area.
 - Respect the property by playing safely and keeping the school grounds clear of litter.
 - Practice good sportsmanship by sharing and taking turns.
 - Respect personal space by keeping hands and feet to yourself.
 - Use “I care” language.
 - Remember to bring your belongings back to class with you.
 - Walk back to school.

Specific Standards for the Bus

- ✓ **As a Student of Morris Academy, please remember to:**
 - Use the MAIN entrance when entering/exiting the school.
 - Walk in the bus line to the designated area.
 - Listen to the teacher on bus duty when signals are given.
 - Use voice level 2 (soft voice) while traveling on the bus.
 - Stay seated and remember there is no eating on the bus.
 - Take care of the bus and follow the driver’s rules.
 - Only get off at your bus stop.

Standards of Behaviour for Digital Citizenship

All members of the school community are expected to:

- Keep personal devices in a secure place.
- Keep personal photos and information, including passwords, private.
- Be respectful in the online environment and report any online activities that are not in keeping with this respect.
- Tell a trusted adult about activities which cause you to be uncomfortable.
- Follow teacher directives to place electronic devices in designated areas.
- Use technology for learning as directed by the teacher.

B) Inappropriate Behaviours

In abiding by **Morris Academy** Standards of Behaviour, all members of the school community are expected to refrain from:

- Any behaviour that discriminates based on economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally causes harm (physically, socially, or emotionally) to another person.
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.
- Threatening an individual, group of people or property. This applies to the real and digital world.
- Injuring an individual, group of people or property.
- Using technology that intentionally abuses or bullies another person or interferes with the positive climate of the school. Examples of violating this code include:
Instant Messaging Harassment – sending hateful threatening messages, warning wars, creating a screen name similar to another person's name (adding an "e" or one less "l") and then saying embarrassing or inappropriate things on it, **taking passwords** - impersonating a person online, changing a person's profile and/or locking a person out of their account, **profiles or blogs** – using these to damage another person's reputation or invade their privacy (writing about a person's private home life), **websites** – creating a page specifically designed to insult someone, posting someone's private information online, **sending pictures through IM's, TM's or Emails** – these include degrading pictures, sending pictures of students in compromising situations (doing something illegal, private pictures, etc.), **Internet polling** – who's popular? Who's not? **Sharing secrets, spamming**, etc.
- Using language that is violent, profane or discriminatory.
- Wearing clothes that depict violence, profanity or discrimination.
- Breaking federal, provincial or municipal laws.

Inappropriate behaviours also include the following represented through the PBIS three tier approach:

Minor Behaviours

Minor behaviours are reasonable expectations that are not met by the student. These actions could take away from the learning environment.

- Out of seat during the first 20 minutes at lunch hour.
- Rough play.
- Physical contact without intent.
- Running in building (other than gym).
- Verbal disputes among students.
- Using electronic equipment other than second half of lunch.
- Misuse of washroom/fountain privileges.
- Interrupting.
- Not completing seatwork/homework.
- Chewing gum and eating candy.
- Wearing hats and inappropriate footwear.
- Non-directed profanity.
- Tardiness.
- Lying
- Tattling on others.
- Failure to follow the “I care” rules.
- Disrespect for voice scale.
- Unprepared for class.
- Inappropriate display of affection.
- Classroom disruption.
- Inappropriate bus behaviour.

Middle Behaviours

- **Chronic minor offenses will be categorized as middle behaviour.**
- Defiance.
- Attitude (disrespect).
- Cheating.
- Inappropriate body language.
- Damaging property.
- Misuse of electronics (internet usage).

Major Behaviours

- **Chronic middle offenses will be categorized as major behaviour.**
- Leaving the class.
- Harassment.
- Bullying as defined by the Department of Education.
- Physical aggression.
- Damaging property.
- Stealing.
- Threats.
- Directed foul language.
- Repeated non-compliance.
- Dangerous/unsafe behaviour.

C) Proactive Strategies

Expected behaviours as identified in **Morris Academy** Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are communicated with all members of the school community through a variety of methods which may include hard copy handouts, school newsletters, parent/guardian–teacher curriculum night, school web-site postings, and/or emails.
- Standards of Behaviour for students are reviewed, practiced and discussed as needed.
- Standards of Behaviour are applied consistently by all staff.
- Students may be offered choices, so that they can make an informed decision before acting.
- The resulting consequence of each choice is up to the professional judgment of the attending staff member.
- On-going modelling of appropriate behaviours by school staff.
- Maintaining the acknowledgement of appropriate student behaviours through a variety of methods which may include positive verbal feedback, positive non-verbal gestures, and/or contact with parent/guardian, etc.
- Parents/guardians may be contacted by teachers for feedback on student behaviour and accomplishments.
- Curricular and extra-curricular programs that promote social skill development are available. For example: perfecting program, breakfast club, recycling program, NLESD Primary & Elementary Student Character Presentations, Roots of Empathy, Peaceful Schools International, Big Brother/Big Sister lunchtime mentoring program, and athletics, etc.
- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.

- Referral for assessment may be considered by the service delivery team.
- Referral for counselling.
- Referral to district staff or outside agencies.
- Consistent teacher documentation of inappropriate student behaviour.
- Focused support for small groups and individual students.

D) Reactive Strategies

In response to inappropriate student behaviour, teachers and administrators of **Morris Academy** shall utilize a Reactive Strategy, depending on:

- The level of the behaviour.
- Circumstances of the behaviour:
 - The other people involved (students/staff/etc.)
 - the environment
 - precipitating factors
 - special circumstances
- Past reactive strategies utilized for this student and the students resulting behaviour.
- The frequency of the behaviour.
- The student's exceptionality and/or Individual Education Plan (IEP).

Minor Interventions/Consequences

Staff members intervene and monitor minor behaviours. Multiple minor behaviours (over a short duration) should be directed to Administration. The reactive strategy used will be determined by the professional judgment of the attending staff member.

- Good teaching practices.
- Model expected behaviour.
- Verbal reminders.
- Reteach behaviour/expectation.
- Offer acceptable choices and/or consequences.
- Natural consequences.
- Inform classroom teacher.
- Restitution.
- Conference with the student.
- Monitor the behaviour.
- Parent/guardian contacts (written reminders in agenda or email/telephone parent/guardian).
- Chronic minors will become a "middle".
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Middle Interventions/Consequences

- **All Minor interventions/consequences.**
- Verbal mediation.
- Referral to Student Support services (SSS).
- Restricted/limited access to facilities/activities.
- Alternate seating (calming room/quiet area).
- Consult with guidance and/or administration.
- Student reflection (thinking chair, quiet time, etc.).
- Asset building.
- Parent/teacher meeting.
- Behavioural contracts.
- Detention.
- Chronic middles will become a “major”.

Major Interventions/Consequences

- **All Middle interventions/consequences.**
- Loss of privileges.
- Functional Behavioural Analysis (FBA).
- Behavioural Management Plan (BMP).
- Change of programming.
- Reduced day.
- Referral to outside services (School Board, Janeway, Health and Community Services, Police, etc.).
- In-school suspension.
- Alternate setting.
- Suspension.
- Extended suspension.

Note: The Bullying Intervention Protocol will be used in appropriate situations as determined by policy.