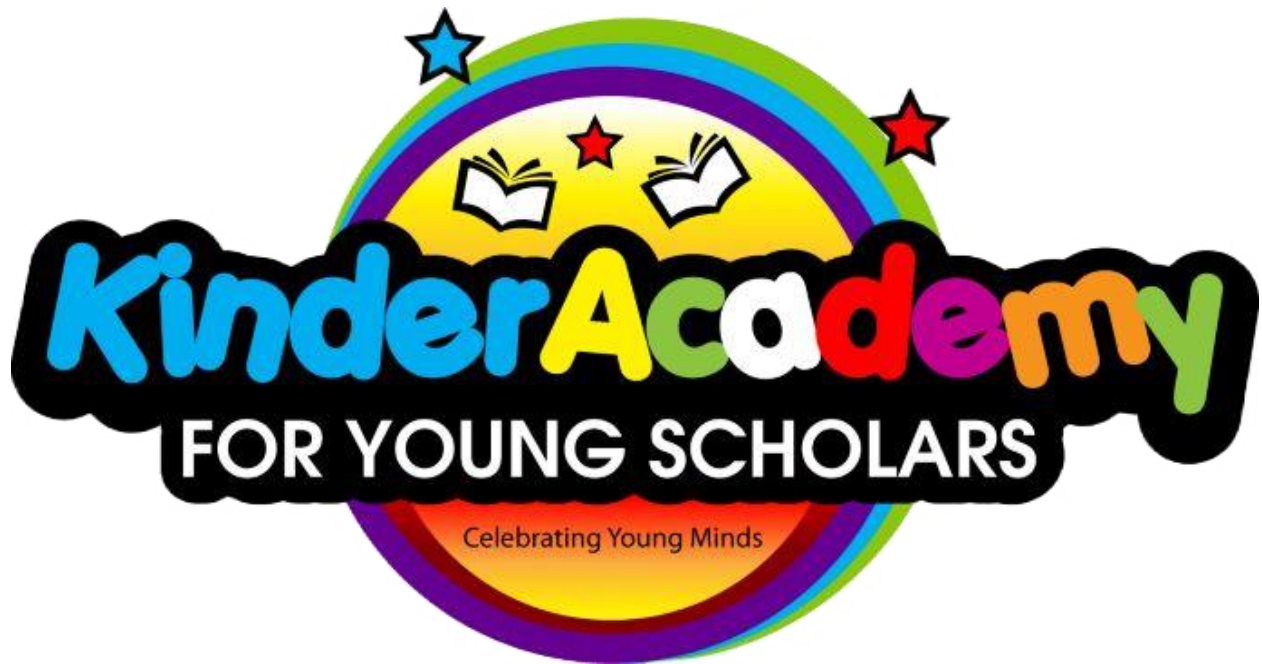


Children's Code of Conduct



December 2022

Code of Conduct

I. Introduction

The Management of Kinder Academy wants every person in the school community to be respectful, responsible, and safe *wherever they are*. This kid friendly Children's Code of Conduct Policy is intended for explanation to young children by their parents.

II. Definitions

- **Bullying** means when someone tries to severely frighten or hurt another person. This can be done in person or over the internet.
- **Cyberbullying** means when someone uses the internet to say unkind things about another person.
- **Disruptive student** is a student who behaves in a way that makes it hard for other students to learn and hard for the teacher to teach.
- **Harassment** means when someone bothers a person so much by using words or actions that are not respectful, that the person being harassed has trouble learning or becomes unhappy or hurt.
- **Parent** means a mom or dad or any other person who takes care of a child the way a mom or dad does.
- **School Property** means any part of a school building or its contents or equipment.
- **Staff** means any employee at Kinder Academy
- **Violent Student** means a student who hurts or tries to hurt another student, a staff, or a student who damages school property or the personal property of another student, staff, or visitor on school property.
- **Weapon** means a tool that is used to hurt another person.
- **Physical restraint:** Using physical force to keep a student from moving all or part of his/her body freely.
- **Seclusion:** Confining a student alone in an enclosed space in which the student is either physically prevented from leaving by locking the exits, or not capable of leaving because of physical or intellectual capacity.
- **Time-out:** Separating a student from other students for a limited period of time while monitored by an adult.

III. Student Rights and Responsibilities

A. Student Rights

All students have the right to:

1. Be a part of anything going on at school.
2. Tell their side of the story.
3. Know what the rules are and what the rules mean.

B. Student Responsibilities

All students have the responsibility to:

1. Respect other students and their belongings.
2. Know the rules.
3. Go to school.
4. Try their hardest.
5. Respect the teachers and others working in the school.
6. Control their anger.
7. Feel free to ask if they have a question.
8. Talk to an adult when you think something is wrong.
9. Wear appropriate clothes for school.
10. Be responsible for their actions.
11. Tell others if they are getting hurt or others are being hurt.

IV. Essential Partners

A. Parents: All parents are expected to:

1. Work with the school.
2. Help prepare students for each day of school.
3. Make sure students get to school every day.
4. Make sure there is a good reason for missing school.
5. Make sure you are dressed right for school.
6. Make sure that students know that school is a fair and safe place to be.
7. Help students understand the rules of the school.
8. Be supportive of what's going on at school.
9. Get along with teachers, other parents, and other children.
10. Talk to teachers or principal about worries regarding other students.
11. Be a good role model.
12. Tell the teachers if anything has changed in the child's life.
13. Help to give children a good place to study and make sure homework is done.

14. Know the rules and be able to explain them.
15. Be supportive of decisions made at school.
16. Be responsible for children's behavior.
17. Tell someone if they see something wrong.
18. Respect what the school has and what others have.
19. Show respect for teachers.

B. Staff: All teachers are expected to:

1. Respect you and help you to be your best.
2. Know the rules and follow the rules.
3. Tell someone if they see something wrong.
4. Be a good role model.
5. Tell parents how students are doing.
6. Respect others.
7. Make sure they are following the rules.
8. Make sure others are following the rules.
9. Make sure there are consequences if someone is not following the rules.
10. Watch what is going on in the school.
11. Report if someone is not following the rules.

C. Administrators: All Administrators are expected to:

1. Make sure school is safe and is a place where children can learn.
2. Make sure students know the rules and students are following the rules.
3. Develop a plan for when to share information with other administrators.
4. Make sure the rules are being followed by all the adults.
5. Make sure everyone can talk to each other and tell each other if there is a problem
6. Show children how school can be safe.
7. Help children learn.
8. Make sure the rules are being followed and address any issues.
9. Update the rules if needed.

D. School Board: The School Board is expected to:

1. Create the rules and let others know what the rules are.
2. Change the rules, if needed.
3. Be a role model.

V. Student Dress Code (see policies & procedures manual)

Uniform is mandated for children ages 3 years -5 years. All students are expected to dress appropriately for school and all school activities. Students and their parents are in charge of taking good care of clothing choices and appearance. The principal can tell a parent or child when clothing is not appropriate for school

Following are some rules for how a student's (3 years and up) clothing, personal cleanliness and appearance including hair style, and accessories like earrings and watches should be handled:

1. Be safe, appropriate, and not disturb or interfere with learning.
2. Necklaces, hair beads and excessive hair accessories are not allowed.
3. Shoes must be always worn. Sandals on days stated by teacher or principal.
4. Ripped clothing, see through clothing, or anything that is too tight fitting is not allowed.
5. Clothes must cover the entire stomach and lower back.
6. No inappropriate words or graphics on clothing.
7. No hats unless there is a theme day that is stated by teacher or principal.
8. No short shorts or thin strapped tank tops.

Each year the principal will inform all families of the Student Dress Code and alert everyone of any changes or additions to the Dress Code.

Students who do not follow the rules of the Dress Code will replace the inappropriate piece of clothing with an appropriate item. If they do not have one, their parents will be called to bring in a change of clothes. If the problem is with an accessory that is distracting from learning, then that item will be taken and held by the teacher until the end of the day and not allowed back at school.

VI. Prohibited Student Conduct

Kinder Academy expects all children to treat others as they would like to be treated themselves. That means keeping your hands/body to yourself and using kind words to others. This includes all children and teachers and others in the school community. Children are also expected to treat all books, toys and equipment with care and respect.

Children must learn to be responsible for their good behaviour and if they misbehave, they must accept the consequences. Teachers will always try to use positive reinforcement, and only use disciplinary actions when positive reinforcement is not appropriate.

Kinder Academy knows that it needs to make these rules very clear when it comes to the children's behaviour in school and at any school functions. Below is a list of rules the children should follow in order to stay safe and have respect for their fellow students and their teachers. If a child does not follow these rules, he or she will have to accept responsibility and penalty for their misbehaviour.

Children may have to accept disciplinary actions that ranges from a trip to the principal's office to not being allowed back at school for a number of days if they:


- A. Engage in conduct that is disorderly or encourage others to do the same. Examples of disorderly conduct are:
 - 1. Running inside the classroom/building or using inappropriate language in classroom.
 - 2. Making a lot of loud noise within the school building.
 - 3. Using words or actions that are disrespectful or mean.
 - 4. Doing something that can be physically dangerous to one's own self or others.
 - 5. Using books, toys or computers in a way that is harmful and could result in breaking or damage.

- B. Engage in conduct that refuses to obey authority. An example of this is:
 - 1. Not following the directions of the teachers or any other school staff.

- C. Engage in conduct that is out of control. Some examples of this behavior are:
 - 1. Not following the directions of the teachers and any other school staff.
 - 2. Bringing electronic devices to school. These devices include cell phones, or any other electronic games.
 - 3. Behaving inappropriately or using inappropriate language.

- D. Engage in conduct that is violent. Some examples of violent conduct are:
 - 1. Hitting, kicking, biting, punching or scratching another child, staff member or anyone else on school property.
 - 2. Carrying anything that looks or acts like a weapon or saying you are going to use something that can be made to look or act like a weapon to hurt someone.
 - 3. Saying you are going to hurt someone on school property.
 - 4. Damaging or destroying someone else's personal property.
 - 5. Damaging or destroying school property.

- E. Engage in conduct that puts other people's safety or health in danger. Some examples of this conduct are:
 - 1. Lying to the teacher/staff.
 - 2. Stealing property of other children, teachers, or anyone else on school property.
 - 3. Saying something about a person that is not true and is hurtful.
 - 4. Not including others or treating them badly because they have a different color skin, religion, or nationality.
 - 5. Harassment of any child (see harassment definition in Section II under Definitions).
 - 6. Bullying, teasing, or name-calling of any child.

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7. Frightening another child either physically or with words including the following:
(a) hurting another person's body (b) destroying another person's property (c) hurting another person by using fighting words which are directed toward another person's different colored skin, religion or anything else which makes the person different (d) using words which could lead to violence or disruption of school activities.
 8. Having or sharing materials that are inappropriate.
 9. Using foul language, cursing or swearing.
 10. Showing any private parts of the body.

VII. Reporting Violations

All students are expected to tell a teacher, staff member or the principal if any of these rules of the Code of Conduct are broken. All teachers who receive information about a student who has broken any of these rules will act right away in a fair manner. The student will be punished accordingly.

VIII. Disciplinary Procedures, Penalties and Referrals Discipline

Discipline is very important when a student makes a mistake that could hurt him or herself or hurt somebody else. When a mistake is made, a student will have a chance to better understand why what they did was wrong, and how to try and not make that mistake again.

Discipline is always very serious, but it is fair. The goal of discipline is to help a student not make the same mistake again. If the same mistake is made again and again, the discipline will become even more serious. To understand how serious discipline will become, we must first know

1. The student's age.
2. The situation where the problem took place.
3. If the student has been disciplined before by anyone at school.
4. Information from teachers, support staff, and parents.

Penalties

Students will have a consequence after a situation happens that requires some discipline.

1. Oral warning.
2. Time outs
3. Recess consequence.
4. In school detention
5. Phone call home to a parent.
6. Meeting with parents and principal in school.
7. Out of school suspension



IX. Alternative Instruction

When a student is removed from class or from school, he or she will be given assignments to be completed.

X. Discipline of Students with Disabilities

All students are expected to follow this Code of Conduct and each situation will be reviewed individually to determine the consequences.

XI. Corporal Punishment and Physical Restraint, Seclusion

Corporal punishment is when someone uses physical force upon a student to punish him or her. Staff members are **NOT** allowed to use physical force on a child. If a child does not listen to a staff member's request to stop, physical restraint or seclusion may be used to prevent a child from:

1. Hurting someone else in school.
2. Hurting themselves in school.
3. Behaving in a way that prevents other children from learning in school.

XII. Visitors to the School

Due to the recent Covid-19 pandemic our 'open-door policy' is restricted. Parents and other guests sometimes visit the school and classrooms to see the work of students, teachers, and others. Since school is a place of work and learning, and the principal is responsible for all people in the building and on the property, the new rules for these visits are as follows:

1. Anyone who does not work for the school, or is not a student at the school, is a visitor.
2. Visitors must have permission to be in the school.
3. Appointments must be made.
4. Visitors attending school events that are open to guests, such as a parent-teacher meeting, or a school concert, may not need to sign in.
5. Parents or guests who wish to observe a classroom while school is in session are to schedule the visits ahead of time with the teacher, so the class is not disturbed.
6. Teachers cannot talk about matters with visitors during class time.
7. Any person who doesn't have permission to be at school will be reported to the principal and asked to leave. The police may be called.
8. All visitors must follow the rules of this code of conduct while on school property

XIII. Public Conduct on School Property

A. Behavior that is not allowed

No person, either alone or with others, shall:

1. On purpose hurt any person or tell them that they would hurt them.
2. On purpose damage or destroy things at school or things that belong to other students.
3. On purpose litter at school.
4. Interrupt their school friends in class or during other school activities.
5. Bully other children because they are boys or girls, because they are younger or older, or because they dress or look different than others.
6. Go to places at school that they are not allowed to enter without permission.
7. Bring to school any toys or items with which he or she could hurt someone else.
8. Tell other children to break any of the rules written in this Code of Conduct.

B. Consequences

There will be consequences to behaving inappropriately on school property or at school functions:

1. People will be asked to leave the school building or grounds.
2. Students, teachers, and staff will be disciplined as explained in this Code of Conduct.

C. Enforcement

The principal will make sure all behavior is appropriate and if it is not, will communicate the consequences to the person or people on school property or at school functions. If the inappropriate behavior is not stopped, the principal will ask the person to leave

XIV. Dissemination (Communication) and Review

A. Communication and Review

Kinder Academy will help make sure that the school community is aware of this Code of Conduct by:

1. Providing access to the policy on the school's web site.
2. Emailing to all parents and staff members

B. Review of the Code of Conduct

The School Board will review the policy once in a while. They will update the policy when it is necessary to be updated.