



## **Code of Conduct**

### 2023-2024

#### **MISSION**

Our school promotes a 'never give up' growth mindset philosophy that allows each child to learn to the best of their ability.

#### **VISION**

Port Elgin Mariners will grow and thrive by stepping outside their comfort zone. They will become independent and compassionate local and global citizens who show resilience and make a positive difference in our world.

#### **VALUES**

Collaboration  
Creativity  
Critical Thinking  
Citizenship  
Character  
Communication

#### **Contact us:**

#### **Port Elgin Regional School**

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<https://portelgin.nbed.ca/>

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## **Welcome to Port Elgin!**

Port Elgin would like to respectfully acknowledge that we gather on the unceded, traditional territory of the Mi'kmaq people. In the spirit of peace and friendship, we express gratitude for the history, culture, rights, and traditions of the surrounding Indigenous communities. We commit to reconciliation through learning about and honouring those that were here before us. Port Elgin Regional staff and students have begun their commit to reconciliation by hosting a Run for Wenjack, participating annually in Orange Shirt Day, inviting Elders to share their teachings, observing Musical performances sponsored by the Gord Downie and Chanie Wenjack Foundation, learning about the Grandfather Teachings, and painting an orange crosswalk. We look forward to continuing our journey of reconciliation and the relationships and teachings that this will bring.

We are excited about the passion we have for learning and look forward to sharing that with you. This booklet outlines how things run at Port Elgin Regional School. Please read through and let us know if you have any questions. The Port Elgin Regional School Code of Conduct aims to provide a cohesive approach to maintaining a positive learning and working environment. Our Code of Conduct informs all members of the school community of the shared obligations and responsibilities in supporting our mission and is reflective of Provincial Policy 703 (Positive Learning Environment), Policy 322 (Inclusion), and the District and Provincial Code of Conduct.

Port Elgin Regional School is a welcoming environment for all students regardless of gender identification, sexual orientation, cultural background, and religious beliefs. Port Elgin is a community that values diversity, accountability, and dignity for all.

## **GENERAL SCHOOL GUIDELINES**

### **Hours of Instruction:**

8:00-8:10 Homeroom Period

8:10-8:40 Period 1

8:40-9:10 Period 2

9:10 – 9:40 Period 3

9:40- 10:00 Recess/Advisory

10:00-10:30 Period 4

10:30-11:00 Period 5

11:00 – 11:30 Period 6

11:30 – 12:00 Period 7

12:00 – 12:20 Lunch Kindergarten to Grade 4 (eat) / Grade 5 – 8 (outside)

12:20 – 12:40 Lunch Kindergarten to Grade 4 (outside) / Grade 5 – 8 (eat)

12:40-1:10 Period 8

1:10-1:40 Period 9

1:40 – 2:10 Period 10

2:10 – 2:25 DEAR

2:25 - Dismissal Bell

2:30 Dismissal of Bus Students

2:35 Dismissal of Walkers and Pickups

We appreciate all you do to ensure your child arrives on time in the morning. It is extremely important that all our students are at school and ready to learn by 8:00 am. This on-time arrival sets the tone for the day. When students are late, they may miss key information that is delivered during homeroom. If you do arrive late, please enter through the main doors and sign in at the office before heading to your homeroom. Knock softly on your classroom door before entering. You will be marked tardy if you arrive past the 8:00 homeroom start time.

## School Fees:

Kindergarten – Grade 8 \$10.00 agenda fee.

Grade 6 – 8 \$10.00 technology fee.

**We encourage the use of our online payment system [SchoolCashOnline.com](http://SchoolCashOnline.com). Please call the office if you have any questions with School Cash Online.**

## Attendance:

- Illnesses aside, student success in school is directly tied to attendance. We remind parents and guardians of their role in ensuring their child attends regularly. Please let us know if there is something we can do to help improve your child's attendance.
- The Education Act refers to ***regular school attendance as both a duty of the pupil and an expectation on the part of the parents to cause attendance to take place.*** The Act recognizes regular attendance supports the learning success of the student and contributes to the learning environment of the school. It is recognized some students will be absent from school for valid reasons such as chronic illness or family emergencies.
- Attendance is recorded daily, and the safety of our students is our top priority. By taking a few moments to log your attendance on our new School Messenger System you are helping us to ensure your child's safety in a timely manner. If you know ahead of time of a planned absence, please log it in the system online or through the app on your phone and input it.
- If a student is absent during the school day, they cannot attend or participate in after school events, such as extra-curricular clubs or school sanctioned events (i.e. dances, sporting events, after-school activities).
- If students are demonstrating chronic absenteeism, they will be ineligible for extra-curricular activities (i.e.: dances,

sporting events, trips, concerts, field trips, etc.) per District policy.

- Students are responsible for collecting and completing work missed during absences.
- Teachers will contact parents when students are chronically absent. In these situations, parent meetings will be required to discuss options for academic success, attendance/punctuality, and possible disciplinary action.
- Parents who are picking students up (during the teaching day) are to enter the building and sign the student out for the day with the administrative assistant.

### **Communication:**

- We encourage our families to take an active role in Port Elgin Regional students' education. If you have questions, please contact us and make an appointment to discuss.
- Our methods of communication are: ClassDojo, Facebook, School Messenger, email, and by phone.
- Curriculum updates will be communicated by teachers regularly.

### **Visitors:**

- All visitors must sign in with the administrative-assistant and receive a visitor's tag.
- After hours, no one is allowed past the double wing doors on either side of the building unaccompanied by a staff member.

### **Volunteers:**

- All volunteers must follow District procedures to volunteer at Port Elgin Regional School. This information can be found at the following web address: [Volunteer with us! | Anglophone East School District \(nbed.ca\)](http://www.nbed.ca/Volunteer-with-us!-Anglophone-East-School-District). Please reach out should you require further support.

### **Dress Code:**

- Appropriate dress for school is always expected including school sanctioned events (ex: dances).
- Professional dress at school **excludes** items inappropriate for school. This includes clothing with offensive, demeaning, racist, or obscene messages, whether direct or implied, the advertising of alcohol, cigarettes, marijuana, illegal substances, or 19+ themes (Playboy), pyjamas, etc.
- Teacher will contact administration and they will respond appropriately. Students will be required to change/cover up unacceptable garments. If, after a warning, students persist in wearing inappropriate items, they will face stronger disciplinary action for non-compliance.
- Hats or hoods (worn up) are not permitted in school but may be worn on the playground.

### **Lockers:**

- Lockers will be cleaned periodically to help students stay organized and to avoid foul odors, fruit flies, and mice.
- Lockers must be completely cleaned out at the end of each school year.
- These lockers belong to the school and therefore students should not mark on their lockers or may not put stickers etc. on them as this creates extra work for custodians.

### **Phone Use:**

- Emergency telephone calls by students to parents/guardians are to be done through our school office with a note from the homeroom teacher.
- Cellphones are not permitted to be used during school hours. Port Elgin Regional School has a no-personal device policy in place for students since 2020 – 2021 school year.
- Cellphones are not permitted on school field trips (ex: Quebec, Halifax, etc.).
- Cellphones are not permitted at school dances. If brought, they can be left at the office during the dance.

## **Day to Day Operations**

### **Busing**

- Students are expected to follow the bus code of conduct. Failure to do so will result in warnings and/or then bus suspension.
- Students may only travel on the bus to which they are assigned by the District Transportation Office.
- For more information on bus rules and safety please visit:

<http://www.gnb.ca/0000/publications/transport/rules.pdf>  
<http://www.gnb.ca/0000/publications/transport/guidelines.pdf>

### **Breakfast Program**

- We are fortunate to have a supportive community who help us to ensure our students are ready to learn. We offer breakfast every school day.
- Breakfast bins are delivered daily are filled with fruit, yogurt, cheese, milk, and non-perishables such as granola/cereal bars, and applesauce.
- Some mornings a hot-breakfast option is available in each wing.

### **Class Transitions**

- Students will proceed to their classes in a quiet line by traveling down the right-hand side of the hall.

### **Library**

- All students will visit the library with their classes to sign out books.
- Books will be due two weeks after sign-out. Please return your library books on time.
- Students are responsible for the care of the books assigned to them. Families will be billed for lost or damaged books.



## **Boundaries**

- Our school boundaries run in between Church Street and Moore Road. Please be mindful of our neighbours and their property lines by staying in our school yard.
- We operate a closed campus, meaning students are to stay on school grounds for the duration of their school day.
- Students must be signed out by a parent/guardian if they are leaving school grounds.

## **Arrival/Dismissal**

### **Arrival**

- Upon arrival, students will be supervised on the playground between 7:35am and 7:55am.
- The second bus will signify when it is time to line up to come inside.
- Students will enter the building through the Kindergarten to Grade 4 wing door. Please lower your voice to an "indoor" voice.

### **Dismissal**

- All paper/garbage must be off the floor in both the classroom and hallways.
- Students will begin getting ready at the dismissal bell. The bus students will leave first following an announcement. Once all buses have left, walkers and pickups will be called down from the office.

### **Recess**

- All students must go outside, unless they are meeting with a teacher or attending an extra-curricular activity.
- Recess is supervised by duty teachers.

### **Outside Play**

- Keep your hands to yourself and your feet on the ground.
- Keep comments to peers friendly. It is not necessary to be "friends" with everyone, but you need to be respectful.

- Take care of our environment: place garbage in the bins provided, take care of our equipment, and be mindful of your surroundings.
- Please let the duty teacher know if you need to enter the school for any reason and if there is a problem that arises that you cannot solve.
- Winter weather brings its own excitement and challenges. Announcements will be made to remind students of safe play. For the safety of students, snowballs are not to be thrown.

## **Lunch**

- Students must order their snacks and lunch during homeroom. These orders need to be submitted by 8:10 as the cafeteria makes our food fresh daily.
- Cafeteria orders can be paid for in cash or through online interact e-transfers to [PERSCafeteria.nb@outlook.com](mailto:PERSCafeteria.nb@outlook.com). Please indicate your child's name and grade in the transfer notes.
- The menu for the week will be posted on the school Facebook page as well as through ClassDojo.
- All students will be eating in their classrooms. Kindergarten to Grade 4 students eat lunch from 12:00-12:20 while the Grade 5 to 8 students are outside. When the bell rings, the groups switch from 12:20 – 12:40.
- Ensure all waste products are in the appropriate bins. Duty teachers will check areas for cleanliness before dismissal.
- Be courteous – push in your chairs, use your manners, speak in an “indoor voice”, and clean your tables.
- Lunch is supervised by the homeroom teacher and eaten in the classroom.

**We thank you for adhering to our Code of Conduct. We are excited for a great year!**