

EXPLORE. CREATE. INNOVATE.



da Vinci Public School

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Tel. 905-686-2772 Fax. 905-619-7418

Principal: A. Clay
Vice Principal: A. Estwani

Head Secretary: K. Barkwill
Chief Custodian: T. Mills

CODE OF CONDUCT 2023 - 2024 School Year

MISSION STATEMENT

We the staff of da Vinci P.S. believe in the value of education. We will inspire exploration, innovation, creativity and curiosity in our students as modeled by Leonardo da Vinci, enhancing their ability to become critical thinkers. We promise to instill a love of learning and develop the whole potential of our students. We will guide our students to become responsible citizens within our school, local and global communities. We value and respect the rich diversity of cultures, talents and personalities which make up our school and community. We believe in the potential of our students.

We the parents/guardians of da Vinci Public School believe in our children and their aspirations. We trust in the staff of da Vinci to guide our children on their journey of learning as they strive to be the best they can be. We agree to support our school in its quest to attain and provide resources that will enhance the learning experience for our children. We acknowledge the diversity of cultures in our community and will adhere to an agenda that is inclusive and enriching for all our children. We promise to fulfill our obligations as volunteers working together to communicate openly and provide ideas and support to the school staff. We will undertake this task as a labour of love for the enhancement of our children's future

We the students of da Vinci P.S. believe in ourselves. We are on a journey of lifelong learning. We will persevere and learn from our challenges and mistakes. We will meet our full academic potential. We promise to take care of ourselves and value those in our community. We will balance the freedom to be ourselves with the responsibility to respect others. We will create, explore and innovate, because we are the future.

BELL TIMES

Our bell times for this year are as follows:

8:55	<i>Yard Supervision Starts</i>
9:10	Entry Bell
10:40 - 10:50	AM Recess
11:50 - 12:50	Lunch
2:20 - 2:30	PM Recess
3:30	Dismissal



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SAFE ARRIVAL PROGRAM

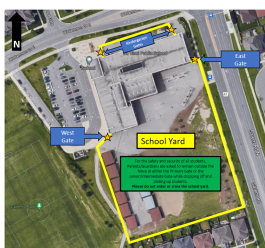
The safety of our students is the first priority at da Vinci. In order to ensure the safe arrival of each student, our attendance is monitored each morning and afternoon. **To report your student's absence, late arrival or early departure please call 1-844-350-2646 or use the online application at go.schoolmessenger.ca before 9:05am.**

If a student is absent and no call has been reported to the Safe Arrival line the electronic callout will contact the absent student's parent or guardian either at home, cell or email. If a parent cannot be reached, we will call the parent work numbers and emergency contacts listed on the registration form. Our Safe Arrival program relies on the communication between home and school. **Please ensure that we consistently have your up to date information.**



All students arriving after the bell are required to sign in at the office.

Students who are going to be picked up early during the day are required to meet the parent/guardian in the office to be signed out. You are required to show identification when picking up a student. Please book your pickup time through go.schoolmessenger.ca or use the SchoolMessenger App on Google Play or in the iOS App Store.



DISMISSAL ROUTINES

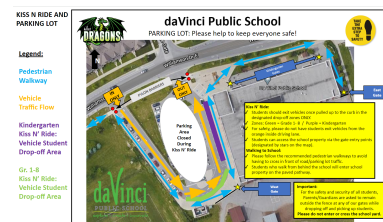
We have a lot of students at da Vinci. To ensure a safe and efficient dismissal, students will be shown where to enter and exit the building each day.

PLEASE NOTE:

For the safety and security of all students, Parents/Guardians are asked to remain outside the fence at either the Primary Gate or the Junior/Intermediate Gate while dropping off and picking up students. **Please do not enter or cross the school yard during school hours.**

PARKING SAFETY

We are a walking community and encourage our students to walk to and from school whenever possible. If you do drive to our school, please note that during arrival and dismissal times, our parking lot is one direction and upon exit you must turn right on to Williamson Drive East. The entrance is west of the parking lot. You may stop along the curb in the parking lot during the designated Kiss N Ride zones. **Remember: There is no parking in front of the school as this is a fire route.** For our older students, our yard is completely fenced in and they may be dropped off at any location to walk to the back yard. Please do not double or triple park as it does not permit people to leave the parking lot efficiently and safely. **There is no parking or stopping anywhere along Williamson Drive.**



LUNCH HOUR

Whenever possible, children are encouraged to go home or to a caregiver's for lunch. This is a refreshing break for students who are at school all day. Where this is not possible, students will eat in their designated classrooms. While eating, students are expected to remain seated and demonstrate 'restaurant manners'. They are given thirty minutes to eat their lunch after which they will engage in a quiet activity awaiting dismissal to the yard. (Students on the alternate timetable will go outside first and then re-enter the building to eat their lunch).

Each area is supervised by a Lunchroom Supervisor. We will send home a Lunchroom Agreement so that you can indicate if your child will be remaining at school for lunch. **Please send a note to the school to advise us if their lunch status is changing.**

Students are encouraged to return to the school at the end of the lunch hour – around 12:45 pm.

SUPERVISION

The school yard is supervised from 8:55-9:10, at all recesses, and at lunch. Paid lunchroom supervisors are on duty over the lunch period. Students staying for lunch must remain on school property during the entire lunch hour. The park adjacent to the school is off property and not supervised by da Vinci staff.

On inclement weather days, students will be admitted into the school to head directly to their classrooms. They will be supervised there by staff. Students are also expected to engage in appropriate indoor activities and school behaviour. It is expected that students will come to school properly dressed to enjoy our seasonal weather. Please dress appropriately.

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VISITORS

All parents and visitors to da Vinci are required to contact the office before arriving at the school in order to schedule their visit. Upon entering the building, visitors will use our sign in sheets. When leaving, visitors will sign out on the same sheet. We are pleased to pass along messages on your behalf, however, parents are not permitted to enter the school and proceed to a classroom at any point during the instructional day. This is to help ensure student safety.

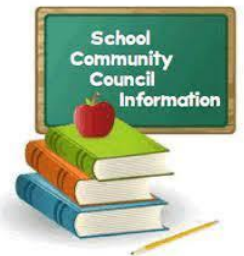
VOLUNTEERS

If you are interested in volunteering, please contact the school office. If you would like to volunteer/supervise on a class trip or in the school, a recent (within 365 days) Police Record Check with Vulnerable Sector Search is required. Durham Region Police has indicated that requests must be completed online, you cannot apply in person for a Police Record Check. For more information and to submit your request, please see their website below. If you would like a letter from the school to accompany your request please contact the school office.

<https://www.drps.ca/online-services/police-records/police-record-checks/>

SCHOOL COMMUNITY COUNCIL (SCC)

The da Vinci SCC was formed in September 2012 and is an organized group of parents and community members working together for the students of our school. A variety of topics are discussed at these meetings including school initiatives and small fundraising opportunities. The SCC meets regularly during the school year and all members of the school community are welcome to attend meetings. The council begins each year with nominations and elections during the months of September/October. You will find more information about our SCC on our website. Feel free to contact the school office for more information.



PERSONAL ELECTRONIC DEVICES

It is recommended that students do not bring their personal device (ie. cell phone, tablet, Smart/Vtech Watches, etc.) to school to ensure the safety of their device. Students may use their personal device in their classroom **ONLY** if directed to do so by a teacher.

Students will not have any personal devices in shared spaces including the washroom, hallway or outside in the yard during school (including earbuds, or other technology). Students in grades 7 and 8 do not require a personal device as the DDSB provides a Chromebook laptop for them to use while in school under the direction of their teacher. **The school is not responsible for damage or loss of any personal devices brought to school.**

Should a parent or guardian need to reach your child during the instructional day, please contact the office and leave a message rather than texting or phoning them directly. This disrupts the learning environment and students are not allowed to answer their phones in school.

Online activity by staff, students and parents/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct: in particular, that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, **is prohibited** unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.

TELEPHONE

The phone in the office is available to students on an emergency basis only. Students must plan ahead for any extra-curricular or family commitments. Students must have permission from a staff member to use the phone.

LOCKERS

Lockers are the property of the school and the DDSB and are used by students during the year. The student will provide a combination lock and provide the combination to their homeroom teacher. The office keeps a confidential record of locker assignments and combinations. Administration has access to lockers as needed.

MEDICATION

Durham District School Board policy states that staff members cannot administer medication to a child unless a "Request for Administration of Medication" form is completed and signed by the parent/guardian and the family physician. Medical Plans of Care are also required where students have anaphylaxis, asthma, diabetes, and/or epilepsy. Please notify the office should your child require a medical plan of care. These forms are all available at the office and must be updated yearly in September. Note: For anaphylaxis, please provide 2 EpiPens to the school: One will be kept in the office, and the other kept in the classroom or with the student.



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CODE OF CONDUCT

The Code of Conduct for da Vinci Public School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. Our school code of conduct reflects applicable policies, regulations and procedures as outlined by the Ministry of Education and the Durham District School Board. Please note that we ask families to review the Code of Conduct with their children so that everyone is familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

The Code of Conduct for the Durham District School Board and da Vinci Public School reflect the revised Provincial legislation and regulations that prescribe certain rights, standards, expectations and processes for determining consequences:

- A school 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, and feel 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
- The Ontario Schools 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 the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

DRESS CODE (as of 2020-2021)

The Durham District School Board (DDSB) believes that school-level dress codes (a "Student Dress Code"), informed by parents, guardians, staff and students, promotes a safe, equitable, welcoming, respectful and inclusive environment for teaching and learning that supports student well-being and is free from discrimination. The DDSB respects the diverse needs and identities of our communities and values their contribution to the student dress code. This policy is informed by and compliant with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Ontario Education Act and the DDSB's Guidelines and Procedures for the Accommodation Creed in Schools: An Inclusive Approach.

Appropriate Dress

Students must wear;

- Clothing which includes both a top and bottom layer
- Footwear

Students may wear;

- Any clothing that supports a human rights related need or accommodation
- Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples
- Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks
- Any headwear that does not obscure the face, subject to human rights related needs and accommodations

B) Inappropriate Dress

Students may not wear;

- Clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use
- Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
- Clothing (tops) that exposes nipples
- Clothing (bottoms) that expose groin and/or buttocks
- Clothing that obscures the face (unless required to meet human rights related needs or accommodations)
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear unless required for curricular or co-curricular approved activities

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C) Health and Safety Dress Code Requirements

Students must comply with Health and Safety requirements for specific courses and/or co-curricular programs. Specialized dress requirements including personal protective/safety equipment occur in many classes/programs including science, physical education, technology and cooperative education. Parents, guardians, and students must be informed well in advance, and individual needs will be accommodated by the school short of undue hardship.

In some special circumstances students may be required (or choose) to wear personal safety clothing (e.g. surgical mask) for medical reasons. Communication between the student, parents, and guardians and administration must occur for these situations.

For some special events, the school may allow students to wear a costume. The costume must not promote racial, gender, cultural or other negative stereotypes based on Human Rights Code grounds. Students still need to comply with the dress code requirements (refer to 4.5 and 5.6 A and B).

Student Dress Code violations that threaten the health and safety of the students or other members of the school community and/or promote violence, illegal activity (including gang activity), bullying, harassment, hate, prejudice against others are considered serious and are to be dealt with accordingly using District's guidelines for progressive discipline (refer to 5.6 B).

Principals will ensure no student is negatively impacted by Student Dress Code enforcement because of sex, race, gender identity/expression, sexual orientation, ethnicity, cultural identity/beliefs, religious identity/beliefs, disability, socio-economic status, body type/size or body maturity or any other grounds covered by the Ontario Human Rights Code.

ROLES AND RESPONSIBILITIES

The **Principal** shall provide leadership in the daily operation of the school by:

- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- Holding everyone, under their authority, accountable for their behavior and actions;
- Communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff will maintain order in the school and uphold the highest standards of respectful and responsible behavior by:

- Helping students work to their full potential and develop their self-worth;
- Communicating regularly and meaningfully with parents;
- Maintaining consistent standards of behavior for all students;
- Demonstrating respect for all students, staff, and parents;
- Preparing students for the full responsibilities of citizenship.

Students must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behavior. Students demonstrate respect and responsibility by:

- Coming to school prepared, (homework completed), on time and ready to learn, (rested and healthy);
- Showing respect for themselves, others, and for those in positions of authority;
- Refraining from bringing anything to school that may compromise the safety of others;
- Following the established rules and taking responsibility for their own actions.

Parents play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility by:

- Communicating regularly with the school about academic progress, absences, or late arrivals;
- Becoming familiar with the Code of Conduct and encouraging their children to follow the rules of behavior;
- Assisting school staff in dealing with discipline issues;
- Demonstrating respect for all students, staff and parents.

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. uttering a threat to inflict serious bodily harm on another person*;
2. possessing alcohol or illegal drugs*;
3. being under the influence of alcohol;
4. swearing at a teacher or at another person in a position of authority;

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5. committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school**;
6. bullying; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board.

Other suspendable infractions including but not limited to:

- a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
- b) being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
- c) smoking on school property;
- d) committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- e) stealing property;
- f) engaging in intimidation, extortion*, harassment*, or verbal aggression;
- g) misusing or misappropriating school property or services, including computers and other technology systems;
- h) engaging in hate motivated incidents*;
- i) engaging in gang related activity*;
- j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- k) committing physical assault on another person**;
- l) engaging in or encouraging a fight;
- m) engaging in conduct that constitutes opposition to authority;
- n) demonstrating poor attendance that warrants disciplinary action;
- o) engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) engaging in conduct that is detrimental to the moral tone of the school;
- q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) engaging in unauthorized gambling or games of chance;
- s) engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.

(* require police involvement as outlined in the Police/School Board Protocol

**discretionary police involvement as outlined in the Police/School Board Protocol)

ACTIVITIES LEADING TO POSSIBLE EXPULSION

A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- 1.(a) possessing a weapon*;
- (b) possessing a firearm*;
2. using a weapon to cause or to threaten bodily harm to another person*;
3. (a) committing physical assault on another person that causes bodily harm requiring
- (b) treatment by a medical practitioner*; assault/ physical intimidation of an employee*;
4. committing sexual assault*;
5. trafficking in weapons or in illegal drugs*;
6. committing robbery*;
7. giving alcohol to a minor**;
8. bullying, if,
 - (a) Grades 4 to 12 - the pupil has previously been suspended for engaging in bullying, and
 - (b) JK to Grade 12- the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
9. any activity listed in subsection 9.2 that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others*;
11. any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

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Other suspendable infractions including but not limited to:

- a) hate motivated violence*;
- b) gang related violence*;
- c) trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
- d) uttering threats or threatening conduct intended to intimidate**;
- e) engaging in harassment*;
- f) ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

(* require police involvement as outlined in the Police/School Board Protocol

**discretionary police involvement as outlined in the Police/School Board Protocol)

Please refer to the Police/School Board Protocol for further direction.



RESTORATIVE PRACTICE

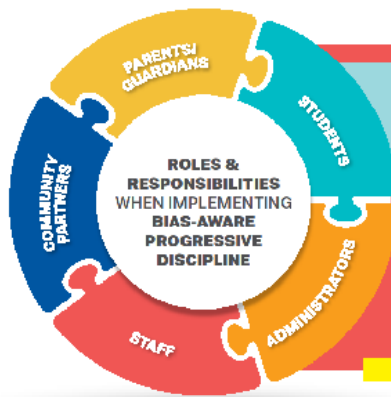
Cultivating Community



BIAS-AWARE PROGRESSIVE DISCIPLINE

POSITIVE SCHOOL CLIMATE

A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. Principles of equity and inclusive education are embedded in the learning environment to support a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of the prevention of inappropriate behaviour.



ROLES & RESPONSIBILITIES WHEN IMPLEMENTING BIAS-AWARE PROGRESSIVE DISCIPLINE

A Whole School Approach requires that staff, students, parents and community members assume responsibility for developing and sustaining a positive school climate. It is important that staff, students, parents and community members work together in a collaborative fashion to build positive, respectful relationships. In addition, the stakeholders must adhere to the expectations outlined in the School Code of Conduct and DDSB Policies, Regulations and Procedures.

APPLYING MITIGATING, OTHER & HUMAN RIGHTS FACTORS

When implementing Bias-Aware Progressive Discipline, schools must comply with the Ontario Human Rights Code and the Education Act.

EARLY INTERVENTIONS

- Redirect inappropriate behaviours
- Develop a Support and Responsibility Agreement to transition students *(Refer to the Safe Schools Portal)*
- Create and use a Behaviour Safety Plan for students with special needs
- Use Reflection Sheets that include Restorative Questions
- Reflect upon, recognize and reward improved behaviour
- Use "natural consequences" that align with the behaviour
- Collect data and consult with the School Team to develop a plan to improve behaviour
- Collaborate with parents

ONGOING INTERVENTIONS

- Implement behaviour "agreements" with relevant and achievable goals
- Create a Safe Schools Plan *(Refer to the Safe Schools Portal)*
- Use responsive programming based on students' changing circumstances
- Consult with the Area Team for assistance from Support Staff and outside agencies

STRATEGIES FOR ADDRESSING INAPPROPRIATE BEHAVIOURS

- Use appropriate strategies and consequences that foster learning. Examples include:
 - Restorative Practice
 - Restitution
 - Community Service
 - Loss of Privileges
 - Detentions
- Suspensions and Expulsions *(Refer to Procedure 5500 Code of Conduct and Discipline for Students)*
- Prior to Suspension or Expulsion, consider Mitigating, Human Rights and other factors *(Refer to Procedure 5500 Code of Conduct and Discipline for Students)*

RESTORATION & RECONCILIATION

Restoration and reconciliation are an integral part of Bias-Aware Progressive Discipline. Restoration and reconciliation should occur during all stages of discipline and include support for both victims and offenders involved in any school-based incident. When harm is done, students should have the opportunity to understand the full impact of their actions, to take responsibility for those actions, to do what is necessary to make it right, and to learn from the experience.

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BEHAVIOUR EXPECTATIONS

The da Vinci P.S. Behavioural Expectations were created to describe how students are expected to conduct themselves in a **SAFE, RESPONSIBLE,** and **RESPECTFUL** manner in the different aspects of school life.

COMMON AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Lunch Room	<ul style="list-style-type: none"> Keep all food to self Sit with feet on floor, bottom on chair Keep all chair legs on floor Eat only your own food Do not bring nut products to school 	<ul style="list-style-type: none"> Use good manners Use a quiet voice Raise hand and wait to be excused Speak with supervisors in a respectful tone Only leave your seat with permission from a staff member 	<ul style="list-style-type: none"> Bring a healthy lunch everyday Clean up your area Take garbage and recyclables home Reduce waste, Re-use containers and Recycle
Playground/ Recess	<ul style="list-style-type: none"> Stay within boundaries No rough play or play fighting Play games that are safe and fun for everyone Keep hands and feet to self 	<ul style="list-style-type: none"> Play fairly Include others Follow the directions of staff on duty Use polite/appropriate language Ensure that any garbage is disposed of in the appropriate container Follow all instructions provided by supervising adults 	<ul style="list-style-type: none"> Do not come into the school without permission Return to class when the bell rings Return all sports equipment Take food outside only with permission
Halls, Stairways	<ul style="list-style-type: none"> Stay to the right Allow others to pass Walk at all times Keep hands and feet to self 	<ul style="list-style-type: none"> No food, drink or gum Use drinking fountains properly Hold the door open for the person behind of you Use a quiet voice 	<ul style="list-style-type: none"> Get to class on time Do not loiter Be where you are supposed to be
Washrooms	<ul style="list-style-type: none"> Ask permission from an adult Sign in and out Use the washroom properly Keep feet on floor Keep water in sink Use walking feet Use walking feet <p>NO CELL PHONES or OTHER DEVICES</p>	<ul style="list-style-type: none"> Use a quiet voice and kind words Respect everyone's privacy Wait patiently Flush toilet after use Ensure that any garbage is disposed of in the appropriate container 	<ul style="list-style-type: none"> Return to room promptly Do not use the washroom without permission Wash hands (use one squirt of soap) Dry hands properly Clean up when needed Respect the space
Arrival and Dismissal Areas	<ul style="list-style-type: none"> Use sidewalks and crosswalks Wait in designated area Do not block doorways Keep hands and feet to self Be aware of people around you 	<ul style="list-style-type: none"> Use kind words and actions Line up quietly Wait for your turn to enter Clean up after yourself Follow adult directions 	<ul style="list-style-type: none"> Arrive on time Leave on time Get teacher permission to use the phone Enter and exit only through your class' designated doors Stand in your designated line
Special Events and Assemblies	<ul style="list-style-type: none"> Keep hands and feet to self Arrive and leave in an orderly fashion Wait for dismissal instructions 	<ul style="list-style-type: none"> Focus on presentation/presenters Sit quietly and on your bottom Sit in the order that the teacher says 	<ul style="list-style-type: none"> Listen responsibly Applaud appropriately
Bicycles (<i>Scooters and skateboards are not permitted and cannot be secured at school.</i>)	<ul style="list-style-type: none"> Walk and ride safely Watch out for cars, trucks, buses Wear helmets Only one person on a bike Walk bicycles while on school property 	<ul style="list-style-type: none"> Touch others' property only with permission Respect the crossing guard Walk bicycles while on school property 	<ul style="list-style-type: none"> Keep hands and feet to self Lock up your bike at racks provided Follow rules of the road No biking on school property, be sure to walk your bike while on school property
Out-of-Classroom Trips/Programs	<ul style="list-style-type: none"> Follow expectations for bus safety and safety expectations for specific setting of the trip Stay with adult supervisors on excursions 	<ul style="list-style-type: none"> Use a quiet voice Treat guides, presenters etc. with respect All school rules apply when on excursions 	<ul style="list-style-type: none"> Return completed permission forms signed and on time Look after personal belongings Adhere to expectations specific to different trips