

# Willingdon Code of Conduct & Behaviour

Below is a detailed code of conduct that all members of the Willingdon Community (staff, students, parents) are expected to know and follow. Parents must discuss and explain all these items to help support the school's effort to foster a community of enlightened, caring and respectful citizens.

As a member of the Willingdon Community:

1. **I will be honest at all times and accept responsibility for my actions.** Actions have consequences; we demand that our community be honourable by telling the truth at all times and by acknowledging our mistakes. Everyone makes mistakes, but it is important that we view them as learning opportunities instead of dwelling on them negatively.
2. **I will respect myself and strive to learn.** I will try my hardest in and out of school to learn and become a better person. I commit to becoming proficient in both English and French. I will try to read on a daily basis. I will complete all my schoolwork. I will seek help from teachers and parents when I stumble with schoolwork. I will try to lead a healthy lifestyle by exercising, eating healthy foods and keeping clean. I will reflect on my character and take inventory of my strong and weak points. I recognize that my personal life experience has value. I recognize that I have a role in making the world a better place.
3. **I will be kind to everyone and treat others the way I would like to be treated.** We are all required to respect all members of our community and their property. Our community strives to be inclusive, accepting and generous. Acts such as bullying, exclusion and prejudice on school grounds or beyond are not acceptable and are subject to disciplinary consequences. We will not harm, threaten, humiliate, harass or intimidate any member of our community verbally, psychologically or physically, in person or in cyberspace.
4. **I will speak to others in the way I would like to be spoken to.** Good manners are extremely important. Within that spirit, all members of our community should aspire to be well-spoken and polite when speaking to everyone. Patience, calm tone of voice, humility and using polite language such as 'please' and 'thank you' are all virtues that we aspire to. Bad language and screaming are not acceptable means of communication.

5. **I will respect the environment, the building and the surrounding neighborhood.** Our community will not tolerate vandalism or littering. I will not write on, damage or deface school property. I will be respectful of student work displayed in the hallway. I will clean up after myself in and out of class. I also will strive to keep the school environment clean out of respect for others and to promote a healthy environment. When entering or circulating the building, I will exercise patience and common courtesy. I will not run or push fellow community members in the building. I will hold doors for others, allow others to walk by first and keep the noise level to a minimum out of respect for everyone. I will remove my boots in the hall in winter. I will commit to producing the least amount of garbage possible by recycling paper and plastic, using reusable food/drink containers and throwing out the least amount of food.
6. **I will help maintain safety in our school.** When provoked by another, I will try to solve the problem with patience and dialogue, and then by getting help from a staff member. I will not use violence or seek revenge to solve my problems. I will make sure that a staff member always knows where I am. I will never leave the building or school yard on my own. I will not bring toys to school. I will never bring dangerous objects to school. I will play safely in the school yard. Fighting, hitting, aggressive play and even play-fighting are not permitted. Throwing, tossing, or launching objects (snowballs, rocks, etc.) in the yard can lead to grave injury, and are all prohibited.
7. **Attire Recommendations.** Students will be active daily at Willingdon from recess to physical education and climbing stairs! As such, students need to be dressed appropriately. Shoes that are tied (or have elastic or Velcro straps) should be worn to provide the support required. Footwear must be worn in classrooms at all times for safety purposes. While we do look forward to several Pajama days as special attire events at school, they are not appropriate for daily wear.

## Willingdon Play Structure Safety Rules

These rules will be displayed at the school yard doors and on the fence adjacent to the Play Structure. The Willingdon Community commits to the following Play Structure Safety Rules:

- I will follow the Willingdon Code of Conduct and Behaviour at all times
- I will use the Play Structure only during Recess and Lunch on the days my class is scheduled; I will not use the Play Structure during Morning Entry
- I will always follow the directions of the staff in the school yard
- I will not push or pull on other students while using the Play Structure
- I will not jump from the top of the Play Structure
- I will not hang upside-down from the Play Structure with my legs
- I will not climb over the top of the climbing structure
- I will slide down while seated and one person at a time; I will not jump from the slide or climb up the slide

## Transportation Policy

Children who ride the bus must adhere to rules exclusively in place for their safety and the safety of others. The bus driver is responsible for maintaining the safety of everyone on board. In addition, all students must:

- I will observe the Willingdon Code of Conduct on the bus and while waiting at the bus stop.
- I will always have my bus pass.
- I will be polite to the bus driver and respectful of their rules.
- I will wait for the bus to come to a complete stop before entering/standing to exit.
- I will enter/exit one at a time patiently without pushing or shoving.
- I will remain seated at all times during the bus ride.
- I will keep the aisle clear of school bags, lunch boxes and all other loose items.
- I will speak in a low tone of voice, or inside voice during the bus ride.

- I will refrain from eating or drinking and leave no garbage on the bus.
- I will not extend any part of my body out of the window.
- I will not tamper with the emergency exit door/windows.
- I will wait for the driver's signal and keep a safe distance from the bus so the bus driver can see me when crossing the street.

## Student Conduct on The Bus

Violation of bus rules will result in a report filed by the driver to school administration. Accumulation of bus reports will result in the consequences outlined in the table below. Depending on the offence, students may be subject to more severe consequences.

- 2 bus reports Warning by the school administration
- 3 bus reports Suspension of bus service for three days
- 4 bus reports Suspension of bus service for one week
- 5 bus reports Suspension of bus service for the entire school year

The above guidelines are intended to maintain safety on the bus and are non-negotiable. Please make sure your child is aware of the consequences of bus reports given for inappropriate behaviour.

# Willingdon Anti-Bullying Policy

Willingdon School is committed to fostering in all students and staff members, respect for themselves and for others to provide a safe, caring and inclusive learning environment. Therefore, Willingdon School will not tolerate any form of violence or bullying in any of its forms.

## **Bullying and Violence are defined as follows in the Quebec Government's Bill 56, Section 22:**

"Bullying means any repeated direct or indirect behavior, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned, and which causes distress and injures, hurts, oppresses, intimidates or ostracizes."

Violence means any intentional demonstration of verbal, written, physical or sexual force which causes distress and injuries, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

As mandated by Bill 56, Willingdon has adopted and implemented a Safe School Action Plan that was approved by the Governing Board and that will be revised annually.

The following are all considered acts of bullying:

- Derogatory comments, racial, religious, or homophobic slur and name-calling
- Threats and intimidation (physical, verbal, or written)
- Intentional exclusion and humiliation
- Manipulation of another individual
- Any of the above actions committed via social media
- Such as Facebook, Instagram, Snapchat, Tik Tok, etc.
- Staff members complete a reporting form to alert the administration to investigate and follow up promptly after an incident has occurred.
- Parents/guardians can report an incident to their child's teacher, school administrator or behaviour technician in person, with a direct phone call or by email.

Students involved directly or indirectly in any act of bullying or violence will be disciplined taking into account the severity and frequency of the act. Disciplinary measures can range from detention, suspension (up to 5 days), and communication with local authorities or placement in another school. Support measures, for any student who is a victim, a witness or a perpetrator of bullying or violence, will be offered based on the resources available in the school and/or resources outside the school. A copy of the Safe School Action Plan is available on the school's website.

## Discipline Policy

There are consequences in place for students who choose to act outside the expectations of the Willingdon Code of Conduct. Consequences may include discussions; phone calls to the home; loss of free-play privileges; exclusion from extra-curricular activities, excursions and field trips; community service; social-skills activities; in-school suspensions and suspensions. Each consequence is decided upon on a case-by-case basis and many factors are considered.

## Electronic Device Policy

At Willingdon, we believe in promoting human, face-to-face communication in order to foster strong personal connections and social skills. As mandated by the Government of Quebec, the use of cell phones, camera phones, and other digital devices in school situations by students can be disruptive to the educational environment and is not acceptable.

Any form of picture taking or video can be considered an invasion of personal privacy; therefore, permission must be obtained from the administration or a teacher before anyone can take any pictures at school or on school grounds (including on school buses and shuttles).

**Except for medical purposes, the possession of electronic devices (cell phones, Smart Watches, tablets, cameras, music players, etc.) by students on school grounds and excursions is prohibited. Failure to follow the above policy will result in disciplinary action and the immediate confiscation of the device to be collected only by Parent or Guardian.**

## Attire Recommendations

Due to the amount of daily physical activity at Willingdon, it is recommended that students wear shoes with laces and proper support. For safety reasons and showing respect for others, shoes must be worn in classrooms at all times and pajamas worn on themed days only.