



Willoughby's Code of Conduct 2010–11

Dear Parents and Students:

In accordance with Provincial guidelines, schools are expected to communicate their discipline policies to parents. Thankfully, at Willoughby, simple low-key verbal directives to be more focused are all that is needed for the vast majority of student discipline cases. Nevertheless, please read this document through carefully. If you have any questions regarding discipline, feel free to contact me at the school.

The School District has policies relating to serious offences such as the use of weapons, drugs and alcohol possession, discrimination, harassment, bullying, etc. We adhere to these policies. In addition, we have some expectations and standards that we require of our students. Any examples cited are examples only and not intended to be all inclusive.

We live in a world that operates under rules and regulations. No society, organization or group can operate without clearly defined expectations.

The foundation for our Code of Conduct is based on our vision, mission, belief, and value statements:

Vision: At Willoughby, we see the future in our children's eyes and work towards creating hope and opportunity for all.

Mission: Together, we enable students to become self-sufficient, contributing community members.

Belief: At Willoughby, we believe that kids come first.

Value: At Willoughby, our values are guided by Cooperation, Consideration, Courtesy, and Common Sense. As a combined effort we challenge our students, staff, parents, and community to meet the Willoughby Vision.

Statement of Purpose:

A school is a place that promotes respect, responsibility, good citizenship and academic excellence in a safe and caring environment that allows for quality teaching and learning.

Our Code of Conduct is based on our commitment to a safe and respectful environment where all children experience success through positive learning experiences. Mistakes are learning opportunities through which a child can become more self-assured and confident. We believe in the benefits of teaching proper behavior when a mistake occurs, thereby turning a negative situation into a positive learning opportunity. The children will experience success through social development as well as in academics.

Conduct Expectations:

All students, teachers, staff, parents, guardians and visitors 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 their personal actions. We believe that all students have a right to learn in an environment that is positive and emotionally safe. Behaviour that infringes on the rights and well being of others is unacceptable. If the conduct of any individual adversely affects positive school climate, it will warrant appropriate intervention. Severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action.

The school's jurisdiction may include:

- classrooms
- school property
- school buses and private cars
- field trips
- to and from school
- regular school hours
- outside regular hours
- any school sponsored activity
- anyone whose conduct at *any time or place* has a direct and immediate effect on maintaining order, discipline, and the learning environment in the school

It is unacceptable to:

- bully, intimidate or threaten others
- be physically aggressive
- insult or disrespect others
- endanger the safety of others
- disrupt the learning environment
- use or be in possession of alcohol or illegal drugs

Consequences and Notification:

Once it has become accepted by everyone in the school environment that there are responsibilities and patterns of behaviour that are simply part of what we do, and define us as a school, we will have developed a culture. It will demand diligence and consistency on the part of everyone, but as the culture emerges, better choices of action, and fewer discipline concerns will be the result. All participants involved in Willoughby Elementary School – students, teachers and all other staff members, parents or guardians, volunteers - are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities. We understand that there are times when we need to deal with incidents of unacceptable conduct. We appreciate that the age and maturity of students should be considered in determining appropriate disciplinary action. On occasion, school officials may have a responsibility to advise other parties of serious breaches of conduct.

Anti-harassment Policy:

At Willoughby Elementary School we provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. To that end it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action. It is expected that all members of the school community (staff, students, parents and guests) will:

- respect the rights of others
- respect the health and safety of others
- respect the property of others - private and public
- respect the legitimate authority of the school administrative officers and staff;
- respect and take pride in the schools' physical facilities;
- respect the rules at school;
- behave in an ethical and lawful manner;
- behave in a considerate and courteous manner;
- behave in a safe and responsible manner at all times;
- not threaten, harass, intimidate or assault, in any way, any person within the school community
- not be in possession of weapons, dangerous articles, alcohol, or illegal drugs while in school or at school functions.

Some other, more general conduct expectations for Willoughby are outlined below.

Punctuality:

Students are expected to be on time for all classes. If late in the morning or when returning from lunch, they need to report to the office.

Dress:

In general, clothing should be clean and comfortable but needs to be school appropriate. Some more specifics are below. These are only some examples and may not be the only limitations.

- tank top straps to be at least 3 fingers wide
- tops should not dip down too low in front, in back, or on sides (for boys and girls!)
- flip flops are NOT suitable footwear for school (they do not provide enough protection and are not good for PE or DPA activities)
- baseball caps and hats are only allowed to be worn outside the school
- keep pyjamas at home (only allowed to wear them at school on "PJ day")
- any printing or messages on clothing must be acceptable for school
- no halter tops or "shortie" shorts

Hallways:

Walking is expected at all times.

Noise should be kept to a minimum while moving in the halls.

Dawdling, socializing etc. in hallways should be avoided.

Juice/Water machine:

Students may only access and use the machine during the eating time at lunch. Only students purchasing a drink may leave the classroom to go to the machine, i.e., no friend escorts are needed! If there is an "out of order" sign on the machine, do not put in any money (you will not be reimbursed by the school.)

Recess/Noon/Before/After School:

Arrival to school should be at *8:40 am or later*. All students are expected to be outside unless they have a note from home or a staff member has assigned the student to the library to complete work or to work on a consequence-thinking sheet. No students may remain in classes unsupervised. Those students who are going home for lunch require written permission from their parent; if lunching at home every day, one note at the beginning of the year is sufficient indicating this. No student may leave the school grounds without permission. On "in" days, students choose one appropriate location where they have chosen to spend their time (this may include the library or incentive room, etc. but does not include visiting classrooms) and remain there for the duration of the period.

Playground:

Students are to gather and play in designated areas so that supervision can be provided. Games played are ones, which do not harm or potentially endanger self or others. School and playground equipment are to be used appropriately.

There is no standing on the swings or jumping off from swings.

When on any climbing apparatus, no student may interfere negatively with another student.

Climbing only occurs on climbing apparatus (i.e., not on: fences, backstops, soccer goalposts, supports, etc.)

Students are expected to keep their hands and feet to themselves (tag games and touch football would be exceptions to this) and no carrying or picking each other up.

No hard rubber bouncy balls or hard baseballs (either baseball or softball size).

Personal Property:

Personal property may only be brought to school when requested by the teacher (i.e., for show and tell, news, study purposes). iPods, MP3 players, tapes, Nintendo, cameras, etc. are not permitted at school. Cell phones (if required by a parent) are to be turned off and stored in the student's backpack. The school accepts no responsibility for loss or damage to any personal items. Items being used at school will be confiscated from the student.

Student Telephone Use:

As the school has limited phone lines, students may only use the phone in an emergency. They must have permission from their teacher prior to coming to the office. Students are not permitted to use cell phones to contact home during school hours.

Bikes:

Students are to wear helmets and use a bike lock. No riding is permitted on the school grounds. Roller skates, blades, scooters and boards may not be used instead of a bike. Bikes must be walked across the crosswalks.

Pedestrian Safety:

Students and families must walk only on the sidewalks or designated crosswalks. There is a great deal of car traffic, do not cut through the parking lot. If parking at the church across the street, do not j-walk to the school. Go to the traffic lights at the corner of 208th street and 80th avenue.

Environment:

It is everyone's responsibility to keep in and outside areas clean and tidy. Individual teachers will develop their own plans for classroom routines. All adults are expected to model these behaviors for our students.

Assemblies:

Students enter and leave in silence. Appropriate audience behavior is expected (no whistling, hooting, calling out, etc.) In some spirit assemblies or audience participation type performances shouting may be allowed or even encouraged but students should always be in control and be able to stop when requested. The homeroom teacher monitors this.

General Etiquette:

Students are expected to remove all hats on entering school.

No sunflower seeds or gum is to be brought to or chewed at school or at any school function. Students are expected to sit down to eat their lunches. There should be no food in the hallways or washrooms.

Students are expected to treat others with respect.

Students are expected to treat the property of others with respect.

Students will use appropriate language and body language (gestures, intimidation) at all times.

Students will respectfully follow directions given to them by staff regarding school procedures.

Possible Consequences at the School:

According to judicial requirements, these will vary depending upon the individual and the circumstances (age and maturity of student/severity and frequency of misconduct), but may include:

- time out
- alternate classroom
- loss of privilege
- written assignment
- suspended from class
- in-school suspension
- community service (supervised weeding, clean up, etc.)
- suspension from school
- alternate school hours

For serious consequences, an appeal process to the District is in place. For information about this process, please contact the Principal. Parents will be notified by the school for repeated or serious offences. In addition, for some offenses the school may have the responsibility to notify a third party (e.g., RCMP for a criminal offense). Please note: Desks, cubbies etc. are not the private property of students but are the property of the school district and subject to inspection.

COMMUNICATION:

The students at Willoughby will regularly receive assistance, encouragement, praise and specific feedback regarding their positive behaviours and academic progress. Constructive feedback regarding negative behaviors will also be given. The staff will continue to communicate with parents via phone calls, notes home and conferences.

SUMMARY

It is recognized that children will make mistakes and that they learn from these errors. It is the parents' and staff's job to facilitate the children in this learning. Programs like Second Step and the Health and Careers curriculum are examples of two tools that assist in this process.

At Willoughby Elementary, home and school work together to develop self-discipline through respect for ourselves, property and each other.