

# EVERGREEN ELEMENTARY SCHOOL

## CODE OF CONDUCT

Evergreen Elementary School Mission Statement:

***“Success for All”***

### Evergreen Elementary School Vision:

**All children can and do learn  
Children learn in different ways and have different strengths  
School is a safe, happy and caring place  
A collaborative team includes students, staff, parents, and the community**

- Evergreen students engage in exciting and challenging learning experiences.
- Evergreen students become lifelong learners and well-rounded citizens.
- Evergreen students take ownership of their own learning and successes.

*Evergreen’s Code of Conduct was drafted by a staff committee and approved by the school’s Governing Board. The Code of Conduct is a general guideline to help and not hinder. The ultimate decision of application rests with the school administration.*

*Our School Code of Conduct, and policies reflect Canada’s children’s Human Rights Act, Quebec’s Anti-Bullying Law and the Lester B. Pearson School Board’s Safe and Caring Schools Policy.*

The following is a list of appropriate behaviours to create a healthy and secure learning environment:

- Be prepared for class by studying and organizing work and having appropriate materials.
- Respect school hours by arriving at school on time.
- Be compliant, civil and respectful with all staff members in the school as well as lunch monitors, bus drivers, volunteers, and guests.
- Respect all students in the school.
- Respect the rights and dignity of all staff and students when using social media.
- Resolve conflicts in a peaceful manner.
- Use positive and encouraging language.
- Respect classroom and school rules.
- Walk quietly in the halls and classroom and do not disturb others.
- Help keep the school’s property and environment clean and safe.

Appropriate behaviors will be rewarded with a smile, a handshake, a positive note, an encouraging comment, and a general atmosphere that builds confidence and promotes strong self-esteem.

## **WHAT IS “VIOLENCE”?**

*Any intentional demonstration of verbal, written, physical, psychological, or sexual force, which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity, their well-being or their rights or property. Inappropriate, unacceptable or violent behaviours during transportation to and from school, and in the school corridor include:*

- Verbal violence such as name-calling, racial insults, rude language or swearing.
- Physical violence such as kicking, hitting, tripping or throwing snowballs or any other objects.
- Psychological violence such as gossiping, mocking, sarcasm or eye-rolling.
- Disruptions in class.
- Defacement of or damage to school property or to the personal of other students or staff.
- Non-compliance with or confrontational behavior towards any staff member.
- Any kind of violence through social media towards students or staff members.
- Any kind of violence or non-compliant behavior towards bus drivers or volunteers during school transportation and school trips.
- Bullying (See definition below).

## **WHAT IS “BULLYING”?**

*A repeated direct or indirect behaviour, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in a context where there is a (real or perceived) power imbalance between the persons concerned and which causes distress, or injures, hurts, oppresses, intimidates or ostracizes. Bullying can show itself in diverse forms such as homophobic behaviors, racial discrimination, or violence in relationships. It can be seen in the following behaviours:*

- Name-calling, derisive laughter, defiance, humbling another person, making racist or sexist comments.
- Intimidating and/or threatening gestures towards others.
- Hitting, kicking, shoving, spitting, punching, stealing or damaging property.
- Social isolation, gossip or rumour-mongering and mockery.
- Use of e-mail, texting, cell phone or social media to threaten, harass, embarrass, spread rumors, ostracize, or damage a reputation or friendship.

## **WHAT IS “INDIRECT BULLYING”?**

*Organizing (from within a group) the belittling of the social status or the exclusion of a targeted person from the group (e.g. making someone less popular, isolating an individual). This type of behaviour and attitude is often difficult to perceive.*

Some examples of indirect bullying include:

- Gossip
- Spreading rumors
- Malicious gossip and slander
- Divulging secrets
- Talking about someone ‘behind their back’ or writing slurs (graffiti, email, etc.)

- Humiliating, denigrating a person or suggesting that he or she be excluded from a group.
- Use of non-verbal language (ie. turning one's back, mumbling, or rolling one's eyes) is barely perceptible but can indicate a situation of indirect bullying.

**WHAT IS "CYBER' BULLYING"?**

*Cyber' bullying is negative behaviour towards another that occurs whenever and from wherever: the virtual world is accessible at any time and from just about any place. Cyber' bullying can bring together other witnesses, thereby allowing the immediate distribution of the words and images posted, in a way that is both unlimited and irreversible. It can occur in a secretive manner and forego the supervision of parents, teachers and other responsible adults.*

Cyber' bullying is particularly insidious because it can have an effect of complete irresponsibility, because the perpetrator can deny the facts and not acknowledge his or her actions. Without being able to easily prove the actions, any fear of reprisal diminishes. It can promote depersonalization and lack of empathy: in front of a computer screen, the perpetrator shows less restraint than if he or she were face-to-face with the victim and the perpetrator cannot see the effects of his or her actions.

Cyber' bullying can be manifested via the following behaviours:

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| 'Flaming' (provocative cell phone messaging)             | Rumors         |
| 'Happy slapping' (posting fights, incidents, on YouTube) | Identity theft |
| Inappropriate messages or photos                         | Harassment     |
| Incitement to 'out' one or other persons                 | Discrimination |
| Threats  | Denigration    |
| Insults  | Defamation     |

**What Students Need to Know:**

- Students should never give out personal information online, whether in instant message profiles, chat rooms, blogs, or personal websites.
- Students should never share their personal password with friends, only with their parents.
- If someone sends a mean or threatening message, students should not respond. They should save it and print it out and show it to their parents. (Never delete the evidence.)
- Students should never open e-mails from someone they don't know or from someone they know is a bully.
- Students should not put anything online that they wouldn't want their classmates to see, even in e-mail.
- Students should not send messages when they are angry. Before clicking "send," students should ask themselves how they would feel if they received the message.
- It is the responsibility of all students to help others who are bullied online by not joining in and by showing bullying messages to their parents.
- Students should always be as polite online as they are in person.

Since most cyber-bullying takes place at home, it is important that parents know about cyber-bullying and that they get involved in preventing it. Just like parents help their children avoid inappropriate websites, they can protect them from cyber-bullying.

**What Parents Can Do:**

- Parents should keep the home computer in a busy area of the house.
- Parents should set-up e-mail and chat accounts with their children. Parents should make sure that they know their children's screen names and passwords and that they do not include any personal information in their online profiles.
- Parents should regularly go over their children's instant messenger "buddy list" with them. Parents should ask who each person is and how their children know him or her.
- Parents should discuss cyber-bullying with their children and ask if they have ever experienced it or seen it happen to someone.
- Parents should tell their children that they will not blame them if they are cyber-bullied. Parents should emphasize that they will not take away their computer privileges – the fear of losing computer privileges is the main reason why children don't tell adults when they are cyber-bullied.

## **DISCIPLINARY SANCTIONS**

The administration will impose consequences for behavior based on the severity and/or repetitive nature of the behavior as well as the circumstances of the situation. It should be understood that sanctions are applied with rehabilitation and reintegration of the student who commits an offence as the long-term goal. The safety of all students is always the primary goal.

### **SERIOUS BEHAVIOURAL INFRACTIONS:**

Serious infractions including bullying and violence, lack of respect for others or for property, will automatically result in the following disciplinary measures:

- Immediate intervention with the child by staff members.
- Communication with parents (telephone, incident report, letter, email).

It may also result in the loss of the following privileges:

- Loss of morning and/or lunch recess play time.
- Loss of field trip privileges.
- Loss of graduation activity privileges.
- Loss of extra-curricular privileges.
- Loss of in-school activities or events privileges.
- Loss of bus transportation privileges.
- Loss of daycare outside play privileges and/or daycare services.

In addition, serious or repeated offences may also involve one or more of the following measures:

- An in-school meeting with the parents and the child.
- A planning conference with the principal and/or teacher.
- The supervision of the student during free time; (i.e. must be shadowed by a supervisor during recess and at lunch time).
- Reflection time.
- Restorative justice.
- Community Service either inside or outside of the school setting.
- Cours à Domicile / Home Study.
- Referral for anger management program or other outside services.
- A suspension in school or out of school followed, if necessary, by a meeting with parents before the student may be permitted to return. When determining the duration of the suspension, Evergreen shall take into account the student's best interest, the severity of the incident, and any previously-taken measures.
  - If the problem continues, an individual discipline plan involving school professionals and parents may be developed.
- Recommendation to move the student to another school, or to expel from the Board.

## **TRANSPORTATION: Student's Code of Conduct on School Bus**

### **All riders must:**

- be at the bus stop 10 minutes before the scheduled pick-up time indicated on the bus pass or as modified during the school year;
- wait for the bus to come to a complete stop, board the school bus in a single file, in an orderly fashion, using the handrail;
- find their assigned seat quickly without pushing other students;
- keep the aisle clear of any body parts and objects at all times;
- remain seated, talk quietly, not fight or be involved in "horseplay";
- not eat, drink or leave trash on the bus;
- always listen to the driver's instructions, be polite and courteous;
- never put their head or any other body parts out of the windows;
- know where the emergency exits are but NOT tamper with them;
- when getting off, wait until the bus comes to a complete stop before leaving their assigned seat and descend in a single file without pushing;
- walk a safe distance from the bus so that the driver can see them and know that they are out of danger;
- if they need to cross in front of the bus, keep a safe distance from the bus, proceed with caution, watch for the driver's signal when it is safe to cross, and cross without running.

### **Unruly Conduct on and around the School Bus:**

Depending on the seriousness of the offence, a student may have transportation privileges suspended immediately, or as follows:

- 1<sup>st</sup> offence: warning by school administration
- 2<sup>nd</sup> offence: letter to parents/guardians with warning of suspension
- 3<sup>rd</sup> offence and subsequent: suspension of privileges at the discretion of the Principal

