



## Allion Code of Conduct

The integrity of Allion Elementary School's academic life is dependent upon the honesty and soundness of the teacher and student learning relationship and the evaluation process. As such, all students are expected to be respectful and honest in all of their academic endeavours and relationships with the school. Conduct by any student that adversely affects this learning relationship, or the evaluation process, must be considered a serious offense.

The school, in turn, provides a supportive and positive learning environment for all students at all grade levels – based on civility and integrity in all contexts. As valued members of the Allion Community, students are expected to make effective use of time between classes by working individually or interacting with staff and peers.

The Code of Conduct was drafted by a committee consisting of parents and staff 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 Safe and Caring Policy.

Following are a list of behaviours, but not limited to, that promote a healthy and secure learning environment:

- Be prepared for class by studying and organizing work
- Respect school hours by arriving to school on time
- Be compliant, civil and respectful with all adults in the school as well as with the bus drivers during school transportation
- Respect all guests, fellow students and volunteers 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 halls and classroom and not disturb others

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

Inappropriate and unacceptable behaviours include, but not limited to:

- Disruptions in class
- Profane language and swearing

- Bullying
- Name-calling, pushing, or rough play
- Defacement or damage to school property or other students' or staff's personal property
- Aggressive verbal confrontations with other students or with staff members.
- Racial slurs
- Throwing of snowballs or dangerous objects
- Violence towards another person (such as kicking, tripping, pushing, punching, or hitting)
- Non-compliance with any staff member
- Disrespectful or negative behavior and disrespectful language towards staff and or students both in school and on social media.
- Disrespectful or profane language towards staff, students or any other individuals both in school and on social media
- Disrespectful or non-compliant behavior towards bus drivers during school transportation or towards volunteers during carpooling on school trips.

Serious infractions including bullying and violence, lack of respect for others or for property, will automatically result in the following disciplinary measures, but are not limited to:

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

And may also result in the following (but, not limited to) where applicable:

3. Loss of recess and/or lunch and/or daycare outside play privileges.
4. Loss of field trip privileges.
5. Loss of grad activity privileges (where applicable)
6. Loss of extra-curricular privileges.
7. Loss of bus privileges.

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

1. An in school meeting with the parents and the child.
2. A planning conference with the principal and/or teacher.
3. The supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.
4. Reflection time.
5. Referral for anger management program.
6. Restorative Justice.
7. Community Service either inside or outside of the school setting.
8. Cours à domicile / Home Study.
9. Referral for outside services, such as the Alternative YMCA Suspension Program.
10. A suspension in school or out of school followed, if necessary, by a meeting with parents before the student may return. When determining the duration of the

suspension, Allion shall take into account the student's best interest, the severity of the incident, and any previously taken measures.

11. If the problem continues, an individual discipline plan involving school professionals and parents may be developed.
12. Recommendation made to move the student to another school or to expel from the Board.

### **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 power imbalance between the persons concerned and which causes distress, and injures, hurts, oppresses, intimidates or ostracizes.

Bullying can show itself in diverse forms such as homophobia, racial discrimination, violence in relationships. For example, it can be seen in the following behaviours, but not limited to:

- Name-calling, derisive laughter, defiance, to humble or threaten another person, to make racist or sexist comments.
- Hitting, kicking, shoving, spitting, punching, stealing or damaging property.
- Social isolation, gossip or rumour-mongering and mockery.
- Use of email, texting, cell phone or social media to threaten, harass, embarrass, spread rumours, exclude from the group, 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, but not limited to:

- Gossip
- Spreading rumors
- Malicious gossip and slander
- Divulging secrets
- Talking about someone 'behind their back' or writing slurs (graffiti, email, etc.)
- Make a fool of someone, denigrating that person or suggesting that he or she be excluded from a group
- Use of non-verbal language (e.g. turning one's back, mumbling, or rolling one's eyes) is barely perceptible but can indicate a situation of indirect bullying

## **Cyber-bullying**

Bullying that occurs in the virtual world:

- It can occur whenever and from wherever: the virtual world is accessible at any time and from just about any place.
- It 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.
- Promote depersonalization and lack of empathy: in front of a computer screen, the perpetrator shows less restraint than if he or she was face-to-face with the victim and cannot see the effects of his or her actions

**Cyber-bullying can be manifested via the following behaviours, but not limited to:**

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

# Are you Being

## **R**espectful **S**afe **R**esponsible?



### CLASSROOM

#### **BE RESPECTFUL**

- Listen while others speak
- Raise your hand and wait your turn
- Use kind words

#### **BE SAFE**

- Stay in your seat
- Keep your hands and feet to yourself

#### **BE RESPONSIBLE**

- Do your best
- Work quietly
- Help take care of the classroom



### HALLWAY

#### **BE RESPECTFUL**

- Walk quietly
- Voices off
- Stay with your teacher

#### **BE SAFE**

- Walk
- Keep your bubble space
- Keep your hands and feet to yourself

#### **BE RESPONSIBLE**

- Walk on the right hand side
- Stay in line and in proper order



### BATHROOM

#### **BE RESPECTFUL**

- Hush
- Flush
- Wash

#### **BE SAFE**

- Use facilities properly

#### **BE RESPONSIBLE**

- One student at a time
- Help keep the washroom clean



### DAYCARE

#### **BE RESPECTFUL**

- Raise your hand and wait your turn
- Use kind words
- Listen to all school staff

#### **BE SAFE**

- Use an indoor voice
- Stay where you are supposed to be
- Keep your hands and feet to yourself

#### **BE RESPONSIBLE**

- Clean up after yourself
- Stay in line and in proper order
- Help take care of the classroom



### PLAYGROUND

#### **BE RESPECTFUL**

- Play by the rules
- Include everyone
- Use kind words
- Listen to all school staff

#### **BE SAFE**

- Use equipment properly
- Keep your hands and feet to yourself

#### **BE RESPONSIBLE**

- Line up when the bell rings
- Hold equipment quietly



**Expected Behaviour for School Bus Safety:**

1. Always be at the bus stop 5 to 10 minutes early.
2. Wait for the bus to come to a complete stop before boarding. Board the school bus in single file, in an orderly fashion, using the handrail.
3. Find your assigned seat quickly without pushing other students. Keep the aisle clear.
4. Remain seated, talk quietly. Do not eat, drink, or leave trash on the bus.
5. Always listen to the driver's instructions.
6. Never put our head or arms out of the windows.
7. Know where the emergency exits are but DO NOT tamper with them.
8. When getting off, wait until the bus comes to a complete stop before leaving your seat. Descend in a single file.
9. Walk a safe distance from the bus so that the driver can see you and know that you are out of danger.
10. Should you need to cross in front of the bus, keep a safe distance and watch for the driver's signal. Do not run. Proceed with caution.
11. Students are permitted to carry only their bag and/or lunch box on the school bus. For any other items the parents/guardians should verify with the bus driver.

**My Personal Commitment Agreement**

In order to ensure a safe and peaceful school for all students and staff at Allion Elementary School, we acknowledge the importance of respecting the School's Code of Conduct, Rules and Regulations, and support the School's Mission Statement. We have read and accept the Allion Elementary Code of Conduct, Rules and Regulations, and School's Mission Statement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date