

École Routhier School

Code of Conduct



École Routhier School is committed to providing a welcoming, caring, respectful and safe learning and working environment free from bullying, harassment, discrimination and violence. It is our aim to focus on the positive actions and behaviours demonstrated by École Routhier students and staff based on our six school beliefs:

- Responsibility: We take personal responsibility for our words and our actions.
- Respect: We treat people, property, and ourselves in a respectful manner. We treat each other with kindness, the way we would want to be treated.
- Honesty: We tell the truth regardless of the consequences.
- Doing your Best: We always do our best work or try hard when things are difficult.
- Safety: We work and play safely.
- Cooperation and Caring: We work together, helping each other to achieve greater success. We treat each other kindly, as we want to be treated.

These school values will be used to take a stand in unpredictable situations. Anticipating every situation is not feasible, therefore we will agree and accept our school's values.

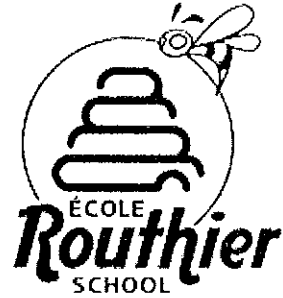
Rules and regulations for conduct have been established, so that we may provide a safe and enjoyable school climate where learning can take place. You will find them included on the following pages. These rules are applicable in all school contexts and at all levels.

We will teach and demonstrate to our students at École Routhier School the underlying values and the relevance of our "Code of Conduct" and how they relate to our "Rights and Responsibilities". This will help the students develop a sense of self-discipline and responsibility in the school community.

In order to protect the basic rights of all members of the school community and to ensure all students receive a solid educational experience; each student has the obligation to respect the rules outlined in the "Code of Conduct". Failure to comply with these rules will bring about disciplinary consequences. These consequences are applied according to the severity of the infraction, frequency or both.

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Student Rights and Responsibilities



1. I have a right to learn and grow.

It is my *responsibility* to listen to instructions, work quietly, raise my hand if I have a question or concern and to complete my assignments. I will cooperate, participate and be the best that I can be.

2. I have a right to hear and be heard.

It is my *responsibility* to listen by not talking, shouting or making loud noises when others are speaking.

3. I have a right to be respected as an individual.

It is my *responsibility* not to tease, bother, or show disrespect to other people or hurt their feelings, but to show respect for others and their work, opinions and ideas .

4. I have a right to be safe.

It is my *responsibility* not to threaten or physically harm anyone and to follow the school rules.

5. I have a right to my own personal space and an expectation that others will respect my privacy.

It is my *responsibility* to respect the personal property of others and accept their right to privacy.

6. I have a right to enjoy school.

It is my *responsibility* to have a good attitude and to participate in a way that helps make our school a place where both myself and others can enjoy school too.

7. I have the right to be myself.

It is my *responsibility* to do so in an appropriate manner without harming, harassing or bullying anyone else because of race, color, gender, sexual orientation, religion or personal preferences.

AS A STUDENT OF THIS SCHOOL, I AM RESPONSIBLE FOR MY OWN LEARNING AND MY OWN ACTIONS.

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RULE:	REASON:	POSSIBLE CONSEQUENCES:
Aggression: Physical or verbal aggression and/or intimidation are not acceptable.	Violence is not acceptable in society at large. We must all feel comfortable and safe in school. Respect of others and oneself is necessary for a calm and secure environment.	Depending upon frequency and/or severity: Verbal warning, note in agenda-signed by parents, reflection, loss of recess privileges, parents contacted, Principal involved, suspension.
Defying Authority: Of any adult working in the building, or bus driver, volunteer on an outing or anyone assigned a role of responsibility.	In order that our school run efficiently and calmly it is expected that all students will respect adults and follow what is being expected or required of them.	Depending upon frequency and/or severity: Verbal warning, note in agenda-signed by parents, reflection, loss of recess privileges, parents contacted, Principal involved, suspension.
Property of Others: Vandalism, stealing or destroying property is not acceptable. Appropriate use of school property is expected.	It is against the law. In order to live well with ourselves and our neighbours we must respect each other and their property.	Depending on the situation: Loss of recess privileges, parents contacted, restitution of property, principal involved.
Recess Behavior: No pushing, shoving or name calling are allowed. Immediate positive response to authority is expected in the school and yard at all times. Report to an adult, any incidents of bullying, harassment or intimidation, when you are aware of it. Staff will complete documentation.	All students and adults should feel safe in the school yard at all times. By listening and being respectful we have more fun at recess and for longer periods of time.	For any behaviors that are seen as inappropriate, consequences such as being separated from friends and not being able to play, or a reflection and practice period of appropriate behaviour with the supervision of an adult, loss of recess privileges for increasing amounts of time, note in agenda, parents contacted, Principal involved.
Hallway Behaviour: No running. During class hours, talk quietly while going from one class to another or to the bathroom.	Walking in the hallways allows for smooth transition from one place to another. Quiet in halls shows respect for those working in classes.	Reflection, practice of appropriate hallway behaviour under adult supervision, note in agenda, Principal involved.

The Administration will impose consequences for behaviour based on the severity and/or repetitive nature of the behaviour as well as the circumstances of the situation.

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Examples of Respectful Conduct include but are not limited to:	Examples of disrespectful and unacceptable conduct include but are not limited to:
Being on time and ready to learn	Not taking responsibility for learning; interfering with other students' learning
Walking quietly in hallway	Disruption or disturbing the teacher while the teacher is teaching
Appropriate washroom use	Filling toilet with toilet paper, writing on bathroom stalls
Respectful language; speaking to each other with kindness and respect	Name calling or swearing; Harassment, bullying, teasing or intimidation at school or in social media of any kind
Non-contact play	Violence of any kind, including rough play (kicking, tripping, pushing, punching or hitting) threats or retaliation
Playing in designated areas only	Being in the school unsupervised or leaving the school grounds at any time without parent or teacher permission
Including and welcoming others	Excluding others purposefully
Sharing equipment and taking turns	Vandalism of any kind
Dressing appropriately and wearing shoes suitable for daily physical activity.	Wearing clothing that advertises substances illegal for elementary students or uses inappropriate language or content.
Using technology as instructed by the teacher	Using technology to bully others, whether during or after school hours; inappropriate use of technology during instruction; technology use does not align with task

What is Conflict vs Bullying?

Conflict or argument is a disagreement or a difference of opinion or interests between equals. The people involved in a conflict may disagree and emotions may run high. When conflict is badly managed, it may result in aggression. In a conflict, both parties have the power to influence the situation. That is their goal.

Bullying is unfair and one-sided behavior. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose, in person or via multi-media. Bullying can take many forms, such as: hitting and/or punching (physical bullying); teasing or name-calling (verbal bullying or emotional bullying); and sending insulting messages by phone or computer email (cyber bullying). Bullying is repeated over time (day after day, week after week, etc). It is important that adults are vigilant to possible signs of bullying.

Accidents happen and are usually followed with an apology. At times, there are times where things happen unintentionally and those involved may need to understand how their actions have hurt another person.

Generally speaking:

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.
- When someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop or show them that you're upset, that's **BULLYING**.

(borrowed from Trudy Ludwig: Bullying Basics website)

École Routhier School is committed to providing a welcoming, caring, respectful and safe learning and working environment for all members of the school community including students, staff, parents, community partners, and visitors. École Routhier School believes that preventing bullying is important to having a climate that should help students learn, achieve high standards, and establish a positive educational environment. All members of the École Routhier community should be aware of the expectation and should model this in their own behavior.

Bullying is strictly prohibited by all members of the École Routhier community. Bullying is strictly prohibited by students on the way to or from school, at the school bus stop, during school related or sanctioned activities, on school grounds, on school buses, with the use of school or personal technology

Procedure for Reporting an Incident of Bullying Behavior

- Parents are encouraged to report any incidents of bullying to the administration.

- Students are encouraged to bring the incident to the attention of any school personnel.
- Teachers and other school staff who witness acts of bullying or receive student reports of bullying behaviour are required to promptly notify the administration.
- The administration is required to review all reports of bullying, including anonymous reports. (If after initial inquiry, a report appears to warrant further investigation, school staff shall promptly continue with an investigation.)

Procedure for Dealing with Incidents of Bullying

- Reported incidents are investigated and documented. The student who is alleged to be bullying and the victim are interviewed separately.
- The parents or guardian of all students involved are notified.
- All incidents of bullying are viewed as serious offences.
- The victim can be referred to the Wellness Coach for skills on how to deal with bullying behavior.
- If disciplinary steps are warranted:
 - Incident report will be written .
 - If they do not stop the behavior, a mandatory meeting with the parents or guardian may be arranged.
 - The student will be referred to the Wellness Coach or Behaviour Management Consultant to learn empathy and alternative ways of dealing with peers.
 - The student will be referred to outside agencies
 - If the behavior continues, the student will be recommended for suspension.

Bullying Prevention at École Routhier School

- Staff and parents will receive information to handle bullying behavior.
- Students will be taught to recognize, refuse, and report bullying.
Classroom teachers, administrators, and other staff deliver the same messages and are consistent with the policies and procedures for bullying prevention.

Behavioural expectations outlined in this Code of Conduct are consistently taught and actively promoted. It is the intent of this Code of Conduct to encourage and reinforce positive behaviour. It is expected that students follow the École Routhier School Code of Conduct and that school administration, staff, and parents work together to support learning and a positive school climate.

Our school programs promote a preventative approach rather than a reactive one. We emphasize the core beliefs of the school throughout the day. The classroom teachers, as well as the School Wellness Coach, teach lessons on emotion management and problem solving. These may include lessons on identifying and understanding their own and others' feelings. Students learn specific skills for calming down when experiencing anxiety or anger. They also learn a process for solving problems with others in a positive way.