



# 2022-2023 Rules of Conduct



## **St. Willibrord School's Vision**

St. Willibrord School and Community Learning Centre is a nurturing place to learn, thrive and grow together.

## **St. Willibrord School's Mission**

- Provide experiences that will challenge our students to learn and to develop respect for themselves, others and the environment;
- Engage the students, parents, staff, and the community as educational partners;
- Encourage and support all employees to achieve excellence thereby enhancing student learning;
- Maintain a safe and healthy learning environment where everyone feels that they belong and are appreciated

## **Home Support**

In addition to the support associated with homework time and literacy, parents and guardians are expected to take an active role in supporting your child through their experiences with our Code of Life.

You will find the documentation on our discipline policy on our website and in the following pages. As each page represents a school term, students will receive a fresh start at the beginning of the next term (or ½ term if term is over 45 days) to demonstrate their understanding and learning of St. Willibrord School's Code of Life. In creating opportunities for positive and restorative measures, we will be teaching all children to be more accountable for their behaviour in school and on the bus and ask for your support at home as well.

When you are notified that your child has received a yellow ticket or a red notice signed by the school principal, please discuss with your child their behaviour and what choices could have been made differently. Help your child understand that what led to the notice is reparable but should not happen again. Working on becoming responsible citizens is our goal for all St. Willibrord students. Please review the Code of Life with your child as often as necessary.

## PERSONAL ITEMS

- All valuables, toys, and electronics should be left at home. The school is not responsible for lost, stolen or damaged items.
- Staff may confiscate electronics, toys or apparel. Parents may be required to come to school to reclaim items.

### **\*\*CELL PHONES\*\* New 2022**

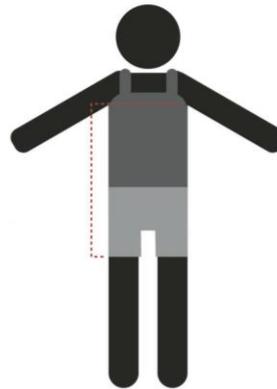
- Cell phones are not tolerated at school which includes the school bus, daycare or field trips. Phones will be confiscated if they are seen or heard. A parent/guardian will have to come to the school office to retrieve it between 7:45-15:30 on regular school days.

## FOOD

- We are a nut-free school to help protect our students with allergies – please read labels and choose snacks and lunches accordingly.
- Nutritious foods are encouraged for all snacks and lunches.
- Nutritious morning snack is essential and will be chosen over a less nutritious one.
- Only water, juice and milk will be permitted.

## CLOTHING & APPEARANCE

- Clothing should be clearly labelled. Lost items that are not labelled will be placed in the lost and found for a month and then donated to charity if not claimed.
- Clothing should not bear slogans or images which are violent, disrespectful, or with reference alcohol or other items prohibited in school, nor should it display inappropriate language.
- Acceptable summer wear: The following areas of the body should be covered.



- Weather appropriate clothing is expected, such as snow pants and boots in the winter (students who do not wear snow pants may not be permitted to play on the snow hills nor off the paved area of the playground).
- Hats and hoods are not to be worn during indoor times except for going out to and coming in from recess (unless there are special accommodations)
- Students must have indoor shoes. These should have non-marking soles.
- For Phys Ed : The wearing of athletic clothing is recommended. No jeans or dresses. Running shoes are a must!

# St. Willibrord School Community Code of Life

All Students and Staff have the right to learn and exist in a safe and harmonious environment. All positive and expected behaviour will be celebrated regularly within classes, with families at home, with the principal, and during school wide celebrations. We believe that everyone who learns or works at St. Willibrord School deserves the following:

**Respect:** We are respectful of ourselves, of other adults, children, and property. We show respect by:

- Treating others the way we want to be treated
- Taking care of our property and the property of others
- Taking pride in our positive behaviour, appearance and attitude

**Trustworthiness:** We are honest and do what we say we will. We show trustworthiness by:

- Telling the truth and doing the right thing
- Being loyal to our family, friends and school community
- Building a good reputation

**Caring:** We encourage kindness and empathy. We show caring by:

- Expressing gratitude, forgiving others and helping people in need
- Being polite and saying “ please” and “thank you”

**Fairness:** We behave in a way that promotes a safe and calm environment.

We show fairness by:

- Following the rules and the procedures in and out of the school, including on the bus
- Promoting a bully-free environment

**Citizenship:** We encourage participation in making our school and community a better place. We show citizenship by:

- Getting involved
- Cooperating
- Being a good friend and neighbour
- Protecting the environment

**Responsibility:** We are responsible and accountable for our own actions, work, and choices. We show responsibility by:

- Following the Code of Life
- Completing our assigned work
- Choosing to follow rules and procedures

These values will be practiced and celebrated consistently at St. Willibrord by everyone during all aspects of school time including daycare, bus travel, class time, recess, lunch, fieldtrips, and extra curricular activities.

Minor problems between students such as disputes or arguments, will be mediated by a staff member. The goal is always to coach all parties to an amicable solution.

If a student breaks the rules of our school community's Code of Life, he or she will be responsible to repair the situation through restorative measures. On the first such occasion, he or she may be given a Yellow Ticket by an adult outlining what has led to this first notice. This will be paired with restorative measures related to the incident itself. This reflective community work will be carried out following the incident and monitored by the homeroom teacher with the expectation that there will not be a repeat of this behaviour. The first notice will be sent home (or by dojo) and signed/acknowledged by the parents/guardians and returned to the child's homeroom teacher to be kept by the homeroom teacher for further reference.

If the child is again exhibiting behaviour that is not in accordance with our Code of Life and is found to deserve another Yellow Ticket in the form of a second notice, their behaviour will result in a second session of restorative measures. The measure will be appropriate to the behaviour and the student will be supervised while the task is completed. Parents/guardians will be informed of the incident as a second notice communication will be sent home regarding the need for increased cooperation on the part of the child. The document is to be acknowledged and promptly returned to the school for verification.

If a third incident occurs, the consequence will result in a loss of privilege or an action of suspension as decided upon by the principal or their delegate. The incident will be recorded and a Red Ticket in the form of a third notice signaling an intervention by the school principal will be sent home for parental/guardian comment and signature. The signed, returned notice will be placed in the child's file. An action plan for behaviour adjustment will be put together at this time by a school team and the parents/guardians. The child's behaviour will be more closely monitored and tracked with a view to changing and improving it possibly coupled with some social skills activities to provide a better understanding of the Code of Life and its expectations.

Extra-Curricular activities and/or field trips may be revoked from students who have received these notices.

If a child's behaviour persists after three events and an action plan, a separate and individual decision will be made that is discussed and agreed upon by all people directly involved with the child, including the principal. Extreme cases of bullying, violence, threats or possession of illegal items are considered major incidents and will be dealt with appropriately by the Administration and the School Board.

Swearing will not be tolerated. Students will get one warning. If the behaviour continues, a yellow ticket will be issued.

Physical or verbal aggression will not be tolerated. Students will get one warning to stop. If the behaviour continues, an in school suspension will be issued.

Deliberate violence or retaliation against another person may result in immediate dismissal for the balance of the school day, with the possibility of suspension pending. An action plan for behaviour change will be put in place immediately.

As per Bill 56, St. Willibrord School has an Anti-Bullying, Anti-Violence Policy in place. Instances of reported bullying (repetitive, deliberate and hurtful behaviour directed towards another person that is physical, verbal, social or carried out via social media (cyber-bullying) in nature, and which is based on a power imbalance) will be investigated and acted upon immediately if the incident(s) in question occur during school hours.

“Bullying is when a person or a group of people insults, humiliates or excludes someone, hits or threatens them, or steals or breaks something of theirs. Bullying can be done to someone’s face or behind their back, on the Web, through text messaging or on the phone. It’s no accident; nor is it teasing or joking, because it’s no laughing matter. It’s not just bickering or some disagreement between friends that ends and is soon forgotten. It happens over and over again. When someone’s being bullied, they can feel afraid and alone. They feel powerless and defenceless around the person, or persons, hurting them. And they don’t know how to make the bullying stop.” <http://www.education.gouv.qc.ca/en/contenus-communs/education/bullying-and-violence-in-the-schools/act-to-stop-violence-and-bullying/students/have-you-witnessed/>

A fresh start will be accorded to every child at the beginning of each term (or half way through for longer terms) with regard to yellow and red tickets.

### **Restorative Measures:**

1. Clean, repair or replace damaged property.
2. Written or visual response to cause and effect of behaviour.
3. Performing an act of kindness or repair as restitution for behaviour.

## **Information Communications Technology (ICT) Acceptable Use Guidelines**

NFSB's schools aim to provide all its students with an equitable opportunity to access technology and internet-based resources as tools to assist students in the acquisition of knowledge and the development of 21<sup>st</sup> Century Skills. With these benefits, however, unwanted and/or inappropriate content and/or behaviour (e.g. cyber-bullying) are potential risks. Media awareness is therefore encouraged and responsible use is a requirement for all.

### **Digital Citizenship Pillars**

**Citizenship:** proper etiquette using electronic devices

**Caring:** pausing before you post

**Trustworthiness:** trusting information online

**Fairness:** plagiarism and illegal downloads

**Respect:** respecting yourself and others online

**Responsibility:** having a clean digital footprint

It is the parent's responsibility to be aware of the use of Information and Communication Technologies (ICT) in the education and personal life of their child and to discuss responsible use. Students who do not abide by this policy are subject to loss of ICT privileges on a temporary or permanent basis at the discretion of the school administration. Should an incident occur outside of school and the issue becomes problematic at school; a communication will be sent to parents and a consequence may occur. Parents and guardians are likewise cautioned against publishing photographs or videos of children other than their own or a staff member on any social media without express permission from the parents or guardians of the children or the adult in the photos/video.

By default, NFSB students will be issued an email address; email is not guaranteed to be private. If a parent/guardian wishes that his/her child NOT have access to email services, then the parent/guardian is to contact the school in order to opt out.

# PLEASE READ AND SIGN THIS PAGE

## Rules of Conduct and Safety

Dear Student, Parent/Guardian:

The pages you have just read outline the code of ethics, school rules, and corrective measures in the case of an infraction as well as related procedural information.

As a school community we are all responsible for the learning environment, and as a member of this school we acknowledge that these guidelines are to be respected and adhered to by all.

We ask that the said document be read carefully by all students and their parents/guardians and that the acknowledgement portion below be signed and returned to the teacher at your earliest convenience.

&

### **\* Acknowledgement of School Rules, ICT and Code of Life \***

I, \_\_\_\_\_, as a student of St. Willibrord, have read the Rules of Conduct and am fully aware of the commitment I have to the school community. I will abide by the school rules, and the code of ethics and fully realize that failure to do so will have consequences, as outlined in the document.

I have also discussed the Acceptable Use Guidelines on Internet and ICT use with my parents and have the permission to use the Internet.

\_\_\_\_\_

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
(date) (month)

*Student's signature:* \_\_\_\_\_

*Student's name:* \_\_\_\_\_

*Parent/Guardian's Signature:* \_\_\_\_\_

*Homeroom Teacher Signature:* \_\_\_\_\_

**Term One:**

**Notice number one: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number two: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number three: RED FLAGGED**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Principal Signature and comment:**

\*Action plan attached

**Term Two:**  
(Nov.7-Dec.23)

**Notice number one: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number two: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number three: RED FLAGGED**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Principal Signature and comment:**

\*Action plan attached

**Term Two:**  
(Jan.10-Feb.23)

**Notice number one: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number two: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number three: RED FLAGGED**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Principal Signature and comment:**

\*Action plan attached

**Term Three:**  
(Feb.27-April 28)

**Notice number one: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number two: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number three: RED FLAGGED**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Principal Signature and comment:**

\*Action plan attached

**Term Three:**  
(May 1-June 22)

**Notice number one: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number two: YELLOW**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Notice number three: RED FLAGGED**

Date:

Event that led to this notice:

Intervention by adult/Restorative measure agreed upon:

Guardian signature: \_\_\_\_\_ Adult who issued ticket: \_\_\_\_\_

HR Teacher: \_\_\_\_\_

**Principal Signature and comment:**

\*Action plan attached

