

Buckingham Elementary School

615 George Street ■ Buckingham, Québec ■ J8L 2E1
 ☎ (819) 986-3191 ■ 📠 (819) 986-3281 ■ 📧 buckingham@wqsb.qc.ca

Our Mission: Strong Relationships Growing Healthy Minds to Go Beyond



Approved by GB: Sept. 19th, 2024

School Code of Conduct 2024-2025

In order to promote a clear understanding among all members of the Buckingham Elementary School community, we have adopted the following Code of Conduct policy regarding the rights and responsibilities of all stakeholders as it relates to both education and safety.

A school is a place that provides equal learning opportunities for its students. In addition to the academic curriculum, good citizenship must be taught and demonstrated. Students are expected to learn responsibility for rules & regulations adopted for the benefit of all, and to demonstrate appreciation for the rights of others.

A school's Code of Conduct ensures that all students, parents, teachers, and staff have the right to feel safe in their school community. The support of parents for this Code of Conduct is essential to its success, as we work in partnership within our school community. Therefore, the standards of behaviour in the Code of Conduct apply not only to students, but to all individuals involved in the school system (parents/guardians, volunteers, teachers, and other staff members) while on school property, on school buses, or at school-authorized events or activities. Listed below are the right, responsibilities and expectations involved in cultivating a positive, cooperative school environment and the associated consequences for unacceptable or unsafe behaviours.

Students are expected to...	School Staff are expected to...	Parents/Guardians are expected to...
<ul style="list-style-type: none"> ✓ Arrive at school on time ✓ Be in class or your assigned location determined by scheduling, prepared, and ready to learn. ✓ Follow all rules associated with anti-bullying at all times ✓ Demonstrate respect for the rights & feelings of all school community members, including school property ✓ Respect diversity within the community (ethnic, racial, religious, gender-based, intellectual, and physical differences) ✓ Practice safe & responsible behaviour always, and follow all classroom, school and community rules ✓ Engage in all learning experiences and activities to the best of their ability ✓ Inform teachers, parents and staff of any concerns related to academic, physical, social, or emotional well-being ✓ Communicate and work with all school community members in a courteous, fair, and respectful manner. ✓ Understanding and complying that physical, verbal, and/or emotional violence will not be tolerated. 	<ul style="list-style-type: none"> ✓ Be an effective role model to students and help them reach their full potential ✓ Respect diversity within the community (ethnic, racial, religious, gender-based, intellectual, and physical differences) ✓ Demonstrate care and commitment to students by providing an inviting, safe, and positive learning environment with high expectations for success ✓ Ensure a variety of instructional practices to respond to students' individual needs to support improved student performance ✓ Support students in helping to develop self-confidence and to strengthen their sense of self-worth and wellness ✓ Communicate and work collaboratively with students, parents/guardians and other school personnel on issues related to students' social, emotional, and academic progress ✓ Communicate and work with all school community members in a courteous, fair, and respectful manner 	<ul style="list-style-type: none"> ✓ Send children to school consistently, punctually and prepared for learning ✓ Promptly report their child's absence or late arrival to the school ✓ Ensure that the school has current emergency information that will allow the school to reach a parent, guardian or emergency contact when necessary ✓ Show an active interest in their children's schoolwork, progress and encourage a positive attitude towards school & learning ✓ Communicate with school personnel any situation that may impact their child's learning, or any issues related to their child's social, emotional, and academics ✓ Communicate and work with all school community members in a courteous, fair, and respectful manner. ✓ Encourage and support children in following the rules of behaviour by being familiar with the Buckingham Code of Conduct and school rules as outlined in the agenda ✓ Understanding that any violence by their child towards a school community member may result in immediate pick-up.

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Students have the right to...

- An equal learning opportunity
- A differentiated, individualized & challenging academic program
- Feel safe and well at school
- Freedom from physical and verbal harassment
- A pleasant and positive school atmosphere
- Assistance from their teachers and support staff
- Disciplinary practices executed in a fair, firm, and consistent manner

Students have the responsibility/expectation to...

- Be punctual and attend school consistently
- Demonstrate a positive attitude towards school and good work habits
- Respect the rights of all members of the school community
- Complete all assigned work to the best of their abilities
- Be aware of opportunities to participate in activities offered both during and after school hours
- Exhibit self-discipline by following school rules, both in all areas of the school, the school bus, and during any school-sanctioned activities off property
- Report incidents of bullying, harassment and/or violence to an adult at school and/or at home
- Be courteous, use respectful language and demonstrate good manners & honest in all interactions
- Treat the property, materials and belongings of the school, staff and other students respectfully
- Wear school-appropriate clothing
- To follow the Code of Conduct when representing B.E.S. both on and off school property

Teachers have the right to...

- Expect appropriate behaviour in the classroom, throughout the school, and in all other educational settings (e.g. on the bus, school trips)
- Receive support from the Principal and parents in the performance of their duties
- Expect support from administration to help students reach their full potential
- Expect cooperation from all students in carrying out their responsibilities during all school functions

Teachers have the responsibility to...

- Be fair, firm, and friendly when dealing with students
- Inform students of the expectations for acceptable behaviour
- Report progress and conduct to administration and parents
- Take responsibility for all students in the school, when required
- Encourage good effort, improvement, and positive citizenship
- Plan, implement and evaluate an effective pedagogical program
- Maintain high expectations in all academic endeavours based on individual differences
- Report any incidents of concern to appropriate authorities

Parents/Guardians have the right to...

- Expect an excellent educational experience for all students that adheres to the Basic School Regulation
- Expect that classes will be conducted in an orderly manner
- Expect teachers to act in a kind but firm and judicious manner
- Receive regular communications from the school
- Confer with the school regarding any concerns for their child

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Parents/Guardians have the responsibility to...

- Encourage positive attitudes in their children towards school, learning and behaviour
- Ensure regular attendance and promptness
- Provide or seek support in ensuring the physical, social and emotional well-being of their children
- Provide support and reinforcement of academic content
- Cooperate with the school to develop appropriate student behaviours as needed
- Communicate appropriately with staff concerning their children's progress
- Contact the school regarding any concerns as they arise
- Encourage children to become involved in activities sponsored by the school
- Be an advocate for your children with the understanding that there are many sides to a situation

Discipline Policy

As a school team, our first approach, is always to work with students and parents/guardians to determine the source(s) of the frustration that may be causing distress and, as a result, troubling or inappropriate behaviours in a tiered intervention model. Additionally, depending on the behaviour, a range of consequences may/can be applied by school personnel to meet the wide range of situations, severity and individuals that may be encountered. As described in the Education Act, this is ultimately at the discretion of the principal to assess, gathering the information, and determining the end result.

A student who does not meet the expectations of this Code of Conduct will be dealt with fairly and consistently by the staff. Our aim is to help the students deal with their frustrations and challenges and to educate them to improve their behaviours over time. The rights of the individual, as well as the collective rights of the school and community, will be considered. The following are potential consequences for a breach of the Code of Conduct:

- Discussion with the student by a staff member about the problem in order to avoid further incident.
- Assignment of a specific task to help the student understand expectations and/or restore the breach.
- SOCIAL EMOTIONAL EDUCATION (supportive groups at a recess or lunch hour), often involving classroom assignments to make up for lost or wasted instructional time.
- Consultation with parents regarding the infraction or presenting issue(s).
- Withdrawal of opportunities to participate in activities where appropriate behaviour is essential.
- Restitution or community service where the student performs tasks to enhance the school environment, or to repair or replace damaged/lost/stolen property.
- Withdrawal from the classroom setting to another space within the school with support for a specific length of time determined by staff. The student will be expected to report to their assigned location.
- Intervention of or referral to support services within the school context (e.g. Resource teacher, Special Education Technician, the WING). **Please note**, the COMPASS and WING, are our nurturing environments for students, is on a scheduled basis. Any misuse or students taking advantage of the privilege, may result in the lose of privilege, returned to class, or sent home for refusal. *Students are expected to be in class or arrangements made with the teacher and technician and/or the principal.
- Involvement of or referral to outside agencies (e.g. CISSSO, Gatineau Police)
- In-school suspension, where the student is removed from the general population in the school, according to the authority of the Principal in the Education Act.
- Out-of-school suspension, where the student does not attend school, according to the authority of the Principal in the Education Act.
- Expulsion by the School Board from all schools and services under its jurisdiction.

Consequences will not necessarily be imposed in sequential order, but will depend greatly on the severity, frequency and duration of the behaviour. **All consequences are determined at the discretion of the school**

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administration or administrations designate. Please note that parents/guardians will be communicated and consulted with whenever the misbehaviours are of a serious nature.

School Rules and Regulations

School Access:

The playground is supervised 30 minutes before the commencement of the school day (7:35 am). Adults will be there to monitor students at this time only. Students arriving before 7:35 am will be sent to daycare and charged the appropriate rate. In the case of inclement weather, the supervisors will permit the students to enter the school building upon arriving at school. Additionally, school ends on M, T, TH & F at 2:47 pm and 1:27 pm on Wednesdays; a grace period of 10 minutes will be given to pick up your child. After this, your child will be sent to daycare and charged the appropriate rate. *In the case your child is attending an extra-curricular outside of normal school hours and has a designated pick-up time; a grace period of 10 minutes will be given and after this your child will be sent to daycare and charged the appropriate rate.

All parents of students and visitors to the school must enter the building through the main entrance **ONLY**. All visitors must report to the office and receive and wear a visitor's pass before proceeding to any other area of the school. The pick-up and drop-off of students during regular hours will be on Bridge Street at the designated location (school side to avoid students crossing the road with or without their parents).

Attendance and Punctuality:

Punctuality is important and it is the responsibility of our students to be on time for school. All students entering after 8:00 am must report to the office with a guardian to verify their attendance. Requests for early dismissal (i.e., medical appointment) require parent/guardian contact with the office. **Any changes to pick-up must be called into the office before 1:00 pm (12:00 pm on Wednesdays).**

Absences must be confirmed by phone or documented by parents/guardians in writing. If a parent/guardian is unable to speak directly to a staff member, please leave a message on the answering machine. Please copy the homeroom teacher and the secretary in any email communication regarding absences.

Appropriate Dress:

- All students, staff, and parents volunteering at the school have the right to dress in a manner consistent with their gender identity or gender expression, provided it respects the details outlined below
- Hats and head coverings (bandanas, hoods, etc.) are to be removed once inside at the student's locker before entering class or another common school area. Head dresses or head coverings worn for religious or medical purposes are exempt
- Pants should fit so that they will not fall down; nor expose undergarments
- Clothing and/or jewellery that bear suggestive or objectionable printing such as those used in the advertisement of alcohol, drugs, sex, violence, or those containing racist language are not to be worn
- Tops which expose undergarments or midriff, and/or have "low cut" necklines are not to be worn starting at the Cycle 2 age group.
- Shorts and skirts should be of a respectable length
- Students are expected to dress appropriately for the weather. Any concerns will be addressed with the parent.
- For safety reasons, students should have proper footwear at school for inside the building and separate footwear for outside the building. This is extremely important in sustaining a clean environment for learning inside the classroom.

Failure to comply with the dress code will result in a request to change (students will be given a warning for the first offence). Continued failure to comply with the dress code will result in a request for parents

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to meet with the principal to discuss the concerns. All dress code violations are at the discretion of the administration and/or administrations designate.

Student Behaviours:

Behaviour should show respect for self, others, and property. It should be reflective of a safe school environment. Therefore, the following will apply:

- No weapons or weapon-like devices including toys
- No fighting
- No physically or verbally abusive behaviour
- Follow the routines established by the staff
- Demonstrate socially acceptable manners
- Seek staff assistance to resolve conflicts

Appropriate Language:

Students are expected to demonstrate socially acceptable language. Therefore, the following rules will apply:

- No explicit profanity
- No suggestive comments including sexist, racist or provocative comments
- No rude or discriminatory comments or gestures toward students or members of the staff

Electronics/Toys:

Electronics are not permitted to be used during school hours (buses are the exception). If a student is found using an electronic device without permission, it may be confiscated for the remainder of the day. The device will be returned to the student at the end of the school day. Personal toys & belongings are not to be brought to school. If a student brings a toy to school, it may be confiscated until the end of the day and returned upon the day's completion.

Bullying and Harassment:

We believe that all students, teachers, staff members, and parents have the right to freedom from harassment and/or bullying at school. We understand the detrimental and serious effects which may result from derogatory comments or conduct based on race, gender, disability, family status, ethnic origin, citizenship, ancestry, age, etc. These behaviours undermine our school environment as a collective and values established by our ABVP.

Olweus definition of bullying includes three important components:

1. Bullying is aggressive behaviour that involves unwanted, negative actions.
2. Bullying involves a pattern of behaviour repeated over time.
3. Bullying involves an imbalance of power or strength.

Types of Bullying (which include but may not be limited to):

1. Verbal bullying including derogatory comments and name calling;
2. Bullying through social exclusion or isolation;
3. Physical bullying such as hitting, kicking, shoving, and spitting;
4. Bullying through lies and false rumours;
5. Having money or other personal property/belongings/possessions taken or damaged by other students;
6. Being threatened or being forced to do things by students who bully;

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7. Racial bullying;
8. Sexual bullying, harassment, unwanted advances, inappropriate touching; and
9. Cyber-bullying (bullying behavior via cell-phone, Internet, etc...).

Buses and Bus Behaviour

The safety of the students on the school buses is the primary concern of the bus drivers and the school. The behaviour of the children on the school bus should be like behaviour expected in the school. Students must adhere to the following requirements in the interest of safety for all passengers. Failure to do so may lead to the suspension of riding privileges.

- Always remain in their seat
- Follow the driver's instructions
- Use polite language
- Avoid distracting the driver by creating unnecessary noise or uncooperative behaviour
- Refrain from eating and drinking on the bus
- Demonstrate acceptable behaviour which respects the rights of other passengers and the driver
- Ensure that all personal belongings fit within their backpack (lunch bag may be carried separately)

The driver always oversees the bus and its passengers. They may at their discretion, establish seating plans or move children for the betterment of the bus transit route. If any of the above outlined code of conduct rules are violated, the driver will report the problems to the School Board, and an incident report will follow to the principal. The report will be followed up with possible consequences and/or the loss of bus privilege.

If a parent/guardian has an issue with an incident that has happened on the bus or with the driver, they are to speak directly to the administration, or the administrations designate who will then contact the school board. Please note, the School Board is responsible for the Transportation of the students. The school, does not have jurisdiction regarding routes, late buses, times for pick-ups, etc.... All follow-ups regarding these topics, should be directly transmitted to the WQSB Transportation Department (transport@wqb.qc.ca).

Possible Interventions & Consequences

Situations of conflict and inappropriate behaviour that arise at the school are all unique and different. There are many variables that are considered to determine all sides. While understanding the uniqueness of each student at our school, there is a framework that may be considered when examining each circumstance for interventions and consequences of an infraction. Below are some behaviours and interventions that may be provided which are a focus for 2024-2025:

Behaviour	Intervention for Infraction
Classroom disruptions and not following instructions/directions	<ul style="list-style-type: none">• The classroom teacher will engage one-on-one with the student who disrupts the learning in the classroom.• The teacher may consult parents regarding student behaviour.• The teacher may consult the technician for support regarding student behaviour that disrupts learning.• If student behaviour continues to disrupt the learning in one class and/or disrupting multiple classes the following further interventions may take place: an educated approach, letter of warning, Recess or lunch hour detention, school expectations conduct agreement

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	<p>established, meeting with the parent, a team conference, reduction in their schooling schedule, and/or out of school suspension.</p>
<p>Verbal & Physical Aggression</p>	<ul style="list-style-type: none"> • The students involved in <u>verbal or physical aggression</u> towards a member of the schooling community, depending on the circumstances/severity may have the following: an educational approach, intervention from a teacher and/or support staff, warning may be issued, communication home from the teacher and/or technician , Recess or lunch hour detention, school expectations conduct agreement established, meeting with the parent, a team conference, reduction in their schooling schedule, and/or out of school suspension. <p>This includes if student take part in the destruction of an area (classroom, office, hallway, etc.) of a school may be sent home and considered for further interventions.</p> <p>*Please note, this does include swearing and any potential verbal threats. Any swearing at a staff member, may also be considered for immediate action.</p> <p>If any of these incidents continue, the out of school suspension may be up to 10 days.</p> <p>Students who enter into a minor physical altercation or play fighting with peers (i.e. pushing/shoving each other) may be suspended up to 3 days.</p> <ul style="list-style-type: none"> • Students who are involved in a serious physical confrontation whereby punches, slaps, or kicks are administered, or any other acts deemed similar, may be suspended for up to 10 days.
<p>Inappropriate interactions with others</p>	<p>A student who is disrespectful towards others may adhere to the following interventions: an educated approach, letter of warning, Recess or lunch hour detention, school expectations conduct agreement established, meeting with the parent, a team conference, reduction in their schooling schedule, and/or out of school suspension.</p> <ul style="list-style-type: none"> • In certain instances, ongoing disrespectful behaviour or other discriminatory slurs are made or implied, students may be suspended from school for up to 5 days. Further continuation may result in up to 10 days suspension and police involvement.

*Please note, the school is not limiting intervention and actions to only these behaviours listed. Other inappropriate behaviours and incidents that occur will be at the discretion of the principal. In addition, due to privacy issues, names, and consequences of other students, are never shared.

Summary and Conclusions

The Code of Conduct is essential to ensuring that students, parents/guardians and staff all understand the standards that are expected at Buckingham Elementary School. The discipline policy, however, requires flexibility enough so that we are positioned to be fair and sensible in making difficult decisions that impact our

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relationships with students and families. The need to educate students regarding situations they have experienced, is an important aspect of individual ethical development. Appropriate consequences are needed for inappropriate behaviours. We care greatly about the safety, health, and development of all our students. They need to be able to be kind, make acceptable choices, and contribute positively to the school community to experience success. Any continuous infringement of these expectations will be dealt with accordingly.

We sincerely hope that these words help to communicate and clarify the purpose of our Code of Conduct.

Every student has a role in helping to make our school a safe and positive place for everyone. Please discuss the expectations outlined in the Code of Conduct with your children. We appreciate your cooperation and support.

All of the aforementioned rules and expectations apply to our Kids' Club programming as well which are handled by the head Technician.