



# Westpark Elementary School

## Westpark Code of Conduct 2025-26

Our Code of Conduct has been drafted by staff and a group of Cycle 3 students, then approved by the school's School Council and Governing Board. This is a general guideline to help support the physical and emotional wellbeing of all students and a positive safe learning environment. Goals of this Code of Conduct are to help students develop a sense of responsibility, self-advocacy and independence in our school community, where they will take responsibility for choices while being mindful that choices could have both positive and negative consequences; and to support an environment that ensures all students receive a positive educational experience. The ultimate decision of the application remains with the school administration.

### *Westpark Elementary School Mission Statement*

Our mission is to provide a safe and caring community which facilitates the personal, academic, spiritual and physical development of the student as a lifelong learner. Our ultimate purpose is to help each student become a productive member of a global community, and is ready to assume responsibility in a rapidly changing world.

#### *Respect*

Respect is caring enough to consider how words and actions impact others. School is a place of courtesy and respect for students, employees and visitors. Intimidation, offensive language or any threats of violence will not be tolerated.

#### *Act of Violence*

Refers to 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 or well-being, or their rights or property.

#### *Anti-Racism / Anti-Discrimination*

The Westpark Elementary School community is an inclusive environment. Our community is made up of people from all races, religions, and backgrounds. We have a zero-tolerance attitude towards racism and or discrimination in all its forms.

#### *Bullying/Cyber-Bullying*

Any 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 ostracises. Please refer to [Westpark's Anti-Bullying and Anti-Violence Plan](#).

#### *Health and Safety*

The Westpark Elementary Code of Conduct refers to the LBPSB's [Policy on Safe and Caring Schools](#) in shaping the behavioural expectations of students in school. In order to support a safe and caring school environment, the school/centre will not tolerate behaviours that:

- interfere with the learning of others, including their emotional well-being;
- create unsafe environment;
- causes distress.



# Westpark

## Elementary School

### *Expected Student Behaviours*

2.1 Follow the Westpark colour code (navy bottom, with navy, white or red top) strictly enforced. Wear appropriate clothing that covers the midriff, is not too short, that is finger length, without any large logos and inappropriate words/references. Hats and hoods are removed upon entry into the building. Footwear must be closed toe, no slip on such as CROCs or any other clog and slipper like footwear. A student arriving at school out of school color and/or dress code will be sent to the office where they will wait for a parent/guardian to bring the appropriate clothing. Only exceptions of color are grad swag wear who are the only current grade 6 graduating students permitted to wear it.

2.2 Leave all personal electronic devices, smart watches and cell phones at home. School personnel are not responsible for the loss or damage to personal items brought to school. These devices will be confiscated by staff for the parent to retrieve. (Only exception is if a specific arrangement has been made with the homeroom teacher and school administration in writing, or for necessary medical reasons that are accompanied by a doctor's letter).

ADD Students may not bring personal items from home. School personnel are not responsible for the loss or damage to personal items brought to school. Collectables such as cards, figures, charms, jibbitz, etc.. are a distraction to the school day and will be confiscated by staff for the parent to retrieve.

2.3 Arrive to class with required materials and completed homework assignments.

2.4 Complete school work without distracting others or letting others distract me.

2.5 Use school appropriate language at all times, in the school and school bus (name calling, and swearing is not school appropriate language)

2.6 Use kind or polite words and actions (sharing, taking turns, saying please and thank you).

2.7 Respect the personal space of others, while keeping hands and feet to yourself.

2.8 Accept differences in others.

2.9 Be respectful of school materials, property and the belongings of others. Being careful not to damage things and areas belonging to others and the school.

2.10 Walk in the hallways with calm behaviour while using a quiet voice.

2.11 Keep our school bathrooms clean and tidy. Use a quiet voice in the bathroom, respect the privacy of others and return to class as soon as possible.

2.12 Do not share any food with others to ensure that allergies and dietary restrictions are respected.

### *Expected Student Behaviours on the School Bus*

2.2.1 Stay seated and facing forward at all times, especially when the bus is moving, while keeping hands and feet to yourself (inside the school bus).

2.2.2 Use a quiet voice and appropriate positive language on the bus, remembering to only speak to those who are seated close to you.

2.2.3 Eating, drinking or sharing any food with others is not allowed on the bus.



# Westpark

## Elementary School

### *Expected Behaviours Using Technology*

3.1 The school board has a set of guidelines regarding access to their services and a policy that outlines the appropriate use of these services. Please refer to the policy [\*Appropriate use of digital communications and technologies\*](#) on LBPSB Website

### *Expected Parent Behaviours*

- 3.1 Ensure your child arrives at school on time and prepared to learn.
- 3.2 Communicate with school staff with kind or polite words and actions.
- 3.3 Provide healthy food (limit sugary snacks) and a water bottle for your child each day.
- 3.4 Report absences and lates through Mozaik.
- 3.5 Upon entering the school, “check in” at the main office.
- 3.6 Volunteers are required to sign in at the office and wear a “volunteer badge” when in the school.
- 3.7 The school yard, during the school day, is for student and staff use. Parents/guardians may use the Annex gate, Kindergarten gate, or Westpark gate for morning drop off and end of day pick up. Daycare doors are used during daycare hours only. Lates and early dismissals must be done through the main entrance and school office.
- 3.8 Refrain from driving in the front circle. Stopping and parking is permitted on rue Howard to drop off or pick up children during the school day, except during morning drop-off from 7:50-8:00 am.

### *Examples of Minor Infractions may include:*

Late for school/class, ignoring the bell, littering, inappropriate clothing, a bus report, disrespecting belongings or property, neglecting to show appropriate hallway/assembly/bathroom behaviour, name calling, inappropriate language, wearing hats or sweatshirt hoods in the school.

### ***Consequences for Minor Infractions, as determined by the school staff, may include:***

Reflection about the incident, note of apology/spoken apology, teaching opportunity (student prepares lesson for younger students), community service. May include loss of bus privilege (depending on number of reports), verbal reminder, student removed from situation, recess or lunch hour loss of privilege, parent/guardian communication by student to explain incident, parent/guardian contacted by school staff.

### *Examples of Major Infractions which may include:*

Leaving school boundaries, inappropriate language, repetitive minor infractions, vandalism, threats, an act that causes harm to others (including spitting and biting), fighting, harassment, theft, any form of aggressiveness, bullying and violence, anything that compromises the safety of self and/or others.

### ***Consequences for Major Infractions, as determined by school staff, may include:***

Loss of privilege of recess, lunchtime, after school, field trips, extra-curriculars, and school activities, reflection about the incident, topic relevant project, parent/guardian informed by phone/email or letter, child phones home, removal from classroom, loss of privileges with peers, in-school suspension, out of school suspension, modified school schedule, documentation in cumulative file, community service police officer involvement. Follow up in school meeting with parent/guardian and student to form an action plan.