

# Code of Conduct

## PURPOSE

Our goal is to work together with parents to provide a safe and comfortable learning environment for all our students. **Students** have responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. **Educators** are responsible for establishing a positive school climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility. **Parents** are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. **Members of the school community** are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the B.C. Human Rights Code (issue related to gender, race, religion, and sexual orientation) and becoming actively and productively involved in students academic learning and social growth. To help us do this we need to have a code of conduct that our students will understand.

## Conduct Expectations

We believe that discipline should:

- show students what they have done wrong,
- show students how they are responsible for their actions,
- show students that there are consequences,
- show students that they can create solutions,
- keep students' dignity intact.



## SCHOOL RULES

All students are subject to the rules of the school while on the school premises, in going to and returning from school, and at all school sponsored games and functions, whenever and wherever they are held. The following are some of the major rules. Since all rules cannot be stated, students are expected to use their **common sense**.



### PLEASE:

- respect the rights of others.
- follow the instructions of the administrative and teaching staff, and the lunchtime supervisors.
- attend school daily unless you have parent permission to be excused.
- bring all the necessary materials to class.
- participate in class and do your best.
- dress appropriately. Students should be prepared to spend recess outside.
- eat your lunches in your classroom. Food or drink is **NOT** permitted in any other areas of the school including the hallways, computer room, library, or gymnasium.
- use common sense in all situations.

### PLEASE:

- do NOT physically or verbally abuse, harm, or threaten others.
- do NOT use inappropriate or offensive language.
- do NOT disobey a staff member.
- do NOT be disruptive in your class or in the school.
- do NOT copy other people's work or cheat on tests or assignments.
- do NOT leave the school grounds at any time during the school day
- Without the permission of the school administrator / teacher, personal digital devices (like cell phones) are not to be operated during regularly scheduled hours of instruction or during any school-sponsored activity.

## STUDENT RIGHTS AND RESPONSIBILITIES

Every student has the **RIGHT** to learn. It is my **RESPONSIBILITY** to be on time, be prepared, listen to instructions, do assigned work, and work in a way that does not infringe upon the learning of others.

Every student has the **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** to listen and not interrupt those who are speaking.

Every student has the **RIGHT** to be respected and supported. It is my **RESPONSIBILITY** to respect and support others, and to avoid humiliating or belittling others, even if my intent is humour.

Every student has the **RIGHT** to be safe. It is my **RESPONSIBILITY** to treat others in a way that does not hurt them, or cause them to be afraid.

Every student has the **RIGHT** to privacy and to his/her own personal space. It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right of privacy.

As a member of society it is my **RESPONSIBILITY** to exercise my **RIGHTS**. I will not allow my rights or the rights of others to be threatened. If I cannot do something, I will tell a responsible adult of the situation.

**RETALIATION PREVENTION** - the school and board will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of the code of conduct.

**RISING EXPECTATIONS** As students become older, more mature, and as they move through successive grades, they are to assume increased personal responsibility and self-discipline. There will therefore be an increasing set of consequences for continued inappropriate behaviour.

# Consequences and Notification

## THE PROCESS FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

The failure of a student to follow the school rules is unacceptable. In most cases, incidents can be resolved by the students and the staff involved. If the incidents are of an ongoing nature, the following steps, supported by documentation, will apply:

Please note: During the process of dealing with unacceptable behaviour the school officials (i.e. principal, teachers) will be responsible to advise other parties of serious breaches of the code of conduct. (e.g., parents, school district officials, police and/or other agencies)

### STEP 1

The teacher will have a discussion with the student (s) involved at the time. Appropriate consequences will be assigned. If a teacher or student is not satisfied that the unacceptable behaviour is changing, then...

### STEP 2

The teacher will contact the student's parents and work with them to change the student's behaviour. If the behaviour does not change, then ...

### STEP 3

The teacher will arrange a meeting with the parents and student to discuss the problem and to resolve the situation. Teachers will inform the principal of this situation so that preparation can be made should the next step be necessary.

### STEP 4

The student and his/her parents will have a meeting with the principal and the student's teachers. In exceptional circumstances, once the parent(s) have been informed, this meeting may take place without the student's parent(s). At this meeting it will be made clear to the student exactly what steps must be taken to change the unacceptable behaviour, and it will be made clear that continued unacceptable behaviour will result in ...

### STEP 5

Suspension (in or out of school). The nature and timing of the suspension will be decided by the principal, in consultation with the student's teachers.

### Learning from our Mistakes

Every child in our school has the right to feel safe. Our policy on student conduct, discipline, and safety is built around common sense. We should all learn from our mistakes.

Serious misbehaviour such as fighting, verbal or physical abuse, defiance of staff, offensive language, or illegal activities may result in automatic suspension without the process described above.

Whenever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive and special consideration may apply to students with special needs who are unable to comply with expectations due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.