

# McLeod Elementary School

## “A community with a passion for learning”

### STUDENT CODE OF CONDUCT

#### I Guiding Legislation

The School Act of British Columbia, Section 85 (2) (c): ... a board may, subject to this Act and the regulations, do all or any of the following:

(c) make rules

(i) establishing a code of conduct for students attending educational programs operated by on or behalf of the board.

#### II Purpose

The purpose and focus of all discipline is to guide, to prevent, to reform, and to be restorative, rather than to punish. The prime purpose of discipline is to steer children away from unacceptable behaviour, moving toward behaviour that enables a peaceful, harmonious and respectful coexistence among and between students and staff.

McLeod Elementary School’s code of conduct supports the following goals:

- 1) to establish and maintain a safe, caring and orderly environment for purposeful learning;
- 2) to establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities;
- 3) to clarify and publish expectations for student behaviour while at school, while going to and from school, while attending any school function or activity at any location, and behaviour beyond these times that negatively impact the safe, caring or orderly nature of the school;
- 4) to help students to develop social responsibility and employability skills, and to enable students to practice the “**Four Rs**” of being: **RESPONSIBLE, RESPECTFUL, REASONABLE, and READY**; and
- 5) to guide students to be: safe, self-secure and confident, aware of the needs of others, considerate and helpful, well-mannered and courteous, focused on academics, making an effort to achieve, persevering, striving to reach their potential, and to be responsible citizens who can go out into the world and be productive.

### **III Expectations of Parents / Guardians**

School personnel can only play a part of the role in helping children to develop safe and responsible work and play habits in the larger community that is our school. There are many things that parents need to do in order to ensure that children are receiving a consistent message about what we all expect of them.

By attending to the following points, you will provide great assistance to us in providing an orderly and productive learning environment for your child:

- 1) Read, understand, and explain this code of conduct to your child.
- 2) When students are not properly dressed for the weather, they tend to create discipline problems because they do not want to be outside. Please ensure that students wear clothing appropriate for outdoor play, as students will be outside on most days.
- 3) Often when toys are brought to school, they are the source of jealousy, conflict and tears. Unless the child is bringing an item for presentation for a class activity, it is advisable to keep such items at home.
- 4) It is important for parents to respond promptly to our requests for assistance with discipline. If immediate response is not possible, it is expected that every attempt will be made to contact the principal quickly. In some more serious or repeated infractions of the code of conduct, the student will have to serve an in-school suspension until parents are able to arrange a time to come into the school.
- 5) It is expected that parents will encourage their children to complete homework and other assignments, and will monitor their progress.
- 6) It is expected that parents will notify the school promptly when their child is going to be absent or late.

### **IV Student Conduct Expectations**

To ensure success in school and avoid disruption of the learning environment, students are expected to conduct themselves in an appropriate manner while at school, while attending a school function at a different location, and on the bus. Where feasible, students will have input into the development of these rules. Expectations regarding acceptable conduct will be known to all students and reviewed regularly.

**All acceptable and unacceptable behaviours are not listed, and those cited are examples.**

#### ***Acceptable Conduct:***

- be responsible (complete work, own your mistakes, seek help in a timely manner)
- be respectful (towards self, others, and the school)

- be reasonable (think before acting)
- be ready (to learn, to play)
- act safely toward self and others

***Unacceptable Conduct:***

- being violent or unsafe (including retribution against a person who has reported incidents)
- bullying, threatening, intimidating, harassing or attempting to socially isolate others (including cyberbullying)
- swearing / inappropriate language
- interfering with the learning of others, including their emotional well-being
- truancy
- theft or damage to property
- possession, use or distribution of illegal or restricted substances
- possession or use of weapons

Note: Rising and progressive expectations are held for students as they become older, more mature, and move through successive grades. Also, special considerations may apply to students who are unable to comply with expectations due to having a disability of intellectual, physical, sensory, emotional or behavioural nature.

**V Consequences for Failure to Comply / Unacceptable Conduct**

- 1) Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct. Wherever possible the consequence will logically fit the infraction. E.g. littering could result in general clean-up duty, refusing to do class work a time-out or detention.
- 2) In cases of disruptions of the classroom learning environment, the teacher will talk with the student, take appropriate measures to correct the behaviour, and inform both the principal and parents of repeated or serious disruptions. Teachers-in-charge will report all disciplinary matters to the principal at the earliest convenience.
- 3) If disruptions continue, the teacher will refer the student to the principal. The principal (or an appointed teacher-in-charge if the principal is unavailable) and teachers will work together to determine the most appropriate consequences. As much as possible, restorative and preventative measures will be taken, rather than merely punitive actions. Due process and a fair hearing will be provided to all students.
- 4) Consequences include (but are not limited to) the following progressive measures. Please note that interventions may begin at any point in this list.
  - talking with the student and clarifying right / wrong behaviour
  - separation from other students / temporary arrangements

- documentation placed in student file or discipline records
  - phone call to parent / written message / personal meeting
  - written student reflection / assignment / problem-solving
  - conflict resolution process or restorative justice process
  - detention or time out
  - school work duties / service tasks
  - removal of privileges (e.g. field trip, sports participation)
  - behaviour / learning contract
  - in-school suspension
  - out-of-school suspension (up to five school days)
  - referral to School Board for suspensions beyond five days
- 5) The severity and frequency of the unacceptable conduct as well as the age and maturity of students and special needs, if any, will be considered in determining consequences.
- 6) Serious or repeated unacceptable conduct will result in the students' parents being called to the school for a meeting, at which time an action plan will be agreed upon to correct the problem.
- 7) Serious infractions include physical fighting, bullying, possession of drugs, alcohol or tobacco, endangering the safety of self or others, and significantly interfering with an orderly learning environment. When deemed necessary by the principal, serious infractions can result in immediate consequences -- including suspension -- prior to a meeting with parents.

## **VI Notification**

The principal (or teacher-in-charge if the principal is unavailable) has a responsibility to advise other parties of serious breaches of the code of conduct. Some examples of individuals or agencies that may need to be informed include:

- student's parents
- the parent's of other students who were involved
- school district officials - as required by school district policy
- police and / or other government agencies - as required by law
- all parents - when the principal deems it important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

Note: The board will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of conduct.