



## CODE OF CONDUCT

*Be Kind ~ Be Respectful ~ Be Responsible ~ Be Safe*

The goal of the Code of Conduct is to establish and maintain a safe, caring and orderly environment for learning and working.

### **Conduct Expectations**

#### **BE KIND**

- treat others as you would like to be treated
- be helpful to others
- share
- include others
- be positive
- smile
- be caring
- encourage others

#### **BE RESPONSIBLE**

- be responsible for your own actions
- arrive on time
- have materials available and ready
- tidy up when you are done
- apply your best effort
- ask for help when needed
- be honest
- put litter in garbage or recycling bins

#### **BE RESPECTFUL**

- treat others as you would like to be treated
- respect and value differences
- use appropriate language
- listen carefully to others
- be polite
- wait your turn
- respect others' privacy
- take good care of private and school property
- follow instructions from staff
- wear appropriate clothing
- hats off inside

#### **BE SAFE**

- keep hands, feet, body and objects to oneself
- use equipment and materials appropriately
- walk calmly
- follow school, classroom and safety rules
- stay in designated areas
- resolve problems peacefully
- report dangerous situations to staff

#### **Safe & Caring School Environments:**

Are Free from Acts of:

- Bullying, cyberbullying, harassment, threat, intimidation
- Violence in any form
- Abuse in any form
- Theft
- Vandalism
- Retribution of any kind

Do Not Tolerate the presence of:

- Intoxicating or banned substances
- Weapons or replica (toy) weapons
- Explosives (eg: firecrackers)

- Intruders or trespassers - Visitors must first report to the office and get permission to be in the school.

\*NOTE\* - not all unacceptable conduct has been listed

## **RISING EXPECTATIONS**

As students become older, more mature and move through successive grades, they will generally be better able to understand the code and will therefore be expected to follow it better.

## **Consequences**

Students will be given consequences in accordance with the severity of the misconduct, the number of infractions, their age, maturity and any special needs.

Consequences will be preventative and restorative rather than punitive in nature.

Progressive discipline measures will be applied:

*1<sup>st</sup> time:* Talk to the student. Discuss and develop meaningful and logical consequences

*2<sup>nd</sup> time:* Same as above AND parents will also be informed.

*3<sup>rd</sup> time:* Same as above ALONG WITH several possibilities (meeting with parents, thinking day at home or in school, suspension...)

\*NOTE\* At any time, if an administrator believes that the misconduct requires more severe action, he/she will have the right to by-pass all of the above steps.

One or more of the following actions could be taken:

- required to attend counseling
- referral to Student Services
- placement in an alternate situation
- police contacted
- report made to School Board Safety Committee

## ***Human Rights Connection***

Any physical, verbal or written expression/act which degrades, ridicules or expresses hatred based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, language, dress or age of that person or that group or class of persons will NOT be tolerated.

## ***Notification of Responsibilities***

School personnel at times have a responsibility under the law to advise other parties of serious breaches of the code of conduct. School district officials, police and or other agencies such as the Ministry of Children and Families may, by law, need to be included. Parents of children involved on either side of a serious incident may need to be contacted and informed for the safety of the children.

## **Retaliation Prevention**

The school and the school 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.