

## Lena Shaw's Code of Conduct

The Lena Shaw community is committed to creating a positive, safe and effective learning/working environment for all its members, whether a student, parent, staff member, or visitor. Within the context of Positive Behavior Support philosophy, we believe one of the foundations in creating a safe place for students to learn, is to teach positive social behaviors as well as manage behavior according to our specific expectations and guidelines. We believe that student learning is at the centre of our practice, and our Code of Conduct is in place to support student learning in the most effective way possible.

### **Staff at Lena Shaw:**

- Define school-wide expectations
- Teach expectations
- Monitor and acknowledge appropriate behavior
- Provide clear consequences for problem behavior
- Collect information and use it for decision-making

### **Student Code of Behavior**

The following are Lena Shaw's expectations for student rights and responsibilities:

1. I have a **right** to learn.  
It is my **responsibility** to listen to instructions, work quietly at my desk, to raise my hand if I wish to speak, and to complete assignments to the best of my ability.
2. I have a **right** to hear and to be heard.  
It is my **responsibility** not to talk, shout, or make loud noises when others are speaking.
3. I have a **right** to be respected.  
It is my **responsibility** not to tease, touch, bother, or hurt the feelings of other people.
4. I have a **right** to be safe.  
It is my **responsibility** not to threaten, kick, punch, or physically harm anyone else.
5. I have a **right** to privacy and to my own personal space.  
It is my **responsibility** to respect the personal property of others, and to accept their right to privacy.

### **Unacceptable Conduct**

The following behaviors are considered unacceptable anywhere on the school premises as they interfere with the learning of others, interfere with an orderly environment and/or create unsafe conditions. Unacceptable behavior by any member of the Lena Shaw community includes, but is not limited to, acts of:

- Bullying, harassment, marginalization, threats or intimidation of any kind (verbal, physical, sexual, or cyber)
- Violence in any form
- Retribution against a person who has reported incidents
- Disrespect of authority
- Possession, use, or distribution of illegal or restricted substances

- Possession of intoxicating substances
- Possession or use of weapons or replica (toy) weapons and explosives
- Theft or damage to property
- Violations of dress code
- Sexual conduct of any kind
- Truancy
- Discrimination in any form
- The presence of trespassers or intruders
- Misuse of cyberspace, cell phones, electronic devices and computers

### **Technology Use Policy**

#### ***The Vision of Lena Shaw***

Our students use technology to learn. Technology is essential to facilitate creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible.

#### ***Being a Digital Citizen***

At Lena Shaw Elementary, we use information and technology in safe, legal and responsible ways. It is important that we educate our students on what this means. This is a shared responsibility between home and school, and will continue throughout our work with the students.

#### ***Expectations for Using Personal Devices at School***

Personal technology devices are defined as any technological tool that enhances learning at school – it is all about the learning! These may include devices such as laptops, tablets, iPads, iPods or iPhones. Not all classes will participate with the use of personal devices at school. If your child is in one of the personal device classes, you will be notified, and further information shared with you. Teachers will provide structure and instructions for students to bring their personal devices to school, but the general expectations are:

- Students **must have parental permission** before bringing a personal learning device to school.
- Personal learning devices are to stay in the classroom or learning environment, and used only for approved learning purposes. They will not be allowed outside during social or play times, such as lunch or recess.

- The school or school district is not responsible for any lost, damaged or stolen items.
- Ensure that the device's **security settings are ON** before sending to school with your child.
- all personal learning devices **must go home** at the end of each day. The school is not responsible for personal devices left at school, as they are not school property.

Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instructional process.

All electronic devices are to be turned off during school hours unless teacher approval is given. **Parents are not to contact, text, or call a student through their electronic device (including cell phones) during the school day.** All communication at any time during the school day (including recess and lunch) must still come through the office.

***Appropriate Uses of Technology Facilitated by the Teacher Include (but not limited to):***

- educational and research purposes
- preparing homework and assignments as required
- creating electronic projects and publishing information, etc.

***A Few Examples of Inappropriate Student Uses of Technology Include (but not limited to):***

- texting / calling / emailing during school day
- taking photos, audio or video at school without teacher permission
- accessing social media sites without teacher permission, etc.

**Consequences**

Students will know when they have chosen unacceptable behaviors. Our goal is to help students see that they are responsible for their own behavior. Responses to unacceptable conduct are consistent and fair. Progressive disciplinary actions are preventative and restorative, rather than punitive in nature, whenever possible.

Staff members will handle minor offences on the spot. Serious or repeated offences will be handled by a more formal process. Inappropriate behavior typically has, but is not limited to, the following consequences:

- review of expectations
- review of expectations, written assignment and/or loss of privileges
- parents are informed
- school service
- meeting with the parents

- short-term (in school or at home) suspension up to 5 days or referral to district program.
- long-term suspension (over 5 days) or referral to district program
- consultation with police and/or fire department
- expulsion

**Rising Expectations**

As students become older and move through successive grades, it is expected that they have increasing personal responsibility and self-discipline.

This may require consequences to increase as student expectations rise. It is also expected that there will be increasing consequences for inappropriate behaviour when any inappropriate behaviour is repeated.

**Notification**

Depending on the nature of the offence, the appropriate people will be notified:

- Parents/guardians of the offender
- Parents/guardians of the victim
- School District officials
- Police and/or other agencies as required by law

**DRESS CODE**

I have the responsibility to come to school with clothing that I am able to actively play and learn in.

I should be prepared for all types of weather.

I have the right and responsibility to respect and be respected for my body, identity and clothing.

I have the responsibility to come to school in clothing that makes everyone feel safe and myself feel safe (no butt, chest, or private parts showing. No, swear words, weapons, drugs and alcohol, sex, discrimination etc.).

**Parent Support and Involvement**

Although the Code of Conduct applies to all members of the Lena Shaw Elementary School community, to ensure a positive focus on student academic, social, and emotional learning, parents/guardians are requested to:

- adhere to Board policies and the School Code of Conduct when on the Lena Shaw Elementary school grounds, in attendance at school functions, and when communicating with staff, students, and other parents;
- support students by modeling appropriate academic, social and emotional behaviours;
- support any disciplinary action taken by the school staff member involved, and the district when necessary, and reinforce students' understanding of the consequences of their behaviour
- ensure that their children attend school regularly and on time; and promptly report to the school their child's or children's absence or late arrival

