

Edgewood Elementary School

Code of Conduct



At Edgewood Elementary School, we believe that all children have the right to learn in a safe, caring and orderly environment. Our expectations are that students will maintain an attitude that is cooperative, courteous and respectful. Students are expected to follow the guidelines outlined in the Code of Conduct in classrooms, in the school building, on school grounds, and at school functions, regardless of their location. The staff assists students in developing skills for resolving conflict, problem solving and decision making appropriate to their age for healthy learning and living. The school will notify parents of any serious breaches of the code of conduct.

BEHAVIOUR EXPECTATIONS

It is important to note that the behaviours that follow are not all-inclusive lists.

SAFE & CARING SCHOOLS ...

ARE FREE FROM ACTS OF:

- Bullying (including cyber-bullying)
- Harassment, threat, intimidation and marginalization
- Violence in any form
- Abuse in any form (verbal, physical, sexual)
- Intolerance and discrimination in any form, i.e. based on an individual or group's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age
- Retribution against a person who has reported incidents



DO NOT TOLERATE THE PRESENCE OF:

- Intoxicating or banned substances (including alcohol, cigarettes, e-cigs and drugs)
- Theft and vandalism (or damage to personal property)
- Weapons or replica (toy) weapons (including laser pointers); explosives (including fireworks) and pepper or other obnoxious sprays
- Intruders or trespassers (all visitors must first report to the office)
- Inappropriate clothing or unacceptable slogans imprinted on clothing

USE OF PERSONAL DIGITAL DEVICES:

Personal Digital Devices are defined as any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, tablet, laptop, or smartwatch. These devices are important tools which can be used to enhance learning and prepare children for the world in which they will work and live. Personal digital devices provide support for children who rely on these tools to access learning through services such as translation, adaptations for Individual Education Plans, medical support, health needs, or to provide equity of access to resources. The classroom teacher is responsible for the learning environment in the classroom, for guiding children to use personal digital devices appropriately, and for determining when personal digital devices should be used.

The safe and responsible use of personal digital devices is expected by all Surrey School District students, employees, volunteers, parents, guardians, and community members who are on school district property or interacting with students or staff. This includes the following:

- Those using personal digital devices need to abide by the school code of conduct as well as all Provincial and Federal laws and the British Columbia Human Rights Code. This includes

not using personal digital devices to engage or participate in bullying or harassment, discrimination, or defamation of character.

- At both elementary and secondary schools, personal digital devices can be used during class time to enhance learning at the direction of the classroom teacher. These devices should be used in a way that is respectful of other's learning and does not distract others in terms of light, sound, or by other means.
- At elementary schools, it is expected that personal digital devices are to be put away during non-class time such as recess and lunch. Exceptions to this are for students who need digital devices for medical or health reasons, accessibility, or other student-specific reasons.
- Personal Digital Devices should not be used during lock down procedures or drills. The use of personal digital devices during this time may impact the emergency safety response.
- Surrey School District staff and students should not be recorded, visually or audibly, for any reason without their prior consent.
- The Surrey School District is not responsible for lost, missing, or damaged personal digital devices that students choose to bring to school.

MISUSE OF ELECTRONIC DEVICES/COMPUTERS:

- School computers and other electronic devices are only to be used for school/education related activities. They are not permitted for social networking, gaming, illegal, obscene or inappropriate purposes. Inappropriate use includes, but is not limited to, attempts to vandalize, gain unauthorized access to data or another person's account or resources, and sharing of data without personal or parental consent as appropriate.
- Recording of visual images is not permissible at school unless permission has been received by the classroom teacher with respect to a classroom project.
- Students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of any technology if it negatively impacts the school environment.
- Misuse of district technology services will lead to suspension of user privileges and possible disciplinary or legal action.



Edgewood Elementary supports the use of electronic devices to support student learning and will be outlining a **BYOD** (Bring Your Own Device) policy in certain classes this year. If your child is in one of these classes, you will be notified and your child will be encouraged to bring their electronic device for educational purposes. Of course, as parents/guardians you will make the decision of

whether or not devices come to school. Guidelines will be in place and these will be shared with you. The school will not assume responsibility for any devices damaged or stolen, to, at, or from school.

CONSEQUENCES:

Consequences will take into account the age, maturity and special needs (e.g. intellectual, physical, sensory, emotional or behavioural disability), severity and frequency of actions. Consequences will be progressive and will focus on being restorative rather than punitive in nature. Depending upon these and other factors, one or more of the following actions may be taken:

- Review of expectations and a warning or think time
- Review of expectations, written assignment and/or loss of privileges
- Recess/lunch restriction and/or in school suspension
- Parents informed
- Meeting with parents
- Short-term (in-school or at home) suspensions up to 5 days
- Long-term suspension over 5 days or referral to a district program
- Consultation with police and/or fire department
- Expulsion

NOTIFICATION:

School administration will advise parties as follows:

- Parent/guardian of student exhibiting major behavior problem
- Parent/guardian of student on the receiving end of an incident
- Assistant Superintendent, Safe Schools Department and/or other District Staff
- Ministerial agencies and/or School Resource Officer (RCMP)



SCHOOL DRESS CODE:

The dress code has been developed in conjunction with our Safe Schools department and applies to both students and staff. The key principles of our clothing guidelines are: *safety, suitability for a learning environment, and respect.*

Specific expectations for appropriate dress include:

- Students are not permitted to wear items that have inappropriate writing, images or discriminatory or offensive language.

VISITORS:

All visitors to our school are required to sign in at the office and receive a visitor badge. The School District has detailed procedures in place should an intruder or trespasser enter the building. Staff and students are familiar with these procedures.

SHARED RESPONSIBILITY FOR LEARNING:

Edgewood students, staff, and parents have the **RIGHT:**

- ✓ *To learn.*
- ✓ *To speak and be heard.*
- ✓ *To be valued and to be treated considerately.*
- ✓ *To be safe.*

Edgewood students, staff, and parents have the **RESPONSIBILITY:**

- ✓ *To always be ready to learn.*
- ✓ *To listen courteously when others are speaking.*
- ✓ *To respect the rights of others.*
- ✓ *To help solve problems in peaceful ways.*
- ✓ *To act in a safe manner at all times.*
- ✓ *To participate actively and positively in school activities.*



REFERENCES:

This Elementary Code of Conduct has been structured to align with, and adhere to the standards outlined in:

- The School Act 85 (1.1); 168 (2) (s.1); Provincial Standards Ministerial Order 276/07 (m276/07), effective October 17, 2007
- BC Human Rights Code, as depicted in Surrey Schools Anti-Discrimination and Human Rights Policy No.10900; and Regulation No. 10900.1
- BC Ministry of Education: Safe, Caring and Orderly Schools, A Guide (November 2008) and Developing and Reviewing Code of Conduct: A Companion (August 2007), both found at <http://www.bced.gov.bc.ca/sco/>
- Surrey Schools – Safe and Caring School Handbook – policies, procedures and guidelines for schools found on <http://www.surreyschools.ca>

Ministerial Order No.M 208: (a) a reference to each of the prohibited grounds of discrimination set out in section 7 (*discriminatory publication*) and section 8 (*discrimination in accommodation, service and facility*) of the *Human Rights Code*, RSBC 1996, c. 210