

**CHEMAINUS ELEMENTARY COMMUNITY SCHOOL and
THETIS ISLAND ELEMENTARY ANNEX**

Codes of Conduct are in alignment with all policies and procedures, specifically:

AP 104: District Code of Conduct**Policy 25: Identity, Belonging and Connection** and**Safer Schools Provincial Standards for Codes of Conduct Ministerial Order.**

- As per the Ministerial Order, all Cowichan Valley schools Codes of Conduct have at their core, the intention to be *educative, preventative, and restorative* in practice and response.
- Codes of Conduct are not a list of school rules.
- The Code of Conduct exists to help make the school a safe, caring, and orderly environment for learning and working.

Educative, Preventative, and Restorative

Conduct decisions will align with District and Ministry Policy Guidelines and will be employed with consistency and equity. Whenever possible, responses will be *educative, preventative, and restorative*, rather than punitive. Students, as often as possible, will be encouraged to participate in the development of meaningful outcomes to promote learning and growth. The primary function of addressing student conduct will be to correct, educate, and develop positive, contributing members of the school community.

Educative	Preventative	Restorative
Providing learning opportunities to understand and reflect on how their actions have impacts.	Proactively creating conditions that keep undesirable actions from happening.	Supporting students to participate in repairing, rebuilding, reinstating, redressing relationships.

All codes of conduct will include special consideration for age and ability:

Codes will be understanding of and sensitive to students with diverse abilities that interfere with their ability to understand or follow the school's code of conduct expectations.

Special considerations may apply in these circumstances. Some students externalize behaviours that may appear to violate the code of conduct. These circumstances should be approached sensitively and case by case in an educative, preventative, and restorative way.

This Code of Conduct must not discriminate against a student who cannot meet a behavioural expectation because of diverse abilities.

A. Statement of Purpose

Rationale for the Code of Conduct with a focus on safe, caring and orderly school environments.

At Chemainus and Thetis Elementary we believe that students should conduct themselves in a manner which reflects common sense (as deemed appropriate by the school), safety for self and others, and respect for all. Students are expected to behave in accordance with school guidelines while under school jurisdiction, whether on-site or representing Chemainus and/or Thetis Elementary in off-site activities.

B. Acceptable Student Conduct

Be Respectful to Yourself – caring about your learning and yourself, including safety.

- always do your best
- make good choices
- be on time and ready to work
- do your homework and use your planner
- eat healthy & drink plenty of water
- get enough sleep each night

Be Respectful To Others – considerate of others' personal feelings and properties.

- be polite and wait your turn
- treat others with respect
- use good listening skills
- be honest and tell the truth
- treat others with kindness, respecting others' race, religion and cultures
- ask before touching or borrowing things that do not belong to you

Be Respectful To Property – caring about your school and environment

- clean up after yourself
- take good care of materials
- ask before borrowing
- take care of school common areas

Be Safe – learn and follow school rules.

- walk calmly – no running in hallways
- stay in designated areas
- report dangerous situations to staff

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while at school or at any school sponsored function.

C. Unacceptable Student Conduct

Inappropriate behaviour can consist of, but is not limited to:

- disruption of the teaching and learning environment
- rudeness, swearing
- bullying (**a repeated, targeted action over time**)
- fighting (or play fighting)
- lack of respect for others, teasing
- throwing objects (rocks, sticks, snowballs, etc.)
- defiant behaviour, insolence
- running in the halls
- unauthorized leaving of school grounds
- littering/vandalism

SAFE & CARING SCHOOLS ARE –

FREE FROM ACTS OF:

- Bullying, cyber-bullying, harassment, threat, intimidation, exclusion 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).
- Theft and vandalism (or damage to personal and/or school property)
- Retribution against a person who has reported incidents

DO NOT TOLERATE THE PRESENCE OF:

- Intoxicating or banned substances (including alcohol, cigarettes 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

OR MISUSE OF ELECTRONIC DEVICES/COMPUTERS/CELL PHONES:

- School computers and other electronic devices are only to be used for school or education-related activities, whether they belong to the school or the student. They are not permitted for social networking, gaming, illegal, 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 or images of peers, without personal or parental consent.
- Visual and auditory recordings are not permissible at school unless permission has been granted 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.

All codes of conduct will include special consideration for age and ability:

3

Codes will be understanding of and sensitive to students with diverse abilities that interfere with their ability to understand or follow the school's code of conduct expectations.

Special considerations may apply in these circumstances. Some students externalize behaviours that may appear to violate the code of conduct. These circumstances should be approached sensitively and case by case in an educative, preventative, and restorative way.

This Code of Conduct must not discriminate against a student who cannot meet a behavioural expectation because of diverse abilities.

D. Rising Expectations

As students grow older and more mature, it is our expectation that they will be held to a progressively higher standard of personal responsibility and self-discipline and will accept increasing consequences for inappropriate behaviour.

E. Consequences of Unacceptable Conduct

Consequences will be applied in a fair and consistent manner and will take into account age, maturity, diverse abilities (ex. intellectual, physical, sensory, emotional or behavioural), severity and the frequency of actions. Wherever possible, consequences will be progressive, educative, preventative and restorative, rather than punitive in nature. Depending upon these and other factors, one or more of the following actions may be taken:

Minor Consequences

Educative	Preventative	Restorative
• Review of expectations • Completion of a behavior reflection form • Written assignment • Parents may be informed	• Problem-solve how to manage things differently • Break from class • Loss of privilege • Time out from class/activity	• Taking accountability • Structured group work • Name the problem and determine solution together to 'right the wrong'

Major Consequences

Inappropriate behaviour typically has the following consequences:

- Parents will be informed through one of the following methods: behavior reflection form, email, phone call, or in-person
- May include any of the above Educative, Preventative and Restorative practices listed above
- A progression of consequences including:
 - Short-term suspensions (in school or at home) of up to 5 days
 - Long-term suspension (over 5 days) or referral to district program
 - Consultation with police and/or fire department
 - Expulsion (in rare cases)

Consequences have the following expectations:

- Responses to unacceptable conduct should be consistent, and equitable.
- Wherever possible, consequences should be educative, preventative, and restorative, rather than punitive or disciplinary.
- As often as possible, students should be encouraged to participate in the development of meaningful consequences for violations of the code of conduct.
- We will always consider culturally appropriate and/or culturally sensitive approaches to conduct and consequences of conduct.

All codes of conduct will include special consideration for age and ability:

4

Codes will be understanding of and sensitive to students with diverse abilities that interfere with their ability to understand or follow the school's code of conduct expectations.

Special considerations may apply in these circumstances. Some students externalize behaviours that may appear to violate the code of conduct. These circumstances should be approached sensitively and case by case in an educative, preventative, and restorative way.

This Code of Conduct must not discriminate against a student who cannot meet a behavioural expectation because of diverse abilities.

Steps to Address Unacceptable Conduct:

a) Notification

In the event of a serious incident, the school has a responsibility to advise other parties of serious breaches of the code of conduct. Notification may take place as follows:

- Parent/guardian of student exhibiting major behavior problem - every instance.
- Parent/guardian of student on the receiving end of a major incident - every instance.
- Assistant Superintendent, and/or other District Staff
- Ministerial agencies and/or School Liaison Officer (RCMP)

b) Prevention of Retaliation

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.

F. Personal Digital Devices

Personal digital device means any personal electronic device that can be used to communicate or to access the internet, such as a cell phone or a tablet.

The use of personal digital devices is restricted at school in order to provide a focused learning environment and for the purpose of promoting online safety.

The following guidelines apply to the use of personal digital devices while at school or engaged in school-sponsored activities on- and off-site:

- The use of personal digital devices is for instructional purposes and digital literacy
- Personal digital devices may only be used during the school day under the direct supervision of a classroom teacher
- The use of personal digital devices must be appropriate to a student's age and developmental stage
- Personal digital devices related to providing accessibility and to accommodate needs, including creating equity to support learning outcomes, medical and health needs, is permitted under adult supervision
- The misuse of personal digital devices falls under our Safe and Caring Schools umbrella

G. Student Suspension

Suspension is one of many strategies in a complex problem-solving restorative process designed to support the student to address unacceptable conduct. Student suspension may be employed as part of the larger intervention process, which will be educative, preventative, and restorative. A parent or guardian, and the Associate Superintendent, will always be notified by the administration in the case of a student suspension.

REMEMBER THESE:**General School Rules for Day-to-Day Conduct (including, but not limited to):**

1. Respect the authority of school staff and follow directions.
2. Respect others at all times (do not engage in physical, verbal, emotional or psychological abuse (fighting, bullying, intimidation, intolerance of others because of dress, race, sex, culture or other perceived differences).
3. Speak and respond respectfully and courteously to adults and students at all times.
4. Behave in a way that will not result in injury to oneself or others, whether deliberate or accidental
5. Walk with care and talk quietly in all areas of the school (walk on the right side of the hall in a quiet and orderly manner)
6. Attend school regularly and be punctual
7. Strive to achieve your best in all you do (academic and otherwise)
8. Our school is our workplace; dress appropriately and please remove your hat when inside
9. No skateboards, scooters, roller shoes, nor roller skates are to be used on school grounds: please carry them once you arrive at school (and bring a change of shoes to change into if applicable).
10. Bikes should be kept securely locked in the bike racks and must be walked when on school grounds.
11. iPods, video games or other electronics or valuables are not permitted at school. The school does not assume responsibility for lost or stolen personal items.
12. Cell phones are only permitted for the purpose of safety and are to be turned off inside the building at all times (except in instructional cases with direct teacher supervision and permission). Please see the cell phone policy above under "Personal Devices". The school does not assume responsibility for lost or stolen cell phones.

Lunchtime: Upon the commence of the lunch break, those who have permission to go home for lunch will be dismissed to do so immediately. On days of very inclement weather, an "In-day" may be announced, and pupils are expected to find a quiet activity in their classroom to play or work on, however most days students will go outside (including during light-medium rain days – please ensure they are dressed appropriately).

Play Areas: Students are to remain on the school grounds at all times during the school day, and to play in the appropriate areas. Students must leave all their food wrappers inside the school and dispose of them properly in the garbage can.

CONCLUDING STATEMENT:

All Cowichan Valley Schools, including Chemainus Elementary Community School and Thetis Island Elementary Annex, ultimately strive to educate all students to be good citizens and make good choices. When student behaviour does not align with the code of conduct an educative, preventative, restorative approach is utilized. When discipline is involved, our philosophy is to be as least punitive as possible to promote a change in student behaviour.