

# École Sir James Douglas Elementary School

## Core Code of Conduct 2012/2013

The parents and staff of École Sir James Douglas Elementary School are committed to providing the opportunity for students to develop the life skills needed to deal with adversity, overcome challenges, and feel empathy for their peers as well as the confidence to stand up for what is right for themselves and others. The role of the Code of Conduct is to provide a clear, consistent, and fair set of behaviour expectations that allows all students to develop physically, socially, emotionally, creatively, and intellectually. This is the core Code of Conduct; the expanded version is available on the school and PAC websites or in the front office.

Our Rights	Our Responsibilities
<p><b><u>Safety</u></b>  <i>We have the right to feel and be safe.</i></p>	<p><i>It is our responsibility to</i></p> <ul style="list-style-type: none"> <li>• solve problems and conflicts peacefully, using strategies such as WITS</li> <li>• play safely and avoid threatening, teasing, excluding or hurting others with our body or words</li> <li>• follow school and safety rules and follow directions of school staff</li> <li>• inform an adult of incidents of bullying, harassment or intimidation or other safety concerns</li> </ul>
<p><b><u>Respect</u></b>  <i>We have the right to be heard and treated with respect.</i></p>	<p><i>It is our responsibility to</i></p> <ul style="list-style-type: none"> <li>• treat others in a kind and caring way</li> <li>• listen to others with respect and speak politely</li> <li>• respect the feelings and opinions of others and accept differences</li> <li>• encourage others in a positive way</li> <li>• be inclusive</li> </ul>
<p><b><u>Learning</u></b>  <i>We have the right to learn at school and at home.</i></p>	<p><i>It is our responsibility to</i></p> <ul style="list-style-type: none"> <li>• attend school regularly and be on time</li> <li>• participate in classroom learning activities</li> <li>• give our best effort in everything we do</li> <li>• be organized, listen and work cooperatively</li> </ul>
<p><b><u>Privacy</u></b>  <i>We have the right to privacy and to our own personal property and space.</i></p>	<p><i>It is our responsibility to</i></p> <ul style="list-style-type: none"> <li>• respect our property and ourselves</li> <li>• respect the personal space and property of others and accept their right to privacy</li> </ul>
<p><b><u>Clean School</u></b>  <i>We have the right to a comfortable and clean environment.</i></p>	<p><i>It is our responsibility to</i></p> <ul style="list-style-type: none"> <li>• clean up after ourselves</li> <li>• reduce, reuse, recycle and compost</li> <li>• treat École Sir James Douglas Elementary School and grounds with care</li> </ul>

### Rising Expectations

As students become older and progress through the grades, expectations of appropriate behaviour, self regulation and personal responsibility increase as does the expectation that students will make more mature decisions regarding their own rights and responsibilities. Age, cognitive development and special needs will be taken into consideration.

## Unacceptable Conduct

Unacceptable conduct that disrupts the learning opportunities of others, causes mental, physical and/or emotional harm to others, or demonstrates disrespect is not acceptable. Misbehaviours will be managed by the classroom teacher, supervisor and/or administration in a restorative process with the child to identify the behaviour, accept responsibility and decide together how to 'fix' what was done.

Examples of Misbehaviour	Possible Consequences
<b>Minor:</b> typically limited in scope and effect, for example, the result of being caught up in the moment or not considering results of their actions, such as: <ul style="list-style-type: none"><li>• disruptive classroom behaviour</li><li>• roughhousing</li><li>• hurtful name calling</li></ul>	<ul style="list-style-type: none"><li>• discussion with student</li><li>• lesson or activity to help student learn appropriate behaviour</li><li>• work towards resolution/restitution</li></ul>
<b>Major:</b> serious and deliberate actions that compromise safety or disrupt the learning of others, such as: <ul style="list-style-type: none"><li>• discriminatory behaviour</li><li>• bullying, cyber bullying, harassment</li><li>• overt defiance of staff</li><li>• physical aggression/verbal threats</li><li>• repeated minor misbehaviour</li></ul>	<i>In all cases, an incident report will be filed in the office with the administration</i> <ul style="list-style-type: none"><li>• discussion with student</li><li>• loss of privilege</li><li>• parent/team meetings</li><li>• may be sent home or suspended</li><li>• work towards resolution/restitution</li></ul>
<b>Critical:</b> deliberate actions resulting in emotional, mental or physical harm and serious disruptions to the learning environment, such as: <ul style="list-style-type: none"><li>• physical violence</li><li>• retaliation against a person reporting misconduct</li><li>• illegal acts</li><li>• sexual misconduct (language or behaviour)</li><li>• repeated major misbehaviour</li></ul>	<i>In all cases, an incident report will be filed in the office with the administration. Letters of Suspension are placed in the student's office file</i> <ul style="list-style-type: none"><li>• parental contact</li><li>• formal suspension (in/out of school)</li><li>• police involvement, if necessary</li><li>• work towards resolution/restitution</li></ul>

## Support for Victims

Whenever a student has been negatively affected by a major or critical behaviour, his/her parents will be contacted and informed of the incident. The school counsellor will connect with the family and offer to facilitate access to the appropriate community agency for follow up support.

## Parent Involvement If Incident Occurs

The school will make every effort to contact parents if a student has been disciplined or impacted by the behaviour of others. In cases where patterns of minor misbehaviour develop or incidents of major misconduct occur, parents will be invited to participate in developing strategies to support their child's restitution measures. In the case of suspensions, parents will be made aware of the applicable policies and appeals process.

## Understanding the Code of Conduct

Behaviour expectations outlined in the Code of Conduct are consistently taught and actively promoted throughout the year, using a variety of approaches and programs, including modeling, active listening, celebrating individuality and strategies such as WITS and restitution. Students, staff, parents and visitors are to conduct themselves appropriately at school, on their way to and from school, at any school-sponsored activities as well as through electronic communications.