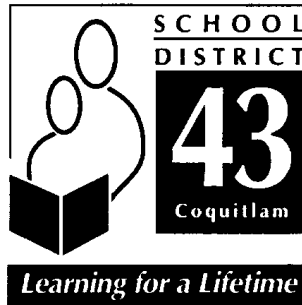


# Code of Conduct

## 2024-2025



June 2024

**École Mary Hill Elementary**

# École Mary Hill Elementary School Code of Conduct

## I. INTRODUCTION

École Mary Hill Elementary School promotes the values expressed in the *BC Human Rights Code* and believes that school cultures are shaped by the values and attitudes of the people they involve: school staff, students, parents and the wider community.

Students, while attending school and school-sponsored functions and activities, shall be subject to the District Code of Conduct for Students and the school's rules of conduct and deportment established by the Principal. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise. (Policy 17 -no. 6)

The purpose of this document is to provide a basic framework and common expectation for École Mary Hill Elementary students. The guidelines reflect the provincial standards for "Code of Conduct", as directed by School Act 85 (2) (c).

## II. CODE OF CONDUCT: KEY ELEMENTS

### 1. Process

- Discussions, presentations, input to and from school staff
- Discussions, presentations, input to and from the school PAC (Parent Advisory Council)
- Discussions and input to and from representative groups of multi-age students

### 2. Communication

- Code of Conduct published in student agendas and posted on school web site
- Revisions communicated in school newsletters as needed
- Discussions with PAC and Staff
- Discussions and reviews of the Code will occur in classrooms and at school gatherings, as appropriate.
- Parents and students will be reminded that the Code is in effect should students be participating in extra-curricular field trips and/or after-school events or programs

### 3. Implementation

- Strategies are continually reinforced to develop socially responsible behaviours in all students from K-5
- Classroom teachers purposely teaching principles and skills that will assist students in increasing their self-regulation and conflict resolution capacities
- Grade-group meetings will reinforce procedures and expectations for recess/lunch play times
- Developing and applying a school-wide framework to address interpersonal problem solving with common language and approach
- Communication between teachers and parents occurs when student demonstrates notable or repeated unacceptable behavior.
- Parents are expected to review the Code of Conduct with their child at the start of the school year and to submit confirmation of this on the Forms Policy Sign-Off sheet that is to be returned to the school at the start of each school year.

### 4. Monitoring and Review

- Annual review and update of the Code of Conduct.
- Conduct is continuously monitored to ensure codes reflect current and emerging situations.

### 5. Alignment

The Code of Conduct will align intently with:

- Classroom teaching relating to Social Responsibility and Social Emotional Learning
- The Human Rights Code and the District 43 Code of Conduct

## 6. Standards

### Statement of Purpose

- To establish and maintain a safe, caring, and orderly environment for purposeful learning
- To assist children in developing socially responsible behaviors, showing a developing awareness of their role as ethical decision-makers and moral citizens.

### Conduct Expectations

Conduct expectations apply during instructional time, break times, during school-organized or sponsored activities and beyond the school day. We acknowledge that online behavior can negatively impact the safe, caring, or orderly environment of the school and/or student learning. Although the focus of this document is on student conduct; it is expected that all adults model acceptable conduct at all times.

### Acceptable conduct

Students are expected to act in a respectful and safe manner at all times during the school day. This includes arriving at and leaving school, attending field trips and school functions at any location.

Students should:

- Treat all students and all staff members with care and respect
- Use positive language and avoid inappropriate words or verbal putdowns
- Act in a safe and responsible manner
- Respect personal space and property
- Respect the right of students to learn and teachers to teach
- Follow the rules, guidelines and instructions of all staff
- Report incidents of bullying, harassment or intimidation to staff in a timely and discreet manner
- Use computers and all technology responsibly - All student cellular phones or similar personal communication devices are to be appropriately stored during the school day. Any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 – Digital Responsibility for Students
- Be integral participants in the solving of problems or conflicts which may involve them
- Be honest and forthcoming about information pertaining to any situation that involves them.
- As per Section 8 of the Human Rights Code of British Columbia, a person must not, without a bona fide and reasonable justification, discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of the person or class of persons.
- Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise

### Examples of unacceptable conduct (not an all-inclusive list)

Students should not:

- Initiate or participate in acts of bullying (physical, verbal or relational), including cyber bullying
- Be involved in illegal acts such as possession of illegal substances, weapons
- Be involved in theft or property damage
- Be disrespectful with words or actions toward any student or adult, including guests in our school.
- Engage in any form of rough play or fighting
- Throw objects or stones other than play equipment

- Bring unsafe or inappropriate items to the school
- Enter an unsupervised area of the school without permission
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### **Rising expectations**

As students progress through École Mary Hill Elementary, they will assume the role of leaders. Our intermediate students are looked upon by the younger students to set good examples of socially responsible behaviors. Our intermediate students are expected to model acceptable conduct for our school community. Therefore, our older students will assume:

- Increasing personal responsibility and self-discipline
- Increasing consequences for inappropriate behavior

Special needs considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct due to a disability of an intellectual, physical, sensory, emotional or behavioral nature. (Policy 17 – no. 10)

### **Consequences**

Natural and logical consequences will be used to address breaches of the Code of Conduct.

Consequences are intended to promote thoughtful reflection by the student regarding the impact of their behavior on self and others rather than merely being punitive. We believe that a *restorative process* can help to promote social growth and repair relationships. We believe students' social behavior can improve as result of the insight that experience brings. In order to respond consistently and fairly to infractions, the severity and frequency of the infraction and the age and maturity of the child will be considered by school staff.

Serious breaches of the Code of Conduct may result in a student suspension should the breach create an unsafe environment for him/herself, other students or school staff. All reasonable steps will be taken to prevent retaliation by a person against a student who has made a complaint of a breach of the Code of Conduct.

### **Restorative Practice:**

As a school and District, we recognize the importance of modeling respectful and responsible processes for managing conflict. Whenever possible, we try to use a restorative approach to resolving conflict and teaching pro-social behaviors. The fundamental premise of restorative practice is that people are happier, more cooperative, productive, and more likely to make positive changes to their lives, when those in authority do things "with them", rather than "to them" or "for them". A focus of behavior intervention should be to help an offender recognize and repair any harm done.

Every effort will be made to support all students. However, if there are ongoing conduct issues after having implemented restorative interventions, more traditional discipline approaches may be used, separate or in conjunction with restorative interventions. All disciplinary decisions will be made with respect to the individual and context, and responses to conduct issues will take into consideration the student's age, maturity and past conduct.

### **Notification:**

Parents and guardians will be notified should there be a serious breach of the Code of Conduct. Parental involvement is necessary to help the child adjust his/her behaviour in order to meet Code of Conduct expectations. Should a serious breach of the Code of Conduct involve other students, the following parties will receive notification:

- parents of student offender(s)
- parents of student victim(s)
- school district officials, if deemed necessary
- police and/or other agencies as required by law

Please note that notification to parents will include details of the incident, not of consequences issued to specific children other than their own.

*A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.*

*Students should also be aware that the schools may collect, use, and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a),(b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Assistant Superintendent and Chief Information Officer Stephen Whiffin, at [swhiffin@sd43.bc.ca](mailto:swhiffin@sd43.bc.ca).*