

CODE OF CONDUCT



STATEMENT OF PURPOSE

At Ray Shepherd, we believe that all children have the right to learn in a safe, caring and orderly environment. Our expectations are that students, staff and parents will maintain an attitude that is cooperative, courteous and respectful. At Ray Shepherd the Code of Conduct follows the “SOAR” behaviour plan. Please encourage your child to “SOAR” like a hawk at Ray Shepherd.

At Ray Shepherd Elementary we **SOAR** so that we:

- S – Show Respect**
- O – Observe Safety**
- A – Accept Responsibility**
- R – Resolve Conflict**

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school or at any school-sponsored function. To promote and reward the positive aspects of a child's behaviour, students can receive a Hawk Feather from adults through the school when they have been observed doing something positive for themselves, for others or for the environment.

BEHAVIOUR EXPECTATIONS

Acceptable and unacceptable behavior while at school, attending school related activities (both on and off school grounds) or in any other circumstances where engaging in the activity will have an impact on the school environment. There will be rising expectations of behaviour as students mature.

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

Acceptable Behaviour:

Show Respect to Yourself, Others and Property.

Yourself: This involves caring about your learning and yourself.

Some examples include:

- always do your best
- make good choices
- be on time and ready to work

Others: This involves being considerate of others' personal feelings and properties.

Some examples include:

- be polite and wait your turn
- treat others with respect
- use good listening skills
- be honest and tell the truth

Property: This involves caring about your school and your environment.

Some examples include:

- clean up after yourself
- take good care of materials and school property
- ask before borrowing
- use garbage cans and recycling bins

Observe Safety.

This involves learning and following school rules in a safe and orderly fashion.

Some examples include:

- walk calmly – no running in hallways
- be aware of personal space
- stay in designated areas
- report dangerous situations to staff

Accept Responsibility.

This involves being responsible for your actions and your learning.

Some examples include:

- act appropriately and follow school rules
- effectively solve problems
- show good sportsmanship
- do your homework and use your planner

Resolve Conflict.

This involves resolving conflicts in peaceful ways.

Some examples include:

- * using your **WITS** (**W**alk away, **I**gnore, **T**alk it out, **S**eek help)
- * be a **WITS Leader** (**L**ook and listen, **E**xplore points of view, **A**ct, **D**id it work?, **S**eek help)
- * **THINK** before you Speak (is it **T**rue, is it **H**elpful, is it **I**nspiring, is it **N**ecessary, is it **K**ind)

Unacceptable Behaviour:

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

- rudeness, swearing
- fighting (or play fighting)
- lack of respect for others, teasing
- throwing objects (rocks, sticks, snowballs, etc.)
- defiant behaviour, insolence
- running in the halls
- littering

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 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

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.

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 timeout
- restitution – repair or replacement of objects. Some form of service to the offended party
- Review of expectations, written assignment and/or loss of privileges
- 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
- Suspension/Expulsion

NOTIFICATION:

School administration will advise parties as follows:

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

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;