



# David Livingstone Elementary School

## Code of Conduct

### R.O.A.R.S

Updated Sept. 2020

## Respect-Ownership-Attitude-Responsibility-Safety

*“The mission of David Livingstone Elementary School is to foster lifelong learning through personal student growth in physical, emotional, intellectual and social development in the context of our ever-changing world.”*

### Charter of Respect

At David Livingstone 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.

These expectations apply to behaviour at school, during school-organized or sponsored activities and conduct outside of regular school hours including online conduct, which could impact our safe and nurturing community.

- **Respect**
- **Ownership**
- **Attitude**
- **Responsibility**
- **Safety**

### Respectful at school looks like:

- Following all school safety rules
- Use words to solve problems
- Leave others' personal belongings alone
- Use inside voices and quiet feet when walking through the hallways
- When playing games with others, take turns and ensure the rules are explicitly explained
- Remember to use good manners (please, thank you, excuse me ...)
- Acceptance and celebration of others

### Ownership at school looks like:

- Do our own work and our share of group work
- Make amends for mistakes by apologizing repairing or replacing
- Report any unsafe, dangerous, or destructive behaviour
- Offer help to those that need it
- Take ownership of our own learning and come prepared to school everyday
- Make healthy choices

## **Attitude** at school looks like:

- Be well mannered, compassionate and helpful
- Work together to create a positive classroom and school environment
- Remember that learning can and should be fun
- Be gracious, courteous with our neighbours
- Recognize and show our appreciation for the efforts of others by applauding and asking questions when appropriate

## **Responsibility** at school looks like:

- Be good citizens and positive ambassadors of David Livingstone
- Report behaviour that is deemed inappropriate towards others
- Return what you borrowed and treat others' belongings as they were your own
- Use whisper voices in the hallways, stairways and washrooms
- Use the appropriate recycling containers

## **Safety** at school looks like:

- Staying on school grounds and designated areas from drop off time until pick up times
- Follow classroom rules and expectations
- Report any strangers to an adult
- Keep hands and feet to yourself
- Do not enter the gymnasium without adult supervision
- Watch where we are going and respect personal space

## **We Aim for our R.O.A.R.S. School Environment to:**

### **Be Free from Acts of:**

- Bullying, cyber-bullying, harassment and marginalization
- Threat and intimidation
- Violence of any form
- Abuse of any form
- Discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, ancestry or national origin

### **Be Free from Misuse of:**

- Cyberspace, cameras, cellphones, electronic devices, computers: students are to be aware that they may be subject to discipline or, if applicable, confiscation of personal property, for the misuse of technology if it negatively impacts on the school environment

### **Not Tolerate the Presence of:**

- Theft and vandalism
- Intoxicating or banned substance
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers

Our Code of Conduct is designed to provide guidelines for appropriate student conduct. The principal, support staff and Parents Advisory Council of David Livingstone Elementary School have agreed upon the following process to address student conduct.

### **Inappropriate Conduct**

Inappropriate conduct consists of, but is not limited to:

- Racism will not be tolerated in our school
- Rudeness, swearing
- Fighting or play fighting
- Lack of respect for others, teasing, spreading rumours
- Throwing objects (e.g. rocks, snowballs)
- Defiant conduct, insolence
- Moving unsafely on grounds, in halls and stairwells
- Unauthorized leaving of school grounds
- Littering

### **Consequences**

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities age and maturity. Consequences are intended to be educative, restorative and to maintain order in our school community.

### **Initial or Minor Misconduct**

Discussion with an adult

- Reminder of expectations
- Referral to classroom teacher
- Possible restorative consequence

### **Repeated or Moderate Misconduct**

Classroom teacher involvement

- Administrator involvement
- Parent involvement
- Loss of privileges, confiscation or restorative consequence

### **Chronic or Major Misconduct**

Classroom teacher involvement

- Administrator involvement
- Parent involvement
- Development of behaviour plan
- Possible informal/formal suspension

The sequence and nature of consequences may vary depending upon the age and cognitive ability of the student, and the circumstance.

### **Notification**

As circumstances warrant, administrators have a responsibility to advise other parties following an incident of severe conduct:

- Parent/caregiver of student exhibiting severe conduct
- Parent/caregiver of student on the receiving end of severe conduct
- Director of Instruction, Safe School team member and/or other District staff
- Ministerial agencies and/or School Liaison Officer (police)

The David Livingstone 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, effective October 17, 2007

BC Ministry of Education: Safe, Caring and Orderly Schools - A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007) both found at <http://www.bced.gov.bc.ca/sco/>

David Livingstone promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law—prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation—in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

The school will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of the Code of Conduct

## Consequences for Breaking the Code of Conduct

As students mature, it is understood that they will show increasing responsibility for their behaviour, decision-making ability and leadership. When considering the consequences for uncaring or unsafe behaviour, the school will take many factors into consideration including the severity and frequency of the actions, the students' age, personal history, maturity and special considerations for students with disability of an intellectual, physical, sensory, emotional or behavioural nature. Whenever possible, restorative and preventative strategies will be utilized, rather than punitive consequences in the problem-solving process.

### Level 1

- Staff member speaks directly to the child to problem solve the situation
- Student may be assigned a short time out, or a consequence fitting the indiscretion and the age/maturity of student(s)
- classroom teacher is informed

### Level 2

- administrator may be informed
- student may complete reflection sheet, planning page or write a letter of apology.
- Parents to sign and return.
- a consequence appropriate to the indiscretion, age & maturity of the student is assigned

### Level 3

- administrator is informed
- parent/guardian is contacted
- further consequences are considered

### Level 4

- STUDENT SUSPENSION AND EXCLUSION POLICY
- **School Act Policy:** If there is a violation of a very serious nature suspension will be immediate.
- Parents/Guardians are contacted by phone or letter.

## Student Suspension & Exclusion Policy

In accordance with the School Act, Sec 85(2)(ii) and (d), the Board authorized the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- because a student is wilfully disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.
- Because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.
- Because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per the District Student Code of Conduct, AP 350. As per AP 350 6.7.1 an educational program must be provided.