



## ***School Code of Conduct***

**2022-2023**

The Code of Conduct is reviewed annually by the staff at Horse Lake Elementary in consultation with the Parent Advisory Council and students. At Horse Lake Elementary we hold a common belief in a set of rights and responsibilities which supports a safe, caring and orderly learning environment. The guidelines in this document will reflect the school's philosophy of openness and mutual respect. Each student is to take personal responsibility for their behavior and contribute to the well-being and success of everyone at Horse Lake Elementary.

### **Horse Lake's Four Basic Behavior Guidelines:**

1. Behave in a safe and reasonable manner.
2. Respect the rights of others and their property.
3. Students will treat others as they themselves want to be treated.
4. Students will abide by 'hands off' rule.

Accompanying these rights and responsibilities is a set of rules which provides a framework for school discipline, while at school and school related activities. We believe that in order to have and maintain a positive school environment a cooperative effort between parents, staff, students and the community is imperative.

### **Communicating Expectations**

The Code of Conduct is to be reviewed and communicated to staff, students and parents at the start of each school year. Staff members meet as a team to review the Code of Conduct and behavioral expectations. The staff then reviews the Code of Conduct and behavior expectations with the students and a copy of the Code of Conduct is posted in the classroom and in the main hallway. The Code of Conduct is reviewed by the Parent Advisory Council; a copy is posted on the web page. Parents are requested to review the Code of Conduct with their children. Copies will be retained in the office for parents, temporary staff, school community members and visitors as required.

**At Horse Lake Elementary we believe in respect,  
responsibility, caring and acceptance**

# *Horse Lake Elementary Code Of Conduct*

1. The Code of Conduct and the BC Human Rights Code:
  - The contents of this Code of Conduct acknowledge that if there is a conflict between this Code and the Human Rights Code then the Human Rights Code shall prevail.
  - With respect to the Human Rights Code, this School Code of Conduct in no way intends to discriminate against a person or class of persons because of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.
2. Statement of Purpose:
  - The school recognizes that in order to create a positive, safe, caring and orderly school environment, it is essential that all members of the school community be aware of the expectations for student conduct while coming to, attending, and going from school. This Code of Conduct outlines those expectations for student behavior and the consequences for breaches of the Code of Conduct.
3. Where consequences for unacceptable behavior are concerned, whenever possible and wherever appropriate, consequences shall be restorative rather than merely punitive in nature.
4. Where appropriate, special considerations may apply to students with special needs who may not be able to fully comply with a Code of Conduct because of their disability.
5. The school and the Board of Education will take all reasonable steps to ensure no person affects retaliation on another for making a complaint resulting in a breach of the code of conduct.
6. It is expected that while involved in school related functions of any nature that students, parents, coaches and involved members of the greater community follow the school code of conduct as they are in essence acting as ambassadors of the school.
7. These conditions apply while students are in attendance at school, while travelling to and from school, and while attending any school function at any location.

## ***Students Rights and Responsibilities***

<b><i>The Right to:</i></b>	<b><i>The Responsibility to:</i></b>
<ul style="list-style-type: none"> <li>-be treated fairly and with respect and dignity</li> <li>-be free from discrimination in any form</li> <li>-be safe</li> <li>-to a quality educational program</li> </ul>	<ul style="list-style-type: none"> <li>-come to school prepared and ready to learn</li> <li>-show respect for themselves, for others and for those in authority</li> <li>-refrain from activities or actions that may compromise the safety of others</li> <li>-follow the established rules and take ownership for their own actions</li> </ul>

Certain behaviors have been highlighted in an effort to provide students, parents and staff with a guideline for school expectations in these areas:

### **Scent Free and Peanut Aware**

Student and parents visiting the school are to refrain from bringing or wearing cologne/perfume or strong deodorants. Peanut, tree nut and other food allergies are common and can be life threatening. Please contact your classroom teacher to be advised of any allergies in your child's classroom and follow the classroom protocols when sending lunches or other specialty food items to school.

### **Dress Code**

Students are to wear appropriate clothing to school, free of any advertisements for alcohol, tobacco, or cannabis. During inclement weather students are also asked to remove all outdoor footwear when entering the school and put on non-marking soled shoes.

### **Bus Conduct**

Students must abide by the Bus Conduct Rules as set down by the School District.

### **Electronic Devices**

Students will adhere to classroom rules for their devices (i.e. the teacher may ask to keep cellphones, iPod, etc in backpack during class time). The school is not responsible for lost or stolen devices.

- At no time should a multimedia device be used to capture an image or a voice recording of another person during school hours or school activities, unless specific authorization is provided by a principal and/or staff member.
- No pictures of students or staff in schools or at associated facilities or activities may be uploaded to school, public or private websites without the written consent of the person or persons and/or their parents or guardians, in the photograph.
- At no time should a multimedia device be used for the purpose of cyber-bullying which is defined as the use of any electronic communications device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile or unwanted manner under a person's false or true identity.

For more information regarding the use of multimedia devices in schools refer to Policy No. 312

In addition to the above expectations, the attending adult and/or classroom teacher handles the following **Level 1 Behaviors**: Disruptions/Disobedience, Tardiness, Lack of effort, Lack of respect, Inappropriate language/behavior, Homework issues, and Inappropriate assembly audience behavior.

## **CONSEQUENCES FOR LEVEL 1 BEHAVIORS**

Step 1 – Remind student of behavior expectations

Step 2 – Restitution by the student

Step 3 – Home contact by the teacher to discuss a student plan of action

The following **Level 2 Behaviors** are dealt with by the attending adult then reinforced as necessary by school administration: Lack of respect (Major), Truancy, Harassment Defiance / Willful Disobedience, Inappropriate internet use, Disrespect of teachers' personal space and belongings, Inappropriate behaviors on school trips, and Cheating or plagiarism

The following **Level 3 Behaviors** require immediate office referral: Repeated/Major harassment, Theft and vandalism, Fighting/Assault, Endangering safety, Possession/use of a weapon.

In addition, School District #27 has district-wide expectations for the following behaviors:

### **Tobacco, Alcohol and Drugs**

Students will not bring, use or be under the influence of tobacco, alcohol or illegal drugs while on any school property or school activity. All smoking, including tobacco, and the use of smokeless tobacco vapes or holding lighted tobacco are prohibited. See School District Policies No. 311, 740, and 3518.

### **Violence & Intimidations/Bullying**

Acts of violence, bullying or intimidation will not be accepted by either the School or the School Board. The school considers any act of bullying or intimidation to be a serious threat to the school environment and shall deal with any such act in accordance with Board Policy No. 390.

## **CONSEQUENCES FOR LEVEL 2 AND 3 BEHAVIORS**

Board Policy No. 320 Student Suspension / Exclusion will be used to guide the consequences for Level 2 and 3 Behaviors. The Board Of Education is also governed by Board Policy 390 – Safe and Caring School Communities.

### **BOARD POLICY 390 – SAFE AND CARING SCHOOL COMMUNITIES**

The Board of Education strives to develop positive and inclusive school cultures and is committed to fostering optimal environments for learning. A key part of this work includes fostering school connectedness and developing protocols for preventing and intervening in instances of bullying, and other worrisome behaviors.

The Superintendent will ensure the following to address efforts to achieve safe and caring schools: a) A District Safe School Coordinator is appointed, and teams are established as required to proactively support students and address safety concerns. b) Each school develops and implements a code of conduct in accordance with the Provincial Standards for Codes of Contact Order. c) The District makes the provincial on-line reporting tool for bullying and worrisome conduct available on the district and school websites. d) The District coordinates the development and implementation of a community violence threat risk assessment protocol.