



# Ladysmith Primary - Code of Conduct

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## Statement of Purpose

To establish and provide recognition, guidance and correction to students in maintaining a safe, caring and orderly working and learning environment that fosters the growth of Respect, Courtesy and Responsibility (RCR).

- **RESPECT:** people's feelings, property and learning environment
- **SAFETY:** be safe, help others to be safe
- **RESPONSIBILITY:** for learning, property and safe conduct

## Conduct Expectations

The following points are examples only and are not an all-inclusive list.

- **Behaviours that:**
  - Interfere with the learning of others
  - Interfere with an orderly environment
  - Create unsafe conditions
- **Acts of:**
  - Bullying, harassment or intimidation
  - Physical violence
  - Retribution against a person who has reported incidents
- **Illegal acts, such as:**
  - Theft of or damage to property
  - Possession, use or distribution of illegal or restricted substances such as firecrackers
  - Possession or use of weapons
- **Drug Trafficking**
  - Where there are reasonable grounds to conclude that a student is in possession of a substance for the purpose of selling, supplying or making available at school functions or while under the jurisdiction of the school, the principal should normally suspend the student immediately, inform the parents, and report the incident to the Assistant Superintendent's Office.

## Recognition

Staff reinforce and affirm positive, responsible choices with relevant verbal and/or written feedback such as RSR (Respect/Safety/Responsibility) sparkles.



## Student Suspension

When a student is suspended from his/her regular educational program the suspension should not exceed five (5) school days. If a suspension greater than five (5) school days, or expulsion from the district is warranted, this will be decided in consultation with the Assistant Superintendent's office.

## BC Human Rights Code

Our school's Code of Conduct is also guided by the *BC Human Rights Code* and specifically includes the guidelines pertaining to discriminations stated below:

### Discriminatory Publication

7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that:

- (a) Indicates discrimination or an intention to discriminate against a person or a group or class of persons, or
- (b) is likely to expose a person or a group or class of persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons.

### Discrimination in Accommodation, Service and Facility

- (1) A person must not, without a bona fide and reasonable justification,
  - (a) Deny to a person or class of persons any accommodation, service or facility customarily available to the public, or
  - (b) Discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

## Discipline Plan, Procedures and Consequences

### Discipline Procedures

- Responses to unacceptable conduct are pre-planned and consistent e.g., referrals as outlined
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct, e.g., participating in working through a "Think Sheet"

### Think Sheet (Quiet Room)

As a consequence for inappropriate behaviour a student may be required to complete a **Think Sheet**.

#### Inappropriate Behaviour:

- Hitting, roughing or physical abuse
- Throwing objects
- Defiance of authority
- Disrespectful/abusive language
- Disruptive in class



- Unsafe actions

The Think Sheet will usually be completed in the Quiet Room during Recess

The Think Sheet may require parent signature

**Code of Conduct Office Referrals:** Referrals to the principal will be issued for:

- Physical Abuse** (hitting, kicking, punching or otherwise physically hurting another individual in a non-accidental manner).
- Harassment/Intimidation** (Any unwanted act or comment that is hurtful, degrading, humiliating or offensive to another person, including acts or retribution against an individual who has reported an incident or otherwise attempts to instil fear in someone as a means of controlling that person).
- Defiance** (disobedient behaviour that undermines the authority of a staff member or the orderly functioning of a classroom).
- Misbehaviour/Disobedience** (any repetitive disruptive classroom or unsafe playground behaviour including: off task, uncooperative or interruptive behaviours that interfere with learning; throwing unsafe objects, playing or behaving in a manner without due regard for personal safety or the safety of others.)
- Illegal Acts** (Possession, distribution or use of illegal substances, triggering of false fire alarms, possession or use of weapons; theft; vandalism of private or school property.)

Conduct referrals to the office would see the following **consequences** as part of due process per school term (each reporting period):

**First Referral**            loss of lunch and/or afternoon recess if appropriate plus problem solving (Think Sheet) plus student calls home

**Second Referral**        loss of lunch and/or afternoon recess plus principal calls home

**Third Referral**            school suspension same day or following day if parent cannot be contacted. Parent/ student/ school conference before student returns to school. Referral to school counsellor if not already involved. Subsequent conduct referrals in a given school term would result in an individual in an individual plan with modifications to the school day as an option.

For the following, students can expect to be suspended from between one to five days: fighting, overt rudeness, alcohol and/or drug use, stealing, vandalism and any action that deliberately endangers the health and safety of others.

In addition to applying natural and logical consequences for misbehaviour, our discipline procedures include such methods as developing behaviour contracts and counselling for pupils.

### Notification

In cases of serious breaches of the Code of Conduct, the school will advise other parties, including:

- Parents of student offender(s) – in every instance
- Parents of student victim(s) – in every instance
- School district officials – as required by school district policy
- Police and/or other agencies – as required by law
- All parents – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.



### Parent Appeals

Parents may appeal the decision of any school board employee in disciplinary matters dealing with their children. The sequential steps to resolution are:

1. Classroom level if problem exists there. Talk to your child's teacher on matters of educational needs and classroom behaviour
2. School level – referral to the principal for non-resolved classroom concerns or issues of school conduct
3. Assistant Superintendent for issues not resolved at the school level
4. Superintendent of Schools
5. Board of School Trustees – appeals may be made to the Board in writing. The Board of Education is the ultimate decision making body of the District.

### Summary

The school will:

1. Use low key responses and winning over techniques to create connectedness and belonging

#### **If this is not sufficient**

2. Match the student's level of misbehaviour with an appropriate level of assertiveness

#### **If this is not sufficient**

3. Use logical consequences – usually applied by giving students either/or options or informal contracts

#### **If this is not sufficient**

4. Involve the school principal and the parents. All parties including the student will create a formal agreement specifying the consequences for continued misbehaviour which can include suspension or a modified day

### Playground Problems

Supervisory staff will issue think sheets and/or conduct referrals for serious infractions of the Code of Conduct as necessary. Minor inappropriate playground behaviours of a repetitive nature will be recorded on a playground clipboard. A second entry will result in removal from the playground for the remainder of the recess period and a telephone call home to parents. Upon a third listed minor incident in a given school term, the student would be issued a conduct. Subsequent problems would be documented by further conducts and probable loss of recess privileges for a period of time.

NOTE: LPS staff are involved with implementing the basic Principal PBIS (School-wide Positive Behaviour Intervention and Support)