

## Code of Conduct – Coghlan Fundamental Elementary

### Statement of Purpose:

- To establish and maintain a safe, caring and orderly environment for purposeful learning.



### Students at Coghlan are expected

- To be supportive, encouraging and friendly
- To be polite and courteous
- To be respectful to others and their property
- To be focused on what they are doing
- To solve problems in peaceful ways
- To speak respectfully to adults and fellow students
- To exhibit positive work habits
- To exhibit good sportsmanship
- To exhibit self control
- To use caution as a guide to safety
- To demonstrate increasing personal

responsibility as their age increases.

It is understood that there is a natural progression of expectations held for students as they become older, more mature and move through successive grades.

### Students must not

- Engage in behaviours that are unsafe for themselves or others
- Engage in behaviours that interfere with the learning of others.
- Engage in violent behaviours
- Engage in behaviours intended to bully, intimidate or harass others
- Engage in behaviours that support bullying, intimidation or harassment.
- Engage in theft or vandalism.

**(These are examples only of unacceptable conduct and should not be considered to be an all-inclusive list)**

### Consequences:

The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. Disciplinary action will be preventative and restorative whenever possible. Every effort will be made to ensure that the students understand the need for all rules and procedures and their relationship to achieving the goal of a safe, caring and orderly environment for purposeful learning. Students will be made aware of that what they have done is wrong. Responses will help students take responsibility for their actions and create solutions while keeping students' dignity intact.

For discipline to be effective the school and the home must work together as partners for the benefit of our children. Parents/guardians will be contacted when their child has been referred to the office for discipline. On occasion, school officials may have a responsibility to advise other parties of serious breaches of the code of conduct

## BEHAVIOUR EXPECTATIONS

It is important to impress upon students that there are three values that guide all behaviors at Coghlan Fundamental School. These values are:

- ❖ Respect
- ❖ Safety
- ❖ Responsibility



**Behaviour expectations for specific areas of the school are outlined on the next page.**

### General School Rules

1. Gum chewing in school is prohibited.
2. The piano is out of bounds to students unless permission is received.
3. Silence during a fire drill or earthquake drill is expected.
4. When difficulties are experienced on the playground talk to the playground supervisors.
5. The telephone is to be used only for emergency calls.
6. Use extreme caution when walking to and from vehicles.
7. Students are expected to line up in the appropriate areas and wait quietly for the teachers.
8. During the singing of O Canada, everyone in the building is to stand at attention.
9. It is expected that hats will be removed upon entering the building.
10. Respectful audience behaviour is expected during assemblies.
11. As a general rule, electronics are not allowed at school. By parent request, students may be allowed to keep a cell phone in their backpack for emergency use only

## Coghlan Fundamental Elementary School Behaviour Expectations

VALUES	HALLWAY	PLAYGROUND	CLASSROOM	WASHROOM	ASSEMBLY	CHANGE ROOM	GYM
<p style="text-align: center;"><b><i>Respect</i></b></p> <p><i>Value you, others, and the environment.</i></p>	<ul style="list-style-type: none"> <li>▪ Walk quietly</li> <li>▪ Stand aside to allow others to pass</li> <li>▪ Hold doors open for others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invite children to play with you</li> <li>▪ Take turns</li> <li>▪ Keep grounds clean</li> <li>▪ Care for living things</li> <li>▪ Clean shoes before entering building</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stand at attention for O Canada</li> <li>▪ Clean up after yourself</li> <li>▪ Keep the room and your desk tidy</li> <li>▪ Recycle</li> <li>▪ Accept differences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Take turns</li> <li>▪ Flush</li> <li>▪ Clean up after yourself</li> <li>▪ Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enter and exit quietly</li> <li>▪ Sit quietly</li> <li>▪ Use polite applause and recognition</li> <li>▪ Stand at attention for O Canada</li> </ul>	<ul style="list-style-type: none"> <li>▪ Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be encouraging</li> <li>▪ Follow the rules of the game</li> </ul>
<p style="text-align: center;"><b><i>Safety</i></b></p> <p><i>Keep yourself and others free from harm.</i></p>	<ul style="list-style-type: none"> <li>▪ Keep eyes ahead</li> <li>▪ Walk on the right</li> <li>▪ Walk single file when in line</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have feet first on slides</li> <li>▪ Sit on swings one at a time</li> <li>▪ Wear appropriate footwear</li> <li>▪ Keep one another from harm</li> <li>▪ Play with others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk quietly</li> <li>▪ Keep floor clean</li> <li>▪ Keep chairs in</li> <li>▪ Use equipment or supplies in a safe way</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sign out from your classroom</li> <li>▪ Wash hands with soap</li> <li>▪ Return to classroom right away</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sit keeping feet and hands to self</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep clothes off the floors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Freeze /stop instantly</li> <li>▪ Use general and personal space appropriately</li> </ul>
<p style="text-align: center;"><b><i>Responsibility</i></b></p> <p><i>Take ownership for all actions and learning. Accept consequences. Do your job.</i></p>	<ul style="list-style-type: none"> <li>▪ Move from one place to another without disturbing others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use equipment safely</li> <li>▪ Return borrowed equipment</li> <li>▪ Keep grounds clean</li> <li>▪ Be a good sport</li> <li>▪ Solve problems in peaceful ways</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be an active learner</li> <li>▪ Set goals to improve academic learning</li> <li>▪ Complete all assigned work on time</li> <li>▪ Do your best</li> <li>▪ Have perseverance</li> <li>▪ Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use at recess and lunch</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use audience manners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Change quickly and quietly</li> <li>▪ Keep belongings tidy</li> <li>▪ Remove all your belongings when you leave</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in all activities</li> <li>▪ Set personal goals to improve physical fitness and health</li> </ul>

## Dress Code

As a school of choice the school dress code reflects the conservative and respectful attitude of the fundamental school philosophy. Parents/guardians need to help guide children in determining what is appropriate to completely meet the dress code. Please remind children that school is their workplace. While at school the primary focus of students should always be on learning with distractions kept to a minimum. As a result students are to adhere to the following code when dressing for school.



- At Coghlan, students are to arrive at school appropriately dressed to honour the elementary learning environment and the weather of the day.
- Clothing should be modest in approach, with no low necklines, spaghetti straps, bare backs, short shorts or short mini-skirts well above the knees.
- Clothing should not have any inappropriate language/logos.
- Midriffs and underwear should not be exposed when sitting or standing.
- Hats/headscarves are permitted outdoors but must be removed inside the school building.
- Dangly jewelry and chains are potentially dangerous in the gym and on the playground. Students should not wear such items at school.
  - Appearance should not interfere with learning.
  - Makeup is not permitted.

Families are to ensure that their children are using good judgment, taking responsibility and showing respect for themselves and others. If the school feels your child's clothing is inappropriate your child will be asked not to wear the item again and in some circumstances, your child may be asked to change.

