



LANGLEY SCHOOL DISTRICT CODE OF CONDUCT

Purpose and Rationale:

The Langley School District Board of Education believes that, based on discussions with staff, parents and students, each Principal should establish the general school rules and discipline practices which reflect the school and District's expectations for students. These rules will be consistent with this District Code of Conduct, District Graduate Profile and related policies, and will be filed on an annual basis with the zone Assistant Superintendent for their school.

Through the writing of a District Code of Conduct, The Board expects school communities to maintain and develop a positive climate in which:

- the District Graduate Profile is understood by students and staff which guides the development of the District's behaviour expectations
- all students and staff feel safe, valued, and trusted, and have the opportunity to develop, assume and maintain responsibility and self-motivation
- there is a collaborative effort to learn and a feeling of mutual respect among staff, students and parents
- an on-going communication exists with parents that both encourages and provides increased opportunities for developing active and constructive parental involvement in their children's education

The Board supports school administration and staff in the maintenance of proper order and discipline that is consistent with Board policy, and believes that the responsibility for student discipline in school is shared among students, staff and parents.

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth.

Educators have a responsibility to establish a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility.

Parents have a responsibility to establish a positive learning atmosphere in the home, to be aware of school policies and procedures to support the school in the development of restorative practices and a peaceful community.

The Code of Conduct applies to behaviour both on school premises and off school premises where the activities are organized or sponsored by the school, or activities will have an impact on the school environment.

How Our Graduate Profile Directs Our Expectations for Acceptable Behaviour:

The Graduate Profile is the vision statement for the District. Its purpose is to describe the attributes of students graduating from Langley schools. All curriculum, administrative and teacher practice, assessment, evaluation and reporting processes, will be directed toward the achievement of this vision.

Progression of Expectations

It is recognized that discipline is learned over time with the modeling and support of the family and school community. Therefore, the youngest and least mature of our students require more time to learn how to behave in acceptable ways. Every situation has unique circumstances. As students mature it is expected that students demonstrate greater self-discipline and increasingly better performance aligned with the Graduate Profile.

Ethical and Respectful Citizens

Who act in caring, principled and responsible ways, respecting the diversity, gender, age, race, ability and cultural heritage of all people and the rights of others to hold different ideas and beliefs.

What this looks like...

- respecting self, others and the school
- helping to make the school a safe, caring and orderly place
- appreciating the impact of technology (e.g. cell phones) upon others
- “Making a Big Deal” with the purpose of accessing help for those in need (e.g. helping a classmate access counselling support)
- informing a “trusted” adult in a timely manner (in advance, if possible) of incidents of bullying, harassment, intimidation, discrimination or other BC Human Rights Code contraventions

What this doesn't look like...A Respectful Citizen would not...

- disrupt the learning of others and learning environment
- directly or indirectly cause harm to the physical or emotional well-being of others
- bully, harass or intimidate others
- interfere with an orderly environment creating unsafe conditions
- use threats, physical violence, retribution against a person who has reported the incidents
- participate in or knowingly associate with illegal acts, such as:
 - possession, use or distribution of illegal or restricted substances (e.g. drugs, alcohol, tobacco, fireworks)
 - possession or use of weapons (e.g. knives, chemical sprays, handmade weapons or implements to harm others)
 - theft of or damage to property (e.g. stealing of iPods, vandalizing lockers, writing on someone's textbook)

- promoting hatred or discrimination (e.g. wearing clothing with a “hate groups” logo, laughing at racial jokes, encouraging isolation of someone because of their ethnicity)
- threats or intimidation (i.e. verbal, text-messaging, gestures)
- use technology tools for the purpose of harm to others or the community (e.g. e-mail, internet use, text-messaging, social networking sites, phones, etc.)
- use technology tools (eg. phones, internet) that would place others at risk (e.g. using a cell phone during school lockdowns)

Democratic Participants

Who, as Canadian and global citizens, make knowledgeable decisions, and take actions which consider the needs of others, show historical awareness and are in accordance with the principles, laws, rights and responsibilities of a democracy.

What this looks like...

- solving conflict in peaceful ways
- understanding behavioural impact on others
- being knowledgeable of types of “Discrimination”, advocates non-discriminatory practice and reports concerns to administration

What this doesn’t look like...A Democratic Participant would not...

- ignore illegal acts or inappropriate behaviour
- purposely exclude or ostracize others with ill intent
- discriminate on the basis of gender, race, sexual orientation, culture, etc
- publish (print or electronic) or display any notice or symbol that indicates discrimination or is likely to expose a person or group to hatred or contempt
- discourage restorative resolutions or the seeking of help
- knowingly avoid social learning opportunities (e.g. skipping school assemblies)
- ignore their responsibilities for the impact of their actions in the local community and global community

Self-directed Individuals and Skilled and Knowledgeable Learners

Who in pursuit of personal and career goals display a strong work ethic, initiative, responsibility and a commitment to life-long learning while maintaining a balance in their lives.

Who demonstrate high standards of performance in reading, writing, listening and speaking; mathematics; the natural, applied and social sciences; the Fine Arts; the Applied Skills and information technologies.

What this looks like...

- attending school or work on a consistent basis without tardiness
- engaging in purposeful learning or training activities and applying efforts to the best of their abilities

- attending to learning or training in a timely manner and without distraction
- dressing in respectful and appropriate ways for a learning environment
- catching up on work missed due to illness or absence
- performing at an acceptable level in core subject areas

What this doesn't look like...A Self-Directed Learner would not...

- miss school or work without a valid reason (e.g. illness or family emergency)
- disrupt classroom instruction and work (e.g. late, classroom misbehaviours, avoid or disengage from their learning activities, opportunities or obligations

(e.g. off task, work completion or participation))

- dress in disrespectful and inappropriate ways
- avoid personal responsibility for the Code of Conduct
- use technology tools (eg. cell phones, MP3) during instructional time, unless with the consent of a teacher

Collaborative and Quality Contributors

Who demonstrate communication skills and commitment in pursuing group goals and purposes. Who contribute to the development of quality ideas, products and performance through learning, talent, creativity, flexibility, critical thinking and problem solving skills.

What this looks like...

- positively participating in the classroom and school community
- actively creating a climate of mutual respect and responsibility
- acting in a manner that brings credit to the school or local community

What this doesn't look like...A Quality Contributor would not...

- use inappropriate communication (put-downs, swearing, gestures, etc.)
- disrupt a working team or environment
- obstruct the opinion, ideas or efforts of others
- sabotage group goals and commitments
- use the work environment for self-serving reasons
- discredit the reputation of people, the school or community (e.g. poor field trip behaviour, gossip, littering or vandalism)

Consequences for Unacceptable Conduct:

Discipline is...

TEACHING... Any consequences will always be planned, thoughtful and fair while being aimed at educating, therefore being preventative and restorative, rather than merely punishing. There is a responsibility to actively teach expectations as a regular, cultural part of our community.

LOGICAL... All members of the community must understand that when they behave in unacceptable ways, there will be a logical and fair response.

INDIVIDUAL... The response will depend on the frequency, severity, and special circumstances of the incidence, and the age and maturity of the individuals involved.

MAINTAINING AND NURTURING RELATIONSHIPS... The desire is to ensure the development of goodwill, positive relationships and dignity for all individuals impacted and for their community.

ADVOCACY... Whenever possible or appropriate, an advocate or mentor (e.g. parent, special education case manager, aboriginal representative, etc.) will be present with the youth during the discipline process.

Progression of Interventions

Interventions will be utilized and progress in relation to the seriousness and frequency of behaviour.

Where behaviour escalates over a period of time, reasonable attempts to involve parent discussion and notice will precede any formal suspension.

The types of interventions will be varied, the following list is not inclusive, but are examples of remedial and discipline interventions:

IN SCHOOL -

- Warnings
- Parent phone calls or meetings
- Classroom interventions
- School-Based Team interventions
- Letters to communicate concerns and strategies with parents
- Counsellor interviews or assessments
- Confiscation of items
- Strategic In-School Suspension/Detention (focused opportunities to work on offending behaviours)
- Strategic Out of School Work Package (to be completed with family, external counsellors or other support agencies)
- School or Community Service (service learning related to the Code of Conduct)
 - Acts of Kindness

- Community Agency Support (e.g. Food Bank service)
- Reimbursement/Replacement (resolution gesture related to Restorative Justice concepts)
- Removal/Modification of School Activities/Programming

OUT OF SCHOOL (In District) -

- Specialist Referrals
 - Intervention Programs
 - School Specialists
 - Outside Community Agencies (e.g. Ministry of Children and Families, Langley Community Service, etc.)
 - Specialized Intervention Program for education and support
 - Project Resiliency Day Treatment
 - Restorative Action
- Suspension from the educational environment for a reasonable amount of time to ensure appropriate safety and planning of a future intervention

OUT OF SCHOOL (Out of District) -

- RCMP Victim Services and Restorative Justice Program
- Criminal Code Charges

School Specific Issues:

Knowing that each school in our district represents a unique community unto itself, each school would have rules and practices that reflect the intention of this District Code of Conduct, but would be unique to their site. Practices around such things as boundaries, closed vs. open campuses, dress codes, use of technology tools and other school procedures, etc. would be reflected within each school's Code of Conduct. These should be posted for easy access of students and parents. Schools would educate their population around the school practices and procedures to ensure compliance and understanding and involve the school community in an annual review of expectations.

Definitions:

The following definitions may be useful in the development of codes of conduct so that everyone in the school community shares a common understanding of terms that appear in the codes. They are not legal definitions, but have been commonly used in the school system.

Bullying behaviour: a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. Bullying behaviour is a type of harassment and intimidation. This aggressive behaviour includes physical or verbal behaviour, and is an intentional and purposeful act meant to inflict injury or discomfort on the other person.

There are three critical conditions that distinguish bullying from other forms of aggressive behaviour including:

1. *Power*: involves a power imbalance. Individuals who bully acquire their power through physical size and strength, through status within the peer group, and/or by recruiting support of the peer group.
2. *Frequency*: is repeated over time. Bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
3. *Intent to harm*: is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

Bullying Bystander: someone who supports the incident by observing, laughing or having knowledge of the incident and not seeking the appropriate assistance or intervention.

Cyber bullying: bullying behaviour which is carried out through an internet service such as email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and any new social networking technologies in the future.

Harassment: any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person is an act of harassment. Of particular concern is such behaviour that persists after the aggressor has been asked to stop. Any of the following behaviours could be considered harassment:

- condescending treatment that undermines another's self-respect, name-calling
- teasing, disrespectful comments
- gossiping, spreading malicious rumours, "dirty" looks, social ridicule, public embarrassment
- social isolation ("freezing out" or rejecting others), exclusion from a group, threatening to withdraw friendship
- repeated unwanted communication
- unwelcome jokes, innuendoes, insults, or put downs; taunts about a person's body, disability, religion, attire, age, economic status, ethnic or national origin
- insulting graffiti directed at an individual or group
- unwanted and uninvited sexual attention, particularly when it is intimidating
- hostile, or offensive to the recipient

Teasing and Taunting

Not all teasing is harmful--playful teasing can be fun and constructive. Teasing can help young children develop social skills that they will need in adolescence and adulthood. Playful or good-humoured teasing occurs when it causes everyone to smile or laugh, including the person who is being teased.

Taunting, or hurtful teasing, includes ridicule, name-calling, put-downs, and saying or doing annoying things. Unlike playful teasing, hurtful teasing may cause the person being teased to feel sad, hurt, or angry. More hostile teasing, which may include tormenting or harassing, may require ongoing intervention by a parent, caregiver, teacher, or school administrator.

Discrimination (Human Rights Code) An intentional or unintentional act which adversely affects a person or group on the basis of prejudice:

- **Discrimination in accommodation, service and facility** 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
- **Discrimination 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.

Intimidation: Intimidation is the act of instilling fear in someone as a means of controlling that person.

For example, any of the following behaviours could be considered intimidation:

- verbal threats: threatening phone calls, threats of violence against a person or property
- physical threats: showing a weapon, jostling, threatening to punch, stalking or following
- defacing or stealing victim's property
- daring or coercing victim to do something dangerous or illegal
- extortion (demanding payment or goods for a victim's safety)
- inciting hatred toward a victim
- setting up a victim to take the blame for an offence

Safe schools: schools in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion, and enables a constant focus on student achievement.

Caring schools: schools where it is known that a sense of belonging and connectedness – not just for students, but for everyone in the school community – is a necessary element in the creation and maintenance of a safe learning environment. Caring schools are ones in which members of the school community feel a sense of belonging and have opportunities to relate to one another in positive, supportive ways. All aspects of school life embrace and reflect diversity. The school is an inviting place for students, staff, parents and visitors. Staff members make conscious and concerted efforts to help other members of the school community feel connected.

Orderly schools: schools that are free from chaos and confusion, and alive with the sights and sounds of purposeful learning activities. Routines for repetitious activities are well established so students' minds and bodies are free to focus on the learning and development work at hand. A businesslike atmosphere exists, yet there is creativity and fun in abundance. Everyone in the school has work to do and does it in a timely way – and in a way that doesn't interfere with the learning and development of others. Everyone feels a sense of meaningful accomplishment, and feels the school is a good place to be. All members of the school community are informed about and exercise their rights and responsibilities as school citizens.

WEST LANGLEY ELEMENTARY SCHOOL

CODE OF CONDUCT

STATEMENT OF PURPOSE

At West Langley Elementary, we come together in a safe, nurturing environment to celebrate individual diversity, to foster respect for each other, to attain personal integrity and excellence; with a belief in our ability to make responsible choices, to contribute to our society and to meet the challenges of a changing world. Our Code of Conduct, developed by parents and staff, outlines our expectations of acceptable behaviour in order that all members of the school community feel safe and know what is expected of them.

All students are subject to our code of conduct while they are at school, as they travel to and from school, and attend school functions.

CONDUCT EXPECTATIONS

We believe that the school and home must work together to ensure the community is safe and students meet with success. The school expectations are taught and revisited regularly in order to maintain a positive school climate. Students are guided to develop self-control and self-discipline both in their behaviour and the completion of their school work.

STUDENT RESPONSIBILITIES

1. Students will exhibit behaviour that is consistent with the principles of common sense and courtesy to others.
2. *Students will, at all times, show respect for and consideration of their fellow students, the school staff, the building, their possessions and the possessions of others.*
3. *Students will follow the rules of safety established for the school and the classroom for their own personal safety and the safety of others.*

SAFETY

1. *From the time students arrive at school and are dismissed at the end of the day, they are to remain on the grounds and only leave if going home for lunch (permission must be granted by parents, teacher/principal) or picked up by a caregiver.*
2. *Students are to follow School District #35 (Langley) policy regarding weapons, replica weapons, matches, lighters, laser pointers, cigarettes, violence, alcohol, and drugs.*
3. *Students are encouraged to enjoy bikes, roller blades, skate boards and scooters but not on the school grounds a half hour before school begins or a half hour after school ends.*

STUDENT DRESS CODE

The school is a student's work place. As such, students are expected to dress appropriately, and to use common sense and good taste in dressing for work. Students are expected to:

- *wear tops that cover the midriff, back, chest, and shoulders. (Spaghetti straps are not acceptable. Straps are to be three fingers wide and cover undergarment straps.)*
- *remove their hats when they are in the school and classroom*
- *wear shoes at all times*
- *wear clothing or jewellery that **does not** use any materials or equipment, which depicts or represents drugs or alcohol, the drug culture, inappropriate or foul language, sexual suggestiveness, violence or double meaning.*

Should a student arrive at school dressed inappropriately, they should expect the teachers or administration to request that they take steps to correct the situation immediately. This may include removal of the offensive item or some action, which will reduce the noticeability of the item, including going home to change.

UNACCEPTABLE CONDUCT

As members of our school community, we expect students to work and play in a manner

that is safe for themselves and others. Behaviours that we believe to be unacceptable include:

- *not following the rules of safety*
- *disrupting the learning environment in the classroom or school*
- *bullying, harassment, and intimidation*
- *physical violence*
- *retribution against anyone who may have reported an action they felt was hurtful towards another.*

These are examples of unacceptable behaviours and are not an all-inclusive list.

CONSEQUENCES

Severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. While each discipline situation will be dealt with individually, we work to ensure that our responses to unacceptable conduct are consistent and fair. We use discipline as an opportunity to help students understand the consequences of their behaviour and to help them to plan a course of action to “make right” the harm they have caused. It is hoped these actions will also help students to think before they act, practice greater self-control and self-discipline, and become responsible citizens in their school and community.

NOTIFICATION

The teacher usually deals with issues that arise in the classroom. There may be times when the teachers feel the administration needs to be involved. If the administration feels that a serious breach of the Code of Conduct has occurred, students’ parents (or other parties as deemed necessary or by law) will be informed of the incident and the consequences.

References:

- i) Graduate Profile (SD #35)
- ii) Student Discipline Policy (#7016)
- iii) Student Harassment Policy (#7200)
- iv) Provincial Standards for Codes of Conduct
- v) BC Human Rights Code