



# Code of Conduct

## **Purpose:**

At Auguston Traditional we want all students to feel welcome, safe and secure both physically and emotionally. Our goal is to work together as a team with staff, students and parents to provide a safe, positive and orderly environment where everyone can learn.

**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.

**Staff** are responsible for establishing a positive school climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility.

**Parents** are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures.

**Members of our school community** are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the B.C. Human Rights Code. Our school recognizes that students and staff have the right to a safe, inclusive and welcoming learning environment regardless of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. Members of our school community are also responsible for becoming actively and productively involved in students' academic learning and social growth.

## **Student Rights and Responsibilities:**

Every student has the RIGHT to learn. It is my RESPONSIBILITY to be on time, be prepared, listen to instructions, do assigned work and work in a way that does not infringe upon the learning of others. Every student has the RIGHT to hear and be heard. It is my RESPONSIBILITY to listen and not interrupt those who are speaking.

Every student has the RIGHT to be respected and supported. It is my RESPONSIBILITY to respect and support others, and to avoid humiliating or belittling others, even if my intent is humour.

Every student has the RIGHT to be safe. It is my RESPONSIBILITY to treat others in a way that does not hurt them, or cause them to be afraid.

Every student has the RIGHT to privacy and to their own personal space. It is my RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.

As a member of society it is my RESPONSIBILITY to exercise my RIGHTS. I will not allow my rights or the rights of others to be threatened. If I cannot do something, I will tell a responsible adult about the situation.

## **Expectations of Students:**

The following list of behavioural expectations is not all inclusive, but it does provide some guidelines as to what we expect from our students at Auguston Traditional Elementary. All students are subject to the rules of the school while on the school premises, in going to and returning from school, and at all school sponsored games and functions, whenever and wherever they are held.

We expect students:

- To be courteous, kind, polite and well mannered.
- To be respectful of self, others, school property and surrounding properties.
- To be honest and act with integrity.
- To follow the instructions of the administrative and teaching staff and the lunchtime supervisors.
- To attend school daily unless they have parent permission to be excused.
- To participate in class and do their best.
- To dress appropriately. Students should be prepared to spend recess and lunch outside. Proper uniforms are required.
- To keep their hands and feet to themselves.
- To come to school prepared with the necessary materials.
- To play safely, respectfully and appropriately.
- To complete all homework within the given time and to the best of their ability.
- To walk and move about respectfully in the school.
- To use washrooms appropriately. Loitering and fooling around in the washrooms is unacceptable.
- To stay on the school grounds during school hours.
- To eat their lunch at their own desk and clean up after themselves. Food or drink is NOT permitted in any other areas of the school including the hallways, library, or gymnasium.
- To use common sense in all situations.
- To walk bicycles and scooters while on school grounds; to wear helmets (mandatory) when on wheels; and to secure bicycles in appropriate areas. Skateboards and 'wheelie' shoes stay at home.
- To remove their hats when they enter the school.
- To change and wear non-marking indoor shoes while in the school.
- To refrain from chewing gum unless under special permission from their teacher, parent or administration.
- To practice good personal hygiene.

Students will NOT:

- Physically or verbally abuse, harm or threaten others.
- Use inappropriate or offensive language.
- Disobey a staff member.
- Be disruptive in their class or in the school.
- Copy other people's work or cheat on tests or assignments.
- Leave the school grounds at any time during the school day unless they have written permission from their parent or guardian. Students must also make their teacher and the office aware of their absence.

**Rising Expectations:**

As students mature and become a more positive role model in our community, they will develop a deeper sense of pride and belonging to our school. This will enable older students to guide younger students in reaching their potential within a safe, caring and orderly environment. With maturity comes an increased awareness of personal responsibility, and potentially escalating consequences for inappropriate behaviour.

**Unacceptable behaviour:**

The failure of a student to follow the school rules is unacceptable. In most cases, incidents can be resolved by the students and the staff involved. Transgressions of the School and District Codes of Conduct will be dealt with in an appropriate and timely manner. Examples of transgressions include:

**Behaviours that interfere with:**

- The learning of others and the emotional well-being of others
- Our safe and secure environment
- One's own learning

**Acts, such as:**

- Bullying, harassment, or intimidation
- Physical violence
- Retribution against a person that has reported transgressions

**Illegal acts, such as:**

- Possession, use or distribution of illegal or restricted substances
- Possession or use of weapons
- Theft of or damage to property (ie vandalism)

The severity and frequency, age, and maturity of the students are taken into consideration when unacceptable conduct occurs. Additionally, considerations for a student's disability or diverse ability will be taken into account. Consequences will be consistent and fair. Disciplinary action, whenever possible, is preventative and restorative, rather than merely punitive. Escalating consequences include:

1. A discussion
2. A warning
3. A natural consequence such as a time out or being moved to a different space
4. A thinking sheet
5. Contact being made with student's parents requesting supportive actions as a follow-up
6. A referral to school-based team or administration
7. A referral to district support personnel
8. Suspension (in or out of school)

**Serious Breaches of the School Code of Conduct:**

When there is a breach of the School Code of Conduct, school officials may have a responsibility to advise the following:

- 1) Parents of offenders, victims
- 2) School district officials as required by school district policy.
- 3) Police and/or other agencies as required by law.
- 4) All parents when deemed to be important to reassure members of the school community.

**Retaliation Prevention:**

The school and school board will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of the code of conduct.

**Access to safe zones:**

Access Zones have been reinstated around K-12 public and independent schools to protect students, staff and families from disruptive protests. These zones, initially established under the Safe Access to Schools Act in May, 2024, are now in effect during school days from 7 am to 6 pm and during extracurricular activities. Police are empowered to arrest or issue tickets to anyone obstructing access, disrupting educational activities, or intimidating individuals within 20 meters of school property. We remain committed to ensuring that schools are safe environments for all students and staff.

**Student Use of Personal Digital Devices in School:**

We believe in promoting online safety and a focused learning environment. Students are expected to:

- Refrain from inappropriate computer usage and/or multi-media devices
- refrain from using personal digital devices during school hours unless given the expressed permission of the school administrator or their teacher

A personal digital device is any personal digital device that can be used to communicate or to access the internet, such as a cell phone, smart watch or tablet.

**Harassment and Bullying:**

Harassment or Bullying is repeated acts of inappropriate remarks, jokes, taunts, comments, gestures, sexually suggestive comments or actions that create an uncomfortable or hostile environment.

A Bully is someone who:

- uses power to hurt others or harm their possessions
- purposely scares or intimidates others
- is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.

If you are bullied, tell a parent/guardian, teacher or another adult with whom you feel comfortable discussing the incident(s) as soon as possible.

**Learning from our Mistakes:**

Every child in our school has the right to feel safe. Our policy on student conduct, discipline, and safety is built around common sense. We should all learn from our mistakes.

Serious misbehaviour such as fighting, verbal or physical abuse, defiance of staff, offensive language, or illegal activities may result in automatic suspension without the process described above.

Whenever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive and special consideration may apply to students with special needs who are unable to comply with expectations due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.