



## Robert Smith School

### Code Of Conduct

#### Statement of Purpose

The purpose of the Code of Conduct is to establish and maintain a safe and caring environment for learning at Robert Smith School. All members of the school community, who we believe have primary responsibility for their actions, are expected to follow the Code of Conduct. We encourage, teach and model self-control and self-discipline.

#### School Community Rights and Responsibilities

The following guidelines will help to ensure that all members of the Robert Smith School community are able to learn, share ideas and be heard without fear or intimidation.

- Each individual at Robert Smith School has the right to enjoy a safe and nurturing learning environment. It is the responsibility of each member of the community to maintain that safe environment.
- Each individual at Robert Smith School has the right to be respected. Each individual has the responsibility to respect themselves and those around them.

#### Conduct Expectations

1. Students at Robert Smith School must:
  - Be safe
  - Be respectful
  - Be responsible
  - Follow directions
2. Students are reminded that any teacher or staff member in the school has the responsibility to address and correct inappropriate behaviour.
3. Students will follow the Robert Smith School and Lord Selkirk School Division Code of Conduct.

#### *Acceptable Conduct*

Acceptable conduct is conduct that:

- Respects self, others and the school
- Helps to make the school a safe, caring and orderly place
- Engages in purposeful learning activities in a timely manner
- Acts in a manner that brings credit to the school community
- Informs a staff member, in a timely manner, of incidents of bullying, harassment, and/or intimidation
- Adheres to school/School Board policy respecting the appropriate use of internet, all forms of social media, digital cameras, cell phones and other electronic and personal communication devices

#### *Unacceptable Conduct*

Unacceptable conduct can include the following (but this is not an all-inclusive list of unacceptable behaviours). These behaviours include:

Behaviours that:

- Interfere with the learning of others

- Interfere with an orderly environment
- Create an unsafe environment

Acts of:

- Bullying, harassment and/or intimidation, including electronic media (cyberbullying)
- Physical, sexual, psychological, verbal abuse in person or through other media
- Discrimination as outlined in sub-section 9(2) of The Human Rights Code
- Using, possessing, or being under the influence of alcohol or illicit drugs on school property, or at school sponsored events

All students have the right to make a complaint against another student without experiencing retaliation from other students. All reasonable steps will be taken to prevent retaliation against a student who has made a complaint, because of a breach of this Code of Conduct.

- Illegal acts that will not be tolerated on school property:
  - Possession or use of weapons
  - Theft of or damage of property
  - Gang involvement or gang related incidents

Disciplinary action is considerate of students with special needs if these students are unable to fully comply with or understand the Code of Conduct due to a diagnosed disability of an intellectual, physical, sensory, emotional, or behavioural nature.

## Consequences

### *Rising Expectations*

- At Robert Smith School, we believe that as children become older, more mature, and move through the successive grades, we expect increasing responsibility and self-discipline from them. Consequences for inappropriate behaviour will increase with age and development of understanding.

### *Minor Offences*

- These will be handled “on the spot” by any staff member. Students will be made aware of how their actions were inappropriate, discuss how a better choice could have been made, and make it right.

### *Major Offences*

- Major offences fall into the following categories:
  - Conduct which interferes with or threatens the orderly functioning of the school or adversely affects the well-being of others
  - Conduct injurious to the safety and/or dignity of students or staff

Some examples of major offences are: physical abuse, open opposition to authority, stealing, vandalism, and continuous disruptive behaviour. The severity and frequency of unacceptable conduct, as well as the age and maturity of students, is considered in determining appropriate disciplinary action.

- Responses to unacceptable conduct are consistent and fair and appropriate to the offence
- Disciplinary action, wherever possible, is preventative, an opportunity to teach and learn, and follows the principles of restorative Action

- Students, as often as possible, are encouraged to participate in the development of meaningful consequences
- For major offences, consequences may involve the following:
  - In school suspension
  - Out of school suspension
  - A Board of Review

## **Notification**

Most issues arising from classroom behaviour are handled by the classroom teacher. Issues are referred to administration after consultation with the parent has not succeeded in altering the behaviour. Administration will advise parties of serious or continuous breaches of the Code of Conduct. For example:

- Parents of student offences – in every instance
- Parents of the victim – in every instance
- School district officials – as required by School Board 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

## **Appeal Process**

### *Disciplinary Decisions*

- All appeals must follow the School Board's established appeal process:
  - Teacher who made the disciplinary decision
  - School Principal
  - Superintendent of Schools
  - School Board
- Exceptions are suspensions more than five days and expulsions; in these cases, the appeal goes directly to the School Board.

**\*\*Please visit the Lord Selkirk School Division website for information about the Divisional Code of Conduct Policies.**