



**Clayton Elementary
School District #36 (Surrey)
CODE OF CONDUCT**

Here are the basic premises of our Code of Conduct. Specific rules will be reviewed with the students in September, and as the need arises. Every student receives a copy of the Code of Conduct. The Code of Conduct and rules and policies have been established for everyone's protection, safety and well-being. The staff will assist students in developing skills for resolving conflicts, problem solving and decision-making appropriate to their age for healthy learning and living.

FOUNDATION STATEMENTS

At Clayton Elementary we believe that:

1. Everyone in our school has a right to work and play in an environment which is safe, respectful and cooperative. As an example, but not exclusively:
 - a) Walk calmly – no running in hallways
 - b) Stay in designated areas
 - c) Report dangerous situations to staff
 - d) Clean up after yourself
 - e) Take good care of materials
 - f) Ask before borrowing

2. Everyone in our school is expected to respect the rights of others and to accept responsibility for his or her own behaviour. As an example, but not exclusively:
 - a) Be polite and wait your turn
 - b) Treat others with respect
 - c) Use good listening skills
 - d) Be honest and tell the truth

3. Everyone in our school is expected to resolve problems in a positive and peaceful way. As an example, but not exclusively:
 - a) Always do your best
 - b) Make good choices
 - c) Be on time and ready to work
 - d) Do your homework and use your planner

4. Our school, as a safe and caring environment is free of: bullying, cyber-bullying, harassment, threat, intimidation, violence in any form, abuse in any form, discrimination in any form, theft and vandalism.

5. We do not tolerate the presence of:
 - a) Intoxicating or banned substances
 - b) Weapons or replica (toy) weapons
 - c) Explosives
 - d) Intruders or trespassers – All visitors must first report to the school office

STUDENT BEHAVIOUR GUIDELINES

The school and classroom rules reflect what we believe to be the concerns of society in general. Students are expected to conduct themselves in a manner, which reflects our (SHARP) student responsibilities:

Safe, Helpful, Accountable, Respectful and Positive.

We encourage and support our students:

- a) to conduct themselves in a safe manner
- b) to be helpful to others
- c) to be accountable for their work and behaviour
- d) to be respectful of all of the members of our community as well as school and community property
- e) to have a positive attitude which they demonstrate through good sportsmanship, community service and a willingness to make an extra effort to maintain a school community, which is productive and encouraging to all its members
- f) solve problems in a peaceful and positive way

Students are expected to observe these guidelines in all school contexts:

- a) traveling to and from school
- b) in classrooms
- c) in the school buildings and on the grounds
- d) at school functions, and on field trips

Behaviours sited in our Code of Conduct are examples only and not an all-inclusive list. As students mature through successive grades the expectations for meeting the behaviour guidelines consistently and fully, increase.

DRESS CODE REQUIREMENTS

Clayton is viewed as your child's workplace and as such, appropriate work clothes are required. Shirts and tops need to cover the midriff section of the body. When a student raises their arms, if their stomach is not covered then the shirt is too short or the pants are too low. No clothing should contain any designs or sayings of an offensive nature. We also ask that no spaghetti straps or off the shoulder tops be worn. Students should dress comfortably and casually so that they are prepared for a range of school activities.

OTHER

1. **Attendance:** It is the students' responsibility to be punctual and to attend school daily unless ill or excused by parents.
2. **Respect and compliance:** Students are expected to follow directions given by adults in charge without arguing or being disrespectful
3. **Harassment:** Students will in no way make inappropriate physical advances, comments or gestures to any person on school property or on the way to and from school. Students will not continually annoy any person on school property or on the way to and from school.
4. **Anti-racism:** It is the student's responsibility to be respectful of other people, their cultures and traditions. Verbal and behavioural insults will not be tolerated.
5. **Violence:** It is the student's responsibility to help ensure that the school environment is violence free.
6. **Smoking:** It is the student's responsibility not to smoke or have in his/her possession matches, lighters or cigarettes.
7. **Illicit substances:** It is the student's responsibility to have no illicit substances in his/her possession while at school or on route to or from school. No student will be allowed to remain in school while under the influence or possession of illicit substances.
8. **Firecrackers:** It is the student's responsibility not to bring firecrackers to school
9. **Weapons or replicas:** It is the student's responsibility not to bring to school, or be in possession of weapons at school, nor items that can be used as weapons or replicas of weapons.
 - a. Weapons are defined as:
 - b. Real (i.e. guns, knives, etc.)

- c. Replicas – such as toy guns, knives, etc.
 - d. Anything that can be used as a weapon – such as chains, razor blade or shard of glass
10. **Reporting:** It is the student’s responsibility to report to persons in authority (i.e. parents, teachers, the principal, counsellor, etc.) about activities relating to harassment, violence, weapons or other serious matters. All such reporting events will be treated seriously as will any retribution towards any person who has made such a report.
11. **Telephone and Electronic Devices:**
- a) Students require permission from his/her teacher or staff member to use a school phone
 - b) Use of personal cell or electronic device may be appropriate if the teacher wishes to engage in Bring Your Own Device Activities. If a cell phone is at school but not in use for educational purposes, the classroom teacher will lock these up safely in the teacher cupboard.
 - c) When not requested to have personal devices at school, students are advised to leave electronic devices at home and that they are the sole responsibility of the student.

INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour can consist of, *but is not limited to:*

- Rudeness, swearing
- Fighting (including play fighting)
- Lack of respect for others, such as teasing
- Throwing objects (rocks, sticks, snowballs, etc.)
- Defiant behaviour, insolence
- Running in the halls
- Unauthorized leaving of school grounds
- Littering
- Discrimination in any form
- Intimidation or threatening behaviours of any form
- Theft

CONSEQUENCES

Consequences will be applied in a fair and consistent manner, respecting and involving individual rights and responsibilities. Furthermore, consequences of unacceptable behaviour must take into account the student’s age, maturity and special needs (if any - such as intellectual, physical, sensory, emotional or behavioural disability) severity and frequency of actions and whenever possible and appropriate, focus on being restorative rather than punitive in nature. Depending on the severity and frequency, one or more of the following actions will be taken:

- Review of expectations, written assignment (student writes about the problem, his/her involvement and a plan for a commitment for subsequent improved behaviour and/or loss of privileges)
- Parents are informed
- Meeting with the parents
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days) or referral to district program
- Consultation with police and/or fire department
- Expulsion

For more serious, repeated infractions, the following consequences could be applied:

- In-school suspension where he/she works on class work but is located apart from the class, usually at the office.
- Out-of-school suspension
- The student may be required to participate in a counselling program
- Restitution may be made

Although very rare at the elementary school level, the following consequences may also be applied:

- The matter could be referred to the District Student Conduct Committee
- The student could be placed in an alternative learning situation
- The student could be expelled

NOTIFICATION

As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- Parent of student exhibiting major behaviours (in every instance)
 - Parent of student on the receiving end (in every instance)
 - Assistant Superintendent, Safe Schools team member and/or other District Staff
 - Ministerial agencies and/or School Liaison Officer (Police)
-

CODE OF CONDUCT

I have read the Code of Conduct and understand that the Code of Conduct and rules and policies have been established for everyone's protection, safety and well-being.

Student Name (please print)

Student Signature

Date

Parent Name (please print)

Parent Signature

Date