

# CHELSEA ELEMENTARY CODE of CONDUCT for Students, Staff, and Parents/Guardians

## “Respect for All, By All”

At Chelsea Elementary, we believe that all students and staff have the right to learn in a safe environment. Each person is expected to work towards creating a climate that is positive and productive. No person has the right to exhibit behaviours that infringe upon the rights of others. We believe that school and home share the obligation of teaching our students appropriate behaviour, a sense of responsibility and respect for themselves and others. Our Code of Conduct is required to ensure that students, parents/guardians (hereafter "parents") and staff all understand the standards we expect at Chelsea Elementary School and at Chelsea School Daycare. Students are asked to seek staff support when facing any type of conflict and we will help. The main purpose of this document is to set clear expectations for all students, staff and parents. Although no document can account for every situation that arises in a school, this Code of Conduct attempts to set clear and specific guidelines. These guidelines will be applied fairly and consistently.

The rules apply at all school-related events whether or not held on school grounds, including on school board transportation. The following are approaches which will be applied consistently by the Principal, or Principal’s designate:

- Setting and explaining clear and reasonable expectations.
- Communication and dialogue with students and parents: ideally, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the issue and a learning opportunity is always the goal.
- Parents will be notified of a rule violation by their child in writing, by phone or in person.
- Parents will, as appropriate, receive written reminders to work with the school to ensure their children are meeting the expectations of the Code.
- Parent involvement for continually disregarding school rules will be mandatory.
- One of the standard school-related consequences listed in the final section of the document may be applied.

Behaviours	Expectations	Potential Interventions
How We Communicate	<ul style="list-style-type: none"> <li>- Communicate and treat others in a courteous and respectful manner and expect to be treated with courtesy and respect.</li> <li>- If behaviour is inappropriate, students, staff or parents will be asked to openly and respectfully converse to address the situation or seek assistance in dealing with the issues.</li> <li>- If a person believes they have been treated disrespectfully by a staff, student or parent, please discuss the situation with staff or the Principal.</li> <li>- Chelsea Elementary community believes that a strong working relationship between home and school will benefit our students and therefore, parents and staff are encouraged to always find respectful solutions to all issues.</li> </ul>	
Punctuality and School Attendance	<ul style="list-style-type: none"> <li>- Students are to arrive before 8:05 am. Students who arrive after 8:05am miss the beginning of the morning lesson. We ask that parents ensure students are ready for class at 8:05am.</li> <li>- Parents will ensure that students attend school regularly and will notify the school of absence by phone or email.</li> <li>- By law, parents must ensure that students attend school regularly.</li> <li>- Staff will take attendance and communicate with parents if concerns arise.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents will be notified by school if a student is absent and not verified.</li> <li>- Continued unjustified absences or late arrivals can result in a letter of concern from administration and notification to outside services.</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>- Students, staff, and parents when volunteering at school, will dress appropriately; choice of clothing will not include or promote the following: inappropriate language, vulgarities, racism, revealing clothing (e.g. spaghetti straps, midriffs, underwear, open sided tops).</li> <li>- Headgear (hats, bandanas, toques, hoods) are not to be worn inside the school, except with express permission from Principal.</li> <li>- Staff and Administration will begin each school year by outlining at an assembly what appropriate clothing should look like.</li> <li>- Parents will reinforce the importance of choosing appropriate dress.</li> </ul>	<ul style="list-style-type: none"> <li>- Students and staff will be requested to change clothing immediately to rectify violation of dress code; parents may be reminded of the Code for future events.</li> </ul>

<p>Internet/ Computers/ Multimedia</p>	<ul style="list-style-type: none"> <li>- During class time, students will use technology for educational purposes only.</li> <li>- Students must always be under the supervision of school staff when using technology within the school.</li> <li>- Students will not access the wi-fi unless directly authorised for in-class school work.</li> <li>- Students will not access inappropriate websites.</li> <li>- Students will not record or videotape others within the school or on school property or while using school board transportation unless it is supervised by staff and it is for educational purposes. Any student, staff, or parent recording or videotaping must request permission of the persons being recorded or videotaped, and of their parents when applicable.</li> <li>- Multimedia is a powerful teaching tool; students and staff are expected to use it to enhance, support and enrich learning.</li> <li>- At the discretion of staff, students may have limited access to multimedia during non-instructional time.</li> <li>- Electronic devices which are designated as educational/learning aides to specific children shall not be shared with, or used by, other children unless directed to do so by staff and under staff supervision.</li> <li>- A variety of noon hour activities will be offered. Multimedia choices will be offered only on a limited basis.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Technology related issues may result in a loss of school computer/technology accessibility and use. Interference with other students or staff accounts will result in automatic loss of privileges and possible suspension from school.</li> <li>- Students using “non-authorized” multimedia will lose their privileges for a period determined by the teacher and/or administration (e.g. “non-authorized”, non-educational media, audiovisual and technology not approved by the school).</li> </ul>
<p>Cell-Phones/ Electronic Devices</p>	<ul style="list-style-type: none"> <li>- Any student that needs to call/contact home will be welcomed to ask the office for support.</li> <li>- Students will not use portable electronic devices (i.e. ipods, cameras, cell phones etc.) at school or daycare between 7:00 am and 6:00 pm unless part of a class assignment and specifically permitted under staff supervision.</li> <li>- Parents are asked to reinforce this and the notion of responsible use of electronic devices when permitted (i.e. bus ride, field trips, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences. Staff will be consistent in applying this rule.</li> <li>- Unauthorized e-devices will be confiscated and returned at end of day.</li> <li>- Repeated violation will result in extended confiscation and retrieval by parents.</li> </ul>
<p>Completion of Assignments</p>	<ul style="list-style-type: none"> <li>- In accordance with teacher directives, it is mandatory that assignments are to be completed to the best of a student’s ability and returned on the due date.</li> <li>- When absent, a student is expected to make an effort to catch up missed work by checking class websites, contacting other students or the teacher immediately upon return.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Potential loss of marks for late assignment. A mark “0” can be assigned for work never completed/submitted.</li> <li>- Extensions may be given.</li> <li>- Completion during recess or lunch detention. In this event, time will still be allotted for gross motor activity.</li> </ul>
<p>Classroom Behaviour</p>	<ul style="list-style-type: none"> <li>- Please see our Behaviour Matrix (attached).</li> <li>- Students, staff and any parents in the classroom will behave respectfully and in a manner that is conducive to learning.</li> <li>- Students will follow the school and classroom guidelines.</li> <li>- Our goal is for all student behaviour and attitude in the classroom positively impact the educational success of all students. More specifically, teachers can expect that students: <ul style="list-style-type: none"> <li>• arrive to class on time;</li> <li>• are prepared for class with all materials necessary for class that day;</li> <li>• are attentive to the task at hand until dismissed by the teacher;</li> <li>• show respect and consideration for others; and</li> <li>• demonstrate care and consideration for the property of others.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Misbehaviour will be dealt with by the classroom teacher with pedagogically-based strategies.</li> <li>- Student may be given the opportunity to reflect by being temporarily sent to another classroom.</li> <li>- Continued misbehaviour and disregard to interventions will result in a referral to the Principal.</li> <li>- Parents will be notified.</li> <li>- Further behaviour issues will result in a team meeting involving teacher, parents and administration.</li> <li>- Referral to external resources if appropriate (CLSC).</li> <li>- Alternative placement.</li> </ul>

<p>Violence, Disrespect, and Bullying-Type Behaviours</p>	<ul style="list-style-type: none"> <li>- Please see our Anti-Bullying and Violence Prevention Policy for a more detailed discussion.</li> <li>- Students, staff and parents will respect individual differences and diversity – take a stand against bullying and violence.</li> <li>- Students should report to an adult they trust if they are being bullied or subject to violence.</li> <li>- Students are expected to help someone who is being bullied or subjected to violence, e.g. by telling an adult (We help, We tell, We include).</li> <li>- Parents will watch for signs that their child may be a victim of bullying or violence, or exhibiting bullying or violent behaviour.</li> <li>- Parents and students are strongly encouraged to report bullying and violence to teachers and/or admin.</li> <li>- Staff will respond seriously to <u>all</u> reports of bullying and violence by investigating, discussing and reporting in writing to the Principal.</li> <li>- Staff will foster an inclusive, safe, caring culture wherein students feel they can speak to staff about their concerns.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Victim: parents notified in writing, conferencing with admin and teacher to discuss support.</li> <li>- Perpetrator: written warning to parents and student; withdrawal from school activities and privileges.</li> <li>- To provide space for the victim, mentor with an adult, appropriate social skills and interactions taught.</li> <li>- Referral to CLSC for services if needed.</li> </ul>
<p>Personal Safety and Security Behaviours</p>	<ul style="list-style-type: none"> <li>- Possession of weapons/replicas: anything used or intended for use in causing death or injury to a person (whether designed for that purpose or not) and, any replica of a weapon used for the purpose of threatening or intimidating any person are prohibited. Weapons or “weapon-like” devices of any kind, including toys, are never permitted on Western Quebec School Board property or transportation.</li> <li>- Violence of any kind towards others will never be tolerated. Physically or verbally abusive behaviours must be reported to the Principal immediately.</li> <li>- Play fighting, rough play or tackle type games are prohibited.</li> <li>- Intimidation – to frighten, force, discourage or inhibit by the use of verbal or non-verbal actions in order to influence conduct - is prohibited.</li> <li>- Harassment – systematic or persistent verbal or physical action such as taunts, insults, annoyances, demands, etc., designed to inflict distress - is prohibited.</li> <li>- Threats – verbal promise or overt action forewarning trouble, worry or harm - is prohibited.</li> <li>- Assault – an unlawful personal attack (including menacing words or gestures), an attempt to cause injury, unwelcome physical interference with another person - is prohibited.</li> <li>- Vandalism – the deliberate damage or defacement of property, including school grounds, buildings, equipment, books and personal property - is prohibited.</li> <li>- Extortion – intimidating or threatening behaviour intended to extract money, services or property- is prohibited.</li> <li>- Bigotry – written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation - is prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences (see below).</li> <li>- Mediation with teacher, supervisor, or Principal.</li> <li>- Withdrawal from school privileges.</li> <li>- Suspension.</li> <li>- Police involvement.</li> </ul>
<p>Leaving Property</p>	<ul style="list-style-type: none"> <li>- The teacher will dismiss the students at the appropriate times.</li> <li>- Students may ONLY leave the property when: 1) picked up by a parent or guardian or by authorized school board transportation or are authorized to walk/bike home or 2) are accompanied by a staff member on a school activity or event.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Suspension.</li> </ul>
<p>Inclement Weather</p>	<ul style="list-style-type: none"> <li>- The safety and well-being of students is paramount.</li> <li>- Shortened or indoor recesses are options.</li> </ul>	

Impacting Recess or Lunch	<ul style="list-style-type: none"> <li>- The Principal is responsible for the safety of all students. A decision regarding recess/lunch activities will be made prior to each recess/ break during the school day</li> <li>- The Principal will make an informed judgement on indoor recess when it comes to extreme cold/hot (-25 with wind chill / +35 with humidity) temperatures and/or extremely rainy days (other unforeseen factors).</li> <li>- Parents are expected to send students to school prepared and dressed appropriately for weather that is not extreme (eg. cold temperatures, rainy weather).</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Teachers will set and post written standards consistent with the school code of conduct for their own classes at the beginning of the school year. These standards must be respected by their students.</b></li> <li>• <b>Staff members of Chelsea Elementary must address any misbehaviour on school premises or on field-trips.</b></li> <li>• <b>A student who does not respect the words or actions of a staff member is to be reported immediately to the Principal. Staff members are asked to report any suspicious behaviour, graffiti, theft or vandalism to the Principal.</b></li> <li>• <b>When a student is asked to relinquish possession of any of the above prohibited articles, staff members are required to bring it to the Principal.</b></li> </ul>		
<i>Criminal Code</i>	<ul style="list-style-type: none"> <li>- All students, staff, and parents are expected to abide by the Criminal Code of Canada.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- Police involvement.</li> </ul>
Western Quebec School Board	<ul style="list-style-type: none"> <li>- All parents, students, and staff must follow the policies of the WQSB.</li> </ul>	<ul style="list-style-type: none"> <li>- Standard school-related consequences.</li> <li>- School and/or Board sanctions.</li> </ul>

**Standard School-Related Consequences:**

If a student violates the rules at Chelsea Elementary, certain consequences must follow. The specific consequences will be determined on the basis of the severity and/or frequency of the issues and will take the age of the student into account. Students and parents will be informed of the consequences students receive directly by email, phone conversation and/or meeting. Communication and Dialogue with students and parents is a priority. Preferably, all issues we face at the school level are learning experiences for everyone. The first line of intervention will always be a conversation with the student about the concern and an intervention will be viewed as a learning opportunity. Here is a list and brief description of potential standard school consequences:

1. Detention: Detentions can be assigned at recess or lunch. Students are expected to bring their lunch to the designated room. The sole activity permitted during detention is silent study or assigned work. Failure to complete detentions will result in a suspension.
2. Academic Recovery: To ensure students reach their full potential, we expect students to complete their assignments. Teachers can be asked to communicate the most important assignments (work that needs to be completed for them to make a judgement on their competency level throughout the school year) to the Principal.
3. Loss of Privileges: As students advance from Kindergarten through to Grade 6, students can miss certain privileges – school bus transportation, permission to participate in extra-curricular activities and field-trips, extended lunch periods, after-school activities, free-time during recess and lunch, etc. Students may lose these privileges if they do not comply with school expectations.
4. In-School Suspension: A student may be suspended IN-SCHOOL. IF STUDENTS ARE SUSPENDED IN-SCHOOL, THEY WILL NOT BE ABLE TO ATTEND CLASSES and will BE INVOLVED IN an alternate RECESS and LUNCH TIME. STUDENTS WILL BE SUPERVISED AND WILL BE REQUIRED TO COMPLETE SCHOOLWORK OR ASSIGNED WORK. Students may not be permitted to ATTEND ANY SCHOOL FUNCTION FOR ANY REASON. Refusal to observe school rules and refusal to behave properly and complete all work assigned may result in an extension of the days of suspension (Out-of-School).
5. Out-of-School Suspension: A student may be suspended Out-of-School up to ten days for "gross misconduct and disobedience". IF STUDENTS ARE SUSPENDED FROM SCHOOL, THEY MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON. Failure to observe this regulation is considered criminal trespassing and may result in police prosecution and an extension of the days of suspension.
6. Referral to the Principal: Students who continue inappropriate behaviour despite efforts to correct it by staff, or if a student commits a serious act that disrupts the school or endangers others, the student will be referred to the Principal. The Principal will initiate a thorough review of the student's behaviour, and will determine the consequences and course of intervention.
7. Police Referral: Acts which are illegal under the *Criminal Code of Canada* should be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.
8. Expulsion and Discipline Committee: In cases of continued or extreme anti-social, disrespectful, disruptive, uncooperative or violent/illegal behaviour, the Principal will recommend to the Western Quebec School Board that expulsion proceedings be initiated by convening a meeting of a Discipline Committee. The Committee has the authority to expel a student from attending any schools in the school board for one full school year or longer, if needed.