

CHELSEA ELEMENTARY CODE of CONDUCT for Staff, Parents, and Students

“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 and staff all understand the standards we expect at Chelsea Elementary School and in the 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 and explanatory expectations for all students, staff and parents/guardians. We know that 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.

All the rules which apply to students and staff are equally applicable at all events at school and/or during school hours and/or during all school-related activities and/or whether at school, on the school grounds, or on school board transportation. The following are standard school-related consequences which will be applied consistently by the Principal, or Principal’s designate:

- Setting and explaining clear and fair 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/guardians will be notified of a rule violation by their child in writing by phone and/or in person.
- Written reminders to Parents/Guardians will be sent home reminding parents/guardians to work with the school to ensure their children are at school and arrive on time.
- Parent/guardian involvement for continually disregarding school rules will be mandatory.
- One of the standard school-related consequences listed below may be applied:

Behaviours	Expectations	Potential Interventions
How We Communicate	<ul style="list-style-type: none"> - Chelsea Elementary sets a high standard for how all staff, parents, and students are to treat each other. We should always be courteous and respectful to others and we should expect to always be treated with courtesy and respect. - If behaviour is inappropriate, we will be asked to openly and respectfully converse to address the situation and/or seek assistance in dealing with the issues. - If we believe we have been treated disrespectfully by staff or students, please discuss the situation with a teacher, staff member or the Principal. - Chelsea Elementary 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. 	
Punctuality and School Attendance	<ul style="list-style-type: none"> - 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/guardians ensure students are ready for class at 8:05am. - Parents will ensure that students attend school regularly and will notify the school of absence by phone or email. - By law, Parents/Guardians must ensure that students attend school regularly. - School staff will take attendance and communicate with parents/guardians if concerns arise. 	<ul style="list-style-type: none"> - Parents will be notified by school if a student is absent and not verified. - Continued unjustified absences or late arrivals can result in a letter of concern from administration and notification to outside services.
Dress Code	<ul style="list-style-type: none"> - Students will dress appropriately; choice of clothing will not include or promote the following: inappropriate language, vulgarities, racism, revealing clothing (i.e. spaghetti straps, midriffs, underwear). - Headgear (hats, bandanas, toques, hoods), are not to be worn inside the school. - The staff and administration will begin each school year by outlining and modeling (Assembly) what appropriate clothing should look like. - Parents will reinforce the importance of choosing appropriate dress. 	<ul style="list-style-type: none"> - Students will be requested to change clothing immediately to rectify violation of dress code.

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

<p>Violence, Disrespect, and Bullying-Type Behaviours</p>	<ul style="list-style-type: none"> - Please see our Anti-Bullying and Violence Prevention Policy for a more detailed section. - Students will respect individual differences and diversity – take a stand against bullying and violence. - Students will report to parents, school and friends if they are being bullied or subject to violence. - Students will help someone who is being bullied or subjected to violence (We help, We tell, We include). - Parents will watch for signs that their child may be a victim of bullying or violence, or exhibiting bullying or violent behaviour. - Parents and students will report bullying and violence to teachers and/or admin. - Staff will respond seriously to <u>all</u> reports of bullying and violence by investigating, discussing and reporting to the Principal. - Staff will foster an inclusive, safe, caring culture where students feel they can speak to staff about their concerns. 	<ul style="list-style-type: none"> - Standard school-related consequences (see below). - Victim: parents notified, conferencing with admin and teacher for support. - Perpetrator: written warning to parents and student; withdrawal from school activities and privileges. - To provide space for the victim, mentor with an adult, appropriate social skills and interactions taught. - Referral to CLSC for services if needed.
<p>Personal Safety and Security Behaviours</p>	<ul style="list-style-type: none"> - 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. - Violence of any kind towards others will never be tolerated. Physically or verbally abusive behaviours must be reported to the Principal immediately. - Play fighting, rough play and/or tackle type games are prohibited. - Intimidation – to frighten, force, discourage or inhibit by the use of verbal or non-verbal actions in order to influence conduct is prohibited. - Harassment – systematic or persistent verbal or physical action such as taunts, insults, annoyances, demands, etc., designed to inflict distress is prohibited. - Threats – verbal promise or overt action forewarning trouble, worry or harm is prohibited. - Assault – physical, sexual – an unlawful personal attack (including menacing words or gestures), an attempt to cause injury, unwelcome physical interference with another person is prohibited. - Vandalism – the deliberate damage or defacement of school grounds, buildings, equipment, books or personal property is prohibited. - Extortion – intimidating or threatening behaviour intended to extract money, services or property is prohibited. - Bigotry – written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation is prohibited at school. 	<ul style="list-style-type: none"> - Standard school-related consequences (see below). - Suspension. - Police involvement. - Mediation with teacher, supervisor, or Principal. - Withdrawal from school privileges.
<p>Leaving Property</p>	<ul style="list-style-type: none"> - The teacher will dismiss at the appropriate times. - Students may ONLY leave the property when: 1) picked up by a parent or guardian or by authorized school board transportation or 2) are accompanied by a staff member on a school activity or event. 	<ul style="list-style-type: none"> - Standard school-related consequences yes see below. - Suspension.
<p>Inclement Weather Impacting Recess or Lunch</p>	<ul style="list-style-type: none"> - The safety and well-being of students is paramount. Shortened and/or indoor recesses are options. - 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 	

	<ul style="list-style-type: none"> - The Principal will make an informed judgement on indoor recess when it comes to extreme cold/hot (-25 with windshield / +35 with humidity) temperatures and/or extremely rainy days (other unforeseen factors). - The expectation at Chelsea Elementary is to have children come to school prepared and dressed appropriately for weather that is not extreme (eg. cold temperatures, rainy weather). 	
<p>Teachers will set and post written standards for their own classes which are consistent with the school code of conduct at the beginning of the school year and these must be respected by their students.</p> <ul style="list-style-type: none"> • All staff members of Chelsea Elementary must correct any misbehaviour on school premises or on field-trips. • A student that 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. • *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. 		
Criminal Code	<ul style="list-style-type: none"> - All parents, students, and staff must follow the Criminal Code of Canada. 	<ul style="list-style-type: none"> - Standard school-related consequences. - Potential police involvement.
Western Quebec School Board	<ul style="list-style-type: none"> - All parents, students, and staff must follow the policies of the WQSB. 	<ul style="list-style-type: none"> - Standard school-related consequences. - School and/or Board sanctions.

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. Students and parents/guardians 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 and/or lunch. Students are expected to bring their lunch to the detention room. The sole activity permitted during detention is silent study or assigned work. Failure to complete detentions will result in an out of school 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 Quebec/Canada will 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.