

# LAKE HILL SCHOOL CODE OF CONDUCT

## Statement of Purpose

At Lake Hill School we respect ourselves, each other, and the world around us. Our Code of Conduct exists to provide clear guidelines and boundaries for maintaining a safe, caring, and orderly environment for purposeful learning. We believe that all students have the right to receive an education in such an environment, and that with these rights parallel responsibilities exist. We expect all members of the Lake Hill community to demonstrate personal understanding of their rights and their responsibilities while at school or while involved in school functions or activities at any location. Our school is committed to promoting a safe learning community which respects the rights of all members, values diversity, and as per the BC Human Rights Code, prohibits discrimination based on race, colour, ancestry, place of origin, religion, marital status, age, family status, physical or mental disability, sex, sexual orientation, or gender identity or expression. Lake Hill's Code of Conduct promotes a climate of understanding and mutual respect where all are equal in dignity and rights.

As a student at Lake Hill School:

- 1. You have the right to learn. You have the responsibility:**
  - to attend school regularly and be on time
  - to participate in the learning opportunities in the classroom and in the school; complete homework assignments as expected and to the best of your ability; seek help when needed
  - to listen attentively and work quietly so as not to disturb the learning of others
  
- 2. You have the right to be educated in an environment that is respectful. You have the responsibility:**
  - to respect that others have diverse opinions that may differ from your own
  - to appreciate diversity and acknowledge differences between people
  - to treat others with respect and dignity. Teasing or bullying by either words or actions is not acceptable
  - to move about the halls and classrooms in a quiet, safe, and respectful way
  - to use language that is polite, courteous, and respectful of others. Foul (swearing), abusive, sexist, racist, or any other discriminatory language is not acceptable in written, verbal, or graphic form
  
- 3. You have the right to be safe in a comfortable and clean environment. You have the responsibility:**
  - to act safely and respect boundaries in all related school activities and on the playground
  - to act responsibly during fire, earthquake, lockdown drills, reunification drills, and an actual emergency should one occur
  - to follow the instructions of school personnel
  - to remain on the school grounds during school hours unless given permission to leave
  - not to bring weapons of any type (including toys or replicas) to school
  - not to use threats, intimidation, or bullying in any form and to report any incidents of threats, intimidation, or bullying to a "tellable" adult as soon as possible
  - to solve conflicts using peaceful strategies that do not hurt other people emotionally or physically
  - to eat lunch using proper manners, sitting down, and talking quietly and to clean up when finished

- to use the garbage cans or recycling bins in the school/playground
4. **You have the right to privacy and your own personal space. You have the responsibility:**
- to respect another's right to privacy, and the personal property of others (not touching or taking their things)
  - to follow Lake Hill's *Hands Off* Policy by keeping your hands and feet to yourself

At Lake Hill School, students are to conduct themselves appropriately at school, on their way to school, and at any school-sponsored function at any location.

#### **Acceptable Conduct:**

- Respecting self, others and the school
- Helping to make the school a healthy, safe, and caring place
- Informing a "tellable" adult, in a timely manner (in advance if possible) of incidents of bullying, harassment, or intimidation
- Engaging in purposeful learning activities in a timely manner
- Acting in a manner that brings credit to the school

#### **Unacceptable Conduct:**

- Behaviours that interfere with: the learning of others, a clean and orderly environment, or those that create unsafe conditions
- Misuse of electronic communication systems (Chromebooks, iPads, computers in lab). Misuse includes, but is not limited to, gaining access to or sharing others' user names and passwords, personal communication (email, or other), posting or writing in someone else's account, use other than that specified by teacher/EA, intentional mishandling of/damage to equipment
- Acts of: bullying, cyber bullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school environment. Acts of bullying/cyberbullying include those that relate to a person's sexual orientation, gender identity, or gender expression.
- Illegal acts such as: possession, use or distribution of illegal or restricted substances, possession or use of weapons (including replicas or toys), theft or damage to property

We will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.

#### **Rising Expectations for Students of Lake Hill School**

As students become older, more mature, and move through successive grades the expectation is that they will demonstrate increasing personal responsibility and self-discipline. To parallel this increase in expectations regarding personal responsibility, there will be progressive and increasing consequences for inappropriate behavior.

Our goals are to:

- Guide children to make good choices by applying appropriate resolution strategies
- Work with all staff to review our behaviour expectations with students and develop strategies and skills that lead to children making appropriate behaviour choices.
- Involve parents with the school to plan the necessary strategies and skills to support the child in making good behaviour choices

- have teachers, administration, school counselor and parents come together to form plans to assist the child when incidents are repeated

### **Consequences**

- Guiding principles of a school consequence are to identify the inappropriate behavior/lagging skill(s), to bring an understanding as to how the behaviour affects self and others, and to develop strategies and skills that change the child's behaviour.
- Consequences for violating the Code of Conduct will vary according to the severity and frequency of actions. Our goal is to provide the necessary support/strategies to change behavior, restore relationships, and maintain the dignity of the child.

When **unacceptable conduct** is exhibited actions will be taken under the School Act and Policies of Greater Victoria School Board. In general:

- Responses to unacceptable conduct are pre-planned, consistent and fair
- Disciplinary action, whenever possible, is preventative and restorative, rather than merely punitive
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established Code of Conduct
- Special considerations may apply to students with special needs if these students are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

### **Examples of consequences are:**

- incident debriefing/ one-to-one conference between the child and teacher, counselor, educational assistant, supervisor or administrator
- incident report home, phone call home and/or conference with parent(s) and student
- meeting with parent(s) and teacher or teacher and administrator to discuss and develop a plan of action
- loss of privileges
- suspension (in school/out of school)

**Communication and Notification**– For **serious** breaches of the Code of Conduct the following will be notified by administration as indicated below:

- Parents of student offender(s) – in every instance
- Parents of student victims (s) – in every instance
- School district officials – as required by School District 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

The school community and school district will be made aware of **serious** situations or incidents and will be communicated to about how these issues are being addressed.

- police and/or other agencies within the school community will be informed and team together with the school to best address the conflict

- District Crisis Incident Response Team may also be called upon to form a partnership with the school as an intervention resource
- our school community will promote safety by addressing any and all discrimination directed towards school families, staff or visitors attending Lake Hill

**Retaliation Prevention** – Lake Hill’s administration, as well as the Board of Education for School District 61, will take all reasonable steps to prevent retaliation against a student who makes a complaint of a breach of this Code of Conduct.

**I have read this Code of Conduct with my child and we agree to abide by it.**

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**Parent Signature**

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**Student Signature**

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**Date**