

ÉCOLE MACAULAY ELEMENTARY SCHOOL

CODE OF CONDUCT

PURPOSE: Our purpose is to provide clear guidelines to support all students to learn, grow and become good citizens in a safe, caring and orderly environment. Student behaviour is governed by various sections of the School Act, the prohibited grounds of discrimination set out in the BC Human Rights Code, the Policies and Regulations of the Greater Victoria School District and the Macaulay rules and expectations.

Bee-ing a Macaulay Kid: The Four Bs:

BE safe
BE respectful
BE responsible
BE cooperative

BE A MACAULAY KID



GUIDING PRINCIPLES

Our Code of Conduct is designed to help create a climate of cooperation, learning success, respect and safety. We believe the following principles will help create an optimal learning environment for the students at Ecole Macaulay. The guiding principles are as follows:

- I. Clear expectations for student behaviour at Macaulay School.
- II. Clear and consistent strategies for teaching and encouraging appropriate behaviour.
- III. Clear and consistent consequences – taking responsibility for inappropriate behaviour.
- IV. Supporting students to develop socially responsible behaviour and problem solving abilities in accordance with the BC Performance Standards for Social Responsibility.
- V. A support system and individual behavioural program for students with unique or exceptional needs.
- VI. Clearly designed methods for evaluating and revising our expectations.
- VII. The characteristics and philosophy of the plan will be communicated to students and parents. Students and parents are asked to review the Code of Conduct at the beginning of each year.

ÉCOLE MACAULAY ELEMENTARY

CODE OF CONDUCT

DISCIPLINE POLICY AND PROCEDURES

The Esquimalt family of schools K-12 in partnership with our parents and our community, are working together to develop socially responsible citizens.

**BE SAFE
BE RESPONSIBLE
BE RESPECTFUL
BE COOPERATIVE**

BE A MACAULAY KID!



Our Code of Conduct is designed to help create a climate of cooperation, learning success, respect and safety.

Students at Ecole Macaulay are expected to: Be Safe, Be Responsible, Be Respectful, Be Cooperative while going to and from school, at school and while attending any school function.

We consider individual personalities and increasing expectation of responsibility based on age, special needs and goals, when dealing with student conduct. Appropriate discipline is positive in nature and involves the active participation of the students. Parents and school staff wish Macaulay to be a safe, caring and enjoyable learning place for all. The school will take all reasonable steps to prevent retaliation against a student who has made a complaint to their Teacher or Principal regarding our Code of Conduct.

Our Code of Conduct recognizes that all Macaulay citizens have rights and that these rights come with responsibilities:

1. I have the **RIGHT** to be safe. Therefore, I have the **RESPONSIBILITY** to solve problems and conflicts peacefully, play safely, and to avoid threatening, teasing or hurting others.
2. I have the **RIGHT** to be respected. Therefore, I have the **RESPONSIBILITY** to be courteous, to be considerate of other people: to consider their rights, feelings and well-being.
3. I have the **RIGHT** to learn. Therefore, I have the **RESPONSIBILITY** to be on time for class, listen attentively, cooperate with others, and to work and move about the school without disturbing others.
4. I have the **RIGHT** to privacy and my own personal space. Therefore, I have the **RESPONSIBILITY** to respect the property of others and to accept their right to privacy.

MACAULAY BEHAVIOURAL EXPECTATIONS

Encouraging Appropriate Behaviours

1. Teach and support behavior expectations consistently.
2. Recognize and encourage appropriate behaviours.
3. Use problem solving strategies to resolve incidents

	Be Cooperative	Be responsible	Be respectful	Be safe
Classroom	<ul style="list-style-type: none"> • Share your ideas • Speak one at a time • Work together • Help others • Follow class rules • Be a good listener • Be kind • Be fair • Help keep the classroom clean 	<ul style="list-style-type: none"> • Be on time • Try to do your best • Look after your belongings • Do your homework • Be prepared • Be honest • Use your agenda • Listen and complete your tasks when asked 	<ul style="list-style-type: none"> • Build up, not put down • Contribute positive statements • Listen when others are speaking • Wait your turn • Respect other peoples' belongings • Use a classroom voice • Helpful not hurtful • Remove hats inside 	<ul style="list-style-type: none"> • Walk • Be scissor /ruler/all materials safe • Move carefully around the room • Let your teacher or supervisor know if you leave the room • Sit on seats
Hallway	<ul style="list-style-type: none"> • Walk & talk quietly (classroom voice) • Make room for others to pass by. • Wipe your feet before entering school • Keep hands to yourself in all situations 	<ul style="list-style-type: none"> • Move safely and in a timely fashion • Be in hallways only at appropriate times • Walk • Wait quietly (indoor voice) • Use proper entrances • Leave mud/sand outside (stamp it off) 	<ul style="list-style-type: none"> • Keep your hands to yourself • Take care of school property • Acknowledge when you are spoken to • Say "excuse me" • Remove hats inside • Hands off walls and bulletin boards • Respect other's space 	<ul style="list-style-type: none"> • Keep hands to yourself • Walk • Watch for open doors – look where you are going.
Playground	<ul style="list-style-type: none"> • Take turns and share equipment • Listen & respond politely to supervisors • Follow & support playground expectations • Include others 	<ul style="list-style-type: none"> • Play safely • Return equipment • Know your play areas • Use your "WITS" • Come in at the bell promptly • Use proper entrances 	<ul style="list-style-type: none"> • Keep our playground feeling safe • Follow directions of supervisors and staff • Acknowledge rights of others • Use appropriate language • Be helpful, not hurtful 	<ul style="list-style-type: none"> • Play on equipment safely and be friendly • Follow supervisors directions • Hands off • Use good problem solving strategies



	Be Cooperative	Be responsible	Be respectful	Be safe
Library	<ul style="list-style-type: none"> • Use good manners • Leave it tidy for others – chairs in • Use a classroom voice (quiet) • Share books • Tidy up when asked 	<ul style="list-style-type: none"> • Return books on time • Take care of materials • Tidy up • Put books and materials where they belong • Use book markers 	<ul style="list-style-type: none"> • Follow requests made by staff • Allow others to work in a quiet place 	<ul style="list-style-type: none"> • Walk quietly • Touch only what is okay to touch
Assembly	<ul style="list-style-type: none"> • Walk politely with your class • Sit so others can see 	<ul style="list-style-type: none"> • Enter and exit politely • Be ready to listen (watch for the speaker) • Be responsible whether your teacher is watching or not 	<ul style="list-style-type: none"> • Listen attentively to speakers • Applaud politely and appropriately • Be prepared to stay throughout • Stand up and sit down quietly • Enter and exit in an orderly fashion • Stand properly during “O Canada” 	<ul style="list-style-type: none"> • Watch those in front of you when leaving (eyes front) • Keep a safe distance from others • Watch for cords or things in the way • Keep hands to yourself • Know how to exit in an emergency
Office/Staff Room	<ul style="list-style-type: none"> • Wait politely/quietly • Use polite manners • Knock at the staff room door • Keep doorway clear 	<ul style="list-style-type: none"> • Sign in when you are late • Check in before going to medical room • Follow rules for phone use 	<ul style="list-style-type: none"> • Wait to be acknowledged • Allow time for staff to eat without interruptions 	<ul style="list-style-type: none"> • Ask before touching
Lunch	<ul style="list-style-type: none"> • Listen & be polite to monitors & supervisors • Leave your space clean – check the floor too • Use appropriate indoor voice 	<ul style="list-style-type: none"> • Take leftovers home • Eat lunch, clean up, be ready to go out to play on time • Aim to be garbage free • Eat first, don't dawdle 	<ul style="list-style-type: none"> • Eat politely • Quiet classroom voice • Listen to requests made by monitors 	<ul style="list-style-type: none"> • Sit down to eat • Stay seated until dismissed • Eat your own food (allergy awareness) • Reading or drawing quietly when we finish eating (seat activity) • Leave appropriately for playtime when dismissed



DISCOURAGING INAPPROPRIATE BEHAVIOURS

Level I Behaviours

Level I behaviours are minor rule violations that will result in an immediate verbal correction and request for student to “Try That Again” (TTA) Incident reports are filled out dependent on individual circumstances and repetitive nature/frequency of the violations. Examples of Level 1 behaviours:

- Running in buildings/walkways
- Unsafe/rough play
- Littering
- Spitting (non-directed)
- Failure to follow classroom/playground rules
- Classroom disruption
- Accessing/possession of inappropriate material or items
- Disruptive transitions
- Play fighting
- Non-directed swearing
- Out of assigned area
- Inappropriate dress
- Wearing hats inside school
- Put-downs
- Uncooperative behaviour
- Failure to follow expectations

Level I Consequences

Students who engage in Level I behaviours will be asked to identify the inappropriate behaviour and describe and demonstrate the appropriate replacement behaviour (TTA) Students may receive a mild consequence designed to discourage the inappropriate behaviour from occurring in the future. Consequences for Level I behaviours may include but are not limited to:

- Correct the behaviour (Try That Again)
- Loss of privilege
- Removal from the situation
- Apology

Level II Behaviours

Level II behaviours are more serious in nature. Level II behaviours will result in an immediate correction, a conference with the student and follow up logical consequence.

- Chronic Level I behaviour (Student has been corrected for the same behaviour on numerous occasions and it is evident the student is not complying with the expectation)
- Intentional non-compliance or direct defiance.
- Jeopardizing potential safety of self or others
- Bullying – name calling, games targeting others, stand by participation, aggression toward others

Level II Consequences

Students who engage in Level II behaviours will be asked to identify the inappropriate behaviour and describe and demonstrate the appropriate replacement behaviour. Students will conference with school personnel (teacher, EA, counselor, administrator) to problem solve and look for possible solutions and look at the consequences of their decisions. Consequences for Level II behaviours may include but are not limited to:

- Removal from the situation
- Loss of privileges
- Problem solving with student
- Behaviour plan/contract
- Conference with student
- Notification of parents and/or conference with parents
- Time out/In another class, back of room (Buddy class)



Level III Behaviours

Serious fighting, harassment, and verbal abuse that violate the dignity, well being, and safety of another person will not be tolerated. Level III behaviours will result in immediate notification of the parent/s and may result in suspension. Level III behaviours may also be corrected using a variety of logical consequences and consideration of special circumstances. Problem solving and a plan to support positive change will be part of the consequence. Consequences for Level III behaviours may include but are not limited to:

- Chronic Level II behaviour
- Stealing
- Fighting/assault/physical aggression
- Vandalism
- Possession of weapon on school grounds
- Intimidation/verbal threats/targeted bullying
- Harassment
- Verbal abuse/directed profanity

Level III Consequences

Students who engage in Level III behaviours will be referred to the administration for immediate corrective action. A behaviour report will be filled out. The administrator will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behaviour. Parent will be notified and consulted regarding the follow up plan of action to support the student.

- Referral to administration- conference with student
- Suspension or altered day
- Parents called or notified in writing
- Loss of privileges
- Restitution
- Behaviour contact
- Referral to School Base Team / Behaviour Support Team
- Student/Parent conferences

Notification

Instances where a student is in serious violation of the law or code of conduct, school officials have a responsibility to advise other parties as deemed necessary (for example, school district officials as a result of regulation and policy or other agencies as required by law).

