



# ADMIRAL SEYMOUR ELEMENTARY SCHOOL

## CODE OF CONDUCT



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All student codes of conduct are created in alignment with VSB [AP 350-District Code of Conduct](#).

### **School Mission Statement**

Admiral Seymour Elementary School is a caring community of staff, students, and families. We are committed to promoting academic excellence in a culturally diverse setting. We adhere to the philosophy that all students can learn and encourage our students to become socially responsible citizens.

### **Statement of Purpose:**

Seymour is committed to uphold a safe, inclusive, equitable, welcoming, nurturing, and healthy school environment.

- Promote clear behavioural expectations of respectful and responsible citizenship that lead to a culture of safety, caring and respect amongst everyone in the school and programs and at all school-events and activities
- The School Code of Conduct applies at school, during school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including on-line behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

### **Conduct Expectations**

#### • **Acceptable Conduct**

- Respecting self, others, and the school
- Contributing to a safe, caring, positive, inclusive, and peaceful environment
- Seeking to prevent violence and potentially violent situations, and demonstrating social responsibility by reporting such situations
- Engaging in purposeful learning activities

### **Each member of the Seymour Community is expected to...**

**Be Mindful of Ourselves** – This means that we: think positively; encourage ourselves; are ambitious; focus on our current task; have safe and healthy boundaries; wash our hands regularly; get enough sleep; eat healthy food; and try our best at all times. We show this through respect, truth, humility, and honesty. We use our wisdom to understand what we need.

**Be Mindful of Others** – This means we: welcome new faces; respect, appreciate, and celebrate differences; include others in games and play; use our hands and feet appropriately; work at respectful noise levels; demonstrate sportsmanship; communicate with others respectfully; and stand up for others. We show this through respect, courage, and love. We use our wisdom to understand what others need.

**Be Mindful of This Place** – This means we: keep Seymour clean; put garbage, recycling, and organics in the appropriate bins; walk safely, quietly, and on the right side in the common areas; reduce our food waste; respect school property; return supplies and equipment to their correct places; put trays back and clean up in the lunchroom; and represent Seymour positively on Field Studies. We treat our physical belongings like we'd treat our home. Our school is a reflection of us and how we feel about ourselves. We show this through respect for our world and our

environment. We use our wisdom about nature to treat the Earth respectfully and make it better for generations that follow us.

**Sometimes students need help to solve problems at school. These are some people who can help you:**

Supervision Aides, Teachers, Student Support Workers, Youth and Family Worker, Indigenous Enhancement Worker, Principal, Office Administrator, Counsellor, School Engineer, and other Vancouver School Board Staff.

**Parents, family members and guardians can help by:**

Talking to your child about the school code of conduct and why their behaviour matters, discussing problems and issues that arise, teaching students about solving problems peacefully, encouraging your child to take responsibility for his or her belongings, work and behaviour and supporting your child with his or her schoolwork.

**Unacceptable Behaviour (these are examples and not meant to be an all-inclusive list)**

“Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds.” **Racism and discrimination will not be tolerated in our school.**

- Behaviours that interfere with the learning of other, interfere with an orderly environment, or create an unsafe environment
- Acts of bullying, harassment, intimidation, or physical violence
- Illegal acts, such as possession, use or distribution of illegal or restricted substances
- Theft or damage to property

Some examples of minor behaviours that are not acceptable at the school:

- Disrupting the learning of others
- Using inappropriate language
- Hurting others emotionally or physically
- Littering

Some examples of very serious breaches of the Code of Conduct:

- Violent behaviour such as hitting with intent to hurt, fighting and threatening others.
- Vandalism to school or others’ property.
- Sexism, Racism, or homophobic comments.
- Bringing a weapon to school.
- Any form of bullying (cyber or otherwise)

**Consequences:** Will vary according to the frequency and severity of the action. We take into account the ability of the child to understand their behaviour and expect that as children mature, they are able to take more responsibility for their actions. Special considerations may apply to students with special needs if they are unable to comply with parts of the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature. Our goal is to have students take responsibility for their actions, to commit to changing their behaviour and to apologize to the person who has been hurt. Disciplinary action, wherever possible, is restorative rather than merely punitive. The school will treat seriously any behaviour that discriminates based on Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia.

- Students will discuss the issue with the Principal.
- Student may complete a problem-solving sheet either in class or in the office. This will be signed by the teacher, parent, student and Principal.
- Our goal is to be restorative-to ensure that the student understands the behaviour and makes a plan for how to improve it going forward.
- In order to preserve safety, the student may lose outside playtime or work in another classroom for a time.
- Students will have a logical consequence such as garbage duty for littering, writing a letter of apology for hurting someone's feelings.
- A meeting may be set up with the parent, teacher, student and administration to set up a plan to improve behaviour.
- Repetitive or severe unacceptable behaviour may result in increased severity of subsequent disciplinary action. The age and maturity of students are considered when determining appropriate consequences.
- Responses to unacceptable conduct are consistent and fair.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct
- For serious issues, student may receive an in-school suspension, or a formal suspension. A plan will be put in place with expectations for improvement when the student returns.
- When a student is suspended, parents will be contacted by phone or in person in cases of serious misbehaviour. School board officials will also be notified, as well as other authorities, if necessary.

In some cases, the principal or designate has a responsibility to inform other parties of serious breaches of the code of conduct. These parties include:

- Parent(s) of student offender(s) and parent(s) of student victim(s) - in every instance
- School district officials
- Police and/or other agencies, as required by law
- School community, when deemed necessary, to reassure members that school officials are taking appropriate action

Admiral Seymour Elementary School promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Admiral Seymour Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds. **Racism and discrimination will not be tolerated in our school.**

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### **Suspensions**

In accordance with the School Act, Sec. 85(2)(ii) and (d), the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.
- because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.
- because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per the District Student Code of Conduct, AP 350. As per AP 350 6.7.1 an educational program must be provided.

### **Conduct Expectations – Rising Expectations**

Admiral Seymour Students are expected to learn and mature as they move through successive grades, and as such the expectations progress towards increasing personal responsibility and self-discipline, as well as increasing consequences for inappropriate conduct/unacceptable behavior.

### **Conduct Expectations – Retaliation Prevention**

All reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

As outlined in the District Code of Conduct, effective July 1, 2024,

### **Personal Digital Device Usage**

To foster a safe and focused learning environment for students, the use of personal digital devices, that distract from learning, such as cell phones, tablets and electronic devices, are restricted during school hours and on school property. Educators and school staff will continue to model digital citizenship in the classroom and avoid the use of personal digital devices for non-instructional purposes.

Personal digital devices are restricted for the instructional day. This includes class time, recess and lunch during school hours of 9:00am to 3:00pm. Personal digital devices must be turned off or placed on silent mode and out of sight for the entire school day.

The use of personal devices is permitted under the following circumstances:

- For educational purposes, as directed by the educator in the classroom.
- For health and medical purposes as outlined in an Individual Education Plan or Student Safety Plan.
- To support special or diverse educational needs, such as assistive technology related to Individual Education Plans or Student Support Plans.

The expectation is that students will follow the direction of the educators. Students who repeatedly do not follow the personal digital device policy may be asked to store their personal digital devices with an administrator for the remainder of the day.

The Vancouver School Board is not responsible for the loss, damage, or disappearance of personal digital devices that students decide to bring to school.

*A regular review of the school's Code of Conduct guidelines for personal digital devices are essential to ensure their effectiveness and relevance in addressing current issues and meeting the evolving needs of students, teachers, and parents. Adjustments to the Code of Conduct may be necessary to ensure that school guidelines remain relevant and effective in promoting a conducive learning environment. Changes may be prompted by emerging incidents that highlight*

*the need for enhanced measures to protect student well-being and privacy.*