



CRESCENT HEIGHTS
ACADEMY

Community Code of Conduct

Crescent Height Academy Code of Conduct

PURPOSE AND RATIONALE:

The Crescent Heights Academy Board of Directors believes that, based on discussions with staff, parents and students, the Head of School should establish the general school rules and discipline practices which reflect the Provincial Standards for Codes of Conduct. The Board supports school administration and staff in the maintenance of proper order and discipline that is consistent with Board policy and believes that the responsibility for student discipline in school is shared among students, staff and parents.

The Code of Conduct is established to maintain a safe, caring and orderly environment for students, parents or guardians, all staff and visitors of CHA when on school premises or when any school related activity is being conducted, such as school functions and field trips. By following our Code of Conduct it is our intention to “promote a climate of understanding and mutual respect where all are equal in dignity and rights.” (BC Human Rights Code)

Our Code of Conduct outlines a general framework for behavioural expectations for everyone who enters our school community, on school premises and during activities that are off school premises and that are organized or sponsored by the school. It also applies to behaviour beyond these times when it affects the safe, caring or orderly environment of the school, such as website postings, emails, “blogs” text messages and other means that negatively affect other members of the school community and student learning.

The Code of Conduct applies to all school community members. It is expected that everyone within our community will interact within a manner that supports and maintains the values and principles outlined in this document. Any behaviour, or patterns of behaviour, that adversely affects the school climate, operation or learning of others, will be considered a breach of the Code of Conduct. Appropriate interventions will be used to remedy negative conduct.

Conduct Expectations

CHA recognizes that expectations for community members increase with age, experience, learning capacity, and maturity of the individual. It is an expectation that all community members will know the school Code of Conduct.

Administration with the authority provided under the School Act, will take a leadership role by:

- Acting with care and commitment to facilitate quality learning experiences and a safe environment
- Holding everyone under their authority accountable for their behaviours and actions
- Communicating regularly, meaningfully and practicably with all members of the school community

Teachers and School Staff, under the leadership of administration and within the bounds of their legal, professional and ethical responsibilities, are expected to hold those within the school community to the highest standard of socially and personally responsible behaviour. They have a responsibility to establish a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. They accomplish this role by:

- Helping students learn to their full potential
- Communicating regularly and meaningfully with parents and administration
- Demonstrating respect for everyone within the school community
- Maintaining consistent standards of behaviour as outlined within the Code of Conduct
- Model and provide guidance and skills for socially responsible conduct

Parents play the most important role in the education of their children, and have the responsibility to support school staff in maintaining a safe and positive learning environment for all members of the school community. They have a responsibility to establish a positive learning atmosphere in the home, to be aware of school policies and procedures to support the school in the development of restorative practices and a peaceful community. Parents accomplish this role by:

- Monitoring and showing active interest in their child's work, progress and conduct
- Communicating regularly with the school
- Respecting the confidentiality of matters of discipline

- Providing necessities for quality learning such as regular meals, appropriate levels of sleep, hygiene, medical needs, appropriate dress, and school materials as and when required
- Ensuring student punctuality and promptly reporting valid reasons for tardiness or absences
- Reviewing the Code of Conduct with their children
- Assisting school staff in dealing with issues of behaviour requiring intervention and discipline
- Demonstrating respect for all members in the school community
- Demonstrating respect for school rules, policies and procedures
- Encouraging and contributing towards a safe, polite, caring and orderly environment
- Modeling expectations of conduct held for students

Visitors to the school community should support the rules of the school and its Code of Conduct. They need to show respect for the school community as a part of a broader community.

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are expected to follow the Code of Conduct at school, while attending a school function, or when engaging in an activity organized by school.

Student Expectations

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning.

Conduct Expectations - Acceptable behaviour is demonstrated when a student:

- Arrives at school on time, ready to learn to the best of their ability
- Is respectful of themselves, others and those in authority
- Is cooperative and courteous in dealings with school staff, other students and school guests
- Carries out all reasonable directions given by school staff
- Takes care of the books, equipment and learning materials provided for use

- Treats the school buildings, grounds and equipment with care
- Moves respectfully and safely in all areas of the school building
- Stays within the boundaries of the school premises
- Plays fairly and safely
- Keeps personal belongings tidy and organized
- Dresses in appropriate school uniform
- Refrains from bringing anything to school that detracts from their or other`s learning, the privacy of others, or the safety of others
- Actively contributes to a safe, polite, caring and orderly school learning environment
- Follows ethical and legal principles and rules established by Canadian society
- Reports conduct concerns such as harassment, intimidation, discrimination, threats or violence, immediately to a responsible adult
- Communicates honestly, attentively and respectfully
- Solves problems peacefully by using strategies encouraged by the school
- Takes responsibility for their own actions and the interventions developed for inappropriate behaviours
- Completes assignments required for school in a timely manner and to the best of their ability
- Participates in school life positively and appropriately, and in a manner that brings credit to the school
- Respects and adheres to school rules and procedures
- Demonstrates the highest standards of conduct, personal responsibility and good judgment when involved in school sponsored events
- Adheres to the Technology Use Policy

Conduct Expectations – Unacceptable Behaviour

All behaviours are not listed in the Code of Conduct. The following list shows examples of unacceptable behaviour. The school reserves the right to determine the acceptability of behaviours in relation to school.

Unacceptable Behaviour is demonstrated when a student:

- Is in breach of the above Acceptable Behaviours
- Interferes with the learning of others, including their emotional well-being
- Interferes with an orderly environment
- Creates unsafe conditions

- Intimidates, harasses, discriminate towards, or bullies others
- Uses physical violence
- Retaliates towards a person who has reported incidents
- Brings unsafe or inappropriate items to school
- Discriminates against another student
- Steals the property of others
- Damages the property of others

Rising Expectations

Age, experience, learning capacity and maturity all play roles in determining expectations for members of the school community. As people grow and mature, they are more able to make appropriate decisions and take a greater responsibility for their conduct. Children progressing through the school are expected to:

- Acquire greater knowledge and understanding of their behaviour and its impact on others
- Learn appropriate decision making strategies
- Increase their ability to take personal responsibility for their actions and learning
- Be subject to increased consequences for inappropriate behaviour
- Increase their ability to demonstrate self-discipline

Consequences for unacceptable conduct at CHA are carefully pre-planned, thoughtful, consistent and fair. Disciplinary action is designed to prevent reoccurrence, teach socially appropriate behaviour to the student who offends and to the school community, and to ultimately provide for a safe and positive learning environment. Students may, as often as possible, be encouraged to participate in the development of meaningful consequences for breaches of the Code of Conduct. Differences in maturity levels will be reflected in both expectations and consequences for conduct.

Actions may be progressive or they may require an appropriate immediate level of response. They may be utilized in combination or in isolation increasing or decreasing in seriousness as needed. A range of actions may extend from full exoneration of dismissal or expulsion.

Conduct is the responsibility of everyone in the school community. Minor breaches in conduct are dealt with effectively in an informal manner on a daily basis and may not warrant

documentation or communication. Interventions are handled at different levels according to the seriousness of the breach of conduct and as guided by this document:

- At the classroom level by any staff member
- At the playground level by any staff member or supervisor
- When warranted at the school level by administration

Notification and Communication

Communication may be made by one or any combination of the following mechanisms as practicable and appropriate: in person, by phone, by email, by newsletter, by group meeting, signage, student planner, or written note. All serious breaches of conduct will be communicated in person and by phone. Formal letters are provided for warnings of suspension and formal in-school suspensions. It is expected that when reasonably requested, all parties will respond in a timely fashion to any received communication.

For all emerging patterns of minor breaches of the Code of Conduct:

- Students will be notified in every instance
- Parents will be notified should patterns become serious

For all serious breaches of the Code of Conduct:

- Students will be notified in every instance
- Parents of student offenders and parents of student victims will be notified
- Police/Outside Agencies will be notified when required by law or for professional advice beyond the scope of school personnel
- Safe Schools may be notified for consultation or intervention for online conduct or bullying.
- All parents will be notified when a need is determined by school administration to reassure the school community that action or actions towards serious concerns are or were implemented

Factors that are considered when determining an intervention or disciplinary action for a breach of conduct may include:

- Maintenance of safety and order
- Degree of impact on learning to the individual in question or more importantly the learning of others

- Actions/activities prior to a breach that create a larger context of concern
- History of previous interventions
- Ability (or inability) to use peaceful problem solving and decision-making strategies
- Frequency, severity, or seriousness of breach. Serious breaches will result in suspension options and potential expulsion.
- Accountability of the student and assistance from home
- Degree of active participation of the student in their own consequence

REFERENCES:

BC Human Rights Code

BC Provincial Standards for Codes of Conduct Ministerial Order

Safe, Caring and Orderly Schools: A Guide

Statement of Commitment to Crescent Heights Academy

Code of Conduct and Parent Handbook 2024/2025

A parent or guardian from each family at Crescent Heights Academy is required to sign, on behalf of their family to acknowledge receipt of, and commitment to the Crescent Heights Academy Code of Conduct. The school will keep the acknowledgement on file in the student's MySchool Account.

As members of the Crescent Heights Academy community we commit to the core values, mission statement and Code of Conduct. We trust there is no situation which cannot be resolved if we participate with a listening heart and a desire to provide for our children the very best of educational settings in a truly caring, and supportive environment.

