

Aspenwood Elementary

Code of Conduct

2026-2027



**“We lead with kindness, learn with curiosity, and grow with courage.
Together we soar!”**

Purpose

At Aspenwood, we value and promote a safe, caring and orderly school. We emphasize student responsibility, encourage students to solve problems themselves and to seek adult assistance if they need it. As children move through the grades there is a progression of expectations of increasing personal responsibility and self-discipline. At the Elementary level discipline needs to be viewed as a learning opportunity for young students. As expectations increase with age consequences for inappropriate behavior also increase. Always, the objective is to maintain a safe, caring and orderly learning environment. By emphasizing restorative practices, and by upholding individual rights, freedoms and responsibilities, we create an environment where learning can occur, and is the priority.

Conduct Expectations

Be responsible for your actions and learning. Do what is right even when parents or teachers are not observing. This is called acting responsibly. Walking not running in the hallways so that nobody is hurt is an example. Working & staying on task when the teacher is helping someone else is another example.

Treat others with kindness and respect. There are many ways to be kind & respectful. For example, walk around a playground game that is in progress so you don't interfere, follow school safety rules so you don't hurt anyone, say or do only things that help classmates feel better about themselves & you.

Respect and take care of property. At school some property we use is shared, other property is personal. Both types need to be treated with care & respect. Examples include caring for our school, keeping the grounds litter free, taking care of playground & classroom equipment, respecting the personal property of classmates & staff. Each student is responsible their own behaviour.

Recognize other people's emotions and react appropriately. Students will be more aware of their own emotions and be able to identify the emotions of others. This learning will help develop empathy and lead to an understanding of how emotions impact conflict (problem) situations.

Try your hardest and do your best. Get involved, make the most of each day at Aspenwood, be on time, ask questions, complete assignments and come prepared for every class.

Always make safety your top priority. Walk calmly. Use washrooms appropriately. Report dangerous situations to staff.

Rising Expectations. As the learners of Aspenwood progress through the grades, there are rising expectations of personal responsibility, self-discipline, and conflict resolution skills. Consequences increase with age, as there is an expectation to learn not to make unsafe and/or inappropriate choices.

Restorative Strategies. Restorative justice is an approach to justice that focuses on the needs of the victims and the offenders, as well as the involved community, instead of simply punishing the offender. At Aspenwood, we talk about ways to “make it right”, and we make those actions an important part of our response to unacceptable choices.

Personal Digital Devices in Schools: All cellular phones or similar personal communication devices are to be appropriately stored during the school day. Digital devices of any kind are only to be used at the discretion of your teacher when identified as appropriate for your learning environment or because of unique circumstances.

Any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2-Digital Responsibility for Students

Unacceptable Conduct

- Teasing or harassing others including inappropriate touching/hitting or commenting on others' bodies
 - Being unsafe (throwing rocks or other projectiles, tripping, hitting, pushing, etc.)
 - Unauthorized leaving of school grounds
 - Being defiant or disrespectful with any school personnel including volunteers and monitors.
 - Damaging, stealing, or defacing school property.
 - Tampering with or taking someone else's property.
 - Interfering with the learning of others.
 - Possession of substances, matches, lighters, matches, weapons - anything lethal.
 - Rudeness or inappropriate use of language
 - Violence in any form (fighting, threats, intimidation)
 - Discrimination-please refer to district policy below
 - Retribution against a person who has reported incidents
 - Misuse of Internet/Technology devices - Aspenwood publishes an electronic Code of Conduct each year.
 - Violating privacy rights of others, including taking photos/videos without permission
 - Unauthorized use of a cell phone while on school property.
 - Using/naming a physical illness, disability or condition to threaten, harass or intimidate others in the community is unacceptable
- ✱ Students shall not discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons., or for any other reason set out in the *Human Rights Code of British Columbia* (Section 7 and 8), 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.

Consequences

Responses to unacceptable conduct are consistent and fair. Consequences will be applied in a way that respects individual rights, responsibilities, age and maturity; and be **restorative rather than punitive** in nature.

Inappropriate behaviour will be dealt with according to **one or more** of the following actions:

- review of expectations and a discussion of what needs to be done to make things right
 - review of expectations, written assignment and/or loss of privileges
 - parents are informed
 - possible suspension from playground, classroom, or school for a period of time.
 - meeting with the parents
- ✱ Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.
- ✱ Special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct, due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.
- ✱ A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.

Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a),(b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Assistant Superintendent Stephen Whiffin, at swhiffin@sd43.bc.ca.

Notification

Parents are notified in all cases of a serious breach of the Code of Conduct. In the case that there is/are victim(s), their parents are also notified and involved in the restorative process.

If warranted, the administration may notify:

- school district officials — as required by school district policy
- police and/or other agencies — as required by law
- all parents of offenders and victims— 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

Process

All British Columbia schools include students, parents and staff in the development and review of codes of conduct. This code of conduct revision has been approved by the Parent Advisory Council and was created in consultation with the students and staff of Aspenwood.

Communication

Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors. Protocols while acting as ambassadors of the school also are made known to students, parents, coaches and involved members of the greater community. To ensure that all of our students and parents have full and easy access to this document, it is included in our student agenda planner and is also posted to our website in July of each year.

Implementation

Behavioural expectations outlined in codes of conduct are consistently taught and actively promoted. Responses to unacceptable behaviour are based consistently on sound principles and are appropriate to the context.

Monitoring and Review

Codes of conduct is continuously monitored to ensure codes reflect current and emerging situations and are contributing to school safety. This document is reviewed and improved as a result of experiences and observations during the year.

Alignment

Codes of conduct are compatible between schools in the community and across elementary, middle and secondary levels. At Aspenwood, we follow the provincial guidelines, as do the other schools in our district. Our Action Plan for Learning includes the goal of learning both socially and emotionally in the area of social emotional learning competency (i.e. self-management, self-awareness, social awareness, relationship skills, responsible decision making). Our Code reflects the kind of environment necessary to protect that learning process.



Mr. D. Hutchinson
Principal
Aspenwood Elementary School