Salt Spring Elementary School
Code of Conduct
2026-2027

Statement of Purpose

At Salt Spring Elementary, we strive to create a happy and safe learning environment for all members of our community. The purpose of our code of conduct is:

- to establish and maintain a safe, caring and orderly environment for purposeful learning
- to teach social responsibility and self-discipline
- to preserve positive relationships within the school community, including online interactions
- to clarify and publish expectations of behaviour while at school, while going to and from school, and while attending any school function or activity at any location.

Salt Spring 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 and age– in respect of the discriminatory publication and discrimination in accommodation, service and facility in the school environment**.**

Expectations for Behaviour

At Salt Spring Elementary, we respect the right of everyone to live and learn in a safe, caring and orderly environment.

In accordance with Ministerial order number M89, the use of personal digital devices at school is restricted, including during hours of instruction, to promote online safety and focused learning environments. Use of personal digital devices is not permitted except in special circumstances for accessibility and accommodation needs, medical and health needs or equity to support learning outcomes.

Acceptable Conduct

Members of the Salt Spring Elementary community are expected and supported to conduct themselves in a positive manner. We have three key expectations that guide our behaviour:

- Be caring
- Be respectful
- Be safe

Unacceptable Conduct

The following behaviours are examples of unacceptable conduct but do not represent an all-inclusive list. Members of the Salt Spring Elementary community are expected to refrain from the following:

Behaviours that:

- are uncaring, disrespectful or unsafe
- interfere with the learning of self or others
- interfere with an orderly environment

Acts of:

- bullying, harassment or intimidation
- physical, verbal, written or cyber abuse to self or others
- retribution against a person who has reported incidents of misconduct

Illegal acts, such as:

- possession or use of weapons
- theft or damage to property
- possession, use or distribution of illegal or restricted substances

Digital Devices

In accordance with Ministerial order number M89, the use of cell phones and other personal digital devices at school is restricted during hours of instruction to promote online safety and focused learning environments. Use of personal digital devices is not permitted except in special circumstances for accessibility and accommodation needs, medical and health needs or equity to support learning outcomes.
Students will only be permitted to use digital devices that are appropriate to a student's age and developmental stage.

Rising Expectations

As our students become older and more mature, our expectations of them change. We expect increased personal responsibility and self-discipline with increased age.

Consequences

At Salt Spring Elementary, we take a proactive approach to discipline. We have bi-weekly Whole School meetings in which kind and cooperative behaviour is recognized, and positive behaviours are taught and encouraged. In addition, several classes hold classroom meetings to facilitate discussions and address issues as they arise.

At Salt Spring Elementary, we consider the severity and frequency of unacceptable conduct, the impact on others, as well as the maturity of the offender in determining the appropriate interventions and/or disciplinary action. 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. In the event of unacceptable conduct, the following sequence of events will generally occur:

1. The teacher will address the concern with the student.
2. The teacher informs the parent/caregiver when behaviour concerns become frequent or escalate.
3. The incident is recorded in a classroom behaviour log.
4. Incidents occurring on the playground will be reported to the classroom teacher.
5. More serious incidents of misconduct are referred to the principal.

Wherever possible, disciplinary action is preventative, instructive and restorative, and students are encouraged to participate in the development of meaningful consequences. Consequences may include one or more of the following:

- restitution to the victim(s), including a verbal or written apology
- establishing a personal student contract
- loss of privileges
- replacement of, or reimbursement for, damaged or lost property
- in-school or out of school suspension
- more serious incidents of misconduct will result in a plan of action determined by the School Based Team, and may also be referred to the Superintendent and/or the RCMP

The school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code).

Retaliation

No student, school employee, parent or volunteer may engage in reprisal or retaliation against a victim, witness, or other person who brings forward information about an act of harassment, intimidation, bullying, prejudice or discrimination. Reprisal or retaliation is prohibited and will result, where appropriate, in discipline and/or in the filing of a complaint with other appropriate authorities.

Notification

At Salt Spring Elementary we strive to ensure positive and open communication with our community members. Consequently, parents will be notified when an issue arises or when behaviours escalate or increase in frequency. In serious cases, school district officials, the police and/or other agencies may be informed and involved where appropriate.

Special Programs and School Wide Structures to promote a safe school.

- **School-wide Positive Behaviour Support (PBS)** whereby behaviour expectations are explicitly taught and reviewed. This provides consistency in expectations and language used so that all students know what is expected of them in all areas of the school.
- **WITS** this program teaches students to solve problems peacefully by using the following strategies: walk away, ignore, talk it out or seek help
- **Whole School Meetings,** where we build community and foster school spirit by celebrating our successes and encouraging positive and responsible behaviour.
- **Spirit Leadership Program** for intermediate students. Students learn how to be responsible leaders, peacemakers, and initiators of school spirit through playground games and special days.
- **Multiage Group Activities (Art, Read-Ins, field trips)** which are designed to help students foster relationships across the age groups.
- **Class Meetings** are held in several classrooms to facilitate discussions around responsible and respectful behaviour and address issues as they arise.

Resources:

Safe, Caring, and Orderly Schools, A Guide: BC Ministry of Education
Call It Safe, a Parent Guide for dealing with bullying in elementary schools: BC Confederation of Parent Advisory Councils
School Act sections 85 (1.1) 168 (2)
BC Human Rights Code
Provincial Standards for Codes of Conduct Order M267
Developing and Reviewing Codes of Conduct: A Companion Guide to the Provincial Standards for Codes of Conduct
SD64 Policy 210 Codes of Conduct
SD64 Procedure 210 Codes of Conduct
SD64 Policy 212 Violence and Harassment Free District
SD64 Procedure 212 Violence and Harassment Free District
SD64 Policy 215 Diversity
SD64 Procedure 215 Diversity
SD64 Policy 217 Anti-Racism
SD64 Procedure 217 Anti-Racism