



Mission Statement: Participate in relevant, responsive education so that each student becomes a life-long learner and contributing citizen in a diverse world.

School Climate: Lawfield promotes a safe and caring community that encourages all learners to reach their full potential.

### CODE OF CONDUCT

This Code of Conduct has been approved by the Principal, the Staff, the Students and the School Council. Our Code of Conduct applies to activities at school, on the bus, and during school trips and events.

It is the responsibility of the Lawfield community---students, staff and visitors alike, to be aware of and to adhere to this Code. While the Guidelines, Expectations, and Consequences are addressed primarily to students, the rationale, the principles and the spirit of the Code apply to every person connected with the school and should, therefore, dictate the standards of behaviour for us all.

#### Guidelines

Acceptance <i>Accepter les autres</i>	<ul style="list-style-type: none"> <li>• Understand differences (opinions, ideas, ways of doing things, etc.)</li> <li>• Include others</li> </ul>
Caring <i>Bienveillance</i>	<ul style="list-style-type: none"> <li>• Be positive and thoughtful of others</li> <li>• Help others when they feel harmed</li> </ul>
Citizenship <i>Citoyenneté</i>	<ul style="list-style-type: none"> <li>• Keep your building and schoolyard clean and remember to recycle</li> <li>• Be involved in making your school and community a better place</li> </ul>
Courage <i>Courage</i>	<ul style="list-style-type: none"> <li>• Do what you know is right</li> <li>• Be a peacemaker and a peacekeeper</li> </ul>
Empathy <i>Empathie</i>	<ul style="list-style-type: none"> <li>• Take the time to listen to others to understand their perspective</li> <li>• Consider the feelings of others</li> </ul>
Honesty <i>Honnêteté</i>	<ul style="list-style-type: none"> <li>• Tell the truth without causing harm to others</li> <li>• Admit your mistakes</li> </ul>
Integrity <i>Intégrité</i>	<ul style="list-style-type: none"> <li>• Do what is right even when no-one is watching</li> <li>• Listen to your conscience and be true to yourself</li> </ul>
Respect <i>Respect</i>	<ul style="list-style-type: none"> <li>• Treat students and adults as you would like to be treated</li> <li>• Be polite and cooperative</li> <li>• Use appropriate language</li> </ul>
Responsibility <i>Responsabilité</i>	<ul style="list-style-type: none"> <li>• Come to school on time and prepared to learn</li> <li>• Do your best every day</li> <li>• Take ownership of your actions</li> </ul>
Trustworthiness <i>Fidélité</i>	<ul style="list-style-type: none"> <li>• Tell the truth</li> <li>• Follow through with what you said you would do (be dependable)</li> </ul>

## REACH FOR IT

### Expectations of Behaviour

- Assemblies** Everyone is to enter and leave the gym quietly. Respectful audience skills will be demonstrated by silently watching the presentation. Appreciation will be shown through applause only.
- Bullying** Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance. Bullying can take many forms such as physical, verbal, social and electronic/cyber. Bullying will be subject to discipline.
- Communication** Regular communication between the home and the teacher is key to your child's success. Communication will occur in a variety of forms. This may include agendas, email, websites, newsletters, phone calls and meetings. Please feel free to contact your child's teacher.
- Dress Code** Lawfield is proud to be a uniformed school. ALL STUDENTS FROM JK TO GRADE 8 ARE REQUIRED TO WEAR A UNIFORM SHIRT. THIS SHIRT MUST BE THE OUTERMOST GARMENT. Hats and hoods must be removed upon entry.
- Entry and Dismissal**  
In order to maintain the safest environment possible for our students, parents/guardians who accompany their child to school should drop their child off on the playground and wait for their child outside at dismissal.  
  
School begins at 8:40. Students are to enter and leave the building through assigned doors. Students arriving more than 10 minutes late are to report to the office prior to joining their class. Student absences due to appointments, illness or other reasons require written or verbal notification by the parents/guardians.  
  
All visitors are to report to the office to sign in and out when entering and leaving the building.
- Hallways** Keep to the right. Speak in a quiet voice. Walk. No eating in the hallways.
- Manners** We will communicate in a respectful manner using appropriate language. Swearing is unacceptable. Gum chewing is not allowed at school.
- Medication** All medication is to be dispensed by the office staff. Students with puffers and epi pens are required to have these items with them at all times.
- Nutrition Break** Inside:  
Lunches are to be eaten in assigned lunchrooms. Students must talk quietly, remain seated and clean up after themselves. Students must ask permission from the duty teacher to leave the lunchroom.  
  
Outside:  
For safety purposes, students must ask permission from the duty teachers before reentering the building.  
  
Students leaving the school property to eat must do so at second nutrition break. Parental (written) permission is required to leave the school property. Notes are to be given to the homeroom teacher prior to daily attendance.
- Playground** Play safely and fairly. Rough, unsafe activities are not allowed. Snow stays on the ground.
- Property** Keep your belongings neat and clean. Respect the belongings of others. Show proper care and regard for our school building and community.
- Technology** Students may use their cellphone outdoors during nutrition breaks. At all other times, cellphones must be turned off and put away. Classroom phones are available to call home if the need arises, with permission from the classroom teacher. Personal games or music devices are permitted during nutrition breaks in the lunchroom or outside only. Taking pictures or any forms of audio and/or video recordings using any electronic device is strictly prohibited.

Please note: The school is not responsible for loss or damage to any personal electronic devices. Teachers may give permission to students to use these electronic devices during instructional time for learning purposes.

**Work Habits** Always do your best. Ask for help when you need it. Attend school regularly and be punctual. Adhere to timelines.

### Progressive Discipline

#### Offences

Level 1	Level 2	Level 3 – Major Offences
<ol style="list-style-type: none"> <li>1. Disruptive or negative behaviour.</li> <li>2. Incomplete assignments, equipment missing</li> <li>3. Rough play</li> </ol>	<ol style="list-style-type: none"> <li>1. Hitting, kicking, pushing, tripping, etc.</li> <li>2. Negative comments, swearing, putdowns, rudeness and intolerance.</li> <li>3. Physical, verbal, social and electronic/cyber bullying</li> <li>4. Stealing</li> </ol>	<ol style="list-style-type: none"> <li>1. Serious physical assault.</li> <li>2. Possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person.</li> <li>3. The use, possession or sale of alcoholic substances, narcotics, or other noxious substances.</li> <li>4. Vandalism.</li> <li>5. Serious racial incidents</li> </ol>

#### Discipline Cycle

Level 1	Level 2	Level 3
<ol style="list-style-type: none"> <li>1. Teacher deals with problem in class. Problem solving sheet and action plan completed.</li> <li>2. Student may discuss with teacher. Mediation may be recommended. Teacher will set time for this discussion.</li> <li>3. Teacher will contact parents</li> <li>4. Other consequences could include detentions, missed privileges etc.</li> </ol>	<p>A discipline report will be completed for inappropriate behaviour.</p> <ol style="list-style-type: none"> <li>1. A teacher completes a discipline report and assists the student to complete an action plan for improvement. (The plan may be oral or written.)</li> <li>2. Parents may be contacted.</li> <li>3. Parent signature may be required on the action plan.</li> <li>4. Administration may meet with the student.</li> <li>5. Parents may be called in for a meeting.</li> <li>6. Persistent inappropriate behaviour can lead to suspension.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension</li> <li>2. Expulsion – consistent with Safe Schools Policy</li> </ol>

**The privilege of attending an in-school or out-of-school event may be revoked as a result of failure to comply with expectations as expressed in the Discipline Policy.**