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**Namao School Code of Conduct
 2022-2023**

Namao School promotes, reinforces and encourages the growth of self-discipline, respect and responsible behaviour to foster a safe and caring learning environment.

Philosophy

The underlying philosophy of Namao School is that all students have the right to learn in a positive environment. A positive learning environment is one in which students are encouraged to make appropriate choices and are responsible for their behaviour. There are logical and natural consequences for the choices a student makes. Our goal is to work with parents and students to understand how to make positive choices and encourage students to make positive ones where the needs of each student are respected. We understand that students are learning the skills necessary for successful problem-solving. We believe that taking responsibility for one's actions and making positive choices is essential to student growth and learning.

The development of positive behaviour (ethical citizens) is a shared responsibility between students, staff and parents.

Rights and Responsibilities of Students

Rights	Responsibilities	Rule
I have a right to learn.	My responsibility is to listen to instructions, work diligently and follow general classroom guidelines set by my teachers.	Conduct yourself in an appropriate manner.
I have the right to be treated with respect.	I have the responsibility to treat others with respect.	Respect yourself and others.
I have the right to be safe on the playground and within the school.	I have the responsibility to do my best to ensure the safety of myself and others.	Keep your hands, feet and objects to yourself.
I have the right to expect that my property will be safe.	I have the responsibility to respect property that is not my own.	Respect property.

Corrective Measures

When students choose not to follow the expectations, a range of interventions will take place. Classroom teachers will deal with situations that arise with their students, promoting positive choices. Some issues will only require talking to students to find ways to resolve the issue. When issues are concerning, teachers will call parents to seek their assistance in stopping the concerning behaviour. If an issue is serious, students may need to speak with the school's administration. Parents may be contacted depending on the event's seriousness and informed of the issue and the possible consequences. A range of consequences will be exercised from apologies, think sheets, detentions, community service and suspensions. Acts of physical aggression or violence, cyber-bullying and illegal substances will not be tolerated and will be met with serious consequences.

Responsibilities of Staff

Our staff establishes a positive school climate in which structure, support, and encouragement are provided to understand the importance of education and develop a sense of self-awareness and responsibility while making a positive contribution to society.

Namao staff will ensure that:

- They build positive and productive relationships with students, parents/guardians, peers and others in the school and local community to support student learning.
- They establish, promote and sustain inclusive learning environments where diversity is embraced, and every student is welcomed, cared for, respected and safe.
- Students and staff have the right to learn and work in an environment that respects diversity and promotes equity, inclusion and human rights.
- Appropriate behaviour is consistently modelled, encouraged and complimented, thus increasing student self-esteem and reinforcing positive behaviours.
- On-going communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in their children's education.

Responsibilities of Parents

Parents ensure their children are ready to learn and help them make positive and consistent progress towards their academic goals.

The role of the parent with respect to education includes the following:

- Establish a positive learning atmosphere in the home
- Support the staff in assisting your child in understanding, respecting and following school expectations
- Support your child by being actively involved
- Maintaining communication with staff regarding your child's academic and social progress
- Encourage and support the regular and punctual attendance of your child
- Keep the staff apprised of necessary emergency information and ensure that the school has emergency contact phone numbers to reach parents when needed.

Avoidable Extended Absences During the School Year

Parents/guardians sometimes choose to take students out of the school for extended periods for vacations, hunting, working at a place of employment, or other avoidable reasons. In these situations, the school may not excuse these absences but mark them “parent aware.” Regular class attendance is essential for maximizing achievement. In addition to this, Namao School is not able to reschedule PAT exams for these avoidable extended absences. If an avoidable extended absence is scheduled during the school year, parents/guardians should inform the administration and the various subject teachers well before the event.

It will be the **student’s responsibility** to obtain notes and complete assignments during their absence. After discussing extended absences with their teachers, students may find this information via classmates, Google Classroom / SeeSaw or other means. Teachers may not provide homework packages before or during the extended absence. Upon returning, the student’s responsibility is to complete and turn in any required assignments and complete assessments within a reasonable amount of time, determined by the teacher.

Healthy Relationships

At Namao, we cultivate healthy relationships when problem-solving. Nurturing healthy relationships by considering stakeholder interest and a problem-solving approach to conflict resolution creates and maintains open lines of communication. It meets the needs of staff, parents, students and the community through building stronger relationships. Building healthy relationships is an ongoing process in which all parties commit to making relationships work—a winning approach for staff, parents, community, and especially students. Concerns regarding your child start with the teacher first.

Our intention is to assist staff, parents and community members to more effectively and efficiently resolve potentially difficult issues while minimizing unproductive conflict. Therefore, all possible participants must understand that in Sturgeon Public School Division, there is one standard and consistent manner in which concerns, problems and issues will be handled.

- *Consistency:* All Sturgeon Public School employees follow consistent procedures and use consistent terminology—people know what to expect.
- *Comprehensiveness:* The interests of all parties involved (parent, staff, student, others) will be considered every time a concern arises—no one is ignored.
- *Credibility:* All individuals in a community must know that all concerns are handled in an interest-based manner that is fair to everyone.

When major infractions occur, we will communicate clearly with the parent/guardian and follow the school’s Code of Conduct, Sturgeon Public School Division’s [AP900](#), and the [Education Act](#), which is hyperlinked to this document. In the event of a student receiving an out-of-school suspension, before returning to school, the student, family and administration may have a transition meeting to ensure the safe and smooth re-introduction to the school environment.