

Ray Watkins Elementary School Code of Conduct

2019-2020

Introduction

A positive school climate can only be achieved through a joint effort among school staff, students, parents and members of the community. Positive student behaviour is a key component in achieving this climate. In order for students to reach their potential in school, a positive learning environment without interference from fellow students is needed.

To this end staff, parents, students and individuals from the school community have developed a School Code of Conduct. A focus of this new policy is on the initial prevention (proactive approach) of behaviours, which may cause problems. Consequences for inappropriate actions are aligned as closely as possible to infractions. This policy will greatly assist in achieving a positive school climate. Also, individual classroom Student Behaviour policies and Codes of Conduct greatly assist in achieving a positive classroom and school climate.

Our code of conduct is posted on our website and within our school. A copy is given to each classroom, student/family and staff member each September. This Code of Conduct applies to all students and adults who are part of the Gold River Secondary School Community.

The Board of Education will take all reasonable steps to prevent retaliation by any person against any student who has made a complaint of a breach of the Code of Conduct.

As per the BC Human Rights Code, no one shall publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that indicates discrimination or an intention to discriminate against a person or a group or class of persons which will cause exposure to hatred or contempt.

No one can deny or discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age of that person or class of persons.

To the Students

Students at Ray Watkins Elementary School are expected to exhibit a commitment to learning and to achieving success. Our school has guidelines for appropriate student behaviour which reflect the school's philosophy of openness and mutual respect. The guidelines show that you are expected to take personal responsibility for your behaviour. This responsibility applies not only to your academic duties, but also to your use of school facilities, equipment, textbooks and supplies. Each responsible student contributes to the well-being and success of everyone at Ray Watkins Elementary School.

To the Parent

School staff and parents, along with student consultation, were involved in the development of the School Code of Conduct. We want students to be fully informed of their responsibilities at Ray Watkins Elementary School. A consistent approach to positive behaviour will be achievable when all are aware of the School Code of Conduct. Parents are responsible to become familiar with the school policy and to also make your sons/daughters aware of this policy.

To the Staff

The School Code of Conduct will assist in providing a safe and caring learning environment in order to allow for a positive learning atmosphere. All staff needs to be aware of all components of this Code of Conduct in order to ensure the consistent administration of this particular code.

Proactive Measures to Encourage Positive Behaviours

Our school provides programs and activities, which will promote a positive and friendly atmosphere throughout the school year. It is also our hope that this positive atmosphere will prevail not only in school but also outside of the school within the community and at home. A sample of these programs and activities is as follows:

1. Student Leadership Program
2. Recognition of students' birthdays, achievements and positive student behaviour.
3. Opportunity to participate in periodic intramural activities: soccer, dodge ball, skipping, basketball etc.; and extracurricular activities: swimming, skating; skiing, snow tubing, rock climbing, soccer, etc.
4. School spirit days centered around a theme.
5. Special occasion parties (Halloween, Christmas, Valentine, etc.)
6. Involvement of students in concerts and talent shows (Christmas, Winter Carnival, etc.)
7. Student work displayed within the class, halls and foyer.
8. Special Events (Remembrance Day Service, Plays), guest speakers, guest entertainers and theatre groups, etc.
9. The singing of "O Canada" each morning
10. Student involvement in various programs and activities (WITS Program.)
11. Parent involvement (Parent Advisory Council, School Improvement Planning, lunch supports, field trips, club supervisors, etc.)



ACADEMIC SUCCESS

Expected Behaviour

You are expected to complete assignments on time and to the best of your ability. If you put forth your best effort and take pride in your work, then you are more likely to enjoy a successful school year.

Consequences of Misbehaviour

If your assignments are unacceptable, you may be required to complete or redo them within a reasonable period of time determined by the teacher.

HONESTY

Expected Behaviour

You are expected to be honest in all your relationships with students, staff and community. Lying, stealing and cheating are unacceptable behaviours. You will benefit from your relations with others only by being open and honest in what you say and do. Dishonesty in your words, actions or written work has a negative effect on your reputation.

Consequence of Misbehaviour

Dishonesty carries some very serious consequences. In the more serious cases of lying, cheating, or stealing, a meeting will be arranged with you, your parents and your teachers to discuss the situation and possible consequences.

ATTENDANCE, ABSENTEEISM & LATENESS

Expected Behaviour

You shall report to class promptly each day, ready, willing and able to work. All absenteeism requires office notification (eg. phone call, etc.). Habitual lateness and absenteeism will be reported to the office.

Punctuality is a form of courtesy towards your teacher and your classmates.

Punctuality is a learned skill in making good use of your time at home and at school. If you are late, you disrupt your class when you enter. Students who miss a great deal of time are certain to encounter difficulty in keeping up their school work. In order for you to achieve to your maximum potential, *regular attendance is essential*.

On some occasions, lateness and absences are unavoidable. However, if habitual lateness and absenteeism appear to be a problem, they will be investigated.

Parents will be contacted and students may be required to complete work that missed. Work that is not completed as a result of absenteeism could result in academic consequences for the student.

RESPECT FOR OTHERS

Expected Behaviour

As noted in the introduction of our School Code of Conduct, in order for students to reach their potential in school, a positive learning environment without interference from fellow students is needed. Students are expected to be considerate and respectful with all who attend our school both in and outside our classrooms. Tolerance and fairness are qualities which all students should strive to achieve.

Consequences of Misbehaviour

Disrespectful or unacceptable behaviour usually will result in a warning by a teacher, teacher assistant or Lunch/Bus/Ground supervisor. The frequency and severity of the infraction will dictate the type and appropriateness of the consequences. *The staff recognizes that there is a function to all behaviour. All responses to inappropriate behaviours will be based on students' learning positive social conduct and will not be strictly punitive in nature.* In the case of subsequent behaviour problems, a phone call is made to the parents/guardians concerned or a Student Behaviour Information

APPROPRIATE LANGUAGE

Expected Behaviour

Your language will be such that it shows respect for staff and students. Name calling, swearing, crude, rude and obscene language (spoken, written, implied or gestured) are unacceptable. Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict.

Consequences of Misbehaviour

The use of inappropriate or unacceptable language will result in such consequences as a warning, an apology or contact with the home.

STUDENT MOVEMENT

Expected Behaviour

In the morning, students should not arrive earlier than 8:30 a.m (unless prior arrangements have been made with a teacher). Students may go to the library or their classrooms upon arrival at school with the permission of their teacher, otherwise they are to play outside under regular supervision or be in the office foyer. Students are to enter the building in an orderly and efficient manner according to prearranged bell times. While in the building, students are to *walk* in a quiet orderly manner at all times.

During recess, students are to be outside (except for extremely inclement weather), in the library or in other prearranged supervised areas (computer lab, gymnasium, learning centre, classrooms).

At lunch time, all lunch students are to eat in lunchroom in a quiet, orderly manner and upon completion are to leave the lunchroom in the same condition prior to lunch - clean and tidy. unless attending a supervised school activity. All students shall remain on school property during

the school day (*Of course, the exceptions to this are bus students who have a permission letter on file and students who go home for lunch*).

These guidelines are necessary for security, order, and to ensure that all students are being safely looked after during the school day.

DESIGNATED AREAS AND SAFETY EQUIPMENT

Expected Behaviour

Students are only to be in areas of the school building (including gymnasium, computer lab, learning centre) with permission and supervision of a teacher or lunch supervisor. While outside, students are to use special equipment such as skate boards and roller blades in designated areas. Students must wear specified safety equipment when participating in certain activities-eg. Proper fitting helmets are to be worn when skate boarding, biking, skating, roller blading and using a scooter. Bikes are to be placed in bike racks upon arrival at school for everyone's safety.

These guidelines are necessary for your own safety and security of school property.

PERSONAL APPEARANCE

Expected Behaviour

You are expected to dress in a clean, neat, appropriate manner. Clothing with offensive/suggestive words, slogans or pictures is considered inappropriate, as well; any clothing that promotes alcohol, drugs or tobacco products is inappropriate in the school. The following are considered examples of unacceptable clothing: belly shirts, tube tops, short shorts, etc. Revealing clothing is not to be worn by students. Hats and all types of headwear (including hoodies) are to be removed during the national anthem and in class if that is part of the classroom rules. The general community is encouraged to support and comply with this expected behaviour. Coats and outside footwear are to be removed and neatly arranged in the classroom. Inside footwear is to be worn at school.

Proper attire promotes good personal hygiene and safety.

Consequences of Misbehaviour

If you wear inappropriate clothing, you will be required to cover it with a sweatshirt, turn the clothing inside out, etc., or replace it with appropriate clothing from home.

CARE OF SCHOOL PROPERTY

Expected Behaviour

Students will respect all school property as well as the property of others. Your desk and floor area around it are to be kept neat and tidy. School furniture is to be used for the purpose intended. School text and library books, desks, tables or other school furniture items are not to be marked on in any way with a pencil, pen, crayon, marker, whiteout, scissors, etc. Students are expected to assist in keeping the school and school grounds litter free. You are expected to treat the school and equipment indoors and outdoors with the same care and respect as you would your own valuable personal possessions.

In taking care of school property you display pride in yourself and your school; you also help to maintain attractive surroundings and useful facilities, which contribute to successful learning for you and your fellow students.

Consequences of Misbehaviour

If a student damages school property, they will be expected to pay for repair or replacement costs. If a textbook or library book is destroyed, lost or stolen, students will be required to pay the replacement cost. Intentional damage to school property is a crime under law. This is your school, let's all work together to keep it clean and attractive.

EXTRA-CURRICULAR ACTIVITIES

Expected Behaviour

On school buses, at extra curricular activities or on field trips, all relevant school rules apply. Students are expected to participate to the best of their ability during extra-curricular activities unless unable to for medical reasons. You should remember that during these activities you represent your school. Don't let your misbehaviour ruin the opportunity for others. Always let others know that you are proud to be a student at *Ray Watkins Elementary School*.

Consequences of Misbehaviour

Appropriate disciplinary action will be taken. A serious offence could result in your removal from the activity or event, and exclusion from further activities is possible.

TOBACCO, ALCOHOL and DRUGS

Expected Behaviour

Tobacco, alcohol or illegal drugs are not permitted on school property. While on school property all individuals are expected to be free from the influences of alcohol and illicit drugs. Smoking is not permitted in school or on school grounds by any individuals at any time (as per School Board Policy). The use of tobacco, alcohol, and illegal drugs is dangerous and illegal.

Consequences of Misbehaviour

Appropriate disciplinary action will be taken as per board policy. Parents/guardians will be notified.

ALTERNATIVE AFTER-SCHOOL ARRANGEMENTS

Expected Behaviour

The school must be notified in writing (or by phone if really necessary), of any requested change in student's regular after-school arrangements. Unless an emergency arises, the school should be notified before 2:00 p.m. on the day of the requested change. Students will not be allowed to make changes in transportation without permission from their parents and teacher.

Due to bus regulations, a student is only permitted to ride on their assigned bus. Parents are to inform their sons/daughters about alternate arrangements concerning where they are to go if school is cancelled during the day due to a storm or for whatever reason (school power failure, plumbing problem, etc.) Students are discouraged from using the school phone to make arrangements.

Reason for Behaviour

For your own safety and protection, parents/guardians and teachers should be informed of your whereabouts.

Consequences of Misbehaviour

Permission may be denied to utilize the school phone to make after school arrangements and parents/guardians may be informed of the appropriate policy.

TECHNOLOGY

Expected Behaviour

Students are expected to utilize technology for the betterment of their education. Students are not to access web sites, which are unacceptable within the school (*sites containing pornography, obscene and profane material, and any form of nonmonitored chat lines*). Students are not to have online access without classroom adult supervision. Technology (*on a website or in other ways*) is not to be used to develop materials that substantially interferes with the education process. In this case, all individuals are not to develop material which may be indecent, abusive, false or insulting. While at school, students are not to have in their possession cameras (video or still) or any other personal electronic devices (eg. iPods, mp players, etc.).

New and affordable technologies allow more readily available Internet access for students both in and outside of school. Technology has greatly increased the ability to both receive and transmit information within and outside the school. Privacy can be invaded by taking inappropriate pictures, either video or still. Listening to personal electronic devices while at school will interfere with learning. When used appropriately, technology among other things, can enhance curriculum.

Consequences of Misbehaviour

For minor offences, students will be spoken to by school staff and warned with possible removal of technology privileges. For more serious offences, a meeting will take place with the student concerned, staff, administration and parents/guardians to discuss the situation. Action taken could result in withdrawal of technology privileges, suspension from school for a short or long period of time, removal of cameras and personal electronic devices from school.

SERIOUS OFFENCES

For serious misbehaviour such as violence, bullying (including the use of the internet and social media to threaten, intimidate, harass or belittle others), unsafe actions, possession of contraband, theft and vandalism, the following steps may be taken:

1. the incident is investigated, usually by the principal, and notes will be kept
2. parents will be informed and included in planning a response depending on the student's behavior record, responses to the behavior may be developed with the student
3. students may be dismissed from school until the parent or guardian, the student and the principal can meet to plan an appropriate response
4. serious behavior problems may result in student punishment such as suspension, rather than on restitution
5. discipline is progressive (consequences become more serious with increasingly severe misbehaviour or increasing frequency of behavior)

SCHOOL BUS RULES

The driver is in full charge of the school bus.

1. Obey his/her instructions.
2. Be on time. The bus will not wait.
3. Talk to the driver only if absolutely necessary.
4. Keep the seat assigned to you by the driver.
5. Use appropriate language while on the bus without yelling or making loud noises.
6. Ride on the bus quietly.
7. Stay seated when the bus is in motion.
8. Keep windows closed unless the bus driver permits otherwise.
9. Keep your entire body within the bus.
10. Nothing is to be thrown inside the bus or out of the windows.
11. Spitting is prohibited on the bus as well as out of opened bus windows.
12. When the bus is in motion, keep the aisle of the bus clear at all times.
13. When it is necessary to cross the road in front of the school bus, walk 3 meters (10 feet) in front of the school bus to a point where you can see the driver; cross the center of the highway, STOP, LOOK, and LISTEN and cross the highway when it is safe to do so.
14. If there is no sidewalk, walk well over on the left side of the road when walking to and from the bus stop. Never stand or play on the road while waiting for the bus.
15. The aisle of the school bus should be neither wholly nor partially obstructed by any person sitting in such a manner that the person's body or any part thereof, extends beyond a seat into the aisle.
16. Eating and drinking refreshments on the bus will be at the bus driver's discretion

NOTE: As per school board policy, students may lose bussing privileges for a short term or long term basis, depending on the lack of appropriate school bus behaviour.