

Chilcotin Road Elementary Code of Conduct

Purpose:

The purpose of the Code of Conduct is to inform all members of the school community of our shared responsibility to provide a safe, caring, and respectful environment, where visitors, parents, students, and staff feel welcomed and respected. The Code of Conduct provides guidelines for the conduct of students, parents, coaches, and members of the community while acting as ambassadors for Chilcotin Road Elementary. The principal or sponsor teacher will make every reasonable effort to inform them of these expectations.

Chilcotin Road Elementary is committed to protecting all people from any discrimination by virtue, real or perceived of their, race, colour, ancestry, place or origin, political belief, religion, marital status, family status, physical or mental disability, age, sexual orientation, or gender identification. Therefore, discriminatory acts, including publication or discrimination of service shall be subject to consequences outlined in the Code of Conduct. Students will be held accountable for their behavior, and expectations will increase as students become older, more mature, and move through successive grades.

Chilcotin Road Elementary School Rules

Supervision is meant to be seasoned with a lot of common sense. This format is a GUIDE to use in exercising that common sense and to keep us UNIFORM and CONSISTENT.

1. Bullying, intimidation, or direct disobedience is not acceptable.
2. Students should remain outside in the mornings before school unless the weather is poor. The door will be unlocked at 8:00 a.m. for any student who needs to use the washroom or is working (with attendance of teacher) in their classroom.
3. 11:45 a.m. should be the earliest that students are dismissed at lunch allowing them time to complete their lunches.
4. Students will walk in the hallways.
5. Acceptable language only towards fellow students, teachers, supervisors, aides and visitors is always expected.
6. Games that appear to be unsafe or involve aggressive body contact should be stopped.
7. "Hands Off".
8. No objects such as rocks, sticks or snowballs should be thrown at all.
9. Students should only be in the parking lot to catch the bus.
10. The front entrance should be limited to visitors, teachers and late students.

11. Students remain on the school grounds while "at school".
12. Bicycles should be walked from the school yard entrance to the racks when arriving or departing.
13. Students stay away from the racks during school hours.
14. Sunflower seeds/Spitz are not welcome at this school.
15. Students are expected to dress appropriately. Shirts are to be long enough that they could be tucked into the waistband. Pants/shorts are to be worn to the waist (all undergarments are to be covered).
16. No inappropriate language/illegal substances on t-shirts or hats.
17. Students have the freedom to act responsibly and if they make a mistake they will be reminded of the rules.

When a breach in the Code of Conduct occurs, administration will take into account the age and maturity of the student, and consider special needs, when determining appropriate disciplinary action.

CODE OF CONDUCT

1. Safety first
2. Be prepared
3. Do your work
4. Respect yourself
and others

SELF MANAGERS PROGRAM

Our Self Managers Program is designed to encourage children to learn to be responsible for their behaviour. Both the home and the school must work cooperatively to build the child's self confidence, and thus their ability to become Self Managers.

Philosophy:

1. Discipline from without produces submissive or rebellious behaviour.
2. Discipline from within produces self motivated, cooperative and contributing students, who develop a sense of belonging.

Goals for Encouraging Self Discipline:

1. Setting clear guidelines for appropriate behaviour.
2. Giving children the responsibility and right to determine their behaviour.
3. Providing clear, logical consequences for inappropriate behaviors.
4. Providing positive encouragement for appropriate behaviors.
5. Allowing children to learn by their mistakes.

How Our School Encourages Self Discipline:

1. Supervision format and rules are discussed at school assemblies and the classroom in early September.
2. Classroom rights and responsibilities are discussed during class meetings. During these meetings each class will also establish the rules for their room.

PROBLEM SOLVING: THINK FAST FORM

This form is used when there is a concern that students are experiencing difficulty managing their behaviour. The supervisor and the child work together to fill out the form. The forms are filed with the student's teacher for review.

PARENTAL CONTACT

This could involve a telephone call or a meeting to discuss concerns. If the misbehavior continues, the home and school can best meet the needs of the student by meeting and working together.

PLEASE REMEMBER:

The Self Managers Program encourages children to be responsible for their behaviour. We do not want to punish children. We want children to learn from their mistakes and find new ways to solve problems. Whenever possible and appropriate, consequences for a breach of a code are restorative in nature, rather than punitive.

Chilcotin Road Elementary School

RIGHTS AND RESPONSIBILITIES

- I have a **RIGHT** to learn in the school.

My Responsibility: To listen to instructions and behave appropriately.

- I have a **RIGHT** to hear and be listened to.

My Responsibility: Not to talk, shout or make loud noises when others are speaking and working.

- I have a **RIGHT** to be respected.

My Responsibility: Not to tease, or bother other people, or to hurt their feelings and property.

- I have a **RIGHT** to be safe.

My Responsibility: Not to threaten, kick, punch, spit, or physically harm anyone else.

- I have a **RIGHT** to privacy and to my own personal space.

My Responsibility: To respect the personal property of theirs, and to accept their right to privacy.

- I have a **RIGHT** to attend a healthy, safe and clean school.

My Responsibility: To respect school property.

SCHOOL DRESS CODE

At Chilcotin Road Elementary School, the main word to describe student dress is **APPROPRIATE**. Student dress must be both reasonable and tasteful. In that regard, the following guidelines are in place:

- Outside footwear is **NOT** worn inside the school. Students must remove outside footwear at the entrance and change into their "indoor" shoes.
- Shoes and socks **MUST** be worn inside the school. Bare feet are **NOT** permitted. This is a requirement of the Health Regulations.
- Shirts must be long enough to be tucked in. Even during warm weather, shirts which show bare midriffs are **NOT** permitted.
- Shorts and skirts/dresses **MUST** be long enough so that they come to at least mid thigh when the student is sitting down.
- Tops which show excessive cleavage are **NOT** acceptable.
- Wording on clothing **MUST** be of a positive nature and not be offensive to others.
- Clothing advertising drugs or alcohol is **NOT** permitted.
- The wearing of beachwear, muscle shirts, or shirts with spaghetti straps is **unacceptable** on a regular school day.
- Hats **MUST** be removed while the student is inside the building.

If a student or a staff member finds a student's clothing to be offensive or unacceptable, the matter will be referred to the school's administration for a decision. Normally, the student will be told to change out of the offending article of clothing, turn it inside out, or put on P.E. strip for the day. We request parent/guardian cooperation in not allowing their children to wear inappropriate or unsuitable clothing at school.

Chilcotin Road Elementary School

School-Wide Discipline Plan

Level 1

The attending adult in the classroom handles the following behaviours.

- Disruptions/disobedience
- Tardiness
- Truancy
- Minor vandalism/minor theft
- Lack of effort
- Lack of respect
- Inappropriate language/behaviour
- Homework
- Assembly/audience behaviour

Level 2

The following behaviours are initially dealt with by the attending adult – then reinforced by the Principal or Teacher in Charge.

- Major Lack of Respect/Harassment
- Inappropriate internet sites
- Disrespecting teachers' personal space and belongings
- Inappropriate representation of school (field trip/athletics)
- Cheating or Plagiarism

Level 3

The following behaviours require immediate office referral and intervention.

- Bullying/Harassment/Intimidation/Inappropriate sexual behaviour (major)
- Fighting/Assault
- Direct disobedience
- Endangering safety
- Drugs or Alcohol infractions
- Possession/use of a weapon
- Major vandalism/major theft

To ensure that students feel safe to report breaches in the schools Code of Conduct, the board will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of a Code of Conduct.

School – Wide Consequences

Level 1

Step 1 – Remind student of behaviour expectations

Step 2 – Restitution by the student

Step 3 – Home Contact by the teacher

Completion of **Think Fast: Problem Solving Plan** by the student and adult

Step 4 – Move directly to “Level 2 – Step 2”

Level 2

Step 1 – Restitution by the student

Completion of **Think Fast: Problem Solving Plan** by the student and adult

Step 2 – Referral to Principal

Home contact by Principal

1 to 3 day in-school parent supervised suspension/home suspension

Step 3 – Referral to Principal by teacher

Home Contact by Principal

1 to 5 days out of school suspension

Parent conference with Principal before student returns

Student Contract and behaviour plan

Step 4 – Move directly to “Level 3 – Step 2”

Level 3

Step 1 – Referral to Principal

1 to 3 day in school parent supervised suspension/home suspension

Parent conference with principal

Step 2 – 1 to 5 days out of school suspension

Step 3 – 5 to 10 days out of school suspension

Step 4 – Indefinite Suspension – referral to District Discipline Committee

**Chilcotin Road Elementary School
School District #27 (Cariboo-Chilcotin)**

POLICY STATEMENT

The Cariboo-Chilcotin School District and Chilcotin Road Elementary School promote the use and development of electronic networked information resources as a means to support learning and to enhance instruction. The Internet/e-mail allows students to interact with hundreds of thousands of computers on a world-wide basis.

It is the policy that all computers are to be used in a responsible, efficient, ethical and legal manner. The individual who logs on to a computer is responsible for all activities in that account. Failure to adhere to this policy and its procedures will result in the revocation of the user's access privilege.

Since access to the Internet/e-mail provides connections to other computer systems world-wide, students and parents/guardians of the students should understand that neither the school nor the school district controls the content of the information available on these systems. Some of the information available may be controversial and/or offensive.

The Cariboo-Chilcotin School District and Chilcotin Road Elementary School do not condone the use of such materials. School staff will have access to record keeping and other electronic means of enforcing this policy. Parents/Guardians of the student must be aware that access to the Internet/e-mail will be withdrawn from users who do not respect the rights of others or who do not follow the rules and guidelines established by the school.

Internet/e-mail Access Guidelines:

Students using the school's computer system are subject to have all activities on the systems monitored by school or district personnel. Anyone using the system expressly consents to such monitoring.

Users of the school's computer system must agree to the following:

Responsible users DO NOT:

1. Use the Internet/e-mail for any illegal purpose.
2. Use impolite, obscene or abusive language on the computer systems.
3. Violate the rules of common sense and etiquette
4. Violate copyright restrictions by uploading or downloading software illegally.
5. Damage computers, systems or networks.
6. Trespass in others' folders, work or files.

Users who do not follow the school's policy and guidelines in regard to its computer systems and access to networked information resources will be subject to any and/or all of the following sanctions:

1. Loss of access to the system.
2. Disciplinary action, which could include suspension, in line with that stated in the Student Code of Conduct regarding inappropriate language, behaviour, destruction of property or illegal activities.
3. Notification of law enforcement agencies when applicable.

Parental Consent Form - Please sign and return

I have read Chilcotin Road Elementary School's policy on acceptable use of computer networks. I understand that the Internet/e-mail is a world-wide group of hundreds and thousands of computers. I know that the school and district do not control the content of the Internet/e-mail. I further understand that if my child(ren) violates the school's Internet/e-mail Access policy, he/she will be subject to disciplinary actions.

Please check appropriate box

I give permission for my son/daughter to have Internet/e-mail access at school.

I do not give permission for my son/daughter to have internet/e-mail access at school.

We would like to post student's work on the web (first name only), as well as posting the occasional picture(s) of special events and students' working.

My child's work/picture may appear on the web.

I DO NOT wish to have my child's work/picture to appear on the web.

Student Name: _____

Parent Signature: _____

Date: _____

Student Acceptance Form

I, _____ have read Chilcotin Road Elementary School's policy on acceptable use of computer networks. I agree to follow the school guidelines and further understand that failure to do so will result in disciplinary actions.

Student Signature: _____

Date: _____

OPERATING PRINCIPLES OF SCHOOL DISTRICT #27 **(CARIBOO-CHILCOTIN)**

Operating Principles describe the way in which this District will behave. The "we" in these principles refers to the Board, the staff, and the students. Parents have an important role but are not part of the "we" since we cannot commit them to these principles. It is not intended that any of these are to be taken in isolation and they are not a checklist. We may not be able to attain these goals immediately but we will work towards that. We will use these principles to check our decision making and our behavior.

In School District No. 27 (Cariboo-Chilcotin):

- Students are our highest priority.
- We believe that all students can learn and every student has the right and responsibility to achieve success.
- We will provide a positive and safe environment for students.
- We will operate in a fair, honest and caring manner in a climate of openness, trust, respect and collaboration.
- We will model the behavior we expect.
- We value staff and encourage and expect competence and effectiveness from each.
- We will provide support for and resources to those programs and activities, which contribute, to our mission.
- We will promote respect for all.
- We will consider the impact on the environment in all our decisions.
- We will support innovation and risk taking.
- We will be accountable.

COMPLAINT PROTOCOL (DISTRICT POLICY)

As many complaints are a result of a misunderstanding, the person complained about should be given an opportunity to clear up the problem without the intervention of a third party. Only in unusual circumstances will a third party receive and act on a complaint that has not passed through the people directly concerned. Based on this belief, the School Board has instituted the following policy (#1312):

Persons who have complaints against staff or volunteers are required first to discuss the matter with the person directly concerned before raising the complaint to a higher level of authority/responsibility.

A person receiving a complaint must not attempt to obtain a resolution until assurance is provided that the complaint has been referred to the lower level of the referral chain.