



Code of Conduct



TOGETHER WE CAN

These behaviour guidelines are based on the School Act and Central Okanagan Public Schools policy. The **Code of Conduct** outlines the standard for behaviour while at our school, going to and returning from school each day or while attending events or activities under our school's jurisdiction.

STUDENT RIGHTS AND RESPONSIBILITIES:

1. I have the **RIGHT** to learn at this school.
It is my **RESPONSIBILITY** to:
 - ◆ Listen carefully to instructions;
 - ◆ Work quietly at my desk;
 - ◆ Raise my hand to ask a question, tell about a concern, or if I need to leave the classroom.

2. I have the **RIGHT** to hear and be heard.
It is my **RESPONSIBILITY** to:
 - ◆ Listen, and not shout or make loud noises when others are speaking.

3. I have the **RIGHT** to be respected in this school.
It is my **RESPONSIBILITY** to:
 - ◆ Avoid teasing or bugging other people to hurt their feelings.

4. I have the **RIGHT** to be safe at this school and while traveling to and from school.
It is my **RESPONSIBILITY** to:
 - ◆ Not threaten, kick, punch or physically harm anyone else;
 - ◆ To report unsafe behaviours to an adult.

5. I have the **RIGHT** to privacy and to my own personal space.
It is my **RESPONSIBILITY** to:
 - ◆ Respect the personal property of others;
 - ◆ To accept every person's right to privacy.

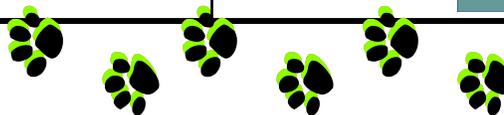


Students and parents are reminded that lockers are the property of the school so the locker should be used for school purposes only. The lockers are subject to search by school administration at all times.

The Bankhead Elementary School **Code of Conduct** outlines expected behaviours, identifies misbehaviours and provides a list of possible consequences. These guidelines are reviewed in class at the beginning of the school year and throughout each term as needed.



Expected Behaviour



In order to maintain a positive atmosphere at the school, the following behaviours are encouraged. Students are expected to behave appropriately in all school settings.

In the Classroom, Gym, Computer Lab, Library or Hallways students are expected to:

<ul style="list-style-type: none"> - arrive at class on time (phone call/note from home when absent) - be careful around doors and stairs - be prepared for class - check in at the office if late - check personal space when in the gym, hallways and classroom - give your best effort - greet others with respect - help out in the classroom - join in classroom activities - keep your desk and locker tidy - keep hands and feet to yourself 	<ul style="list-style-type: none"> - leave gum and candy at home - leave IPOD/MP3 players, cell phones at home - listen to announcements - listen to others when they speak - obey the fire alarm bell - offer to help others - practice proper hygiene - remain at school after arrival - return library books on time - share school materials - stay with your class - respect property of others - take care of your things 	<ul style="list-style-type: none"> - take off your hat indoors - take turns - use appropriate school entrance and exit doors - use an inside voice - use kind words - use the drinking fountains with care - use school things with care - use washrooms appropriately - wear shoes while inside - work cooperatively - not display behaviours of a romantic or sexual nature
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When eating, students are expected to:

<ul style="list-style-type: none"> - wash your hands before eating - be polite - bring nutritious meals and snacks - do not waste food - eat your own food 	<ul style="list-style-type: none"> - follow directions given by Noon Hour Supervisors - save recyclable containers - clean up after yourself 	<ul style="list-style-type: none"> - stay seated while eating - use an 'inside' voice - use eating time wisely - use good table manners
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On the Adventure Playground and school yard, students are expected to:

<ul style="list-style-type: none"> - follow traffic safety rules on the street, sidewalks and in the school driveway - go DOWN slides only - help someone who is hurt - keep away from bike racks at lunch and recess breaks - leave rocks, snow, sand and gravel on the ground - leave valuables at home (games and toys, jewelry, electronic games, IPOD/CD/MP3 players, cell phones, remote control cars, etc.) - leave at home any collector cards/games/toys that involve gambling/risk of loss - no skateboard, rollerblades, bike or scooter use during the school day 	<ul style="list-style-type: none"> - older children help younger children - pick up trash on the school yard - play by the rules - play nicely, play safely - remove rollerblades and collapse scooters upon entering school yard - report danger or injuries to staff but avoid tattling - respect the personal space of others - return equipment that you borrow - stay out of the parking lot at play times (use with care @ dismissal times) - share equipment - share the field space - stay off of the goal posts, backstops and fences 	<ul style="list-style-type: none"> - stay out of the trees - stay on school grounds after you arrive each day - try to do your best - use trash cans for garbage - take turns when using the climbing equipment - return icepacks to the office after use - use appropriate words to solve problems - use equipment safely - walk your bike on the school grounds - wear suitable, safe footwear - welcome and invite others to play
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Every student is expected to:

- treat fellow students, staff members and other adults with respect
- attend school each day (a phone call or note from home is needed when absent)
- **ONLY** leave the school grounds **WITH** teachers' and parents' permission
- follow traffic safety rules while at school and travelling to and from school
- students who ride a bike to school **MUST** wear a helmet
- bikes and scooters must be walked on the grounds
- use appropriate entrances and exits





Inappropriate Behaviour



Minor Incidents

<ul style="list-style-type: none"> - being unprepared for class - blocking a fire exit - breaking game rules - 'budging' in a line up - chewing gum or candy - forgetting homework - going UP the slide - interfering in a game - invading personal space 	<ul style="list-style-type: none"> - littering - playing unsafely - refusing to share - riding a bike in the school yard during the school day - standing on the slides or swings - stopping others from playing - talking at a listening time - teasing and calling names 	<ul style="list-style-type: none"> - using a loud voice inside - using doors unsafely - using the drinking fountain unsafely - using poor manners at lunch - using washroom time inappropriately - using the school phone without permission - wasting work time
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Repeated minor incidents will be treated as a major incident

Major Incidents

<ul style="list-style-type: none"> - bullying other students - disrespect of others - fooling around in class/hallway - fooling around in the washroom - harassment of others - hitting or punching - inappropriate use of computer accounts/equipment/websites - interrupting others at work - kicking or tripping - lying to a staff member 	<ul style="list-style-type: none"> - 'mouthing off' to an adult - missing a detention - making inappropriate racial comments or jokes - pinching - 'play fighting' - playing in an out-of-bounds area (eg. bike rack, parking lot, east side of the school, large blue bins) - pulling hair/rough play - refusing to participate in class 	<ul style="list-style-type: none"> - shouting at inappropriate times - showing racial discrimination - swearing or offensive comments - taking other's things as a joke - tampering with locks or lockers - throwing food - throwing rocks, snowballs, sand or wood chips - uncooperative behaviour - using equipment unsafely - violating dress code
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Repeated major incidents will be treated as a serious incident

Serious Incidents

<ul style="list-style-type: none"> - assault with intent to harm (closed fist, on purpose) - bomb threat - breaking a school window - consistent refusal to participate in class causing excessive disruption - cyber bullying - disrespect of a staff member - fist fighting - lighting a fire - leaving the school grounds without permission 	<ul style="list-style-type: none"> - misuse of the school telephone (prank call) - possession of a weapon (knife etc) - pulling the fire alarm unnecessarily - refusing to cooperate with a supervising staff member - racial slurs or sexual harassment - smoking - stealing from others - possession of alcohol - possession of drugs - selling drugs at school 	<ul style="list-style-type: none"> - theft of school property - threats to the safety of students or staff - trespassing on the school roof - trespassing on a staff members property - using alcohol at school - using drugs at school - vandalizing cars in our parking lot - vandalizing school property
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Dress Code

We request that students come to school wearing clothing that is clean and suitable for school.

- Clothing or temporary tattoos featuring violent or offensive pictures or words, or promoting alcohol/drug use are inappropriate for a positive elementary school learning environment.
- Beach wear (bathing suits, bare midriiffs, skimpy tops, spaghetti straps), flip-flops or bare feet are not considered appropriate. Clothing which allows underwear to show is not appropriate.
- On cool or rainy days, students should come dressed to play in outside temperatures/weather.
- Hats are NOT to be worn indoors but are encouraged for outdoor activities during the winter and summer months.



Consequences



Discipline is viewed by staff as an opportunity for the student to learn from the experience by making restitution for themselves and others. Restitution could include apologizing, discussing an appropriate consequence, or doing community school service.

The adult (i.e. supervisor, teacher/non-teacher, and or principal) will use strategies that focus on empathy, fairness, self-regulation and perspective understanding to help students work through their learning process. There are many ways to help students learn from their mistakes and to build social/emotional/behavioural skills. Our school behavioural mantra is: STOP-THINK-DO THE RIGHT THING

Warning~ Asking the student to suggest alternate or more positive behaviour (“What are you doing?; How was the other person feeling?; What would have been the right thing to do?”)

Bankhead Elementary School upholds and promotes 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, gender, gender identity and expression or sexual orientation. Behaviour or communication that discriminates based on any of the prohibited grounds listed will be treated seriously by our school.

Mediation~ Giving the opportunity for the ‘bothered’ student to discuss the incident with the ‘bothering’ student and work through the process of solving the problem together.

Possible Consequences:

- ◆ In-school/out of school suspension
- ◆ 1-10 day suspension or indefinite suspension (away from school, at the discretion of the principal)
- ◆ Legal intervention (i.e. R.C.M.P.)

Notification:

Depending on the severity of the infraction parents of student offenders and student victims may be notified. The school will also inform other parties as necessary. For example, in case of illegal activity, the R.C.M.P. will be notified or if the safety or well-being of a child is in question, the Ministry of Children and Families will be notified.

School Service~ The nature of the incident may lead the staff member to recommend that the student perform school service as an appropriate consequence to make up for the misbehaviour.

Collaborative Problem Solving~ The students would be taken through a problem solving model that makes them realize that everyone has rights and responsibilities. Students will work together to make a plan to show understanding of how to deal with similar situations in the future.

Note to Parents/Guardian~ The student may be asked to help write a note or complete a Behaviour Report which is sent home for signatures and returned to the school.

Parents Phoned~ A staff member may choose to call the parent and inform them of the incident and ask for the parent's support in discussing the incident with the child and reminding the child of more appropriate behaviours.

Withdrawal of Privileges~ This may result after a discussion with the student (eg. repeated offences during class time may result in an extended time out from the classroom, a student who is unable to play safely at the lunch break may be asked to eat lunch at home).

Visitors~ Should seek the permission of the principal to be on school property.

A visitor who chooses to ignore expected behaviour guidelines may be asked to leave the activity/event/school grounds.