



South Kelowna Elementary School

CODE OF CONDUCT

The purpose of our Code of Conduct is to ensure a safe and healthy learning environment. At South Kelowna Elementary, we promote the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender identity and expression, sex or sexual orientation. South Kelowna Elementary students are expected to exhibit a commitment to learning, to achieving success, and to being positive citizens within their community. We have guidelines for behaviour which are based around the key words respect and kindness.

SCHOOL-WIDE EXPECTATIONS

We promote the use of the '3Rs' as a set of values that help students make good decisions for themselves. When making choices, we encourage students to ask themselves "If I do this, will I be respecting myself, respecting others, and respecting my school?"

Respect Yourself

*Do your best at all times. *Aim for academic success. *Be prepared, organized and attentive.
*Complete all class and homework on time. *Be honest. *Reflect a positive attitude by attending school regularly and dressing appropriately. *Take care of yourself. *Make healthy choices.
Say NO! to alcohol, tobacco and drugs.

Respect Others

*Treat others with kindness and courtesy. *Use good manners at all times. *Show cooperation in class so that others may learn. *Play safely, include others, and show good sportsmanship.
Say NO! to violence and harassment.

Respect Your Environment

*Respect the property of others and the school. *Use materials and equipment appropriately. *Keep your classroom, school, and playground clean. *Reflect a positive attitude and good citizenship.
*Follow the school's behaviour guidelines. *Show pride in being a South Kelowna Eagle.
Say YES! to a clean, safe, happy place to learn.

Dress Code

South Kelowna Elementary and students take pride in their school and the community they work and live in. Consistent with this perspective, and our Code of Conduct, the dress code is based on the following principles:

- Respect for learning, human rights and dignity of others
- Safety of persons and property
- Promotion of a drug and alcohol-free environment
- We encourage parents to play an active role in helping to promote appropriate dressing practices for their son(s) and daughter(s)

To maintain a safe learning environment, students are expected to:

- Wear footwear while in and around the school (note: roller blades, roller skates and shoes with built-in roller(s) are not appropriate within the school building)
- Have a change of clothing for activities, like Phys. Ed or dance, where they may perspire
- Wear special safe clothing items in workshops or lab areas.

Consistent with many worksites, there is an expectation that individuals dress in a comfortable and appropriate manner. Some examples of inappropriate items of dress include:

- Clothing items with words or graphics that are racist, sexist, profane, or demeaning to another person; advocate violence; and/or promote or depict use of alcohol or illegal drugs



South Kelowna Elementary School

DISCIPLINE LEVELS & PROCEDURES

The School Act states that students may be disciplined for violations of the Code of Conduct:

- at school, or going to and from school.
- while attending events and functions as representatives of the school (e.g. field trips, sports events, community activities).
- beyond the above mentioned times (including on-line/ Internet behavior) that negatively impacts or disrupts the safe and orderly environment of the school.

In the event of a violation of our Code of Conduct, the staff will endeavour to act consistently by communicating with all individuals involved, determining all of the facts, and treating students with fairness and respect.

The staff recognizes that each incident must be dealt with on an individual basis, dependent upon the student's history, severity of incident, frequency, circumstance (i.e. provocation and premeditation), level of remorse, and cooperation. Every effort will be made to suit the consequence to the student and the situation. Wherever possible, we will avoid assigning consequences that are punitive in nature. As students move through the grades, there is an increased expectation for personal responsibility and increased consequences for inappropriate behaviour. Whenever possible, the student, with the assistance of the administrator, teacher, counselor and/or guardian, will be involved in solving the problem. We will treat seriously behavior or communication that discriminates based on race, color, ancestry, place or origin, religion, marital status, family status, physical or mental disability, gender identity and expression, sex or sexual orientation. Special considerations may apply to students with special needs if they are unable to understand and comply with our Code of Conduct due to having a disability of a physical, intellectual, sensory or emotional or behavioral nature.

Level 1 - Minor or Mild Infractions

The classroom teacher or noon-hour supervisor will generally deal with students involved in minor infractions. If misbehaviour continues or increases, the supervisory staff may take the incident to the teacher or administration. The administration records the violations in the computer tracking system. A minimum of one of the following consequences will occur: conference with student, time out, assignment, verbal or written apology, service to the school, phone call home, copy of behaviour report to parents, or conference with parents. Examples of minor infractions include:

- Incomplete homework
- Disruption of the classroom
- Inappropriate assembly behavior
- Misuse of washroom
- Inappropriate physical contact
- Tardiness
- Unsafe conduct
- Teasing
- Dishonesty – i.e. telling “fibs”
- Inappropriate body language/tone of voice
- Bringing inappropriate items to school
- Lack of respect for others
- Inappropriate language
- Inappropriate attire

Level 2 - Repeated Minor Infractions or Moderate Behaviors

A repeated offence of a similar type of misbehavior demonstrates that the student is unable to solve the problem alone. Generally, the guideline of 2 or 3 recorded incidents of a minor infraction will indicate the parents need to be informed. A phone call to parents, a note, letter or *Behaviour Form* to be signed by parents, and/or a conference with parents may be required to assist the student in solving the problem.

More serious consequences, including a possible suspension, may occur as a result of continued misconduct. A suspension is the removal of a student's right to attend regular class sessions.

Suspensions may be either:

- In School or Out of School
- Definite (up to 10 days, readmission determined by the administration) or
- Indefinite (in excess of 10 days, readmission determined by the School District)

Examples include:

- Repetitive minor infractions
- Dishonesty
- Bringing dangerous items to school
- Inappropriate sexual behavior
- Bullying
- Defiance to authority
- Inappropriate representation of school
- Dangerous use of sticks and throwing rocks or snowballs

Level 3 - Major Infractions

Students involved in major infractions (i.e. false alarm, smoking, fighting, theft, vandalism, defiance) will be dealt with by the administration. Parents will be contacted immediately to be informed of the disciplinary procedures. A suspension may occur as the result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may be considered. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline (5600).

- Chronic Level 1 & 2 behaviors (with intent)
- Weapons
- Inappropriate behavior
- Destruction of property/vandalism
- Swearing at a staff member
- Fire starting
- Leaving school grounds
- Smoking, drugs or alcohol
- Blatant defiance
- Serious theft
- Misuse of fire safety equipment
- Fighting, violence or threats

Bullying Behaviors

	Forms of Bullying Behaviour	
Behavioural Category	Of Concern	Of Serious Concern
Physical Aggression	• pushing, shoving • spitting • hitting	• threatening with a weapon • defacing property • stealing
Verbal Aggression	• mocking • name-calling • giving dirty looks • teasing	• intimidating telephone calls • racist, sexist, homophobic or gender taunting • daring another to do something dangerous • verbal threats against person or property • verbal threats of violence or inflicting bodily harm • coercion, extortion
Social Alienation	• gossiping • embarrassing • making a student to look foolish • spreading rumours • excluding from group	• inciting hatred, racist, sexist, gender, or homophobia • setting up someone to take the blame • public humiliation • malicious rumour spreading
Internet Bullying	• gossiping • embarrassing • making a student to look foolish • spreading rumours • excluding from group	• intimidating telephone calls • racist, sexist, homophobic or gender taunting • daring another to do something dangerous • verbal threats against person or property • verbal threats of violence or inflicting bodily harm • coercion, extortion • inciting hatred, racist, sexist, or homophobia • setting up someone to take the blame • public humiliation • malicious rumour spreading

Progressive Discipline Procedures

Definition: Progressive discipline is a systematic, effective approach to escalating the consequences for inappropriate or unproductive behavior.

Purpose: To teach students to make positive changes in a behavior pattern.



Step 1 - Staff/Student Intervention

- variety of classroom management strategies
- one to one problem solving discussion with student
- verbal redirection or reprimand
- assign appropriate consequences

Step 2 - Staff/Parent Intervention

- work with parents for intervention strategies
- note or phone call to parent
- parent interview or meeting (possibly include student)

Step 3 - School Based Team (S.B.T.) Intervention

- referral to S.B.T.
- involve counselor, L.A.T. and Principal to get more information
- S.B.T. determines if there are difficulties in other classes
- S.B.T. works with parents to design and implement plan to support student

Step 4 - Administration Intervention

- student referral to administrator

Important Notes:

- **This procedure is designed for dealing with ongoing behavior problems. In cases which involve safety, obvious unacceptable behavior, such as fighting or disobedience, we should deal directly with the problem, including immediate administrative referral, if appropriate.**
- A step could be repeated before moving to the next step at the teacher's discretion.
- It is critical that documentation occur throughout the progressive discipline procedure. (ie: a paper trail)

For more information:

See the School District Code of Conduct document at: <http://www.sd23.bc.ca>

Responsible Student Use of Personal Technology Devices, School Technology, and District Networks

Responsible Student Use of Personal Technology Devices, School Technology, and District Networks

The purpose of using network services and digital technologies while in educational settings is to engage in responsible educational activities. Therefore, the use of personal technology devices, school technologies, and district network services requires students to abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Some examples of responsible use with district and personal devices include the following:

- **Act responsibly** when accessing technology and district networks, including the Internet in their school.
- Use technology equipment and property according to all applicable rules and with **care and respect**.
- Engage in **appropriate use** as directed by school staff.
- Respect the **safety and privacy of self and others** and do not provide personal contact information about themselves or other students.
- Treat others with **respect and kindness** when using digital devices and network services.
- Respect **resource limits** of the network services and do not engage in activities that jeopardize the integrity, security or performance of the network.
- Understand the importance of **privacy and security** and take all reasonable precautions when accessing network services and digital technologies.

The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. Schools will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. Use of network services and digital technologies which violate the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.