

*"Growing Leaders Today and Learners Tomorrow"*



CHIEF TOMAT  
ELEMENTARY SCHOOL

# CODE OF CONDUCT

**THIS DOCUMENT WAS UPDATED: May 2020**

PARENTS, STUDENTS & STAFF HAVE A VOICE IN UPDATING OUR SCHOOL'S CODE OF CONDUCT.

## RIGHTS & RESPONSIBILITIES



The purpose of a school's Code of Conduct is to outline guidelines for appropriate student behaviour. This helps to ensure a safe, happy and orderly learning environment for all. We hope to support our students to become responsible, considerate, caring & productive citizens.

The Code of Conduct must be followed:

- In all areas inside our school building
- in all areas of our school yard;
- when on-line or using a device;
- in the school neighbourhood on the way to and from school;
- during play times (before, during & after school);
- during school-organized events;
- when participating in school field trips;
- at anytime when school staff and their property is targeted.

Each responsible student contributes to the well-being and success of everyone at Chief Tomat Elementary—they help to make the time spent at school a positive experience for all involved.

### Students RIGHTS & RESPONSIBILITIES

1. I have the right to learn at school. It is my responsibility to:
  - Listen carefully to instructions
  - Work quietly in my desk
  - Raise my hand if I have questions, concerns or need to leave the class
2. I have the right to hear & be heard  
It is my responsibility to:
  - Pay attention to the person speaking
  - Take turns when speaking to others
  - Avoid making loud noises that disrupt the learning of others
3. I have the right to be respected in this school. It is my responsibility to:
  - Show care for others
  - Use kind words
  - Not tease/bug other people or hurt their feelings
  - Help take care of our school
4. I have the right to be safe at school and while travelling to and from school. It is my responsibility to:
  - Play in a way that shows I am in control of my body
  - Keep my hands & feet to myself
  - Not threaten, kick, punch, or physically harm anyone else
  - Report unsafe behaviours to staff
5. I have the right to privacy and to my own personal space. It is my responsibility to:
  - Respect the personal property of others
  - Accept others' right to privacy

We are on the web!

<http://www.cte.sd23.bc.ca>

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## CELEBRATING DIVERSITY

Chief Tomat Elementary School upholds and promotes the BC Human Rights Code – respecting the right of all those in our school environment in accordance with the law.

We prohibit discrimination based on: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or class.



# SCHOOL-WIDE EXPECTATIONS

## RESPONSIBLE, RESPECTFUL & READY

Chief Tomat Elementary School students are responsible for their actions, respectful of others and their surroundings at school and on the way to and from school and will be ready to learn and participate.

	<b>Responsible - for my actions</b>	<b>Respectful - of others and the surroundings</b>	<b>Ready - to learn and participate</b>
<b>All Settings</b>	<ul style="list-style-type: none"> <li>I follow directions the first time</li> <li>I take responsibility for my words and actions</li> <li>I am aware of my surroundings and situation</li> </ul>	<ul style="list-style-type: none"> <li>I use polite language and a respectful voice</li> <li>I keep my hands, feet, body, &amp; objects to myself</li> <li>I help keep CTE clean, safe, &amp; healthy</li> </ul>	<ul style="list-style-type: none"> <li>I use Body Basics</li> <li>I treat others the way you want to be treated</li> <li>My actions are appropriate to my surroundings and situation</li> </ul>
<b>Classroom, Library and Computer Lab</b>	<ul style="list-style-type: none"> <li>I follow the teacher's direction the first time</li> <li>I focus on the task</li> <li>I take responsibility for my words and actions</li> <li>I use technology appropriately and with the teacher's permission</li> </ul>	<ul style="list-style-type: none"> <li>I follow classroom routines and procedures</li> <li>I act in a way that has a positive effect on your learning &amp; others learning</li> <li>When I use technology, it is for school work</li> </ul>	<ul style="list-style-type: none"> <li>I use Body Basics</li> <li>I am prepared with completed homework &amp; necessary supplies</li> <li>I use my inside voice</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>I enter only with permission from a teacher</li> <li>I use equipment correctly and safely</li> <li>I ask permission to leave gym</li> <li>I report injuries to teacher</li> </ul>	<ul style="list-style-type: none"> <li>I demonstrate good sportsmanship</li> <li>I play by the rules of the game</li> <li>I help set up or take down equipment</li> </ul>	<ul style="list-style-type: none"> <li>I use Body Basics</li> <li>I have gym strip for gym</li> <li>I wear your indoor gym shoes/runners</li> </ul>
<b>Playground/Fields</b>	<ul style="list-style-type: none"> <li>I listen to adults the first time</li> <li>I use the playground equipment correctly and safely</li> <li>I line up immediately when bell rings</li> <li>I return equipment I have signed out</li> <li>I get permission to leave playground</li> </ul>	<ul style="list-style-type: none"> <li>I keep hands, feet, body &amp; objects to self</li> <li>I take turns</li> <li>I demonstrate good sportsmanship</li> <li>I play by the rules of the game</li> <li>I use respectful language</li> <li>I act in a way that ensures everyone has fun</li> </ul>	<ul style="list-style-type: none"> <li>I use Body Basics</li> <li>I am dressed for the weather</li> <li>I include everyone</li> <li>I try to solve problems appropriately</li> <li>I report true problems to the supervisor</li> <li>I report injuries to the supervisor</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>I follow directions the first time</li> <li>I know I must be invited to go beyond the counter</li> </ul>	<ul style="list-style-type: none"> <li>I use polite language and a respectful voice</li> </ul>	<ul style="list-style-type: none"> <li>I use Body Basics</li> <li>I have entered the office for a purpose</li> <li>I have my phone pass</li> <li>I use my inside voice</li> </ul>
<b>Hallway/Stairs</b>	<ul style="list-style-type: none"> <li>I go directly to where I need to go</li> <li>I am in complete control going up or down stairs</li> <li>I know running or jumping is unsafe</li> </ul>	<ul style="list-style-type: none"> <li>I walk on right side of hallways and stairs</li> <li>I use my inside voice</li> <li>I use line basics</li> <li>I enjoy and appreciate other students' work with my eyes</li> </ul>	<ul style="list-style-type: none"> <li>I use Body Basics when using the hallway or stairs</li> </ul>

## PROPER ATTIRE

We request that students come to school wearing clothing that is appropriate and suitable for school. In cold or rainy weather, students must dress for outdoor play. Clothing or temporary tattoos featuring violent or offensive pictures or words or promoting alcohol/drug use, hatred towards others or disrespect are inappropriate for a positive school learning environment. CTE with the CTE Parent Advisory Council, considers the classroom a "place of business." Appropriate wear will be defined here as right and correct for the school setting and functions, conducive to learning, not distracting from or disruptive to the learning process, intimidating to others, make any other students or adults in the building uncomfortable. Therefore, beach wear' (e.g. bathing suits, tops with bare backs/midribs/belly buttons, short shorts, bare feet) is not appropriate. (NOTE: Students may be asked to change or cover up). Hats are to be removed indoors. Make-up is not appropriate for everyday student wear.



<b>Entrances/Exits</b>	<ul style="list-style-type: none"> <li>• I quickly line up when the bell rings</li> <li>• I use the entrance/exit assigned to my class</li> <li>• I remove my outdoor shoes when entering the school</li> </ul>	<ul style="list-style-type: none"> <li>• I keep hands, feet, body &amp; objects to self</li> <li>• I give others personal space</li> <li>• I take head gear off when I enter the school</li> <li>• I use Line Basics when I enter or leave the building</li> </ul>	<ul style="list-style-type: none"> <li>• I use Body Basics</li> <li>• I have the materials I need when I arrive</li> <li>• I have the materials I need when I leave</li> <li>• I use my inside voice</li> </ul>
<b>Washroom/Drink Fountains</b>	<ul style="list-style-type: none"> <li>• I ask permission to leave the classroom</li> <li>• I use/Flush/Wash/Leave</li> <li>• I report problems to an adult immediately</li> </ul>	<ul style="list-style-type: none"> <li>• I keep restroom clean</li> <li>• I respect the privacy of others</li> <li>• I use my inside voice</li> </ul>	<ul style="list-style-type: none"> <li>• I use Body Basics</li> <li>• I wait quietly and patiently for my turn</li> <li>• I return to class quickly</li> </ul>
<b>Lunchtime</b>	<ul style="list-style-type: none"> <li>• I make healthy food choices</li> <li>• I keep my area neat and clean</li> <li>• I raise my hand and wait for permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>• I keep hands, feet, body &amp; objects to self</li> <li>• I clean up after myself</li> <li>• I use my inside voice</li> </ul>	<ul style="list-style-type: none"> <li>• I use Body Basics</li> <li>• I bring my entire lunch to my desk the first time</li> <li>• I use good table manners</li> <li>• I use my inside voice</li> <li>• I have chosen a quiet activity for when I have finished eating my lunch</li> </ul>

## WE VALUE HONESTY

Students are expected to be honest to themselves and others. Openness and honesty promotes positive relationships with students and staff at school. Dishonesty has a negative effect on a student's reputation and may affect the reputation of the school. Dishonesty also infringes on another person's right to be respected.



Students are expected to accept responsibility when they do not follow the Code of Conduct and make a serious effort to correct their behaviour so it doesn't happen again.

## STUDENT USE OF ELECTRONIC DEVICES

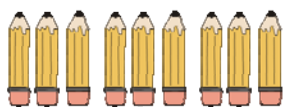
The school has a student phone for their use in emergencies and we are happy to pass on messages to our students when parents call. We understand that some families wish to provide their children with cell phones or other devices for emergency use. In using electronic communications systems and social media applications, it is expected that students will follow School District Policy 486: Student Use of Electronic and Social Media Communication:

- Sign the Student Network Account and Internet Agreement on an annual basis;
- Demonstrate digital citizenship, both during and outside of school hours, in accordance with the school's Code of Conduct and the Student Network Account and Internet Agreement;
- Practice safe online behaviour and report any inappropriate communication;
- Protect access to their individual network accounts;
- Respect the privacy of others (no devices are allowed in washroom or change room areas);
- Ensure that personal use of electronic communications systems does not distract a student from their learning or interfere with the learning of others (teachers will outline specific guidelines for the use of devices in class).

If parents insists that a child bring a cell phone or other device into class it is expected that it not disturb others. This item must be secured for the day (your child's teacher will discuss a storage solution with you if needed). The school will not be held responsible for loss or damage to cell phones or devices.



# Consequences



While most members of our school community conduct themselves in a positive and responsible manner, violations of our school's Code of Conduct may occur from time to time. We will take all reasonable steps to prevent retaliation against a student who makes a complaint about another student's behaviour. In responding to Code of Conduct violations, every effort will be made to suit the consequence to the violation/violator. Consequences will usually escalate as students get older. Special considerations may apply to students with exceptional (special) needs. Consequences will often be restorative and focus on learning rather than being punitive. An effort will be made to contact parents/guardians regarding significant misbehaviour. Details regarding the consequences assigned to offending student remain confidential between school, the student and the family.

## Level 1: Mild Misbehaviour

Mild misbehaviour disturbs a positive and orderly school environment and includes behaviours like:

- incomplete homework
- tardiness
- teasing
- inappropriate language
- disruption of learning
- unsafe conduct
- dishonesty
- dress code infraction
- inappropriate manners
- minor vandalism
- misuse of washroom
- inappropriate tone of voice
- bringing inappropriate items to school (eg. trading cards, electronic gaming devices)
- inappropriate physical contact (eg. shoving, pinching)

Possible consequences for these situations:

- ~ a firm reminder from a staff member about expected behaviour (items confiscated, returned later)
- ~ adult coaching to support the learning of a more appropriate social behaviour
- ~ a short time-out with supervising staff or confiscation of disallowed items or school service

**Repeated incidents of mild misbehaviour could be dealt with as moderate misbehaviour.**

## Level 2: Moderate Misbehaviour

This level of misbehaviour may include:

- dishonesty– lying, stealing
- cheating
- bullying
- inappropriate computer use
- defiance to authority
- unsafe conduct
- graffiti
- dangerous behaviour
- sexually explicit comments
- throwing snowballs
- throwing rocks
- swearing at others
- non-compliance with staff requests
- inappropriate/unsafe conduct on field trips
- misbehaviour during safety drills
- bringing dangerous items to school (eg. lighters, lasers)

Possible consequences for these situations:

- ~ detention or extended time-out at the office
- ~ items confiscated (returned to parent/guardian)
- ~ parent contacted
- ~ meeting with the principal, behaviour documented
- ~ adult coaching to support the learning of appropriate skills
- ~ restorative justice (compensating victim, paying for)

**Repeated incidents of moderate misbehaviour could be dealt with as serious misbehaviour.**

## Level 3: Serious Misbehaviour

This level of misbehaviour may include:

- fighting
- physical violence
- fire lighting or misuse of fire equipment (eg. false alarm)
- truancy
- major theft or vandalism
- discrimination
- repeated incidents of bullying
- blatant defiance
- swearing at staff
- use of weapon
- possession of weapon
- use of drugs/alcohol
- damage to staff property

Possible consequences for these situations:

- ~ in-school suspension
- ~ restorative justice (compensating victim, paying for damage)
- ~ indefinite suspension (may result in expulsion)
- ~ 1-10 day definite suspension away from school
- ~ notification of other agencies (eg. R.C.M.P.)

**CHIE F TOMAT  
ELEMENTARY SCHOOL**

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**Mrs. Kaupp– Principal**

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**A copy of our Code of Conduct is also available on our website.**

<http://www.cte.sd23.bc.ca>

**If you have a concern about a decision related to school discipline, please contact Mrs. Kaupp, Principal, for information about the School District's "Appeals Policy".**