



# Chief Tomat Elementary School

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## Code of Conduct

The purpose of our school's Code of Conduct is to outline expectations for student behaviour to help ensure a safe, happy and orderly learning environment for all. This Code of Conduct must be followed at school, to and from school, as well as during any school activity/event. Each student contributes to the well-being and success of everyone at Chief Tomat. For more detailed information, please refer to the Family Handbook, which is linked in the CTE Community Connections Newsletter and on our website, under the Parents tab at the top.

### Student Rights and Responsibilities

Rights	Responsibilities
Students have the right to learn.	Students have the responsibility to actively participate and be responsible learners. Some examples include: <ul style="list-style-type: none"><li>• Always trying their best</li><li>• Arriving on time, prepared and ready to learn</li><li>• Staying focused and not distracting or disturbing the learning of others</li></ul>
Students have the right to be respected.	Students have the responsibility to respect others (not to bully, tease, pick on, or harass others). Some examples include: <ul style="list-style-type: none"><li>• Using kind, respectful words</li><li>• Being polite and waiting your turn</li><li>• Listening with discipline and the whole body</li><li>• Being honest and telling the truth</li></ul>
Students have the right to be safe.	Students have the responsibility to behave in a safe manner and to protect the safety of others. Some examples include: <ul style="list-style-type: none"><li>• Moving safely, calmly and in control</li><li>• Staying in designated areas</li><li>• Keep hands and feet to yourself; Playing games safely</li><li>• Reporting dangerous situations to staff</li></ul>
Students have the right to privacy and security of personal space.	Students have the responsibility to respect the property and privacy of others (students, staff and community). Some examples include: <ul style="list-style-type: none"><li>• Not touching other people's property without permission</li><li>• Respecting personal boundaries</li><li>• Asking someone before photographing/recording someone</li></ul>
Students have the right to use student equipment and property.	Students have the responsibility to use the equipment and property according to all rules and with care and respect. Some examples include: <ul style="list-style-type: none"><li>• Leaving property better, than how you found it; Cleaning up after yourself</li><li>• Using equipment as it is intended</li><li>• Returning materials promptly and neatly</li></ul>

## At Chief Tomat, our students are **responsible, respectful and ready!**

	<b>Responsible</b> – for my actions and learning	<b>Respectful</b> – of others and the surroundings	<b>Ready</b> – to learn and do my best!
<b>All Settings Everywhere and Always</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> <li>I treat others the way I want to be treated - The Golden Rule</li> <li>I am honest and tell the truth</li> </ul>	<ul style="list-style-type: none"> <li>I use polite and respectful language</li> <li>I have a respectful tone and voice</li> <li>I keep my hands, feet, body and objects to myself</li> <li>I treat others the way I want to be treated - The Golden Rule</li> <li>I leave things better than I found them</li> </ul>	<ul style="list-style-type: none"> <li>I use Body Basics</li> <li>I have the supplies I need</li> <li>I try to have a growth mindset</li> <li>My actions are appropriate to my surroundings and situation</li> </ul>
<b>Classroom, Library All Learning Areas</b>	<ul style="list-style-type: none"> <li>I focus on the task and what I should be doing</li> <li>I use technology appropriately and with the teacher's permission to do school work only</li> </ul>	<ul style="list-style-type: none"> <li>I follow the routines, procedures and expectations</li> <li>I act in a way that has a positive affect on the learning of others</li> </ul>	<ul style="list-style-type: none"> <li>I have my homework completed, agenda and other supplies my teacher wants me to have</li> <li>I use my inside voice</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>I enter and leave only with a teacher's permission</li> <li>I use equipment correctly and safely</li> <li>I report any injuries to the teacher</li> </ul>	<ul style="list-style-type: none"> <li>I follow the routines, procedures and expectations</li> <li>I show good sportsmanship</li> <li>I play by the rules of the game</li> <li>I help set up or put away equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>I have appropriate clothes and shoes for physical activities</li> <li>I wear indoor gym shoes/runners</li> </ul>
<b>Playgrounds and Fields</b>	<ul style="list-style-type: none"> <li>I use the playground equipment correctly and safely</li> <li>I line up with the bell rings</li> <li>I return any equipment that I signed out</li> <li>I use my W.I.T.S</li> </ul>	<ul style="list-style-type: none"> <li>I keep my hands, feet, body and objects to myself</li> <li>I leave nature (including snow) on the ground</li> <li>I take turns</li> <li>I show good sportsmanship</li> <li>I play by the rules of the game</li> <li>I act in a way so everyone has fun</li> </ul>	<ul style="list-style-type: none"> <li>I am dressed for the weather</li> <li>I include everyone</li> <li>I try to solve problems appropriately (WITS)</li> <li>I report true problems and injuries</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>I wait to be invited to go beyond the counter</li> <li>I wait patiently until it is my turn</li> </ul>	<ul style="list-style-type: none"> <li>I am quiet</li> <li>I am polite and respectful</li> </ul>	<ul style="list-style-type: none"> <li>I ask to use the phone or have a phone pass</li> </ul>
<b>Hallway and Stairs</b>	<ul style="list-style-type: none"> <li>I quickly walk to where I need to go</li> <li>I am in control of my body and voice</li> <li>I know that running/jumping is unsafe</li> </ul>	<ul style="list-style-type: none"> <li>I walk on the right side</li> <li>I am quiet</li> <li>I enjoy and appreciate other students' work with my eyes only</li> <li>I respect that other classes and students are learning</li> </ul>	<ul style="list-style-type: none"> <li>I am in the hallway and on the stairs for a purpose</li> <li>I use body basics</li> </ul>
<b>Entrances and Exits</b>	<ul style="list-style-type: none"> <li>I stay outside until the bell and quickly line up when it rings</li> <li>I use the door assigned to my class</li> <li>I remove my outdoor shoes</li> <li>I acknowledge others</li> <li>I am polite and welcoming</li> </ul>	<ul style="list-style-type: none"> <li>I give others personal space</li> <li>I take head gear off (hats, toques) when I enter the school</li> <li>I use line manners when I enter and leave the building by walking on the left and holding open doors</li> </ul>	<ul style="list-style-type: none"> <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> <li>I am on time and ready to learn</li> </ul>
<b>Washroom and Water Fountains</b>	<ul style="list-style-type: none"> <li>I ask permission to leave the classroom</li> <li>I flush/wash/leave</li> <li>I report any problems immediately to an adult</li> </ul>	<ul style="list-style-type: none"> <li>I keep the washrooms tidy and clean</li> <li>I respect the privacy of others</li> <li>I use my inside voice</li> <li>I leave the area better than I found it</li> </ul>	<ul style="list-style-type: none"> <li>I wait quietly and patiently for my turn</li> <li>I return to class quickly and quietly</li> <li>I am not there to socialize</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 focus on eating</li> </ul>	<ul style="list-style-type: none"> <li>I stay in my spot, seated to eat</li> <li>I clean up after myself</li> <li>I use my inside voice</li> </ul>	<ul style="list-style-type: none"> <li>I bring everything to my desk</li> <li>I use good table manners</li> <li>I chose a quiet activity when I am done eating</li> </ul>

## **Dress Code**

Chief Tomat school and students take pride in their school and the community they work, learn, play and live in. We encourage students to dress in a manner that promotes a positive image of self and the school. Consideration should be given to the health, safety and welfare of the school community. 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; Parents to play an active role in helping to promote appropriate dressing practices for their children; The careful balance of an individual's right to self-expression and the school's responsibility to ensure an appropriate learning environment.

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 site)
- Wear appropriate clothing for learning and playing, including dance, running, jumping
- Wear closed toed shoes for outside play

**Some examples of inappropriate items of dress include clothing items that:**

- have inappropriate words or graphics that are racist, sexist, profane, and/or are intimidating or demeaning to another person.
- depicts or advocates violence, racism or other discrimination
- promote or depict use of alcohol or illegal drugs.

## **Personal Belongings/Toys**

Students should not bring unnecessary items, toys, valuables, or large amounts of money to school. The school cannot be responsible for damaged, lost, or stolen items. Students are asked to leave personal electronic devices at home, as they will not be needed or allowed at school. If a student needs to bring a device (ex. cell phone), it will be kept in the backpack, with the teacher, or in the office.

## **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.

## **Behaviour Response Plan**

Chief Tomat is a child-centred learning community. We are committed to developing students who learn through and from their mistakes and we are here to help solve problems. Living and learning together all day creates many opportunities for students to grow in the skills necessary to play together, and to work through conflict. We are committed to a respectful problem-solving process with students that builds their capacity and skills for dealing with conflict in life. If consequences are necessary, they will be logical and fair, involve the student and respect their individual rights, abilities, and maturity. We believe an apology is important to restore the relationship. Responses to behaviours consider the development stage and ability of the child, number of infractions and intent. Special consideration may apply to a student with special learning needs who may not be able to comply due to a disability.

The school will treat seriously behavior or communication that discriminates based on race, colour, ancestry, place of origin, religion, gender, gender identity and expression, marital status, family status, physical or mental disability, sex or sexual orientation – all prohibited grounds set out in the BC Human Rights Code.

### **INCIDENTS OF INAPPROPRIATE BEHAVIOUR**

#### **Level 1: Mild Misbehavior**

Mild misbehavior disrupts a positive and orderly school environment. Examples may include:

- disruption of learning
- dishonesty
- inappropriate physical contact
- inappropriate manners
- defiance
- bringing inappropriate items to school (ex. electronics, trading card)
- unsafe conduct
- misuse of washroom
- minor vandalism
- inappropriate language
- teasing
- inappropriate tone of voice

Possible consequences: Problem solving conversations will occur with the child/children involved; written problem-solving process; loss of privilege; time-out; item taken away; parents contacted.

#### **Level 2: Moderate Misbehavior**

Moderate misbehaviour may threaten the learning or physical/emotional safety of others. Examples may include:

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

Possible consequences: Meeting with the Principal; parents contacted; coaching/direct instruction of skills and appropriate behaviour; loss of privilege; extended time-out (loss of recess or lunch; item taken away and picked up by caregiver; restorative justice (compensation, paying for damages); work station at the office

#### **Level 3: Serious or Major Misbehavior**

Serious misbehaviour may be dangerous or threatening for students and staff. Examples may include:

- repeated moderate misbehaviours
- harassment
- repeated incidences of bullying
- major theft/vandalism
- intentional fighting
- use of drugs/alcohol
- damage to property
- swearing at staff
- truancy
- blatant defiance
- fire lighting/misusing fire equipment
- discrimination
- threats
- physical violence
- possession/use of a weapon or toy replica

Possible consequences: Meeting with the Principal and parents; in-school workspace at office; suspension (in-school or at home); 1-10 day definite suspension; restorative justice (compensation, paying for damages); notification of other authorities (ex. RCMP,). An apology should be made to restore the relationship. Parents will be contacted. The principal has the right under the School Act to discharge discipline as necessary. This includes the right to suspend a student.