

Cataline Elementary Code of Conduct

Overview

1. The Code of Conduct and the BC Human Rights Code:

- The contents of this Code of Conduct acknowledge that if there is a conflict between this Code and the Human Rights Code then the Human Rights Code shall prevail.
- With respect to the Human Rights Code, this School Code of Conduct in no way intends to discriminate against a person or class of persons because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

2. Statement of Purpose:

- The school recognizes that in order to create a positive, safe, caring and orderly school environment, it is essential that all members of the school community be aware of the expectations for student conduct while coming to, attending, and going from school. This Code of Conduct outlines those expectations for student behaviour and the consequences for breaches of the Code of Conduct.

3. Where consequences for unacceptable behaviour are concerned, whenever possible and wherever appropriate, consequences shall be restorative rather than merely punitive in nature.

4. Where appropriate, special considerations may apply to students with special needs who may not be able to fully comply with a Code of Conduct because of their disability.

5. The school and the Board of Education will take all reasonable steps to ensure no person affects retaliation on another for making a complaint resulting in a breach of the code of conduct.

6. It is expected that while involved in school related functions of any nature that students, parents, coaches and involved members of the greater community follow the school code of conduct as they are in essence acting as ambassadors of the school.

7. These conditions apply while students are in attendance at school, while travelling to and from school, and while attending any school function at any location.

8. The School Code of Conduct is reviewed bi-annually with stakeholders in September and June to ensure it meets the ministry requirements and the needs of Cataline Elementary. Students, parents, coaches, and community members are expected to follow the Code of Conduct when acting as

ambassadors of the school.

Students Right and Responsibilities

<i>The Right to:</i>	<i>The Responsibility to:</i>
<ul style="list-style-type: none">• be treated fairly and with respect and dignity• be free from discrimination in any form• be safe• a quality educational program	<ul style="list-style-type: none">• come to school prepared and ready to learn• show respect for themselves, for others and for those in authority• refrain from activities or actions that may compromise the safety of others• follow the established rules and take ownership for their own actions

Development and Regular Review

The School Code of Conduct and the school wide expectations were developed in collaboration with students, staff, and parents. The document is reviewed bi-annually with these groups in September and June to ensure it meets the ministry requirements and the needs of Cataline Elementary School.

The Code of Conduct is displayed in the entry for visitors and community members, emailed to members of our school community yearly and included in parent handbooks and staff handbooks for easy reference.

Should emergent situations occur that require a review or change to the Code of Conduct, time will be made available. Students, parents, coaches, and community members are expected to follow the Code of Conduct when acting as ambassadors of the school.

Communicating Expectations

The Code of Conduct is to be communicated to staff, students and parents at the start of each school year. **Staff members review the Code of Conduct and behavioural expectations with students;** a copy of the Code of Conduct is posted in the classroom and in the main hallway. The Code of Conduct is reviewed with the Parent Advisory Council; a copy is posted on the school website. Copies are retained in the office for parents, temporary staff, school community members and visitors as required.

Promotion and Reinforcement of Expectations

The school will teach and promote behavioural expectations throughout the school year through positive recognition, classroom discussions, newsletter communications, and the

school-wide discipline plan. Students will receive explicit instructions on expectations and appropriate behaviour.

Personal Responsibility

Students have the responsibility to show respect for themselves, for others and for those in authority. They will follow the established rules and refrain from bringing anything to school that may compromise the safety of others. As it is impossible to anticipate every situation and establish rules and consequences for each, students are expected to use good judgment and common sense when faced with a new situation. Students will be expected to assume increasing personal responsibility and self-discipline as they become older, more mature, and move through successive grades. When unsure of whether an action or activity is appropriate at school, students should seek permission from a staff member. If students observe actions/incidents that may endanger others, it is their duty to seek adult assistance rather than to observe and encourage.

Consequences

Consequences for misbehaviour will vary depending upon the degree of seriousness, the age of the student, previous occurrences and the circumstances surrounding a particular incident. We will make every effort to have consequences for breaches of the Code of Conduct that are restorative in nature. Students, as often as possible, will be encouraged to participate in the development of meaningful consequences for violations of the established code of conduct. They will be explicitly taught the expected behaviours and reminded of them by their teachers. Teachers will give students who do not adhere to the expected behaviours warnings, with a classroom consequence. Should the teacher regard the behaviour as a significant concern he or she will personally contact a parent. After the parent has been contacted, should the behaviour persist, a meeting may be required in consultation with the student and an administrator. This is not a consequence, but rather a time to discuss a student's behaviour. Special considerations may apply to students with special needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

In an instance of a serious breach of the code of conduct, students will be disciplined in a timely and fair manner and such discipline shall be in accordance with AP 320 – Student Suspensions. Further, school officials have the responsibility to and will advise other parties such as parents, school district officials, RCMP and/or outside agencies, and

Willful Disobedience

Students are expected to comply with all reasonable requests by school staff. The School Act clearly indicates that, where a pupil is willfully disobedient to a teacher or any other employee of the Board, the pupil may be suspended from school in accordance with the School Act Regulations.

Work Expectations

Students are expected to put forth their best effort at all times. It is expected that students will complete all classroom and homework assignments to the best of their abilities. Students who consistently do not complete schoolwork or engage in learning should expect to meet with their parents and members of their learning team to address behaviour. Students who willingly choose to not participate in learning and may be a disruption to the learning environment may be sent home at the discretion of the office.

Violence and Intimidation/Bullying

School District #27 and Cataline Elementary have a formal policy in place to deal with incidents involving bullying and intimidation. The school considers any act of bullying, including cyber bullying or intimidation, to be a serious threat to the school environment and shall deal with any such act in accordance with Board Policy No. 320.

Vaping, Tobacco, Alcohol and Drugs

Students will not bring, use or be under the influence of tobacco, alcohol, or illegal drugs, including vapes, while on any school property (including the parking lot or in your vehicle in the parking lot), or school activity. All smoking, including tobacco and electronic cigarettes, and the use of smokeless tobacco or holding lighted tobacco are prohibited. See School District Policy No. 311.

Field Trips and Special Events

Students are expected to model excellent behaviour and to proudly represent Cataline when involved in activities away from the school. All school rules are in effect for students on field trips. Students can expect to have their attendance at field trips cancelled if they have had repeated disciplinary problems or if they have been suspended for a major incident. **It is expected that while involved in school related functions of any nature that students, parents, coaches and involved members of the greater community observe the School Code of Conduct as they are acting as ambassadors for our school.**

Digital Devices

Students will refrain from inappropriate computer usage and/or multi-media devices in accordance with Board AP 620 (cell phones, cameras, tablets, etc.). We believe that the appropriate use of multimedia devices, such as, but not limited to, cell phones and other digital devices, play an important role in communication and may well enhance students learning opportunities. **These devices should, however, in no way interfere with the safety, security and privacy of students and/or staff, or with school operations.** During supervision times (8:25am-3:15pm) students will be expected to always have their cell phone away. Inappropriate or misuse of digital devices will be dealt with in a timely and fair manner and

such discipline shall be in accordance with AP 320 – Student Suspensions. Students who fail to adhere to the school and classroom guidelines for digital devices may have their device confiscated; involve a parent/caregiver meeting; be prohibited from having a device on school property; be suspended in accordance with AP 320 – Student Suspensions. Students bringing devices from home will understand that the school is not responsible for any lost, stolen or damaged devices.

At no time should a multimedia device be used to capture an image or a voice recording of another person during school hours or school activities, unless specific authorization is provided by a principal and/or staff member. For more information regarding the use of multimedia devices in school refer to Board AP 620 (cell phones, cameras, tablets, etc.)

Bus Students

All bus students must be registered on all bus routes they ride. Registrations are completed through the SD27 website using the online registration process (Home Page – School – Bus Information – Bus Registration) or using the QR code provided on the website. Students registered for the bus will receive a bus pass which is required for ridership. If a bus pass is lost, a replacement pass may be provided with an additional fee. Students who are NOT registered on the bus will not be permitted courtesy rides to a location other than their designated stop.

Students must abide by the Bus Conduct Rules as set down by the School District. Failure to do so will result in appropriate consequences. The rules and expectations on the bus are in place to ensure students safety. All students riding the school bus are expected to sit with their bottom on the seat, face in the forward direction with feet inside the seating area (not in the aisle), remain seated while the bus is moving, refrain from putting any object or body part outside the windows and to be respectful of all other students around them. Student safety is the responsibility of the principal and behaviour expectations of students while on the bus will be communicated and supported at school. If students are not behaving safely and/or acting in a respectful manner the principal or vice principal will be notified, and the appropriate consequences will be issued. The consequence could result in the student being denied access to riding the bus. Riding the bus is a privilege, not a right.

Student Safety – Student Pick-up

Under no circumstance will a teacher release a child to anyone except school staff or the parent or caregiver that is known to the teacher. Parents should phone ahead to the school if they are allowing/sending a person other than their child's normal parent/caregiver contact to pick up. If a person other than the regular contact attempts to pick up a child, the principal or the vice principal will hold the child until a parent or guardian can be contacted to confirm arrangements.

Parents are required to remain in their vehicle in the pickup line. Pulling ahead reduces congestion on the streets above Cataline. Students will not be released to their parent's

vehicle until the vehicle is alongside the barriers. Parking for student pick up is located in the lower lot adjacent the field.

Leaving School Property

Students are to always remain on school grounds at all times unless the office has been contacted. If a parent/guardian is taking their child before dismissal (i.e. doctor's appointment, home sick) they are required to sign the student out at the office. Parents of intermediate students may call to give permission to walk home. We encourage parents to communicate with their teachers beforehand if they are needing to take child early.

Food and Drinks

Students are to eat at designated times and places. Teachers will establish classroom rules for food and drink during instructional time. **Students are not permitted to drink pop, energy drinks, slushies, caffeinated, or Prime drinks. These will be confiscated at the school.** The classroom teacher will communicate with parents their eating/snack/lunch protocols and ask that parents go over the rules with their child to help ensure student safety (i.e.. no sharing of food during snack or lunch time). Students are advised to only take wrapper free or 'naked' snacks outside. Students are reminded to clean up after themselves, to recycle items where possible and to use the garbage cans for other disposable items. There are no student microwaves or kettles available for student use. Students are NOT to chew gum or sunflower seeds at school.

Breakfast and Lunch Programs

Our school offers a breakfast program from 8:35-8:50 to students who may need assistance or a little extra nutrition to start the day in a good way. Students are offered small breakfast items such as toast, cereal, fruit, and oatmeal. When in the breakfast room during this time students are expected to sit and eat their breakfast quietly. Students who are not sitting quietly will be asked to leave. **Students are to enter and exit the breakfast program through the exterior entry door at the back of the building (rm. 127).**

Students who do not have access to a lunch from home will be offered a bagged lunch at school, following food guidelines. Students will be required to sign in while receiving a lunch.

Allergy Aware

In respect of scent sensitivity and allergic reactions please refrain from bringing or wearing cologne/perfume or strong deodorants to school. Peanut, tree nut and other food allergies are also common and can be life threatening. Please contact your classroom teacher to be advised of any allergies and follow the classroom protocols when sending lunches.

Manners Matter

Students are expected to model appropriate behaviour and show respect for staff members, visitors and each other. Student language will be such that it shows respect for all. Name calling, swear words, and put downs will not be tolerated.

Hats and hoods are to be removed during assemblies, and it is encouraged hoods are removed during school instruction. During class instruction, students are to respect teacher's classroom expectations and norms.

Classrooms, Hallways, Library and Gym

Students are asked to travel through the hallways with quiet voices and quiet feet. All people moving in our hallways and common areas are asked to be mindful of allowing and maintaining physical space for those around them. Students are not to loiter in the hallways and require permission to exit their classroom for safety reasons.

In Day/Out Day Policy

In general, students are expected to be outside before school, during recess and lunch. On days when the weather is too cold, students are given the opportunity to stay inside. On days that the weather is too cold we will have an "Inside Day". During an "Inside Day" students will be required to stay in the school and be involved in a quiet activity in their classroom or one of the organized activities in the school. All duty supervisors will be inside the school. Students are encouraged to wear layered clothing, coats, and proper footwear so that they are dressed appropriately for the weather and can be outside comfortably. The school recognizes that winter clothing items are expensive and will help families to provide proper winter apparel where possible. Students have access to and may borrow various items required for wet or cold weather including boots, jackets, toques, gloves, and socks. Sending a 'spare pair' of clothes to school for your student will also assist on wet days.

Dress Code

Students are to wear comfortable clothing that is appropriate in a business-like environment. Students wearing clothing items that is too revealing will be asked by their classroom teacher or administrator to change.

Clothing with suggestive language and/or drug or alcohol logos is not permitted. During inclement weather, students are also asked to remove all outdoor footwear when entering the school. Indoor footwear must have non-marking soles.

Playground Expectations

Students are expected to play in a safe manner when on the playground in their designated area. This means that students are expected to refrain from any activity where there is a

risk of injury to oneself or another student.

Play fighting or other games involving rough play are not permitted. “No Hands On” should be observed at all times. Students are also reminded that there is no throwing of any items such as snow, rocks or dirt at anyone or school property. Several garbage cans have been provided around the school and students are expected to use them and keep the school yard clean. Littering on the school grounds will result in appropriate consequences.

For students who are riding to and from school, we ask that bicycles and scooters be walked when on the school grounds as well as through our parking lots. There is a bike rack located at the main entrance of the school. Helmets are required by BC Law.

Volunteers

Adults volunteering in the school or chaperoning school fieldtrips are asked to complete a criminal record check. This is REQUIRED for all adults who may be not directly supervised by school staff (i.e. running an activity center on a field trip).

The criminal record checks can be completed through the online criminal record check at: <https://justice.gov.bc.ca/eCRC>

Access Code: JUV5QFPLWC

Visitors

Visitors, including parents stopping in while school is in session, are to enter the school at our main entrance and **report directly to the office**. Our office staff will help connect you with the staff or student you are there to see. To maintain a safe learning environment for everyone, we ask that parents plan ahead of time wherever possible so staff can expect your visit. To maintain a safe environment, we ask that parents NOT proceed directly to a classroom.

If you are needing to contact your child during recess or lunch, you are required to check in at the office for assistance. You may be asked to wear a ‘volunteer’ sign indicating to staff that you have checked in and have permission to be on our school grounds. It is not appropriate to try to communicate with your child through the fence or drive around the perimeter of our school grounds during break times to try to find your child while they are playing outside. Adults not known to school personnel and who are on or around our school yard will be approached and questioned by school staff and/or the RCMP.

We thank parents for adhering to our visitor’s policy as it applies directly to the safety of our school community.

Late Arrival

Students arriving late to school (after the morning, recess or lunch bell) are required to enter

the school using the main entrance and sign in at the office. Students will then proceed to their classroom with their Welcome slip and sign in with their teacher. Students who arrive during the morning walk should meet their class on the field and then enter the school as normal. Consistent late attendance could be detrimental to your students learning.

Locked Door Policy

To increase the security of our building our school has a locked door policy during instructional hours. During instructional times all exit doors will be locked with the exception of the main entrance. All visitors to the school are to access the building through the main entrance and go directly to the office. Students coming to school late will be required to use the main entrance.

Safe Arrival – Automated System

Our school uses an automated safe arrival system. The school will send out information to parents about to use the program. Parents are asked to use the automated system to report all student absences in advance of the start of the school day their child will be missing. If parents do not report their child's absence, they will receive automated messages from the system starting at approximately 9:30 am every school day.

Communication Protocol

The school district has a communication protocol in place to assist in resolving conflicts when they arise (this can be found on the district website – Communicating Effectively. If a parent has a question or concern regarding their child, they are required to “start with the person whose action has given rise to the concern” to resolve the issue at the source. After this attempt, if a resolution cannot be reached make an appointment with the principal or vice principal for further assistance, or district senior management accordingly.

Student Medication at School

If your student is taking medication that needs to be administered during the school day, please contact the school office. We will give the parent a form that needs to be completed by their doctor giving detail and instructions on administration of medicines. This form must be returned to the office. **Medication cannot be administered without this physician's note.** When medication is administered at school the medication is kept in a secure location in the office and each dose is documented. If your child is taking over the counter medication (ex. Antihistamine) or is on antibiotics your child's teacher will not administer the medication at school. In this case, parents will be required to come to the school and administer the medication. Do not send your child to school with medication in their backpacks or lunch kits as this could pose a risk to child safety to your child or their

classmates.

Student Threat Assessment Protocol: Fair Notice

All schools in SD #27 comply with the Safe School Initiative, which is a violence threat/risk assessment protocol. Please see the attachment at the end of this document for detailed information regarding the student threat assessment protocols.

INAPPROPRIATE BEHAVIOUR

While everyone in our school community behaves in a positive and responsible way most of the time, **Code of Conduct** violations will sometimes happen. Violations will be dealt with on a per-student basis and administration reserves the right to administer consequences they see fit within the behavior matrix while taking into considering each child and their circumstances. When serious violations occur, parents/caregivers will be contacted. The personal & physical safety of students is always a priority. We expect student to behave in a responsible manner at all times.

Level One Behaviours:

These actions disturb the positive and orderly school environment and may include:

<ul style="list-style-type: none">• Teasing• Talking loudly in class/continual disruption of teaching time• Lack of respect for others, environment, property• Failure to follow school rules• Play fighting• Uncooperative behaviour• Out of assigned area/classroom	<ul style="list-style-type: none">• Unsafe conduct• Lateness• Incomplete work• Inappropriate physical contact• Inappropriate attire• Inappropriate assembly/audience behaviour• Misuse of washroom/playground equipment
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Level Two Behaviours

Repeated Level 1 behaviours will be treated as a Level 2 behaviour. These behaviours may include:

<ul style="list-style-type: none">• Repetitive “Level One” behaviours• Inappropriate material (pictures, music, games, internet sites)• Disrespecting teachers’ personal	<ul style="list-style-type: none">• Inappropriate representation of school (field trips / athletics)• Cheating• Lying
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space & belongings <ul style="list-style-type: none"> • Non-compliance with staff requests • Disrespecting other students (put downs) 	<ul style="list-style-type: none"> • Swearing or offensive comments • Inappropriate use of media devices • Physical aggression causing harm • Off school grounds
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Level Three Behaviours

These behaviours are highly disruptive. Repeated level 2 behaviours will be dealt with as serious. These incidents include:

<ul style="list-style-type: none"> • Chronic misbehaviour • Drugs & alcohol • Destruction of property • Serious threat • Violence, fighting, assault • Serious Harassment 	<ul style="list-style-type: none"> • Weapons • Skipping class/school • Disrespect of staff (swearing) • Fire Alarm/ matches/ fire • Bullying (intimidation, racial slurs) • Seriously inappropriate media use
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CONSEQUENCES

We will make every effort to have consequences for breaches of the Code of Conduct that are restorative in nature. Discipline is an opportunity for students to learn from every experience by apologizing, discussion an appropriate consequence and making a plan to make it better for him/myself and others. The supervising teacher/staff/principal will decide how to deal with students who choose to violate our school's Code of Conduct.

Level One Consequences

Students who engage in Level 1 Behaviours will be asked to identify the inappropriate behaviour and describe the appropriate replacement behaviour. Students may receive a mild consequence designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level 1 behaviors may include but are not limited to: <ul style="list-style-type: none"> • verbal correction • loss of privileges • detention • time out • clean up duty inside or outside • apology- written and/or verbal • other consequences of a <u>restorative</u> nature

Level Two Consequences

Students who engage in Level 2 behaviors (often presenting a repeated pattern in behaviour) will result in a discussion with the student, teacher, principal or designate. Student will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented in MyEducation and parent contact. Consequences for Level 2 behaviors may include but are not limited to:

- verbal correction
- loss of privileges
- detention over a number of days
- behavior contract
- time away from preferred activity
- review of field trip or extracurricular activity participation
- clean up duty inside or outside
- apology- written and/or verbal
- other consequences of a restorative nature

Level Three Consequences

Students who engage in Level 3 behaviors will be referred to the principal for immediate, fair, and corrective action. Restitution may take place by way of communication between the teacher(s), parent(s), student, and principal to devise the next level of intervention for the student to succeed in school. A decision will be made about the consequences and the parents informed - a behaviour plan may be developed. There may be the possibility of in school/out of school suspension. Consequences for Level 3 behaviors may include but are not limited to:

- In-School Suspension
- 1-5 day or Indefinite Suspension (away from the school, at the discretion of the principal)
- Parental escort at school
- Restitution
- Behavior contract
- Legal intervention (e.g. RCMP)



SAFER
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Student Violence Threat Risk Assessment (VTRA)

Fair Notice for Students and Parents
Cariboo-Chilcotin School District No. 27

Dear Students & Parents/Guardians,

Cariboo-Chilcotin School District is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers, and others feel safe. Schools cannot ignore any threat of violence. This notice provides some information for students, parents and guardians about the approach to responding to potential threats.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet, or made by gesture.

Duty to report:

To keep school communities safe and caring, staff, parents/guardians/caregivers, students, and community members must report all threat related behaviour to the school principal.

How to Report:

Members of the school community may contact the school office and ask to speak to the principal directly to report or make an online report through the [erase](#) link featured on the district and school websites.

What is the purpose of a student threat assessment?

- To ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others.

- To ensure a full understanding of the context of the threat.
- To understand the factors contributing to the person of concern's (threat-maker's) behaviour.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern.

- To promote the emotional and physical safety of all.

What behaviours warrant a Student Violence Threat Risk Assessment to be initiated?

A student threat assessment will be initiated for behaviours including, but not limited to:

- Verbal/written threats to harm/kill others ("clear, direct, and plausible")

- Threats made via social media to harm, kill, or cause serious property damage
- Serious violence or violence with intent to harm and kill
- Indicators of suicidal ideation as it relates to fluidity (homicidal/suicidal)

- Weapon possession (including

- Bomb threats (or possession/detonation of devices)

- Hate incidents motivated by factors including, but not limited to: race, culture, religion, and/or sexual orientation
- Sexual intimidation, sextortion, extortion or assault
- Domestic, interpersonal, relational violence
- Gang-related intimidation and violence
- Fire setting (contextual)

Collection Notice:

The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from online sources is only collected from open-source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a threat exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate