



# 100 Mile Elementary *Code of Conduct*

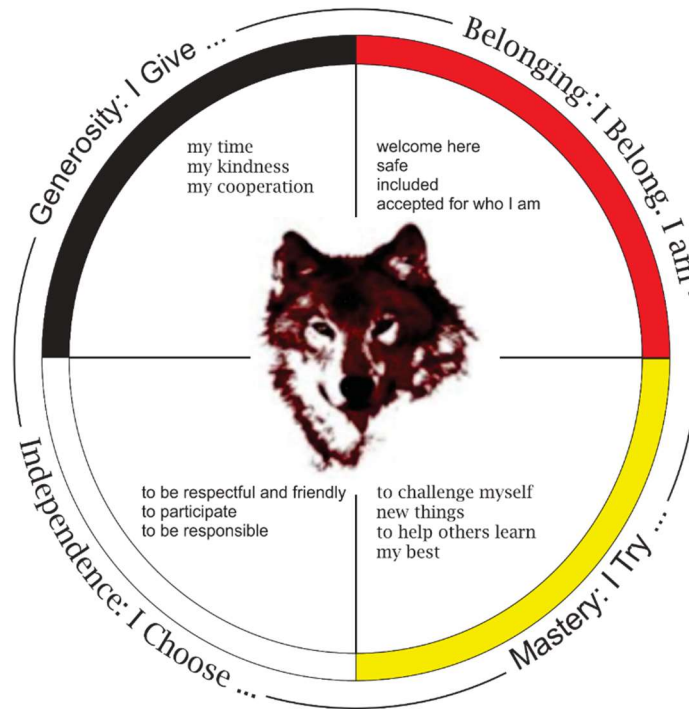
2022-2023

This Code of Conduct is reviewed annually by the staff at 100 Mile Elementary School in consultation with the Parent Advisory Council and students. We believe that our school should be an orderly, purposeful, active, and pleasant place of well-directed learning. Our aim is to create a school climate which is safe, supportive, caring, and conducive to teaching and learning.

We believe that the school's task is to ensure every child experiences success and acquires the skills which they will need to become competent, confident, and responsible citizens in our school and in our community.

Individual responsibility is the key principle stressed at 100 Mile Elementary. Students are expected to know and observe the guidelines outlined in the Code of Conduct. These guidelines reflect our belief that we do our best learning in an environment where everyone feels safe, respected, and valued. It is a necessity that the school environment is one where staff can present essential learning opportunities and where children can engage in a meaningful way.

Finally, we believe that it is only through a partnership between home and school that we can create a learning environment which allows children to excel.



## **Mission Statement:**

***We are a safe welcoming learning community based on respect, caring and cooperation.***

# 100 Mile Elementary Code of Conduct

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.

## *Students Rights and Responsibilities*

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

## **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. Parents are requested in writing to review the Code of Conduct with their children. 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, the school-wide discipline plan.

## **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. Students, as often as possible, will be encouraged to participate in the development of meaningful consequences for violations of the established code of conduct. 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 or emotional nature. In an instance of a serious breach of the code of conduct, school officials have the responsibility to advise other parties such as parents, school district officials, RCMP and/or outside agencies.

## **Wilful Disobedience**

Students are expected to obey all reasonable requests by school staff. The School Act clearly indicates that, where a pupil is wilfully 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.

## **Violence and Intimidation/Bullying**

School District #27 and 100 Mile 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. 5114.1

### **Tobacco, Alcohol and Drugs**

Students will not bring, use or be under the influence of tobacco, alcohol or illegal drugs while on any school property (including in 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. 3518

### **Field Trips and Special Events**

Students are expected to model excellent behaviour and to proudly represent 100 Mile Elementary 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.**

### **Electronic Devices**

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 free time we encourage students to stay off their devices and play face-to-face with their peers. During instructional hours students will be expected to adhere to individual teachers' classroom rules for electronic devices (i.e. a teacher may ask students to keep their cellphone in a backpack during class time). If an infraction of the school or classroom rules occur, the teacher or principal will confiscate the device and the parent/guardian will be asked to come to the school to pick up the device. Multiple infractions may result in the child being required to leave the device with the teacher or principal during class time. 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 Policy No.5112**

### **Bus Students**

All bus students must be registered on all bus routes they ride. Contact the bus garage at 250-395-2230 for detail information.

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.

### **Student Safety – Student Pick-up**

Under no circumstance will a teacher release a child to anyone except school staff or the parent or guardian 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/guardian 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.

### **Leaving School Property**

Students are to remain on school grounds at all times. If a parent/guardian is taking their child before dismissal (ie doctor's appointment, home sick) they are required to sign the student out at the office. To reduce adults in the building intermediate students are able to sign themselves out at the office for appointments. If a parent/guardian is not directly picking up their child written permission is required for the student to leave school property. Primary students who are not leaving with an older sibling are to have parents come to the office to sign them out as usual. We encourage parents to communicate with their teachers beforehand if they are needing to take kids early. If the classroom teacher is expecting you and it is possible for the teacher to supervise the dismissal, parents can meet the child at their designated classroom exit door. Primary students are not permitted to leave school grounds without a designated chaperone that has been approved by the Principal or Vice Principal.

### **Off School Grounds For Lunch**

If a student is needing to out for lunch, they must have a signed note from their parent/guardian. The student is responsible to get this note signed by their classroom teacher and then by Principal, Vice Principal or Secretary. The child will then sign-out at the office before leaving the school property. Students are to take their note with them off school grounds as they may be asked by a noon hour supervisor if they have been granted permission to leave. When they return from lunch students are responsible to sign back in at the office.

**The expectation is that if a child is going out for lunch that they purchase food that is appropriate for lunch.** Children are not permitted to go the Dollar Store or 7-11 to spend their money on sugary drinks and candy and then return to school. Parents are asked to go over what a school appropriate lunch is with their child before sending them with a note to go off school grounds. Students who have been granted permission to go off school grounds are not to accept other students' money or purchase items for another student.

### **Food and Drinks**

Students are to eat at designated times and places. Teachers will establish classroom rules for food and drink during instructional time. Please send your child to school with a balanced lunch by limiting sugary items and treats. 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 (ie. no sharing of food during snack or lunch time). Students are reminded to clean up after themselves, to recycle items where possible and to use the garbage cans for other disposable items. There is to be no gum in the school building.

**Our school is participating in the Sip Smart Program.** What we drink has a significant impact on our health. The Sip Smart Program encourages healthy drink choices which include plain milk, unsweetened fortified soy beverages and water. Healthy drinks do important jobs for children’s growing bodies, like providing hydration or supplying nutrients like vitamins and minerals. Healthy drinks provide these benefits without giving children too much sugar. Teachers will be talking to their classes about healthy drink choices with the aim of helping students to adopt healthy lifestyle choices. **Sugary drinks such as slushies, energy drinks and pop will NOT be permitted on school grounds will be disposed of.**

### **Breakfast Table**

Our school offers breakfast type food every morning in our gymnasium from 8:00 am – 9:00 am. All students are welcome to access the breakfast table. When in the gym 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 table through the gym doors** and not avoid walking through the hallways in the morning.

### **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.

We currently have a student with a life-threatening allergy to **LATEX** (commonly found in balloons, gloves and adhesives) – students are asked NOT to bring toys or novelty items from home.

### **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 and put downs will not be tolerated.

### **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 reminded they must have an adult supervisor when taking part in activities in the gymnasium.

### **In Day/Out Day Policy**

In general, students are expected to be outside on fair days before school, during recess and lunch. On days when the weather is too cold or wet, students are given the opportunity to stay inside. On days that the weather is too cold or wet for students to be outside 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.

## Dress Code

Students are to wear comfortable clothing that is appropriate in a business-like environment. Students wearing clothing items that are considered to be too revealing will be asked by their classroom teacher 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. **Hats** are not to be worn in the school building (except on special theme days). Students are asked to take their hats off when they enter the school. If they are wearing their hat in the building, they will be reminded to take them off. Multiple reminders will result in having the hat taken away for the day.

## 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. 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 be walked when on the school grounds as well as through our parking lots. For safety reasons, skateboards and roller blades are not permitted at 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. The criminal record checks can be completed through the online criminal record check at:

<https://justice.gov.bc.ca/criminalrecordcheck>

- Access code: V8N3CUL9NQ

Volunteers must read and conform to the health and safety measures implemented for COVID-19. Volunteers are required to sign in at the office upon arrival. In case of emergency and for contact tracing purposes, it is very important that the office have an accurate list of people in the building. In the case of an emergency, volunteers are required to follow emergency procedures set by the school and meet on the field and report to the school secretary. Volunteers in the building may be asked to wear a 'volunteer' sign indicating they have signed in at the office.

## 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 and help you to follow any special COVID safety procedures (i.e. sign-in procedures for contact tracing). Our school goal is to be a welcoming school community while following the guidance of the public health office and Center for Disease Control. To maintain a safe learning environment for everyone, we ask that parents make arrangements ahead of time wherever possible so staff can expect and plan for 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 to ensure that they are safely connected to their class. It is not necessary for parents to sign them in at the office. Teachers will record attendance at their classroom.

### **Locked Door Policy**

To increase the security of our building our school has a locked door policy during instructional hours. Before school and during recess and lunch all doors will be open. 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.

### **Parent Parking**

Parents are asked to park in the designated parking lot in front of the bus loop. The parking lot directly in front of the school is reserved for staff only. The drop off zone at the rear entrance is NOT a parking lot but rather to be used by parents who are dropping off / picking up and not intending to leave their vehicle. We thank you for your cooperation with this matter as it adheres to student safety.

### **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 protocol.

# 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. When serious violations occur, parents/guardians will be contacted. The personal & physical safety of students is always a priority. We aim to make our school environment as safe as possible (physically and emotionally) for students, their parents & staff. We expect students to behave in a socially responsible manner at all times! A variety of strategies will be used to deal with problems that occur.

## LEVEL 1 BEHAVIOURS:

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

<ul style="list-style-type: none"> <li>• Teasing</li> <li>• Talking loudly in class/out of turn</li> <li>• Lack of respect for others, environment, property</li> <li>• Physical aggression</li> <li>• Failure to follow school rules</li> <li>• Uncooperative behavior</li> <li>• Play fighting</li> <li>• Out of assigned area</li> </ul>	<ul style="list-style-type: none"> <li>• Unsafe conduct</li> <li>• Lateness</li> <li>• Homework incomplete</li> <li>• Inappropriate physical contact</li> <li>• Inappropriate attire</li> <li>• Inappropriate assembly/audience behavior</li> <li>• Misuse of washroom or playground items</li> </ul>
---	---

## LEVEL 2 BEHAVIORS:

Repeated Level 1 behaviors will be treated as a Level 2 behavior. These behaviors may include:

<ul style="list-style-type: none"> <li>• Repetitive “Level 1” behaviors</li> <li>• Bullying (eg. Intimidation, racial slurs)</li> <li>• Inappropriate material (pictures, music, games, internet sites)</li> <li>• Disrespecting teachers’ personal space &amp; belongings</li> <li>• Non-compliance with teacher requests</li> </ul>	<ul style="list-style-type: none"> <li>• Disrespecting other students (put downs)</li> <li>• Inappropriate representation of school (field trips/athletics)</li> <li>• Cheating</li> <li>• Lying</li> <li>• Swearing or offensive comments</li> <li>• Inappropriate use of multimedia devices</li> <li>• Physical aggression causing harm</li> </ul>
---	--

## LEVEL 3 BEHAVIORS:

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

<ul style="list-style-type: none"> <li>• Chronic behaviors</li> <li>• Drug &amp; alcohol</li> <li>• Destruction of property (vandalism)</li> <li>• Serious threat</li> <li>• Violence, fighting, threats</li> <li>• Off school grounds</li> <li>• Serious harassment</li> <li>• Weapons</li> </ul>	<ul style="list-style-type: none"> <li>• Skipping classes/school</li> <li>• Blatant defiance</li> <li>• Disrespect of a staff member</li> <li>• Swearing at teacher(s)</li> <li>• Fire alarm</li> <li>• Matches/fires</li> <li>• Seriously inappropriate internet sites</li> <li>• Cyber bullying</li> </ul>
--	--

# Consequences

Discipline is an opportunity for a student to learn from the experience by apologizing, discussing an appropriate consequence and making a plan to make it better for him/herself and others. The supervising teacher/staff and/or principal will decide how to deal with students who choose to violate our school's Code of Conduct.

## LEVEL 1 CONSEQUENCES

Students who engage in Level 1 behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. 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:

- verbal correction
- loss of privileges
- detention
- time out
- clean up duty
- apology

## LEVEL 2 CONSEQUENCES

Students who engage in Level 2 behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. The incident will be documented. The student will complete a "Plan for Improvement" which will be signed by the Principal/teacher and Parent. The student will be responsible for returning this form signed. Consequences for Level 2 behaviors may include but are not limited to:

- verbal correction
- loss of privileges
- detention
- behavior contract
- time out
- clean up duty
- apology

## LEVEL 3 CONSEQUENCES

Students who engage in Level 3 behaviors will be referred to the principal for immediate corrective action. After consulting with the parents and appropriate school personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her behavior. 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)



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 replicas)

▪ 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 circumstances.

***Please contact your principal or vice-principal with any questions.***