



South Kelowna Elementary School

Principal – Ms. J. Lemon

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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 South Kelowna. For further school information, please refer to the School Handbook, which is on our website, under the "About Us" 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: • Always trying their best • Arriving on time, prepared and ready to learn • Staying focused and not distracting or disturbing the learning of others
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: • Using kind, respectful words • Being polite and waiting your turn • Listening with discipline and the whole body • Being honest and telling the truth
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: • Moving safely, calmly and in control • Staying in designated areas • Keep hands and feet to yourself; playing games safely • Reporting dangerous situations to staff
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: • Not touching other people's property without permission • Respecting personal boundaries • Asking someone before photographing/recording someone
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: • Leaving property better than how you found it; cleaning up after yourself • Using equipment as it is intended • Returning materials promptly and neatly

At South Kelowna, our students are **responsible, respectful and ready!**

	Responsible – for my actions and learning	Respectful – of others and the surroundings	Ready – to learn and do my best!
All Settings Everywhere and Always	- I follow directions the first time - I take responsibility for my words and actions - I am aware of my surroundings and situation - I treat others the way I want to be treated - The Golden Rule - I am honest and tell the truth	- I use polite and respectful language - I have a respectful tone and voice - I keep my hands, feet, body and objects to myself - I treat others the way I want to be treated - The Golden Rule - I leave things better than I found them	- I have the supplies I need - I try to have a growth mindset - My actions are appropriate to my surroundings and situation
Classroom, Library All Learning Areas	- I focus on the task and what I should be doing - I use technology appropriately and with the teacher's permission to do school work only	- I follow the routines, procedures and expectations - I act in a way that has a positive effect on the learning of others	- I have my homework completed, agenda and other supplies my teacher wants me to have - I use my inside voice
Gym	- I enter and leave only with a teacher's permission - I use equipment correctly and safely - I report any injuries to the teacher	- I follow the routines, procedures and expectations - I show good sportsmanship - I play by the rules of the game - I help set up or put away equipment properly	- I have appropriate clothes and shoes for physical activities - I wear indoor gym shoes/runners
Playgrounds and Fields	- I use the playground equipment correctly and safely - I line up when the bell rings - I return any equipment that I signed out	- I keep my hands, feet, body and objects to myself - I leave nature (including snow) on the ground - I take turns - I show good sportsmanship - I play by the rules of the game - I act in a way so everyone has fun	- I am dressed for the weather - I include everyone - I try to solve problems appropriately - I report true problems and injuries
Office	- I wait to be invited to go beyond the counter - I wait patiently until it is my turn	- I am quiet - I am polite and respectful	I ask to use the phone
Hallway and Stairs	- I quickly walk to where I need to go - I am in control of my body and voice - I know that running/jumping is unsafe	- I walk on the right side - I am quiet - I enjoy and appreciate other students' work with my eyes only - I respect that other classes and students are learning	I am in the hallway and on the stairs for a purpose
Entrances and Exits	- I stay outside until the bell and quickly line up when it rings - I use the door assigned to my class - I remove my outdoor shoes - I acknowledge others - I am polite and welcoming	- I give others personal space - I use line manners when I enter and leave the building by walking on the left and holding open doors - I avoid standing in the way at the door when others need to enter/exit	- I have the materials I need when I arrive - I have the materials I need when I leave - I use my inside voice - I am on time and ready to learn
Washroom and Water Fountains	- I ask permission to leave the classroom - I flush/wash/leave - I report any problems immediately to an adult	- I keep the washrooms tidy and clean - I respect the privacy of others - I use my inside voice - I leave the area better than I found it	- I wait quietly and patiently for my turn - I return to class quickly and quietly - I am not there to socialize
Lunchtime	- I make healthy food choices - I keep my area neat and clean - I focus on eating	- I stay in my spot, seated to eat - I clean up after myself - I use my inside voice	- I bring everything to my desk - I use good table manners - I choose a quiet activity when I am done eating

Dress Code

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

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

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

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

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

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

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. Please see details below regarding use of personal digital devices.

Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must 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.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;

- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

Behaviour Response Plan

- In the event of a violation of our Code of Conduct, the staff will endeavor to act consistently by communicating with all individuals involved, determining all of the facts, and treating students with fairness and respect. The staff recognizes that each incident must be dealt with on an individual basis, dependent upon the student's history, severity of incident, frequency, circumstance (i.e. provocation and premeditation), level of remorse, and cooperation.
- Every effort will be made to suit the consequence to the student and the situation. If consequences are necessary, they will be logical and fair, involve the student and respect their individual rights, abilities and maturity. Whenever possible, the student, with the assistance of the administrator, teacher, counselor and/or guardian, will be involved in solving the problem. We are committed to a respectful problem-solving process with students that builds their capacity and skills for dealing with conflict in life. We believe an apology is important to restore the relationship.
- Special considerations may apply to students with special needs if they are unable to understand and comply with our Code of Conduct due to having a disability of a physical, intellectual, sensory or emotional or behavioral nature.
- 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:

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

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; verbal or written apology; service to the school.

The classroom teacher or noon hour supervisor will generally deal with students involved in minor infractions. If misbehaviour continues or increases, the supervisory staff may take the incident to the teacher or administration. The administration records the violations in the MyEducation BC student information system.

Level 2: Moderate Misbehavior

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

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

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
- intentional fighting
- truancy
- threats
- harassment
- use of drugs/alcohol
- blatant defiance
- physical violence
- repeated incidences of bullying
- damage to property
- fire lighting/misusing fire equipment
- major theft/vandalism
- swearing at staff
- discrimination
- 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. Students involved in major infractions (i.e. false alarm, smoking, fighting, theft, vandalism, defiance) will be dealt with by the administration. Parents will be contacted immediately to be informed of the disciplinary procedures. A suspension may occur as the result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may be considered. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline (5600).

The principal has the right under the School Act to discharge discipline as necessary. This includes the right to suspend a student.