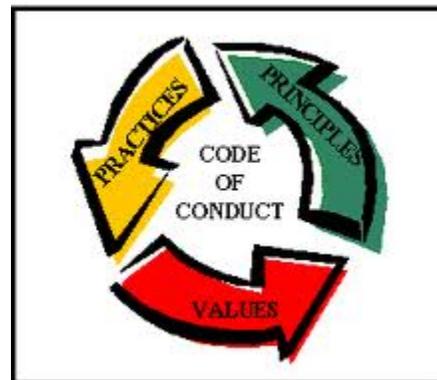


Peter Greer Elementary School  
**CODE OF CONDUCT**

**TO THE STUDENTS:**

The purpose of this Code of Conduct is so all students can learn in a safe environment. At Peter Greer Elementary School, all students are expected to exhibit a commitment to learning and to achieving success. We have guidelines for appropriate student behaviour which reflect the school's philosophy of rights, responsibilities and respect. The guidelines show that you are expected to take personal responsibility for your behaviour. This responsibility applies not only to your academic duties, but also to your use and care of school facilities, equipment, textbooks and supplies. Each responsible student contributes to the well-being and success of everyone at Peter Greer Elementary, where you can make learning meaningful yet fun.



**TO THE PARENTS:**

We want all students to be fully informed of their responsibilities at Peter Greer Elementary School. We try to ensure that in all cases, students will be treated in a fair manner by being kept fully informed of an incident, change or outcome which affects them. We have a consistent approach to school discipline; thus rules will be applied as the situation and cumulative behaviour warrants. We try to be firm and fair with decisions which result from complete fact-finding and communication with all parties concerned. The Code of Conduct will be communicated to students and parents at regular intervals (i.e. assemblies, newsletters, new student information, parent handbook, class discussions, and the front pages of their student agendas)

Peter Greer Elementary School promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, gender, gender identity and expression, discrimination in accommodation, service and facility in the school environment.

**CODE OF CONDUCT FOR  
SPECIFIC AREAS & SITUATIONS**

**ACADEMIC SUCCESS**

**Expected Behaviour:**

To ensure success in your school year, you are expected to complete all class and homework assignments on time and to the best of your ability.

**HONESTY**

**Expected Behaviour:**

You are expected to be honest in your relations with students and staff. Lying, stealing and cheating are all forms of dishonesty and as such are unacceptable behaviours.

## **ATTENDANCE, ABSENTEEISM & TARDINESS**

### **Expected Behaviour:**

You shall report to class promptly each day, ready, willing and able to work. You must report the reason for tardiness to your teacher. Absenteeism requires a written excuse or a telephone call from your parent or guardian. Parents are requested to phone the school to report your absence. REGULAR ATTENDANCE IS ESSENTIAL.

## **RESPECT FOR OTHERS**

### **Expected Behaviour:**

You are expected to treat all people with consideration and respect. Your school is a public area. The following is not an exhaustive list but examples of student behaviours that are not acceptable: fighting, pushing, shoving, tripping, kicking, biting, rough horse-play, being rude and disrespectful.

## **APPROPRIATE LANGUAGE**

### **Expected Behaviour:**

Your language will be such that it shows respect for staff and students. Name calling, swearing, crude, rude and obscene language spoken, written, implied or gestured are unacceptable.

## **STUDENT MOVEMENT**

### **Expected Behaviour:**

In the morning you will enter through your designated entrance. While inside the school you shall walk in a quiet, orderly manner. All students shall remain on school property during the school day unless permission has been given by the parent and the school.

## **DESIGNATED AREAS**

### **Expected Behaviour:**

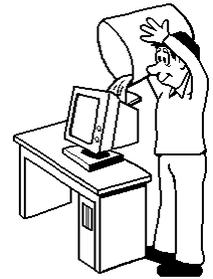
You will be in the following areas only if you have the permission of a teacher: gymnasium, equipment room, library, computer lab, kitchen, bathrooms, paper room, math/science/art storage rooms, staffroom and classrooms other than your room.

## **CARE OF SCHOOL PROPERTY**

### **Expected Behaviour:**

You will respect all school property (classrooms, halls, stairways, bathrooms, kitchen, playground, gym, library, all equipment, textbooks and supplies).

Your desk and the floor area around it are to be kept neat and tidy. When sitting down in class you should make sure that all four legs of your chair are always on the floor. Tables and desks are for doing your work on, not for sitting on. You are expected to treat the school and equipment with the same care and respect as you would your own valuable personal possessions.





## **EXTRA-CURRICULAR ACTIVITIES**

### **Expected Behaviour:**

On school buses, at extra-curricular activities, at the Art Gallery or Ice Arena on field trips or at the bus stop, all relevant school rules apply. Being on a field trip is like being at school.

## **TOBACCO, ALCOHOL, DRUGS AND CONTRABAND ITEMS IN A PLACE CALLED SCHOOL**

### **Expected Behaviour:**

You will not partake of any tobacco, alcohol, illegal drugs while on school property nor partake in bringing contraband items to school. Some examples but not an exhaustive list is: weapons, play guns, plastic swords, darts, matches, lighters, etc.

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning

## **IN CLASSROOMS**

- Pupils are not permitted in classrooms without adult supervision.
- Active participation and involvement in assigned activities is expected.
- Maximum effort on all learning experiences is essential.
- Respect for others and their property is necessary.
- Students will adhere to classroom guidelines established by the teacher.
- Children are expected to care for their own personal belongings.

## **LUNCH BEHAVIOUR**

During the eating portion of the lunch hour, students should eat at their own desks unless they are monitors or have permission to be elsewhere. Good behaviour is expected. Unacceptable behaviour will result in the following steps being initiated:

- Supervisor on duty informs classroom teacher of misbehaviour.
- Classroom teacher discusses problem with pupil and attempts to work out a solution.
- After repeated similar misbehaviours or a serious offence the classroom teacher informs the Vice Principal or Principal.
- Student is warned that alternate eating arrangements will be made if poor behaviour continues. Vice Principal, Principal or classroom teacher informs parents via phone call or note.
- Continued poor behaviour results in alternate eating arrangements being made. (Student sent home to eat lunch, or assigned to another area of the school.)

The Administration or school staff authorized by Administration may permit students to leave the school during the lunch hour when written notification has been received from the parent/guardian. Where students are permitted to leave the school during the lunch hour, they are expected to conduct themselves in accordance with the code of conduct. Any conduct which adversely impacts on the welfare of other students or the learning atmosphere of the school may be subject to discipline. Students granted permission from the school and parent to leave during the lunch hour, must be off the property and parents are responsible for arranging supervision of their child during this time.

## **HALLWAYS**

- Walk, maintain respect for others and use caution at drinking fountains and doorways.
- Use the stairwells by holding the handrails with no sliding or jumping.

## **WASHROOMS**

- Access to washrooms during class time will be at the discretion of the teacher.
- Sensible use of washroom facilities is expected.
- Pupils should use the washrooms and drinking fountains during recess and lunch.

## **GYM**

- Pupils are not permitted in gym without adult supervision.
- Gym strip is required for Intermediate P.E. classes. Primary students are encouraged to bring gym strip.
- Food should not be eaten in gym, except during supervised activities.
- Access to equipment rooms is limited to teachers, monitors, or students with permission.
- Only indoor shoes are to be worn.

## **LIBRARY**

All students using the library are expected to use respect, be responsible for the materials they use and return borrowed materials on time. Food, drinks, snacks etc. will not be eaten in the library. Students using the library during these open times will be expected to read quietly, exchange books, study, do homework, use reference books, read magazines etc.

## **ADVENTURE PLAYGROUND**

- Any inappropriate behaviour that violates a pupil's right to be safe is prohibited.
- Pupils are responsible for the care of playground equipment taken outside.
- The parking area is out-of-bounds as a play area.
- Permission must be obtained from a teacher before retrieving any equipment that has gone into out of bounds areas.
- Nothing is to be thrown at or over the fences.

## **BUS BEHAVIOUR**

- Classroom conduct is to be observed.
- Students must remain in their seats until the bus comes to a complete stop.
- Students are not to put their heads or arms out of the open windows.
- Eating and/or drinking is prohibited on the bus. Pupils must not throw waste paper or other rubbish on the floor of the bus or out the bus windows.
- Talking amongst students is permitted, using an indoor voice.
- Students must obey instructions of the bus driver. All cases of misbehaviour on school buses shall be reported by the driver to the principal.
- Pupils will be held responsible for willful damage to the school bus under Section 10 of the School Act.
- Pupils should remember that they represent our school when they are on field trips.
- Only best behaviour will be accepted.

## **BICYCLES / SKATEBOARDS / SCOOTERS / ROLLER BLADES**

- Bicycle riders obey rules of the road and should walk their bikes when on school property between 8:00 a.m. and 2:45 p.m.
- Bicycles should be parked and locked in the bicycle rack during the school day.
- Bicycles should be in safe condition and licensed.
- All students riding bicycles to school must, by law, wear a bike helmet.
- The bicycle rack is out-of-bounds at all times except when parking your bike and when going home.
- Skateboards, rollerblades and scooters must not be used between 8:00 a.m. – 2:45 p.m.
- Administration or any staff member designated by Administration, under the School Act, has a legal responsibility to maintain a safe and orderly environment for students and staff. If a bicycle, skateboard, or scooter is used in a way that poses a risk to the safety of the students or staff, or causes a disruption to the learning environment, Administration has the legal authority to remove the risk, which means that the bicycle, skateboard or scooter may be temporarily removed from the student's possession. In some cases, students may be directed to leave their bikes, skateboards or scooters at home if they continue to use these items in an unsafe manner.

## **USE OF SCHOOL PHONES**

- Before using the phone, students must receive permission from their classroom teacher and the office staff.
- The phone is to be used for emergency matters only and calls are to be as brief as possible. After school social visits, for example, are not to be arranged over the school phone.
- Student phone in front foyer is to be used.
- After 3:00 pm, if your teacher is unavailable, use of the phone is left up to the discretion of the student.

## **GUM**

- Students are not allowed to chew gum on the school grounds or in the building.

## FIRE DRILLS

When the fire alarm sounds, students shall immediately cease activities and remain still and quiet to await further instruction. Students will follow the instructions of the teacher and leave the school quietly and in an orderly fashion.



- Pupils outside the classroom and still in the building shall leave the building through the nearest exit and then report to their own class designated area.
- Pupils outside the school should go to their class gathering area on the field and wait for their teacher.
- Pupils will stand quietly and wait in their gathering area until dismissed by the principal, teacher or person in charge.

## EMERGENCY EVACUATION DRILLS

In the event of a potential life-threatening situation other than fire or earthquake in which it is essential to control the movement of students, an announcement of “**LOCKDOWN ALL ROOMS NOW**” would alert school to initiate plan.

## DRESS

We request that students come to school wearing clothing that is clean and suitable for school.

- Clothing or temporary tattoos featuring violent or offensive pictures or words promoting alcohol/drug use, display offensive language or images, or encourage discrimination are inappropriate for a positive elementary school learning environment.
- ‘Beach wear’ is for wearing at the beach.
- Clothing should conform with established health and safety requirements for the intended activity.
- Unwelcome visitors tend to cloak themselves with some sort of headwear. As a result, we require students to remove any headwear when they enter the building so that staff can more easily identify visitors.
- Please wear footwear that is suitable for playing outside (no high heels, sports cleats, etc.). Although flip flops and sandals may be fine for inside wear, footwear that is suitable for running and use on playground equipment is necessary for playing safely



## SNOWBALLS

Throwing snowballs or snow or kicking snow is not allowed as it can hurt someone. Infractions are tracked in the office and consequences are:

**First Time:** Students will be reminded via a friendly, but firm discussion that throwing snow is not allowed. If the incident occurs during recess, the student may also be assigned a penalty in the "penalty box."

**Second Time:** Students will be assigned a longer penalty in the "penalty box" and a note or email home will be sent to a parent/guardian.

**Third Time:** Parents will be contacted to come to the school to take student home for the remainder of the day and/or a portion of the next day depending on the time of the infraction. The Principal or Vice Principal will contact the parents to discuss a re-entry plan to the school and classroom.

**Fourth Time:** A formal Out of School Suspension will be assigned

## **TECHNOLOGY EQUIPMENT**

Electronic equipment, unless authorized by the teacher to be used in the classroom as part of the instructional program, are best left at home. Playing electronic games or listening to music is not suggested at school because the student's choice of listening material or games may not be acceptable for a school environment. In addition, we feel that students have plenty of 'screen' time outside of school hours. Students who bring electronic equipment to school will be asked to put it away in their backpack and to leave it at home the following day. If the problem persists, students will be asked to take it to the office for safe keeping and it can be picked up at the end of the day.

The Board of Education believes that use of cellular/camera phones or other wireless devices should in no way interfere with learning and the operation of the school, or the safety and privacy of students and/or staff. When accessing electronic communication systems and social media, students are expected to:

- demonstrate appropriate digital citizenship, both during and outside of school hours.
- practice safe online behaviour and report any inappropriate communication or distribution of harmful material to an adult immediately.
- respect the privacy of others including but not limited to the sharing of photos, videos and personal information. Due to privacy issues, the only students permitted to take pictures at school are those students taking pictures for an approved course. Permission must be given by both the staff member(s) and/or student(s) being photographed. Students who take pictures with their cellular phones/personal cameras without permission are in violation of the Freedom of Information and Protection of Privacy Act, and will have these items confiscated and the pictures deleted.
- ensure that personal use of electronic communication systems neither interferes, with nor distracts from, their learning or the learning of others.

Teachers have the professional autonomy to permit or deny the use of personal electronic devices and/or web based or mobile based social media in their classroom at any time. The school will not be held responsible for any misplaced, lost or stolen items brought to school. Students should not be using their cell phones to call home when they are ill. For safety reasons, a staff member will call if a student needs to go home due to illness. Laser pointers are dangerous and are not to be brought to school.

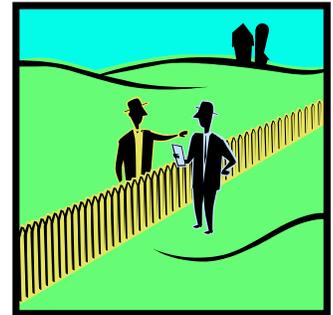
## TRAVELING TO AND FROM SCHOOL



Students are expected to conduct themselves in accordance with the code of conduct of the school while traveling to and from school. Students who contravene the code of conduct while traveling to and from school in circumstances which adversely impact on the rights of other students or the learning atmosphere of the school may be subject to discipline.

## SCHOOL NEIGHBOURS

Students are expected to conduct themselves as responsible members of the neighbourhood within which the school is located. Students must be courteous to the families living in the school neighbourhood and respectful of their property. Students who engage in conduct which disturbs, disrupts or damages the persons or property of the school neighbourhood (which has “direct and immediate effect on the general welfare of the school”) may be subject to discipline.



## DISCIPLINE

Each offense will be dealt with individually depending upon its severity, circumstance and history. Students should have input at all stages and should be made aware of their responsibility for their own actions and behaviour. School District policy states that the Principal, in consultation with Teachers, must use discretion in determining the seriousness of the situation and in deciding upon consequences, including suspensions. **The following factors are considered when assigning discipline and suspensions:**

- the student’s age and maturity level
- the intent of the behavior – was it malicious or designed to inflict harm ( a formal threat assessment protocol may be used)
- the severity, intensity and frequency of the behavior
- the student’s previous record involving similar behaviors
- the student’s level of cooperation in the investigation
- the student’s level of remorse
- the student’s cognitive functioning – were they aware of what they were doing and the possible impacts to others and the school? Is the students a designated special needs student?
- were previous school-based interventions implemented (counseling or in-school suspension)

The Principal must also ensure appropriate supports are provided to students who violate the code. This policy dictates that schools would be remiss in having a 'one size fits all' consequence for behavior. There will be consequences that will not be suitable or effective for some students. If the child is recorded several times in the behavior tracking tool, parents will be contacted as outlined in our School District policy regarding "Discipline". A joint parent-Principal-Teacher plan may be developed at this time to help the child. Students may be asked to complete a restitution plan. Continued problems will be dealt with according to the School Act and or School District policy which usually would mean a "suspension" (i.e.: definite - up to 10 school days or indefinite - in excess of 10 school days) (refer to School District #23 Policy and Procedures Regulation 5600).

A copy of this policy will be provided upon request at the school office or by pointing your browser to: <http://www.sd23.bc.ca/Board/Policies/Section%204%20%20Students/455R.pdf>

Every report of misbehavior, no matter how minor, has a consequence. Moderate and severe misbehaviors and repeated minor misbehaviors are also documented in the office, especially in cases where student safety is a concern. You may not be privy to that information as matters of discipline are confidential under privacy laws. In some cases, where a student is injured as a result of a physical altercation with another student, a report to the school's insurance provider may be filed.

## **CONSEQUENCES – POSSIBLE LIST**

- Problem-solving discussion
- Alternative work areas
- Restrict play and eating time at lunch and recess
- Think sheets, summary of what happened, letters of apology
- Community service: grounds clean up – garbage detail, wash desk tops, clean floors, chores
- In-school suspension
- Out of school suspensions
- Restitution
- Phone calls or note home
- Parent meetings
- Referral to Counselor
- Anger management course
- Pay for damage or cost of replacement
- Loss of privilege to ride bus
- Loss of privilege to stay for lunch
- RCMP contacted

### **Please Note:**

This Code of Conduct is in compliance with both the School District No. 23 Discipline Regulations as set out by Board Policy and is in full compliance with the Ministry of Education Code of Conduct requirements.

To view the School District No. 23 Discipline Regulations/Policy, including the specific guidelines for student suspensions, please point your browser to:

<http://www.sd23.bc.ca/Board/Policies/Section%204%20%20Students/455R.pdf>