

Queen Victoria Annex:

Problem Solving Process

Step 1: Try to problem-solve using an I statement or by talking about the conflict or challenge. Express emotions and say what you need from the other person.

Step 2: Discuss the problem with an adult. A time-out/'break' for reflection or a logical consequence/restitution may be required. Students will work through an "office referral form" with the Administrator, as needed, in order to discuss the root problem or motivation behind the behaviour.

In some cases, it may be necessary to involve parents/guardians through written communication or a meeting with the Administrator. When behaviours concerning the District Code of Conduct or the BC Human Rights Code occur, District consultants, the VPD, or the Ministry of Children and Family Development may become involved.

In accordance with the School Act, Sec. 85(2)(ii) and (d), the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days. Suspensions may be for the following reasons:

a.) because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.

b.) because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.

c.) because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per District Policy (<http://www.vsb.bc.ca/district-policy/jgd-r-district-student-code-conduct-regulation>)

How Families Can Help

- Discuss QVA "ROCKS" and this Code of Conduct with your child
- Discuss and model expected behaviours at home as much as possible
- Meet with QVA Staff to stay informed about your child's development and progress
- Make sure to arrive at school on time (for 9:00am), so your child can transition positively
- Check your child's backpack daily for homework, notices or other communication
- Read all notices and newsletters/emails from the school office
- Monitor and set limits on what your child watches online and on television
- Read with your child, everyday
- Have a GROWTH mindset...we can always learn and grow!



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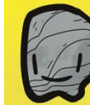
Code of Conduct



Our Purpose: To provide a safe and stimulating environment, where all individuals are motivated to do their best. We want to create a school community that R.O.C.K.S!

CofC updated: June 2017

QVA



Respectful



Open Minded



Community



Kind



Supportive

Expected Behaviours

How I Care for Myself:

- I come to school ready to learn
- I listen and try my best
- I follow expectations
- I exercise and eat healthy foods
- I tell an adult when I feel unsafe
- I take care of my belongings
- I know what I am learning, and where I'm going next with my learning!

How I Care for Others:

- I speak politely and listen carefully
- I share with and help others
- I use words to solve problems
- I am open-minded and supportive
- I treat others with respect at all times
- I show empathy to others

How I Care for My Surroundings:

- I respect other people's belongings
- I take care of school supplies, equipment and furniture
- I recycle, compost, and use garbage bins
- I help to keep the school clean
- I tell an adult when my surroundings seem unsafe



When does the Code of Conduct Apply?

The Code of Conduct applies at school and on all school-related activities such as fieldtrips or at camp. QVA ROCKS expectations apply to all students, staff, families and guests.

Our Code of Conduct also applies during school-sponsored events outside of school time, as well as to any activities that will have impact on our school environment.

Considerations:

The severity and frequency of unacceptable conduct, as well as the age and maturity of students, and special needs, if any, are considered when determining appropriate consequences.



Examples of Unacceptable Behaviours:

- bringing dangerous items to school
- stealing, lying, cheating, or swearing
- behavior that interferes with the safety of others
- bullying, intimidating, excluding, or threatening others in person, writing or online/by text
- acting physically aggressive
- making offensive/rude remarks such as put-downs or name-calling
- encouraging or pressuring others to break school rules
- discriminating against someone based on race, gender, religion, sexual orientation, etc.
- willfully damaging property or disrespecting the environment

(these are examples and not an all-inclusive list)

Possible Consequences*:

- Discussion with school Staff or Administrator
- Recess/lunch play time restriction
- Discussion re: natural consequences ("social behaviour mapping")
- Meetings with peers
- Related consequences (dependent upon the behaviour)
- Suspension

**consequences are preventative and restorative rather than punitive, as much as possible.*