

CODE OF CONDUCT

At Champlain Heights Annex our Code of Conduct supports a safe, fun, caring and positive environment where **all** children are treated with respect and work together to achieve their full potential.

Our Code of Conduct applies to all members of the Champlain Heights Annex School community. The Code of Conduct applies 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. Racism will not be tolerated in our school. Homophobia will not be tolerated in our school, and sexism will not be tolerated in our school.

How Parents and Caregivers can help:

- Talk to your child about Champlain Heights Code of Conduct
- Talk to your child's teacher right away if a problem arises
- Encourage your child to talk about problems and issues.
- Encourage your child to take responsibility for their belongings, work and behaviour.
- Help your child to solve problems peacefully.
- Support your child in their schoolwork.

Expected Behaviour of our students:

In the classroom and library

- Being on time for school
- Listening and speaking to others with respect.
- Using materials and equipment carefully
- Trying your best.
- Asking for help if you need it
- Using an inside voice

- Keeping your belongings tidy
- Ensuring your behavior does not disrupt the learning of others
- Following the directions of staff

During Lunch Time

- Eat nutritious food and clean up after yourself
- Stay seated while eating
- Get lots of exercise
- Use please and thank you
- Use quiet voices

On the playground

- Include others in your play.
- Make sure no one feels left out.
- Play safely
- Care about the feelings of others
- Give people their space if they need it
- Work to solve problems peacefully
- Take responsibility for your actions
- Stay on school grounds and in designated areas
- Keep hands, feet and unkind words to yourself
- Solve problems by talking and/or seeking help from an adult at school

Everywhere

- Demonstrate respect and manners
- Treat all equipment and materials with care
- Always respect other people's property
- Do not discriminate based on race, colour, ancestry, sexual orientation.
- Ask an adult for help if you cannot solve a problem on your own.

Sometimes students need help to solve a problem. These are people who will help you...

- Supervision Aides
- Teachers
- Student Support Workers
- School Secretary
- The School Counsellor
- The Vice Principal
- Other adults that work at our school

CONSEQUENCES

At Champlain Heights Annex there is a focus on consequences that are restorative, rather than punitive. This may include:

- Talking and problem solving with a staff member.
- Time out at recess and / or lunch if behavior continues
- A meeting with parents to problem solve together
- Suspension either in school or out of school

The severity and frequency of misconduct as well as the age and maturity of students are taken into consideration when determining disciplinary action.

As well, special considerations may apply to students with special needs if they are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

School officials may have a responsibility to advise other parties of serious breaches of the code of conduct.

Level of Consequences:

Level 1: When a Child Breaks the Code of Conduct

Sometimes children make mistakes; it's a natural part of the learning process. At these times, we aim to acknowledge and learn from these mistakes.

Some examples include, but are not limited to:

- Interfering with the learning of students
- Creating unsafe conditions (running in halls, rough housing, throwing snowballs)
- Disrespecting others (name calling, swearing, teasing)
- Not respecting property (littering, ripping or writing on someone else's work or school property)

A review of safe and kind expectations may be part of the restorative plan along with a decision - made with the student and the teacher - about appropriate restorative action (apology, act that gives back to the individual/school and protects everyone's dignity).

Level 2: When a Child *Repeatedly* Breaks the Code of Conduct

We believe that choices are an important part in a child's development. When a student at Champlain Heights Annex presents a repeated pattern of poor choices, we find it necessary to proceed to Level 2 interventions. At this point a discussion takes place with the student, teacher and vice principal.

A collaborative decision will be made about appropriate restorative actions with the students involved. The teacher or vice principal may also request a meeting with the parents (or vice-versa).

Level 3: When a Child Breaks the Code of Conduct in a Serious Way

Champlain Heights Annex values children and their right to learn. Sometimes children face conflicts that they are not equipped to effectively manage. It is often during these times of conflict that children act in ways that are inappropriate or unacceptable.

Some examples may include, but are not limited to:

- Bullying, harassment, intimidation or threats
- Making racist homophobic or sexist comments or behaviour which are not tolerated in our school
- Theft
- Non-compliance; wilful disrespect
- Very unsafe behaviour
- Vandalism
- Using physical violence

Restitution may take place by way of communication between the teacher(s), parent(s), student, and vice principal to devise the next level of intervention for the student to succeed in school. A decision will be made about the appropriate restorative action and the student may work with school staff to develop a "Personal Agreement" which is sent home for the parents to see or sign.

Suspensions

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 the District Student Code of Conduct, [AP350](#). As per AP 350 6.7.1 an educational program must be provided.



BE KIND

- Respect yourself and others
- Include and welcome others, invite others to play, take turns and cooperate
- Stand up for others and help others when they are hurt
- Treat others the way you want to be treated
- Accept people's differences
- Use kind words to express feelings and solve problems peacefully



BE SAFE

- Make safe, responsible decisions
- Follow school and classroom rules
- Support others – tell an adult when you see behaviour that is unsafe or disrespectful.
- Please ask for help if you are stuck and cannot solve a problem on your own.
- Treat everyone with respect by listening and following directions



BE Great and try our best at whatever we do.

- Try your best at whatever you do
- Support the learning of others
- Be organized and ready for school
- Be proud of our school by helping to keep it clean inside and out.
- Treat all school materials and equipment with care
- Respect the property of others
- Reduce, re-use, recycle
- Be leaders through your actions!

Champlain Heights 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, family status, physical or mental disability, sex or sexual orientation- in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. In some cases, school officials may have a responsibility to advise other parties (Counsellor, SLO, District Staff, etc.) of serious breaches of the Code of Conduct.