

Champlain Heights Annex School
Code of Conduct



(Date Reviewed June 19, 2024)

All student codes of conduct are created in alignment with VSB [AP 350-District Code of Conduct](#).

Statement of Purpose

Champlain Heights Annex is committed to uphold a safe, inclusive, equitable, welcoming, nurturing, and healthy school environment.

- Promote clear behavioural expectations of respectful and responsible citizenship that lead to a culture of safety, caring and respect amongst everyone in the school and programs and at all school-events and activities
- The School Code of Conduct applies at school, during school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including on-line behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Conduct Expectations

- **Acceptable Conduct**
 - Respecting self, others, and the school
 - Contributing to a safe, caring, positive, inclusive, and peaceful environment
 - Seeking to prevent violence and potentially violent situations, and demonstrating social responsibility by reporting such situations
 - Engaging in purposeful learning activities

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 and safely
- 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
- 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 own 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\
- Get lots of exercise and have fun

In the washrooms

- Respect the privacy of others
- Keep it clean
- Flush after use
- Wash your hands
- Return to class in a timely manner

Everywhere

- Demonstrate respect and manners
- Treat all equipment and materials with care
- Always respect other people's property
- Use respectful and polite words
- Do not discriminate based on race, colour, ancestry, sexual orientation or ability
- Ask an adult for help if needed

- **Unacceptable Conduct**

“Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds.” **Racism and discrimination will not be tolerated in our school.**

- Behaviours that interfere with the learning of other, interfere with an orderly environment, or create an unsafe environment
- Acts of bullying, harassment, intimidation, or physical violence
- Illegal acts, such as possession, use or distribution of illegal or restricted substances
- Theft or damage to property

Note: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list.

- **Rising Expectations**

Students are expected to learn and mature as they move through successive grades, and as such the expectations progress towards increasing personal responsibility and self-discipline, as well as increasing consequences for inappropriate conduct/unacceptable behavior.

- **Retaliation Prevention**

All reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

Consequences

- Disciplinary action, wherever possible, is restorative rather than merely punitive. The school will treat seriously any behaviour that discriminates based on Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability.
- Repetitive or severe unacceptable behaviour may result in increased severity of subsequent disciplinary action. The age and maturity of students are considered when determining appropriate consequences.
- Special considerations may apply to students with special/diverse needs if these students are unable to comply with a code of conduct due to having a disability/challenge of an intellectual, physical, sensory, emotional, or behavioural nature.
- Responses to unacceptable conduct are consistent and fair.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established 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

- **Notifications**

The principal or designate has a responsibility to inform other parties of serious breaches of the code of conduct. These parties include:

- Parent(s) of student offender(s) and parent(s) of student victim(s) – in every instance
 - School district officials
 - Police and/or other agencies, as required by law
 - School community, when deemed necessary, to reassure members that school officials are taking appropriate action
- **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 other 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 Student Code of Conduct, AP 350](#). As per AP 350 7.7 an educational program must be provided.

As outlined in the District Code of Conduct, effective July 1, 2024,

Personal Digital Device Usage

To foster a safe and focused learning environment for students, the use of personal digital devices, that distract from learning, such as cell phones, tablets and electronic devices, are restricted during school hours and on school property. Educators and school staff will continue to model digital citizenship in the classroom and avoid the use of personal digital devices for non-instructional purposes.

Personal digital devices are restricted for the instructional day. This includes class time, recess and lunch during school hours of 9:00am to 3:00pm. Personal digital devices must be turned off or placed on silent mode and out of sight for the entire school day.

The use of personal devices is permitted under the following circumstances:

- For educational purposes, as directed by the educator in the classroom.
- For health and medical purposes as outlined in an Individual Education Plan or Student Safety Plan.
- To support special or diverse educational needs, such as assistive technology related to Individual Education Plans or Student Support Plans.

The expectation is that students will follow the direction of the educators. Students who repeatedly do not follow the personal digital device policy may be asked to store their personal digital devices with an administrator for the remainder of the day.

The Vancouver School Board is not responsible for the loss, damage, or disappearance of personal digital devices that students decide to bring to school.

A regular review of the school's Code of Conduct guidelines for personal digital devices are essential to ensure their effectiveness and relevance in addressing current issues and meeting the evolving needs of students, teachers, and parents. Adjustments to the Code of Conduct may be necessary to ensure that school guidelines remain relevant and effective in promoting a conducive learning environment. Changes may be prompted by emerging incidents that highlight the need for enhanced measures to protect student well-being and privacy.

How Parents and Caregivers can help:

- Talk to your child about Champlain Heights Annex 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.

School Motto:



BE KIND

- 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!
- Respect yourself and others