

**Dr. H.N. MacCorkindale Elementary School**  
**Code of Conduct**



**Be Your Best**

(Date Reviewed June 19, 2024)

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

**Statement of Purpose**

MacCorkindale 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
- **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, retaliation, hurtful words or physical violence
  - Illegal acts, such as possession, use or distribution of illegal or restricted substances
  - Theft or damage to property
  - Inappropriate use of the Internet; including all Social Media sites
  - Rude body language
  - Physical violence and/or fake fighting; including play fighting
  - Inappropriate or provocative dress/clothing
  - Excluding others
  - Possession of real or fake weapons –“anything that is commonly used or designed to hurt someone or put someone in fear”
  - Prohibited items: weapons-fake or real; illegal substances; lighters; fireworks or firecrackers

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

Please do not send valuable or expensive items to school. The school will not take responsibility for any lost, stolen or damaged items or money.

- **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.

Consequences will be consistent, preventative, and restorative where possible.

Initial or minor misconduct (Level 1)

- Discussion with an adult
- Reminder of expectations
- Referral to classroom teacher
- Possible restorative consequence

Repeated or moderate misconduct (Level 2)

- Classroom teacher involvement
- Principal involvement
- Parent involvement
- Loss of privileges, confiscation or restorative consequence

Chronic or major misconduct (Level 3)

- Classroom teacher involvement
- Principal involvement
- Parent involvement
- Loss of privileges, confiscation or restorative consequence

- **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.*

School Motto:

# Be Your Best



Be Responsible • Be Respectful • Be Safe

## Be Responsible

- Be Honest
- Be responsible for your own learning
- Be on time
- Take care of the environment
- Stand up for what's right
- Take responsibility for your own actions
- Be involved
- Invite others to play
- Eat, sleep and get plenty of exercise

## Be Respectful

- Use good manners (please and thank you)
- Listen
- Take turns
- Use inside voices
- Use words to solve problems
- Be kind and helpful
- Leave others
- Personal belongings alone
- Be positive

## Be Safe

- Walk inside the school
- Stay on school grounds
- Keep hands and feet to yourself
- Play only in designated areas
- Report any strangers to an adult
- Follow classroom rules/expectations
- Ask permission before using devices

## How this looks around the school...

### On the Playground

- Respect equipment and play area
- Play safely
- Follow the rules of the games you are playing
- Include others in your play
- Dress appropriately for weather
- Stay in designated areas

### In the Lunchroom

- Eat and wait for dismissal
- Use inside voice
- Use appropriate table manners
- Clean up after yourself

### In the Hallways

- Always walk
- Keeps eyes looking forward
- Use inside quiet voices
- Keep hands and feet to yourself
- Respect others' displays and space

### In the Classroom

- Be on Time
- Listen and follow adult directions
- Do your best work
- Listen and respect classmates work and ideas
- Respect property and materials
- Ask permission to use devices

### In the Library

- Enter and leave quietly
- Respect equipment and materials
- Return materials to correct location and on time
- No food or drink
- Push in chair and tidy area before leaving
- Use appropriate Internet etiquette

### In an Assembly

- Enter/exit gym quietly
- Keep hands and feet to yourself
- Listen and focus on speaker

### In the Gym

- Make sure an adult is present when in the gym
- Encourage fair play and safety
- Wear appropriate shoes and clothing
- Use equipment correctly and return to proper location

### In the Washroom

- Respect the privacy of others
- Always wash hands before leaving
- Use quiet voices
- Report any problems to the office