



# HELEN GORMAN ELEMENTARY SCHOOL

## CODE OF CONDUCT

### RIGHTS AND RESPONSIBILITIES

- I have a **RIGHT** to learn. It is my **RESPONSIBILITY** to listen to instructions, work quietly at my desk and to raise my hand if I have a question, concern or need to leave.
- I have a **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** not to talk, shout, or make loud noises when others are speaking.
- I have a **RIGHT** to be respected. It is my **RESPONSIBILITY** to be sensitive to the feelings of others. I will not tease, bully, or annoy other people or hurt their feelings. I will use appropriate language.
- I have a **RIGHT** to be safe. It is my **RESPONSIBILITY** not to threaten or physically harm anyone else.
- I have a **RIGHT** to privacy and to my own personal space. It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.

At HGE we want to help our students develop into socially responsible citizens. To this purpose, we have established a consistent school-wide approach and philosophy toward behaviour:

- **I take care of myself**
- **I take care of others**
- **I take care of this place**

We value working with families in teaching appropriate, acceptable behaviour. By working together we can ensure positive student conduct. A positive behaviour plan is essential in building accountability, responsibility, respect for others, and most important, for the students' self-esteem.

### PURPOSE

- to establish and maintain a safe, caring and orderly environment for purposeful learning
- to establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities
- to promote a climate of understanding and mutual respect where all people in our school, students, parents, teachers, staff or visitors, are treated equally in dignity and rights, and without discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons, as set out in the BC Human Rights Code

HGE also follows Board Policy 455 & 455(R) which governs discipline in schools.

### CONDUCT

This Code of Conduct applies to any student:

- who is on school property;
- who is in attendance at school or at any school-sponsored activity;
- whose conduct at any time or place, including to and from school, and/or online behavior, has an impact on the safe, caring, or orderly environment of the school and/or student learning.

Working with families, we will help students understand that they are responsible for their behaviour and they must recognize that any behaviour that disrupts or detracts from the educational climate of the school is unacceptable. Any behaviour that encroaches upon the rights of others is not responsible behaviour. Students are expected to follow reasonable expectations that are established for the benefit of the student body as a whole as well as the community.

### DISCIPLINE PROCEDURES

In the event of a violation of our Code of Conduct, the staff will endeavour to act consistently by:

- determining all of the facts;
- communicating with all individuals involved to help the students to identify the problem;
- help the student take responsibility for the problem and solve it; and
- treating students with fairness and respect.

The staff recognizes that each incident must be dealt with on an individual basis, dependent upon severity, circumstance and history. Every effort will be made to suit the consequence to the student and the situation through the use of a progressive disciplinary model. Whenever possible, the student, with the assistance of the teacher, counselor, parent/guardian, and/or administrator will be involved in solving the problem.

### NOON HOUR BEHAVIOUR

During noon hour, including the eating period, students are expected to: Those who remain at school for the noon hour including the eating period are expected to:

- maintain common sense behaviour
- remain seated while eating
- place garbage/recycling in the cans provided when dismissed.
- seek permission from a Noon Hour Supervisor to leave the room

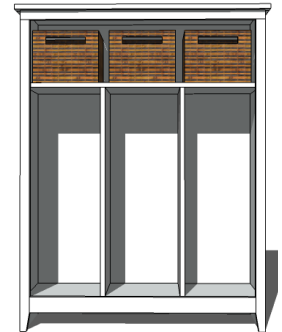
visor to leave the room

- listen respectfully to the Noon Hour Supervisors

Students are not permitted to leave the school grounds during the noon hour or recess. If you would like to arrange for your child to go home for lunch, please contact the principal to make an appointment for a discussion around a safety plan.

### CLASSROOM CUBBIES

At the beginning of the year, each student will be assigned a classroom cubby. Student cubbies remain the property of the school and the school retains access to the cubbies throughout the year. They may be opened and searched when the school staff deems it necessary.



Students should not bring unnecessary items, valuables, or large amounts of money to school. The school cannot be responsible for lost or stolen items.

Students are urged to safeguard their valuables by keeping them on their person or turning them in to the office for safekeeping. Items of value should never be left unlocked in the gym change

### SKATEBOARDING/SCOOTERING/BIKING

Students are not to be on their skateboards, scooters, or bikes on HGE property; continued issues that arise because of improper use may result in a student being asked to not bring his/her skateboard, scooter, or bike to school permanently. While travelling to and from school, we recommend the use of appropriate protective equipment including a helmet. Please have a discussion with your child about traffic safety.

Bikes should be secured with a good lock in our bike racks located at front of school. Students and families should have a discussion with the child's teacher and principal about a safe place to store a scooter or skateboard during the school day.



## SOCIAL BEHAVIOURS

It is not appropriate for students to display behaviours of a romantic or sexual nature at school.

## DRESS CODE

1. Pupils are expected to come to school wearing suitable clothing.
2. During the warm weather, beach wear is NOT considered acceptable dress (short shorts, crop tops, halter tops, mesh shirts, or muscle shirts), and proper footwear must be worn (no flip flops).
3. During the winter weather, students are expected to dress in appropriate outer wear.
4. Pupils wearing clothing which may be considered offensive will be asked to make immediate arrangements for alternate clothing.
5. Hats are not to be worn inside the building.
6. For safety reasons, pupils wearing dangling earrings, heavy necklaces or some other jewelry items can be asked to remove these items while at school.
7. Non marking indoor running shoes are to be worn during P.E. classes.
8. Indoor shoes are to be worn during the winter months.



## RESPONSIBLE STUDENT USE OF PERSONAL TECHNOLOGY DEVICES, SCHOOL TECHNOLOGY, AND DISTRICT NETWORKS

The purpose of using network services and digital technologies while in educational settings is to engage in responsible educational activities. Therefore, the use of personal technology devices, school technologies, and district network services requires students to abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.



Some examples of responsible use with district and personal devices include the following:  
**Act responsibly** when accessing technology and district networks, including the Internet in their school.

- Use technology equipment and properly according to all applicable rules and with **care and respect**.
- Engage in **appropriate use** as directed by school staff.
- Respect the **safety and privacy of self and others** and do not provide personal contact information about themselves or other students.
- Treat others with **respect and kindness** when using digital devices and network services.
- Respect **resource limits** of the network services and do not engage in activities that jeopardize the integrity, security or performance of the network.
- Understand the importance of **privacy and security** and take all reasonable precautions when accessing network services and digital technologies.

The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. If at any point, students' use of technology negatively impacts the learning, safety, and/or well-being of themselves or others, schools may intervene and issue consequences in relation to the outlined school code of conduct and district policy. In report of illegal, dangerous acts, or worrisome behaviour, the school reserves the right to search student technology. Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students.



## OFFENCES AND POSSIBLE CONSEQUENCES

Most members of our school community conduct themselves in a positive and responsible manner. From time to time, violations of the code of conduct will occur, and when these infrequent violations occur, parents/guardians could be contacted. Minor violations of the Code of Conduct are dealt with in a variety of ways, including collaborative problem solving, meetings with students, staff and parents, de-

tentions, school service and other consequences that are intended to be restorative in nature, and lead to the development of pro-social behaviours.

More serious violations of the Code of Conduct (detailed below) may lead to a definite/indefinite in/out of school suspension, a Restorative Justice referral. Offences and possible consequences are detailed below:

## MAJOR OFFENCES

- Repeated minor behaviours
- Willful disobedience or defiance
- Power struggle with an adult
- Inappropriate touching or language
- Leaving campus without permission
- Smoking or vaping
- Fighting
- Tampering with property of others
- Pain or injury to another person (teasing, tripping, intimidation, pushing, swearing or kicking)
- Lying
- Bullying behaviours

## POSSIBLE CONSEQUENCES

- Collaborative problem solving meeting with staff, student, parents
- School/community service
- Behavioural contracts
- Behavioural assignments
- Disciplinary work station - detention
- In-school/out-of-school suspension

When the incident is against the law, the school consequence likely will include a call to the RCMP liaison officer. Such incidents might include use/possession of weapons, uttering threats, sexual harassment, vandalism, assault, theft, use/possession of alcohol or drugs.

## APPEAL POLICY 460

Parents and guardians of a student who is entitled to an educational program in SD 23 may appeal the decision of an employee of the school board which significantly affects the education, health or safety of the student.

STEP 1: Parent meets with employee (eg. teacher)

STEP 2: Parent meets with principal

STEP 3: Parent meets with the superintendent or designate (eg. director)

If at this point, the issue remains unsolved and the parent is not satisfied, the parent has a right to a final appeal to the Board. Details of this process are available at the school.

This district policy is in place to help ensure that effective communication is part of the problem solving process.