

## NICOLA CANFORD CODE OF CONDUCT

(The Appeal Bylaw Process can be accessed online at <http://www.sd58.bc.ca/wordpress/wp-content/uploads/2015/02/500.0-APPEAL-PROCEDURE-BYLAW.pdf>)

The code of conduct applies to all student behaviour: while going to and from school, while at school and while attending any school function or activity at any location. Consequences/outcomes are determined by age, frequency of infraction as well as specific student intellectual, sensory, physical, emotional and behavioural needs. Expectations for appropriate behaviour are incremental and progressive as students proceed from k through grade 7. This means that we expect excellence by intermediate grades and certainly excellence in grade 7. Being a role model of expected behavior will help our school community be “the best it can be”.

Nicola-Canford promotes the values expressed in the BC Human Rights Code which is respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital statues, family statues, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

### **As a member of Nicola-Canford Elementary I will:**

- Be friendly, caring and respectful
- Make sensible choices and respect those made by others
- Set personal goals and help others reach theirs
- Celebrate my successes and encourage others to do their best

### **Examples of Appropriate Behaviours**

<ul style="list-style-type: none"><li>• Showing respect Wearing appropriate dress (T-shirts or long sleeved shirts, appropriate clothes and running shoes for gym and fitness.</li><li>• Wearing clothing suitable for working at school, including PE, fitness etc. T-shirts, shorts, etc. Please avoid spaghetti straps and halter tops (helps support MSS rules as well).</li><li>• Logo on shirts is to be respectful and appropriate – no swear words</li><li>• Accepting responsibility for:<ul style="list-style-type: none"><li>-work</li><li>-behaviour</li><li>-actions</li></ul></li><li>• Following rules</li><li>• Playing safely</li><li>• Working together</li><li>• Showing leadership</li></ul>	<ul style="list-style-type: none"><li>• Walking in a controlled manner</li><li>• Cleaning up and being tidy</li><li>• Being a good sport</li><li>• Being kind and friendly</li><li>• Sharing</li><li>• Recognizing achievement</li><li>• Being prepared for classes</li><li>• Being positively assertive</li><li>• Being a positive and sportsmanlike ambassador for our school at school and at all school related functions, ie. sports, performing arts, field trips.</li></ul>
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**EXAMPLES OF INAPPROPRIATE BEHAVIOURS**

<ul style="list-style-type: none"> <li>• Rough housing</li> <li>• Misuse of school property (desks, walls, playground equipment etc.)</li> <li>• Misuse of other people’s property</li> <li>• Teasing</li> <li>• Running in the halls</li> <li>• Playing unsafely</li> <li>• Disruption of instruction and learning environment</li> <li>• Dropping litter on the ground</li> </ul>	<ul style="list-style-type: none"> <li>• Swearing</li> <li>• Dishonesty</li> <li>• Wearing hats indoors</li> <li>• Being discourteous</li> <li>• Bringing any technological equipment (I pods, I pads, mp3 players, cell phones etc.) to school and using them during school hours (they can be locked in the school safe or a locker)</li> </ul>
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**CONSEQUENCES/OUTCOMES**

<ul style="list-style-type: none"> <li>• Warning</li> <li>• Writing out rules</li> <li>• Parents are contacted</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Restitution</li> <li>• Hurt Alert Language (If you hurt a person, feelings or things – you “fix it” on your time)</li> <li>• Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Time-out</li> <li>• Community service</li> <li>• Counseling</li> <li>• Work with other support services or staff as required or possible</li> </ul>
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**EXAMPLES OF UNACCEPTABLE BEHAVIOURS**

<ul style="list-style-type: none"> <li>• Bullying &amp; Harassment</li> <li>• Swearing</li> <li>• Cigarettes/drugs/alcohol at school</li> <li>• Bringing weapons to school</li> <li>• Matches/lighters at school</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting (violence)</li> <li>• Stealing</li> <li>• Refusing to do as asked</li> <li>• Vandalism</li> </ul>
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**CONSEQUENCES/OUTCOMES**

<ul style="list-style-type: none"> <li>• In school suspension</li> <li>• Out-of-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Adult intervention or dialogue</li> <li>• Intervention from outside agencies when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Loss of Freedom (supervised breaks)</li> <li>• School Community service</li> </ul>
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The consequence guidelines we follow at Nicola-Canford are based on the following:  
We believe that everyone in Nicola-Canford Elementary School should be guided by the principles expressed in the Rights and Responsibilities of Students and our 4 TRIBES agreements:

1. **Attentive Listening**
2. **Appreciation/No Put Downs**
3. **Mutual Respect**
4. **The Right To Pass**

### ***Rights and Responsibilities***

- I have a **right** to learn at this school. It is my **responsibility** to attend on a regular basis, to listen to instructions, to work quietly at my best, to raise my hand if I have a question or concern or need to leave, and to complete the work assigned to the best of my ability.
- 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 at this school. It is my **responsibility** not to tease or bug other people, or to hurt their feelings
- I have a **right** to be safe at this school from the time I leave home until my return. It is my **responsibility** not to threaten, kick, punch 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.
- I have the **right** to use tools to support my learning (squishies, gum, headphones.) It is my **responsibility** to use them as tools, so no one's learning is interrupted, and not as toys. Ensure gum goes into the trash.

### **Notification**

Depending on the severity of the infraction, parents of student offenders and parents of student victims may be notified. The school will also inform other parties as necessary. For example, in case of illegal activity, the R.C.M.P. will be notified or if the safety or well being of a child is in question, Ministry of Children and Families will be notified.

### **ENTERING AND EXITING THE SCHOOL**

- Kindergarten students use the *Kindergarten Door starting at 8:25 am*
- Primary students use the *Primary Door – at 8:25 am*
- Intermediate students use the *Intermediate Door at 8:25 am*
- Hats must be removed upon entering the school
- **STUDENTS MUST REMOVE THEIR OUTDOOR SHOES AND CHANGE INTO INDOOR SHOES**

### **EATING LUNCH IN THE CLASSROOM**

Students will sit in their seats and eat their lunch in their classroom from 11:50-12:05, will chat quietly and clean up after themselves. Students needing extra time will be moved to the primary project space at the end of this time.

### **USE OF SCHOOL TELEPHONE**

Students wishing to use the school's phone must get a Phone Slip from their teacher and report to the office prior to using the phone. This helps us track a call if there is call display or confusing messages.

### **BUS LINE UPS**

Students will wait for their buses in a safe manner, in the appropriate area, and will follow the instructions of the supervisors and all other applicable school rules.

### **SAFETY CHECK**

If a student is going to be absent or late, please inform the school as soon as possible so we know your child hasn't met with difficulties on the way to school.

### **IN AND OUT OF CLASS TIME**

- Students are expected to play safely and fairly everywhere on school grounds
- Students need to be respectful of others at all times
- Students will only play or work in supervised areas during break times (see below)
- Students who ride their bikes to school must wear a helmet while riding and get off and walk their bikes when on school grounds

### **School Bell Schedule**

<b>Time</b>	<b>Homework room</b>
8:25	Morning Bell (2 <sup>nd</sup> Bell 8:30)
9:55-10:10	Recess
11:50-12:05	Lunch in Classrooms
12:05-12:45	Outside Play Time
12:45	Afternoon Bell (2 <sup>nd</sup> Bell 12:50)
2:30	Dismissal

### **AREAS AVAILABLE TO STUDENTS DURING BREAK TIMES**

<b>Time</b>	<b>Library</b>	<b>Homework Rooms</b>	<b>Gym/Clubs</b>
9:55-10:10	Closed	Closed	Open (seasonal)
12:20-1:45	Closed	Open	Activity specific

### **PLAYGROUND SCHEDULES**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Primary</b>	New	Old	New	Old	New
<b>Intermediate</b>	Old	New	Old	New	Old

### **PLAYGROUND RULES**

Students are expected to play safely, take turns, and put equipment in the black bucket and leave things how they found it. There will be no unsafe play: pushing, shoving, tugging or destructive play. British Bulldog is not a game to be played.

## Nicola Canford School Dress Code

As we head in to warmer weather I want to make sure we remind you that Nicola Canford Elementary School follows a dress code. Please remind your child that they are to comply with the school rules, and help them select appropriate clothing for school.

- No Spaghetti strap tank-tops, halter tops, tube tops, bare midriffs
- No short-shorts or short skirts (short shorts and short skirts must at least measure to the tip of the pinky finger if arms are placed flat and extended at the sides)
- Appropriate shirts/tops with straps will minimally have straps that cover the shoulders. (At least 3 finger width for straps)
- Undergarments should NOT be exposed.
- Neckline of shirt must reach to the bottom of the hand if thumb and forefinger rest on the collarbone.
- "Sheer" shirts are not considered "covering" any of the above mentioned areas.
- No inappropriate messages or logos (drug or alcohol messages, promote racism or violence, Any message considered extremely offensive or disruptive)
- No hats indoors

Students having difficulty keeping to the dress code will be asked to change or provided with alternate clothing from the school for the day.

Let's work together to make the end of the year a positive experience for your child. Please contact me by phone, 250-378-2172, or email, [bbergman@sd58.bc.ca](mailto:bbergman@sd58.bc.ca) if there are any questions or concerns.

