

# Evans Elementary School

## Code of Conduct 2016-17

### Introduction

At Evans Elementary School, we work hard to maintain a safe, secure and productive learning environment. A student's right to learn and a teacher's right to teach are defended and protected. Students are expected to demonstrate by their actions an understanding of appropriate behavior.

Evans 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, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, gender identity or expression – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

These expectations apply to behavior at school, during school-organized or sponsored activities, and other circumstances where engaging in the activity (including on-line behavior and social networking) will negatively impact the safe, caring and orderly environment of the school, and/or student learning.

<u><b>Rights and Responsibilities</b></u>	<u><b>STUDENT IN GOOD STANDING</b></u>
<p><u>I have a right</u> <b>TO LEARN</b></p> <p>I have a responsibility for my own learning</p>	<p>In our school we strive to create a community of learners that is positive, responsible and respectful. We have standards in place for student behavior, to ensure their success, both academically and in their personal interactions.</p>
<p><u>I have a right</u> <b>TO BE SAFE</b></p> <p>I have a responsibility to use common sense at all times</p>	<p><u><b>AN EVANS STUDENT IN GOOD STANDING IS:</b></u></p> <ul style="list-style-type: none"> <li>• A student who has demonstrated that he/she can be trusted to be responsible both in the classroom and out.</li> <li>• A student who has completed assignments as required.</li> <li>• A student who has demonstrated that he/she is working positively with fellow classmates and adults in our school.</li> </ul>
<p><u>I have a right</u> <b>TO BE RESPECTED</b></p>	<p><b>SUCCESS IS EVERYONE'S GOAL EVERY DAY!</b></p>

# Evans Elementary School Code of Conduct

Evans Elementary School is a family of learners committed to:

- building independent literacy and numeracy skills
- striving for personal excellence in attitude, skills and knowledge
- creating a safe, collaborative environment
- providing enriching experiences and diverse opportunities
- developing responsible, contributing members of a global society

## Roles and Responsibilities

A Student's role is to:

- **come to school**
- **be willing and ready to learn**
  - do own work
  - concentrate
  - have their supplies on hand
  - participate
  - contribute
- **be responsible**
  - for actions
  - for belongings
  - play at playtime
  - homework
  - for newsletters
  - recycle
  - clean up
  - report accidents
  - use time wisely
  - work when told to
  - for school property
  - try to solve own problems
- **demonstrate respect for teachers / students / parents**
  - listening
  - helping
  - paying attention
  - respecting others' right to learn
  - being polite
  - sharing
- **be aware of consequences**
- **follow rules**
  - classroom / playground / bus
- **communicate needs to teachers and parents**
- **be themselves**
  - personal excellence
  - confident
  - take risks as a learner
  - be a leader
  - considerate
  - empathetic
  - happy

A Student's role is not to:

➤ **exhibit physically aggressive behavior**

- fight
- push/shove
- trip
- kick/punch
- poke
- pull hair
- wrestle - body check

➤ **exhibit negative interpersonal qualities**

- name calling
- laugh at others
- be dishonest
- embarrass others
- start rumors
- tease others
- refuse to listen to another point of view
- rudeness
- bullying/intimidating actions
- find fault in others

➤ **be disrespectful of another's personal space and property**

- touch / take / grab / destroy another person's property
- touch / kiss / poke / push another person

➤ **use inappropriate language**

- swearing
- insulting
- calling out

➤ **act in an unsafe manner:**

- play in unsafe areas
- run in the hallways
- leave the school grounds without permission
- bring contraband to school (weapons/matches/alcohol)
- exhibit bullying/intimidating behaviors

➤ **interfere with the learning of self and others**

- interrupt lesson/teacher
- run in the hallways
- distract other students
- wander the class

➤ **play with toys/collections/objects during work time exhibit irresponsible behaviors**

- cheating
- tattling
- controlling others
- lose library books
- not having supplies / unprepared to work

### A Teacher's role is to:

- communicate with parents / students / colleagues - written reports / telephone calls / formal and informal meetings
- maintain appropriate discipline/order in the classroom, around the school and on the playground
- **be prepared**
  - plan
  - correct work
  - organized
  - facilitate learning
  - understand student's perspective
  - provide opportunities for student success
  - be on time
- **be a positive role model**
  - model learning - enjoy being in the classroom
  - help students make positive choices
  - model a restorative approach during times of conflict
- **deliver instruction**
  - ensure students understand concepts taught / reviewed
  - encourage / guide students to reach their potential
  - facilitate learning by teaching in different styles
  - encourage / teach good learning habits
- **be empathetic and caring**
- **build positive relationships**
  - with students / parents / staff / school community
- **maintain professionalism**
  - upgrade skills / knowledge
  - attend / participate / lead professional development workshops
  - follow / understand "best practice"

### A Teacher's role is not to:

- do anything the child can do for him/herself
- harm the child (physically or emotionally)
- be disrespectful (students / parents / staff)
- replace the role of the parent
- leave students unsupervised
- promote their own personal values to the exclusion of all others
- have unrealistic expectations
- focus on only one or a few students

### Parent's role is to:

- model responsible positive behaviors
- be respectful to students, other parents, staff, volunteers
- support the school / teachers / methods of communication
- address issues/concerns through appropriate channels (teacher/administrator/School District personnel)
- recognize school as being a place of learning
- care for their child's basic needs (sleep / food / clothing / hygiene)
- take an active role in their child's education (at home and at school)
- realize/understand that mistakes are an important part of learning
- understand/promote the concept that school is an inclusive environment
- provide opportunities, activities and experiences that enrich their child's life

### A Parent's role is not to:

- be disrespectful of children, other parents and staff
- have unrealistic expectations of the school and personnel regarding home issues
- be confrontational
- complete their child's homework
- have unrealistic expectations of their child's abilities
- expect school personnel to enforce their choice of friend(s) for their child while at school

### The Administrator's role is to:

- **communicate** / liaison between and be an advocate for the school, the students, the parent, the school district, and the community
- **know the students**
  - names
  - background
  - strengths/challenges
- **be available and approachable in promoting positive relations with students /parents / staff members**
- **be the educational leader**
  - - guide / support / facilitate
- **discipline when necessary - ensure that discipline is a learning opportunity and not punitive**
- **ensure the safety of the school family**
  - seek school district assistance when necessary

The Administrator's role is to:

- promote and model positive school atmosphere by being a strong leader  
make the final decision when appropriate
- **understand / be knowledgeable of what is happening in their school**
  - be involved in new initiatives - visit classrooms
  - is visible - be an active participant – approachable
- **be respectful / confidential**
- **administrate**
  - supervise - evaluate
  - create schedules (supervision, etc.) - have a safety plan

The Administrator's role is not to:

- avoid involvement
- plan for teachers and other staff members
- be “non-supportive”

## Response to Behaviors: Positive and Negative

At Evans Elementary School, the staff works together every day to ensure that the children in our charge co-operate with and care about each other. Sometimes it is necessary to correct and to help and guide the students. Our procedure for correction is straightforward, flexible and in place to recognize appropriate behaviors, and to establish routines and consequences for inappropriate and unacceptable behaviors.

We recognize students who demonstrate appropriate behaviors through:

- personal commendations
- phone calls home
- awards – “Gotchas”
- certificates and draws
- special or additional privileges
- assembly recognition

We believe that appropriate behaviors can be taught and will be encouraged, recognized and reinforced. Students do make mistakes and a restorative approach is used to help the student understand their role in the situation and to help facilitate change in behavior.

Response to inappropriate behaviors include:

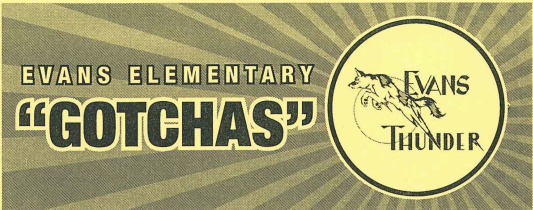
- discussion with Principal, Child and Youth Care Worker and Counsellor
- Problem solving/community service
- a note and/or a phone call home to parents

- loss of privileges
- student/teacher contracts
- detention
- time outs and other logical consequences
- Suspension for various lengths of time (in school, home, reduced day)
- Referral to School Based Team (behavior plan, contracts, counseling, involvement in outside agencies)

<b>BOLTS</b>	<b>Be Respectful</b> <i>Are my feelings in charge of my actions or is my thinking in charge?</i>	<b>Own Your Behavior</b> <i>Am I acting responsibly?</i>	<b>LEAD</b> <i>Am I setting an example for others to follow?</i>	<b>Try Your Best</b> <i>Am pursuing my personal best?</i>	<b>Show Kindness</b>
<b>CLASSROOM</b> (Library, Gym, Music Room, Computer)	<ul style="list-style-type: none"> <li>• Demonstrate <b>Powerful Listening</b> of the Teacher, EAs and others</li> <li>• Be considerate of others' learning time</li> <li>• Use class time wisely</li> <li>• Use manners &amp; appropriate language</li> <li>• Follow the Dress Code</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions of the teachers/ EAs/SAs</li> <li>• Be a <b>Powerful</b> listener</li> <li>• Be willing to learn from your mistakes</li> <li>• Use class time wisely</li> <li>• Do your best and keep trying</li> <li>• Wear indoor shoes</li> <li>• Chair - 4 on the floor</li> <li>• Help keep the classroom clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Set an example for others to follow; lead by example not by correcting</li> <li>• Show our guests a great day by being extra helpful</li> <li>• Keep tools and supplies in the proper space</li> <li>• Use your planner daily</li> <li>• Complete and hand in assignments and homework on time</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the teacher/presenter</li> <li>• Be willing to learn from others' ideas</li> <li>• Help others when asked or when you see someone in need</li> <li>• Share materials</li> <li>• Take turns</li> </ul> Be positive & kind <ul style="list-style-type: none"> <li>• Think and ask questions</li> <li>• Focus on your learning and work</li> </ul> Ask for help when needed	<ul style="list-style-type: none"> <li>• Use complimentary language</li> <li>• Listen to your teacher; listen to others</li> <li>• Say things that encourage others</li> <li>• Let others go first</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• Listen to the supervisors</li> <li>• Listen to others' problem solving words</li> <li>• Put garbage in bins</li> <li>• Use manners &amp; appropriate language</li> <li>• Respect others &amp; their ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Hands Off/Feet Off Rule</li> <li>• Try to solve a problem first, before seeking adult help</li> <li>• Return equipment you use</li> <li>• Stay in assigned areas (Primary on Primary Playground, Intermediate students on assigned field; follow hockey and b-ball schedules...)</li> <li>• Bring in equipment that you have taken out</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer to be a peer playground helper</li> <li>• Play fairly- following the rules of the game</li> <li>• Take turns and wait your turn in line-ups</li> <li>• Help push others on our new equipment</li> <li>• Include others</li> <li>• Remember the Golden Rule</li> <li>• Be a Positive Leader; try not to target individuals in "put out" games</li> </ul>	<ul style="list-style-type: none"> <li>• Learn from your mistakes</li> <li>• Play games that challenge your skills to be better</li> <li>• Try to do a variety of games/activities to learn new things</li> <li>• Make an effort to include others</li> <li>• Pick up equipment even if it doesn't belong to you</li> </ul>	<ul style="list-style-type: none"> <li>• Make an effort to include others who need friends on the playground</li> <li>• Play games in the spirit of fun not to win</li> <li>• Say complimentary things</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• Keep hands &amp; feet to self</li> <li>• Remove wet shoes &amp; any hats at the outside door</li> <li>• Hallway Work: Work quietly, clean up after yourself and push in your chair</li> <li>• Walk <b>around</b> adults in conversation</li> </ul>	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Keep hands and feet to yourself</li> <li>• Walk quietly</li> <li>• Look (at displays) with your eyes not with hands</li> </ul> Don't push, shove or budge	<ul style="list-style-type: none"> <li>• Greet others and return Greetings (quietly)</li> <li>• Welcome and assist visitors to our school</li> <li>• Demonstrate pride in our school by tidying up and moving quietly in the halls</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the <b>right</b> side of the hallway in single file</li> <li>• Go directly to where you need to be</li> <li>• Line up in single file</li> <li>• Wait quietly in a line outside classrooms or where work is happening until invited in</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite in the hallway</li> <li>• Make eye contact and smile, and greet when required</li> <li>• Walk on the right side of the hallway</li> </ul>
<b>LUNCH</b>	<ul style="list-style-type: none"> <li>• Listen to the supervisors</li> <li>• Talk quietly with others</li> <li>• Eat your own lunch and take home any leftovers</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands before eating</li> <li>• Clean up spills immediately</li> <li>• Stay seated until dismissed</li> <li>• At the bell, clean off your desk &amp; go outside</li> </ul> Use the washroom during playtime	<ul style="list-style-type: none"> <li>• Listen to Supervision Assistants &amp; monitors</li> <li>• Bring a healthy lunch</li> <li>• Use good manners &amp; appropriate Language</li> </ul>	<ul style="list-style-type: none"> <li>• When dismissed put garbage, recyclables, and lunch bag away</li> <li>• On "In Days": choose an appropriate activity, use inside voices &amp; clean up when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Clean up after yourself when the bell goes</li> <li>• Be friendly and courteous to all supervisors; adults and student leaders</li> </ul>



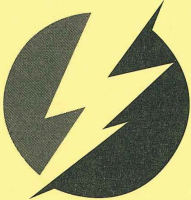
<b>WASHROOM</b>	<ul style="list-style-type: none"> <li>• Flush the toilet</li> <li>• Wash hands</li> <li>• Take proper care of the facility</li> <li>• Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap</li> <li>• Turn off taps when finished</li> <li>• Keep washroom tidy</li> <li>• Leave food &amp; school supplies in the classroom</li> <li>• Do what you need to do, and then leave</li> </ul>	<ul style="list-style-type: none"> <li>• Leave it tidy for others</li> <li>• Wait your turn quietly</li> <li>• Use quiet voices</li> <li>• Attempt to solve problems with learned skills; report problems to a teacher/ supervisor if further support is required</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage others to use the space appropriately</li> <li>• Go during breaks</li> <li>• Use the washroom quickly &amp; quietly</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns</li> <li>• Make your visit quick</li> <li>• Give people their privacy</li> <li>•</li> </ul>
<b>ASSEMBLY</b>	<ul style="list-style-type: none"> <li>• Sing "O Canada" respectfully, hands at your side, facing the flag</li> <li>• Sit quietly and face forward</li> <li>• Keep hands and feet to yourself</li> <li>• Go to the washroom before an assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Enter gym quietly</li> <li>• Once seated with your class use whisper voices only</li> <li>• Clap politely</li> <li>• Use appropriate audience manners</li> <li>• Come empty handed</li> <li>• Stay seated on your bottom so others can see</li> </ul>	<ul style="list-style-type: none"> <li>• Stay quiet so others can hear</li> <li>• Put your finger to your mouth as a signal to others who need direction</li> <li>• Listen to and look at the speaker</li> <li>• Intermediate students set a positive example for primary students</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of the speaker</li> <li>• Focus on the speaker</li> <li>• Follow adult direction</li> <li>• Put up your hand and wait to speak</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good listener</li> <li>• Appreciate the speaker with well timed polite applause</li> <li>• Enter the gym respectfully</li> <li>• Make eye contact</li> </ul>
<b>TECHNOLOGY/ CYBER</b>	<ul style="list-style-type: none"> <li>• Only visit websites approved by the teacher</li> <li>• Take care of the equipment so others can enjoy their use too</li> </ul>	<ul style="list-style-type: none"> <li>• Cell phones stay in backpacks for the day and while on school property</li> <li>• Only publish/post things that are positive</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up technology without asking</li> <li>• Help others stay on task</li> <li>• Use technology correctly even when no one is looking</li> </ul>	<ul style="list-style-type: none"> <li>• Only use language you feel comfortable saying in person</li> <li>• Stay on proper or assigned sites</li> </ul>	<ul style="list-style-type: none"> <li>• Use two hands when carrying technology</li> <li>• Keep four on the floor</li> <li>• Keep food and liquid at a distance</li> <li>• Put technology away properly</li> <li>•</li> </ul>



THIS CERTIFIES THAT

\_\_\_\_\_

was caught in the right place, at the right time  
doing the right thing!



☐ **B**eing *respectful*  
☐ **O**wning your *behavior*  
☐ **L**eading by *example*  
☐ **T**rying your *best*  
☐ **S**howing *kindness*

Observer: \_\_\_\_\_ Date: \_\_\_\_\_