

# Little Mountain Elementary

## Code of Conduct

(reviewed September 2023)

### LME COUGAR VALUES:

Kindness, Teamwork, Growth Mindset =  
Balance

### LME COUGAR VISION:

Be Kind, Be Safe, Be Respectful, Be Responsible

#### INTRODUCTION / PURPOSE:

This Code of Conduct is intended to support the Mission and Vision of Little Mountain Elementary School. Expectations for each area will be discussed with our students early in September and will be reviewed regularly throughout the year. Students will have opportunities to discuss how to behave responsibly in these different settings and ask questions about the Code of Conduct to understand what is expected. If students follow these guidelines, they will help to create and maintain a safe, caring, and orderly place to learn. There is a need for an appropriate balance between individual and collective rights, freedoms, and responsibilities.

Consequences and restorative steps will be applied as appropriate, using the least serious consequence that will have the intended result. Thus, consequences will be progressive and increase in severity (start at #1 unless the behavior is severe). Serious behavior includes such things as open defiance, violence (or potential violence), or any behavior that is a potential danger to the student or other students. In all cases, it is essential to remember that each student has a story and has unique needs. Individual considerations may influence expectations and consequences (eg. Behavior plan, diverse needs, CBIEPs, student's age, etc.). "Age-appropriate" expectations will be considered when consequences are considered.

Each class will have its own classroom expectations and guidelines that may vary slightly from class to class. Within each classroom it is expected that all students will follow the school-wide Code of Conduct and the LME school matrix.

#### BASIC NOTIFICATION PRACTICES:

The school has a responsibility to advise other parties of serious breaches of the Code of Conduct. At LME, notification of serious breaches include:

- Parents/guardians of student offender(s)
- Parents/guardians of student victim(s)
- Consistent breach of the Code of Conduct requires a referral to school district team, as required by school district policy.
- Police and/or other agencies – as required by law

- All parents – when deemed to be important to reassure all members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

### 1.0 DRESS CODE

GENERAL: All [SD #33](#) Elementary school student clothing should be suitable for a school learning environment. Clothing and footwear should be comfortable and appropriate for students to participate safely in all school activities. ( P.E., Recess, Lunch activities ) Clothing should demonstrate a respect for the school community and the [B.C. Human Rights Code](#). Any person dressed in an inappropriate manner, will be advised personally and discretely, and given an opportunity to meet the school dress guidelines.

### 2.0 HALLWAYS

GENERAL: Students will help keep the hallways a safe and quiet where people interact with courtesy and respect.

SPECIFIC:

1. Students will walk (not run) safely through the hallways (hands and feet to self) and will walk on the right side.
2. Quiet voices will be used while in the halls.
3. Everyone will be treated with respect:
  - older students will be careful to watch out for younger students.
  - walk around people who are in conversation
  - say “excuse me” when passing in front of someone
4. The office area, staff room, equipment room and copy room are “out of bounds” unless a student is given permission by an adult.
5. Students are to respect the work in the hallways (hands off).

CONSEQUENCES:

1. Verbal reminder. Have students do it the “right way.”
2. Re-locate the student and have the student demonstrate acceptable behavior.
3. Referral to principal and notify parents if necessary.

### 3.0 PLAYGROUND

GENERAL: Students will show safe, responsible, and respectful behavior while on the playground. The general rule to follow is “hands off, feet off.” All staff members have the authority to deal with all students.

SPECIFIC:

1. Use playground equipment for its intended use and share with others.
2. To avoid injury to fellow students, always wait your turn to go down the slide.
3. Students will not play tag on the playground. They may play tag on the grassy areas.
4. Students can come into the school at lunch time for washroom breaks, once they have informed a supervisor.
5. Rough or dangerous play is not allowed. This includes throwing items that could cause damage, such as snowballs, sharp or hard items, acorns, etc.
6. Students will show respect for others and follow instructions given by staff. Unacceptable behavior includes inappropriate language, rough play, teasing, etc.

7. Older students will treat younger students kindly and fairly.
8. Students will practice using positive problem-solving strategies (PAWS) and can seek assistance from LME staff members when needed.
9. Students will leave toys, and unsafe objects and electronics at home.
10. Students will play within school boundaries during the school day (away from the front entrance way, parking areas, sides of the school and the bicycle racks).
11. When the bell rings, students will line up as quickly as possible. While in the line-up, students will use appropriate hands-off behavior.
12. Students will keep the school grounds and building free from litter. Pick up litter whether it is yours or not. Use the garbage cans for trash.
13. Students are to arrive at school no earlier than 8:05 a.m. (when supervision begins) and are to remain outside the building until their class lineup is brought in by their teacher.
14. Students will leave the school immediately after dismissal unless they have parent supervision, after-school sports, or club activities. Supervision is provided out back until 2:30 pm.
15. During school, students will remain on the school grounds unless they have been given verbal or written permission by their parents and/or teacher or principal. If arriving late or leaving early, parents or guardians, and students will let the front office know. Parents are to notify the school if their child is going to be absent or late for school.
16. If a parent/guardian is delayed in picking up their child, the student is to wait inside of the school's front entrance way and notify an adult when their ride has arrived.

CONSEQUENCES:

1. Verbal reminder. Have the student do it the "right way."
2. When possible, notify student's teacher, who will reinforce the expectations.
3. If the infraction occurs during a break, the student will be required to accompany the noon-hour supervisor/supervising teacher while on duty or may be asked to leave that area.
4. Partial or total loss of playtime for a specified period, and the parents may be informed.
5. Referral to principal and notify parents. There will be a defined loss of playtime for an extended period (one or more days). A meeting involving the parent/guardian may be necessary.

4.0 WASHROOMS

GENERAL: The washrooms at our school will be kept clean and respected.

SPECIFIC:

1. Use the washrooms appropriately and leave them clean.
2. Students are to be quiet when using the washrooms. The washrooms are play or "social" areas.

CONSEQUENCES:

1. Verbal reminder.
2. Notify child's teacher. If the infraction warrants, the student will clean up any mess.
3. Referral to principal and contact the parent/guardian as necessary.
4. Notify parents of any destructive or willful damage. The student will be required to make fair retribution and may lose play time as necessary.

5.0 LIBRARY

GENERAL: Students will respect the rights of others while using the library.

SPECIFIC:

1. Students will follow the directions given by the adults in the library (quiet/respectful)
2. Food and drinks are not permitted in the library.
3. Return all books to the drop slot or library desk.
4. Observe rules about borrowing and returning books.

CONSEQUENCES:

1. Verbal reminder.
2. Notify teacher. Student may be sent out of the library.
3. Tidy up area; replace books.
4. Loss of library privileges for a specified period.
5. Replace lost or damaged book(s). Notify parents.
6. Referral to principal and notify parents.

6.0 EATING AREAS

GENERAL: Students will act in a responsible and well-mannered way while eating their lunches and snacks.

SPECIFIC: While eating in the classroom, students will:

1. Eat quietly and remain in the classrooms in their seats, until the bell has rung.
2. Use acceptable table manners, as explained by the teacher:
3. Treat others with respect and courtesy.
4. Students will leave all eating areas clean and tidy. Put away trash and lunch items.
5. Students will push in chairs and walk to change into their outdoor shoes.

CONSEQUENCES:

1. Verbal reminder.
2. Notify teacher. Clean up duty as decided by teacher or eat in a separate area for a specific period.
3. Referral to principal for lunch/recess time-out for a specific period and contact the parent/guardian.

7.0 ASSEMBLIES

GENERAL: LME students will show respectful behavior during assemblies by showing appropriate and acceptable audience manners and by following directions.

SPECIFIC:

1. Students will follow their teacher's/principal's instructions regarding seating.
2. Everyone will wait quietly for the assembly/program to begin.
3. When the speaker/guest stands in front, stop, look at the speaker and listen.
4. When appropriate, students will show appreciation by clapping hands. We expect students to clap for all performances. We expect them not to yell out, whistle, hoot, boo or make any other inappropriate noises.
5. Students will remain seated until their teacher gives a signal to stand and exit the gym. Follow the teacher quietly from the assembly area.

CONSEQUENCES:

1. A non-verbal reminder.
2. A quiet, nearby verbal reminder
3. Re-location of student in assembly area.
4. Re-location of student outside assembly area.

5. Referral to principal and notify parents as necessary.

### 8.0 GYMNASIUM

GENERAL: Students will show safe, responsible, and respectful behavior while in the gymnasium.

SPECIFIC:

1. Students will show good sportsmanship and fair play.
2. Students will follow the rules of the game/activity and co-operate with the adults/officials in charge.
3. Rough or dangerous play is not permitted.
4. Students are allowed in the gym only when permission has been given by a staff member and the activity is being supervised by a staff member.
5. Students will help keep the equipment room and gym tidy by putting equipment away in its proper place.

CONSEQUENCES:

1. Verbal reminder.
2. Time-out in gym
3. Loss of gym privileges for individual students for a specific period and notify parents. Whole classes will not be penalized.
4. Referral to principal and notify parents.

### 9.0 SCHOOL BUS LOADING ZONE/PARKING LOT

GENERAL: Students will act in a safe and orderly manner when arriving at, and leaving, school.

SPECIFIC:

1. Students will walk their bicycles from the racks to the road and in all other areas on the school grounds.
2. Bicycles will be kept at the bike racks and out of the entrance areas.
3. Students are to wear a bicycle helmet when riding a bike to and from school.
4. After dismissal, students will walk out their classes designated door to meet parent/guardians.
5. Students are expected to follow the School District's "School Bus Rules and Regulations" when riding the school bus (always sitting with eyes forward and hands off) for field trips

CONSEQUENCES:

1. Verbal reminder. Have student do it the "right way."
2. Notify student's teacher.
3. Referral to principal and notify parents.
4. Possible loss of bus privileges for a specific period and meet with parent/guardian.

### 10.0 REPRESENTING THE SCHOOL

GENERAL: Students will have opportunities to represent our school when students go off the property as part of a school group. This may be a field trip, or part of a team or club. Whenever students go as representatives of LME, they are ambassadors for the school. They are expected to maintain high standards of behavior as outlined in this Code of Conduct.

SPECIFIC:

1. Students will follow directions given by the adults, including any adults who are involved in supervising the activities, and the adults involved in transporting students.
2. Students will behave in a respectful manner with other students, regardless of whether they attend LME or another school.
3. Students will always use positive and appropriate language.
4. Students will clean up after themselves and will try to leave a place better than they found it.
5. Students will remain with their assigned groups, unless specific plans have been made. At no time will students be off the school grounds alone or unsupervised. Students need to be within hearing distance of an adult (e.g. adult can call for a student to come back with them).
6. If a school group goes to a place that has its own set of expectations, students will follow those rules as well as their own.

#### CONSEQUENCES:

1. Verbal reminder.
2. Verbal reminder and taken aside to discuss the issue.
3. Time-out beside the group leader/loss of privileges.
4. Notify parents and loss of future privileges.
5. Referral to principal, meet with parents, loss of future privileges, and a plan of action to make amends.

#### OVERALL UNACCEPTABLE CONDUCT:

##### Behaviors that:

- ✓ interfere with the learning of others, including their emotional well-being.
- ✓ interfere with an orderly learning environment.
- ✓ create unsafe conditions.
- ✓ engaging in an activity that will have a negative impact on the school community.

##### Acts of:

- ✓ bullying, harassment or intimidation (including cyber bullying – on-line bullying that occurs from a home or school computer/electronic device)
- ✓ physical violence
- ✓ retribution against a person who has reported incidents.

(All behaviors are not listed in this Code of Conduct, but these cited are examples.)

##### Illegal acts, such as:

- ✓ possession, use or distribution of illegal or restricted substances.
- ✓ possession or use of weapons
- ✓ theft of or damage to property

#### DEFINITIONS:

Bullying behavior: a pattern of repeated aggressive behavior, with negative intent, directed from one person to another where there is a power imbalance.

Bullying behavior is a type of harassment and intimidation. This aggressive behavior includes physical or verbal behavior and is an intentional and purposeful act meant to inflict injury or discomfort on the other person. There are three critical conditions that distinguish bullying from other forms of aggressive behavior including:

1. Power: involves a power imbalance. Individuals who bully acquire their power through physical size and strength, including status within the peer group, and/or by recruiting support of the peer group.
2. Frequency: is repeated over time. Bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
3. Intent to harm: is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

Cyber bullying: bullying behavior which is carried out through an internet service such as email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and new internet technologies in the future.

Harassment: any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person is an act of harassment. Of particular concern is such behavior that persists after the aggressor has been asked to stop.

Any of the following behaviours could be considered harassment: condescending treatment that undermines another's self-respect, name-calling, teasing, disrespectful comments • gossiping, spreading malicious rumours, "dirty" looks, social ridicule, public embarrassment • social isolation (rejecting others), exclusion from a group, threatening to withdraw friendship - repeated unwanted communication • unwelcome jokes, innuendoes, insults, or put downs; taunts about a person's body, disability, religion, attire, age, economic status, ethnic or national origin • insulting graffiti directed at an individual or group • unwanted and uninvited sexual attention, particularly when it is intimidating, hostile, or offensive to the recipient.

Intimidation: Intimidation is the act of instilling fear in someone as a means of controlling that person. For example, any of the following behaviours could be considered intimidation: verbal threats: threatening phone calls, threats of violence against a person or property • physical threats: showing a weapon, jostling, threatening to punch, stalking or following • defacing or stealing victim's property • daring or coercing victim to do something dangerous or illegal • extortion (demanding payment or goods for a victim's safety) • inciting hatred toward a victim • setting up a victim to take the blame for an offence

Safe schools: schools in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. The attitudes and actions of students, staff and parents support an environment that is resistant to disruption and intrusion and enables a constant focus on student achievement.

Caring schools: schools where it is known that a sense of belonging and connectedness – not just for students, but for everyone in the school community – is a necessary element in the creation and maintenance of a safe learning environment. Caring schools are ones in which members of the school community feel a sense of belonging and have opportunities to relate to one another in positive, supportive ways. All aspects of school life embrace and reflect diversity. The school is an inviting place for students, staff, parents and visitors. Staff members make conscious and concerted efforts to help

members of the school community feel connected.

Orderly schools: schools that are free from chaos and confusion, and alive with the sights and sounds of purposeful learning activities. Routines for repetitious activities are well established so students' minds and bodies can focus on the learning and their work. It is a place of work, creativity and fun. Everyone is expected to participate in learning, while applying their best efforts and in the time allotted. Students are expected to work in a way that doesn't interfere with the learning of others. Everyone feels the school is a safe place to be. All members of the school community are informed about and exercise their rights and responsibilities as school citizens.

Prevention of retaliation: all reasonable steps will be taken to prevent retaliation against a student who makes complaint of a breach of a code of conduct.

### BC HUMAN RIGHTS CODE:

The BC Human Rights Code prohibits discrimination based on an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, gender identity or expression.

The BC Human Rights Code states that two of its purposes are to

- “foster a society in British Columbia in which there are no impediments to full and free participation in economic social political and cultural life of British Columbia” and
- “promote a climate of understanding and mutual respect where all are equal in dignity and rights.”

Students' feelings of safety and belonging, including freedom from discrimination, can seriously affect their ability to learn in school. As the Safe Caring and Orderly Schools: A Guide states, schools should be places where students are free from harm, where clear expectations of acceptable behavior are held and met, and where all members feel they belong.

### CONCLUSION:

This Code of Conduct is sensitive to the fact that some students have diverse needs that impact their ability to understand or follow the school's expectations. Special considerations may apply to students with diverse needs who are unable to comply with expectations due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.

Whenever possible and appropriate, consequences for breaches of a code will be restorative in nature rather than punitive. The school will take all reasonable steps to prevent retaliation against a student who has made a complaint about a breach of the Code of Conduct. As students remember and follow the guidelines in this Code of Conduct, they will help to create and maintain a safe, caring and orderly place to learn at Little Mountain Elementary School.