

Code of Conduct
Charlie Lake Elementary School

Introduction:

Charlie Lake Elementary School's Code of conduct is based on our behavior matrix that was created with consultation with staff, students and parents. The code of conduct and behavioural expectations are part of our school improvement plans focus on social responsibility. The behavior matrix was developed in past years through the PBS school team. The 2015-16 school year represented a year of transition for our school as we begin to teach, implement and support the behavior matrix as part of our school culture. The school has maintained a school creed for many years and this has been modified in order to reflect the expectations laid out for students in the matrix. Our school-wide mantra of "We are all Lakers! Be responsible, Be respectful, Be safe" is the foundation to our behavioural expectations.

Statement of purpose:

Our school conduct includes our school creed, behavior matrix and school mantra, but is not limited to our school wide-expectations of responsibility, respectfulness and safety. Our expectations apply to all areas of the school as well as when student are representing the school off-campus or after school hours. It also applies to digital citizenship and any technology use and supports the School District's "Acceptable Use Agreement".

Behavior Expectations:

Charlie Lake Elementary promotes the values expressed in the BC Human Rights code respecting the rights of all individuals in accordance with the law and specifically "to promote a climate of understanding and mutual respect where all are equal in dignity and rights". The school will treat seriously, behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age.

Our school mantra of "Be Safe, Be Respectful and Be Responsible" is displayed in the school. We have recently published the common behavior expectations by area of the school in the student agenda as well as on our school website. The desired behaviors are reviewed and taught by staff at the start of the school year. Monthly assemblies are done to

focus on expectations in particular areas of the school. The expectations in the document (see attachment) provide a common platform with which staff and administration deal with behavior incidents in the school.

Of particular interest for the 2015-16 school year is a focus on hallway behavior and playground expectations for all students.

Unacceptable Conduct & Consequences

We are currently in the process of creating a system of graduated consequences at Charlie Lake Elementary. Currently, inappropriate behaviors are classified as minor or major. On-going minor behaviors are dealt with at the classroom level by the teacher. Chronic minor behaviors are sometimes referred to the office. Major behavior issues are dealt with at the office level with teacher input when required and necessary.

Our PAC often represents the community and does bring concerns to the school from time to time; we endeavour to work with parents in order to discuss and resolve issues as they arise.

There will be consequences for inappropriate behavior at the school level. Examples of behaviors/actions that violate our school code of conduct include:

- Disrespectful to others
- Interfering with the learning of others
- Interfering with an orderly environment
- Creating unsafe conditions
- Bullying, harassment & intimidation
- Physical Aggression & Violence
- Retribution against a person who reported incidents of bullying
- Discrimination based on race, colour, ancestry, place or origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age
- Illegal acts such as theft or damage to school property

Consequences are determined based on the severity and frequency of the unacceptable conduct, and the age & maturity of the student. Each case of inappropriate behavior is treated on an individual basis. Consequences can include restorative actions and could range from community service to suspensions. All consequences are logical and reasonable for the behavior. Fair is not always equal; we endeavor to deal with each student on an individual basis.

Notification of Behavior Issues:

Parents of student offenders and victims will be notified by school staff when it is deemed necessary, to reassure parents that we are aware of an incident, are in the process of investigating an event and/or dispensing consequences for inappropriate behavior. Multiple infractions of an expectation and serious infractions will be followed up with a phone call home.

SCHOOL MISSION STATEMENT

At Charlie Lake Elementary School we strive to create a safe learning environment where all students can achieve academic confidence and competence. Our students and staff are caring, critical thinkers and independent problem solvers. Lakers are ready to work, ready to learn and ready for life.

Charlie Lake School Code of Conduct

We are all Lakers!
Be Respectful, Be Responsible, Be Safe.

At Charlie Lake, we expect our students to be leaders, accountable, kind, empathetic, respectful and safe.

Charlie Lake Rights & Responsibilities:

- I have the right to be safe and responsible
- I have the right to be respected & appreciated for who I am
- I have the responsibility to respect others
- I have the right to learn & grow
- I have the right to be heard
- I have the right to enjoy and share my learning
- I have the responsibility to listen to others and follow directions
- I have the responsibility to hear others and be open-minded
- I have the responsibility to listen and participate in class
- I have the responsibility to contribute to a healthy and clean school environment
- I have the responsibility to work hard towards my learning
- I have the responsibility to be accountable for my actions
- I have the responsibility to contribute to our school community in a positive and respectful manner.

Digital Citizenship

All students & parents are required to sign off on the technology user agreement at the beginning of every school year in order to be able to utilize a district email account and utilize district technology. As part of our focus on social responsibility, each student is expected to be a responsible digital citizen. Each student will sign off on a digital pledge demonstrating understanding of the expectations listed below. It should be noted that personal devices will be permitted to connect to the school WiFi network if utilized for educational purposes.

At Charlie Lake Elementary School being a responsible digital citizen means:

- Using my personal device for educational purposes only
- Using my device with the permission of an adult at the school
- Ensuring my device is safe at all times
- Using my device at appropriate times only
- Keeping my personal log in information safe
- Respecting myself and others when online
- Not cyber-bullying
- Ensuring my digital footprint is safe and responsible

Students in grade 6 will be given an ipad mini this school year for educational purposes. Use of these devices is a privilege, and their use is at the discretion of the teacher and school administration. More information on expectations governing the use of iPads will be distributed to parents in September.

Charlie Lake Behavior Expectations: Simplified Matrix for Students

	Inside	Outside	Everywhere	Technology
Respectful	<ul style="list-style-type: none"> - listen - use your manners - move quietly 	<ul style="list-style-type: none"> - take turns - be kind - help others 	<ul style="list-style-type: none"> - be polite - use appropriate language - Hands and feet to self 	<ul style="list-style-type: none"> - be respectful in what you post and send - use equipment appropriately -
Responsible	<ul style="list-style-type: none"> - follow instructions - be prepared - put stuff where it is supposed to be 	<ul style="list-style-type: none"> - clean up after yourself - go in when the bell rings - problem solve peacefully 	<ul style="list-style-type: none"> - be ready to learn - make good choices - take care of yourself and others 	<ul style="list-style-type: none"> - use devices under supervision of adults - handle devices with care - focus on learning
Safe	<ul style="list-style-type: none"> - move with care - hands and feet to self - be where you are supposed to be 	<ul style="list-style-type: none"> - follow playground rules - hands and feet to self - dress for the weather 	<ul style="list-style-type: none"> - think safely - be where you are supposed to be - get help when you need it 	<ul style="list-style-type: none"> - use safe sites only - report problems

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