



# NORGATE COMMUNITY ELEMENTARY

## Xwemélch'stn

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### Code of Conduct

#### **Respect for your own and others'**

- **Rights**
- **Safety**
- **Property**
- **Learning**

1. Students, Parents and Staff are oriented to our Code of Conduct in September at our Staff Meeting, in class meetings with students and with parents through the PAC.
2. Students, parents and guests are informed of the Code of Conduct through, handbooks (parent and TOC handbooks) as well as through newsletters, assemblies and the code is posted within the school. Our Visitors badges have the code of conduct on the back so that visitors will also be aware of our expectations.
3. This Code of Conduct is taught through family grouping activities, whole school assemblies, class meetings and through small group intervention as needed.
4. We recognize that an effective pro-active discipline system requires the co-operation of all members of the school community. Conduct is monitored by all staff and reviewed at School based Resource Meetings when needed to ensure that surfacing issues are encompassed by our Code of Conduct.
5. There is a periodic review of the Code of Conduct to update, revise and review so that the document remains relevant to the current population of the school.
6. The Carson Family of Schools' Principals and Vice Principals consult on their Codes of Conduct to ensure that they are compatible and that there is consistency of expectations between elementary and secondary schools.
7. In accordance with School District #44 Policy #302, students at Norgate Community Elementary School are expected to meet the standards set out in the *BC Human Rights Code* that include the prohibited grounds of discrimination.

### Statement of Purpose

At Norgate we believe in fairness and consistency, providing a purposeful learning environment and promoting student self-discipline, co-operation and consideration. We expect all students to follow our school Code of Conduct both on and off the school grounds so that their behaviour reflects favorably upon them and the school at all times. Through our Code of Conduct we are able to establish a safe, respectful and responsible environment in which there is an appropriate balance between individual and group rights.

### Conduct Expectations

#### **Respect for your own and others'**

- **Rights**
- **Safety**
- **Property**
- **Learning**

Our Code and the following expectations are communicated to students and parents:

When in the building, students are expected to conduct themselves in a responsible manner.

Students are expected to respect the dignity of others and their rights and property. It is also expected that students will apply themselves to their own learning and respect the educational process and the learning environment of others. Regular and punctual attendance at school is of paramount importance.

School rules and codes of conduct apply to students while at school, while going to and from school and while attending any school curricular or extra-curricular function or activity at any location. Students are expected to act in a manner that brings credit to the school.

### **Expectations:**

Students are supervised in the Computer Lab from 8am to the bell, and should not arrive at school before 8:50 unless they plan to go to the lab because we are concerned that our students be safe at all times.

#### **It is generally expected that students will:**

- walk in classrooms and hallways
- speak in moderate voices
- use problem-solving skills in settling differences
- come in quickly and quietly when the bell rings
- dress appropriately for a work environment and the weather
- be under the supervision of a staff member when in the gym, medical room, library, computer room, and storage rooms
- eat their lunches in their classroom, seated at their own desks and using manners appropriate to a public place
- walk any wheeled form of transportation on the school grounds
- lock bicycles at the bike rack
- take their hats and hoods off in the building
- use the school phone only with teacher permission slip (emergency or important messages only i.e. no social arrangements)
- not chew gum on school grounds
- quietly walk on the right hand side of stairs and hallways
- leave expensive and/or battery operated personal items at home or in back packs while on school grounds
- wait for friends outside
- report to the office when late and before coming to class
- be signed out at the office by the adult picking them up
- use the door closest to their classroom to enter and exit to avoid congestion
- stop and listen during all announcements
- use the washroom or get a drink at first bell at lunch time and proceed directly to their classroom
- keep any cell phone or pager off and in back packs or in the office for safekeeping during the entire school day
- tell a "tellable adult" if and when they have knowledge of harassment or bullying taking place or if they are aware of a potential bullying event.

#### **It is expected that students will be safe at school by:**

- keeping hands and feet to themselves
- being aware of personal space
- staying inside the play boundaries
- leaving the bushes and trees alone
- leaving the rocks and sticks on the ground
- using playground equipment as designed

#### **It is expected that students will be respectful at school by:**

- listening to adults
- complying with adult direction
- taking turns
- sharing
- including others
- using appropriate language
- modelling appropriate behaviour for others, especially younger students

#### **It is expected that students will be responsible at school by:**

- stopping what they are doing when the bell rings and then entering the school
- keeping the grounds and buildings free of litter
- settling differences peacefully and asking for help when needed
- completing school work to the best of their ability

### **Unacceptable Conduct**

The School will not tolerate, and will deal with threats, acts of physical violence; verbal abuse; bullying; the possession, use or distribution of illegal or restricted substances; and the carrying or possession of weapons. Acts of retribution against those who report transgressions will be dealt with in a severe manner. It is deemed unacceptable for students to interfere with the learning of others, to interfere with an orderly environment or to create unsafe conditions for themselves or others.

In the event that a student has consistent difficulty adhering to our code of conduct, parents will be contacted so that the student, parents, teacher and, if necessary, the administration can solve the problem.

### **Rising Expectations**

While it is expected that all students would adhere to this Code of Conduct to the best of their ability, it is understood that we do have higher expectations of students as their time as a member of this community increases. Older students will be given more responsibility and will be expected to act responsibly and maintain a relatively high standard of self-discipline. In this respect misconduct from Intermediate students will be dealt with more harshly than for Primary students or those new to our school.

### **Consequences**

Students may be suspended from the learning environment (see progressive consequences in the expectation section) for fighting or unsafe physical conduct and for repeatedly breaking the Norgate Code of Conduct. Every suspension will be followed by a re-entry plan determined by the teacher or attending adult in consultation with the student. When necessary, parents, administrators, students and other involved parties will be included in the re-entry plan.

As often as possible, consequences will be restorative in nature. Such consequences would include rectifying damages done to property or persons, community services such as garbage clean-up, cleaning of graffiti or working off the cost of damages through service to school.

### **Progressive consequences:**

(Please note, other consequences as deemed appropriate for the age and ability of the student may be considered.)

- warning
- time out in class
- time out in a buddy class
- time out in a space decided by the administrator
- in school suspension
- out of school suspension (from 1 to 5 days)
- suspension from school according to the School Act.

### **Classification of Incidents**

Student misconduct is classified as:

Minor Incidents: incidents that can be problem solved on the spot. Sometimes, referral to the Principal or Vice-Principal for problem solving, thinking about the incident and determining restitution will occur. Referrals to the office will result in a computer generated record of the incident, and five recorded Minors are considered one Major Incident.

Major Incidents: incidents of a more serious nature, involving direct violation of Norgate's Code of Conduct. Incidents that involve non-compliant, disrespectful, abusive behavior including injury to others' social, emotional, physical or intellectual well being will be considered Major Incidents. Parent Contact may take place after a second Major Incident, and an in school suspension may occur after a third Major Incident. Consequences will rise given the frequency and severity of behavior.

Extreme Incidents: Highly dangerous behavior causing severe physical, social, emotional or intellectual trauma. Extreme behaviors result in immediate removal from the classroom and sometimes, the school as per the School Act.

## **Notification**

In the event of gross misconduct or serious breaches of the Code of Conduct, parents of both offender and victim will be notified in all cases while district officials will be notified according to North Vancouver District policy. Where the law requires, police and or other agencies will be informed and if deemed appropriate, the greater community in an effort to reassure that appropriate measures have been taken. Also see Minor and Major Incidents, above.

## **Intervention Work**

Students are offered the opportunity to work in many leadership roles throughout the school. Through a multitude of positions of responsibility, students who may struggle with maintaining responsible behaviour are invited to take on roles around the school. These “jobs” keep them engaged during times when they might otherwise have difficulty with peers.

At Norgate, having a sense of community is the underlying theme for all behaviour. All members of our school community have the right to feel safe and respected. We attempt to provide this sense of security through taking on responsibility for the behaviour of each other and ourselves.