



Burton Elementary School Code of Conduct School District No. 10 (Arrow Lakes)

School Communications

A strong communication network from home to school is essential to keeping everyone involved and informed. Communication starts with your child's teacher. If any concerns arise throughout the year, **please speak to your son/daughter's teacher first, as the teacher is your first line of communication.**

Teachers have many varied ways of reaching out to parents. We encourage parents to get involved and contact their child's teacher with any questions or concerns!

Communications regarding after-school pick-up or alternate bussing plans need to be given in writing when possible. We know situations can change, but prompt communication with the school will ensure the safe transportation of your child to the proper afterschool destination. Please call the office before 12:30 if there are changes.

The school website will also be getting some attention for the upcoming year. Stay tuned!

Check-in Policy

For the safety of our students and staff, all volunteers and visitors to the school must check in at the office once they arrive. Signage is posted on the entrance door to redirect visitors to the main office.

Emergency Drills (Fire, Earthquake, and Lockdown)

BES staff take the safety of our students very seriously. As such, students will participate in **mandatory safety drills** throughout the year. This is to provide recurrent training and practice for our students and staff in the case of an actual emergency. Fire drills are in place in case of a fire at the school, and students/staff need to be evacuated. Because British Columbia is located in a seismically active region, Earthquake drills are in place in case of an earthquake hitting Burton. The best practice during this time is "DROP, COVER, and HOLD ON!" Finally, students will participate in lockdown drills, which are in place to keep students and staff safe in the school.

School Routines and Expectations

A successful school runs within various forms of structure. Clarity on how the school should operate daily enables the school to run safely and more smoothly for the benefit of the students and staff. ***As such, students are expected to adhere to the following practices:***

Punctuality

-Students are expected to arrive on time for school. Please try to ensure that your child arrives at school on time!

Walking in the halls

-Students are expected to walk from place to place in the halls as directed by their teacher. No students at any time should be running down the halls to get to where they are going.

Recess Expectations

- Unless otherwise directed by a staff member, students are expected to go outside during recess. As such, students must try to dress appropriately for the weather.

-In spite of some outdoor games being of a more physical nature, students need to refrain from being too physical with one another during play. **Students are advised to keep their hands to themselves!**

Lunch Expectations

-All students are to remain eating in the lunchroom until they are directed to go outside for recess. BES advocates for healthy lunches to be sent with students to school each day.

Use of Microwaves

-Several microwaves are present in the school to warm food up at lunchtime. As directed by their teachers, students need to be aware of the following: a) Wait patiently for their turn to warm their food b) REMOVE ALL METAL before heating something up and c) Clean up a mess if they make one.

Snowballs

-Under no conditions are students allowed to make and throw snowballs during the school day. This is an area of concern pertaining to student safety.

Playground Equipment

-Playground equipment should be used as it was designed and intended to be used. For example, if students are using swings, they should be using them in a vertical swinging action. They should not be swinging from side to side. This is a safety concern to ensure that no students are hurt while using playground equipment.

Use of Office telephones

-The office in BES is equipped with a telephone that can be used at the teacher's discretion. Students may use the phone only if a teacher gives them permission to do so.

Use of Personal Devices

- Cell phones will not be permitted in the school. Please leave them at home.
 - Students who are found using cell phones during the school day may have them confiscated until the end of the day.
- Devices (aside from cell phones) may only be used during non-instructional time.

Dress Code

It is expected that rules of common hygiene, courtesy, and safety are observed on the question of dress. Students, please keep the following in mind:

- Hats (including those attached to a hoodie) may be worn in the classroom or school unless they obscure vision.
- Any clothing with suggestive or hateful slogans or graphics (including but not limited to a reference to swearing, drugs, alcohol, or anything of a sexual nature) is not acceptable in the school setting.

- Children should come to school in clothes that fully cover their torso.

Students will be asked to go home or parents will be telephoned to bring alternate clothing should a student arrive at school wearing clothing that is considered inappropriate.

Illness

As a courtesy and from a position of maintaining the general health of the population of our students and staff, **if your child is sick they should stay home from school.** Keep your child home if they have a fever, are coughing and sneezing enough to concern you, have a potentially contagious infection, have diarrhea or are vomiting, and if they don't have enough energy to participate at school. Parents will be notified to pick up the child if the child begins to display symptoms of being sick. Please contact the school promptly if your child will be absent.

Parents Joining the Classroom and Volunteering at School

At BES, we enthusiastically welcome parents into our school to be a part of their child's school experience when appropriate. However, parents should contact their child's teacher before arriving at the classroom.

Parent volunteers who work with children at school must have a criminal record check done. Typically, a criminal record check is good for one year.

Personal Digital Devices

At BES, we promote online safety and focused learning environments. As such, students may not use personal digital devices at school, including both instructional times and lunch/recess. Personal digital devices may be stored in backpacks for safety purposes should a parent need to contact their child on their way to or from school. However, if students use their devices at school, students will be asked to bring their devices to the office, and parents will be contacted. The school provides digital devices appropriate to a student's age and developmental stage for instructional purposes and digital literacy. Exceptions will sometimes be made for students with diverse needs who require a device to promote learning equity or have accessibility, medical, health or accommodation needs.

Strong Start

BES has a very active Strong Start for early learners who will be transitioning into the regular school program. The Strong Start program works in conjunction with the school schedule to include trips to the gymnasium and the library. Parents need to be present with their child while attending Strong Start. For more information, please contact the office.

Peanut/Nut Allergy Policy

Currently, BES does not have a peanut or nut policy. However, this may change if and when a student joins the school with a peanut allergy. We will notify parents if BES becomes a peanut-free and/or nut-free school.

Outside Sports of a Physical Nature

BES students are encouraged to play actively during their recess time. However, some games can get physical during its play (e.g. soccer and hockey). Students are expected to play these games appropriately. If there is a trend where these games become too physical, students will be restricted from playing these games until further notice. As mentioned above, **students are advised to keep their hands to themselves.**

Breakfast, Lunch, and Milk Programs

BES has a daily lunch program that all children may participate in at no cost. Menus will be sent via school newsletters. A grab-and-go breakfast with items such as yogurt, muffins, and/or cheese sticks is available for children prior to the start of school in the fridge in the primary wing.

Respect

Everyone at Burton Elementary School helps make our school safe, caring and orderly so that purposeful and mindful learning occurs. Conduct is based upon respect.

Be Respectful to Yourself – caring about your learning and safety.

Some examples include:

- Always do your best
- Make good choices
- Be on time and ready to work
- Do your homework and use your planner
- Make healthy food choices

Be Respectful to Others – considerate of others' personal feelings and properties.

Some examples include:

- Be polite and wait your turn
- Treat others with respect
- Use good listening skills
- Use a respectful speaking tone
- Be honest and tell the truth
- Include others
- Show leadership
- Demonstrate sportsmanship
- Dress appropriately

Be Respectful to Property – caring about your school and your environment.

Some examples include:

- Clean up after yourself
- Take good care of materials
- Take care of the facility (non-marking shoes)
- Ask before borrowing, share

Be Safe – learn and follow school rules.

Some examples include:

- Stay in designated, supervised areas
- Report dangerous situations to staff

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school or at any school-sponsored function.

Inappropriate Behaviour-

Inappropriate behaviour can consist of, but is not limited to:

- Rudeness, swearing
- Lack of respect for others, teasing
- Running in the halls
- Unauthorized leaving of school grounds
- Littering
- Play fighting
- Inappropriate clothing (must cover the torso)
- * **Fighting**

- * **Throwing projectiles in anger or assault**
- * **Defiance**
- * **Swearing at a person**
- * **Retaliation with violence or targeted language**

Consequences

Consequences will be consistent, fair, logical and restorative. The staff at BES will utilize a combination of classroom-level conferencing, problem-solving, education, logical consequences, loss of privileges and restitution to deal with unacceptable and disrespectful behaviour. Behaviour management plans may be needed if situations are consistent and will be created by a staff team. Parents/guardians will be informed when necessary. Serious infractions such as violence, defiance and verbal abuse will include suspensions.

Inappropriate behaviour typically has the following consequences:

- Review of expectations and a timeout
- Review of expectations, written assignment and/or loss of privileges
- Parents are informed (major behaviours and repeated offences)
- Meeting with parents
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days)- will be referred to district discipline committee
- Consultation with police and/or fire department

Safe & Caring School Environments:

Are Free from Acts of:

- Bullying, cyber-bullying, harassment and marginalization
- Threat and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form, including race, colour, gender identity, religious beliefs, sexual orientation, ancestry or national origin
- Retribution against a person who has reported incidents

Do Not Tolerate the Presence of:

- Theft and vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers – All new visitors to the school must first report to the office.

Notification:

As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- Parent of student exhibiting major behaviours (in every instance)
- Parent of student on the receiving end (in every instance)
- Superintendent, Safe Schools team member and/or other District Staff
- Ministerial agencies and/or School Liaison Officer (Police)

The Burton Elementary School Code of Conduct has been structured to align with and adhere to the standards outlined in:

The School Act 85(1.1) 168(2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
B.C. Human Rights Code (SD 36 Policy No. 10900 and Regulation No. 10900.1)
B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov.2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc/sco/>

Definition of Bullying: “Bullying...is a pattern of repeated aggressive behaviour, with negative intent, directed from one child to another where there is a power imbalance.” – Dr. Dan Olweus

Bullying

- Is done on purpose, intentionally causing intimidation or harm;
- Keeps happening – or feels like it could happen again at any time;
- Makes the person who is bullied feel overpowered or scared;
- May leave victims feeling like they can’t talk about it to anyone;
- Can’t be solved without adult assistance.

Not all fighting, name-calling, or threatening behaviour is bullying.

It is essential to consider multiple factors in each situation – the type of behaviour, the intent of the child doing the bullying, and the relationships of the children involved in the incident – and teach children to do the same before defining an incident as bullying.

We make a difference when everyone speaks up against hurtful behaviour and reports bullying, harassment and intimidation to school staff and other adults.

Last updated: September 23, 2024