



Winlaw Elementary School Code of Conduct

Winlaw Elementary School - Statement of Purpose

The purpose of our code of conduct is to establish and maintain safe, caring, and orderly environments for purposeful learning and student success. Our code is built around the school's vision of promoting a caring, safe, and inclusive learning environment where all children, staff and families can succeed, which reflects the values of our school community.

The School Code of Conduct applies at school, during all school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including online behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Relationship to BC Human Rights Code

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

Application of Code of Conduct - Conduct Expectations

Acceptable Behaviour

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning).

Students will demonstrate:

Respect - Students are expected to show respect for self, environment, and others. They are expected to act in a responsible manner and be respectful of the rights of others at school and school activities wherever held.

Responsibility - Students are expected to gradually assume more responsibility for themselves, as individuals and members of society. They are expected to become more responsible for undertaking, organizing, and completing their schoolwork and for contributing to and promoting a safe, caring, and orderly school environment.

Commitment - Students are expected to strive for personal excellence in all their school endeavors and comply with school expectations and rules for student work, attendance, behaviour, and deportment.

Attitude - Students are expected to participate willingly and diligently in their assigned work and to undertake school activities with a spirit of cooperation and fair play.

In addition, specifically at Winlaw Elementary School:

Area	Kind	Respect	Safe	Ready to Learn
Classrooms	<p>We will:</p> <ul style="list-style-type: none"> Listen when others speak Be kind to others Help one another 	<p>We will:</p> <ul style="list-style-type: none"> Use materials carefully Acknowledge that everyone learns in different ways Clean up after ourselves Be accountable for our behavior 	<p>We will:</p> <ul style="list-style-type: none"> Use walking feet Keep chairs on the floor Keep bodies to self No sharing food 	<p>We will:</p> <ul style="list-style-type: none"> Stay in our seat when it is expected Raise quiet hands Be open to change Try our best
Hallways	<p>We will:</p> <ul style="list-style-type: none"> Be aware of others Be responsible for our own behaviour Apologize for mistakes 	<p>We will:</p> <ul style="list-style-type: none"> Respect others' belongings Give space to others. 	<p>We will:</p> <ul style="list-style-type: none"> Be quiet and calm Use walking feet Put our packs and shoes away neatly 	<p>We will:</p> <ul style="list-style-type: none"> Move quietly and respectfully through the hallways when entering and exiting the school We will move quietly as a group when transitioning to the different classes throughout the day
Gym	<p>We will:</p> <ul style="list-style-type: none"> Be inclusive Choose other students as well as our friends 	<p>We will:</p> <ul style="list-style-type: none"> Listen to the teacher Accept and celebrate classmates' 	<p>We will:</p> <ul style="list-style-type: none"> Keep our bodies to ourselves Use equipment properly 	<p>We will:</p> <ul style="list-style-type: none"> Listen calmly and respectfully Have fun Give a good effort

	<p>Demonstrate sportsmanship and fair play</p> <p>Use friendly words</p> <p>Show positive teamwork</p> <p>Use gentle noises</p>	<p>different abilities</p> <p>Know and follow expectations and signals for stopping and listening</p>	<p>Follow the rules</p> <p>Demonstrate fair play</p> <p>Follow the teacher signals</p>	<p>Wear appropriate running shoes</p> <p>Follow the teacher's expectations</p>
Library	<p>We will:</p> <p>Listen quietly when others speak</p> <p>Handle books gently</p> <p>Take care of books when taking them back and forth from school and home</p>	<p>We will:</p> <p>Remember to sign out books</p> <p>Return books not selected to exact spot on the shelf or the cart</p> <p>Return books on time</p>	<p>We will:</p> <p>Use walking feet</p> <p>Treat books carefully</p> <p>Return damaged books for repair right away</p>	<p>We will:</p> <p>Raise quiet hands</p> <p>Follow the expectations</p> <p>Contribute to class discussion</p> <p>Try our best</p>
Playground	<p>We will:</p> <p>Be inclusive</p> <p>Be a good role model for younger students</p>	<p>We will:</p> <p>Take turns</p> <p>Respect creations that are built</p> <p>Resolve conflicts peacefully and honestly</p> <p>Line up quietly when the bell rings</p>	<p>We will:</p> <p>Keep bodies to self</p> <p>Report big problems to an adult</p> <p>Stay in designated areas</p> <p>Know our physical limits</p>	<p>We will:</p> <p>Have fun</p> <p>Follow the expectations for safe play</p>
Washrooms	<p>We will:</p> <p>Wait our turn</p> <p>Use kind words</p>	<p>We will:</p> <p>Respect privacy of others</p> <p>Keep areas clean and tidy</p> <p>Keep our body to ourselves</p>	<p>We will:</p> <p>Wash hands with soap and dry with paper towels</p> <p>Dispose of trash in bin</p> <p>Practice good hygiene</p> <p>Let staff know if there is an issue</p>	<p>We will:</p> <p>Use the washroom in a timely manner</p> <p>Return to class right after</p>
Assemblies	<p>We will:</p> <p>Smile and show interest</p> <p>Participate in call and respond</p> <p>Support participants</p>	<p>We will:</p> <p>Demonstrate appropriate participation during performances and presentations</p> <p>Show appreciation</p>	<p>We will:</p> <p>Walk into assemblies calmly and quietly</p> <p>Keep bodies to self</p>	<p>We will:</p> <p>Sit in assigned seating quietly</p> <p>Look the people speaking or performing</p>

				Arrive on time Follow the expectations
Bus	We will: Be mindful of others Be responsible for our own behavior Apologize for mistakes	We will: Talk quietly with our bus partners Keep bodies to self Be calm Listen to the bus driver Respect bus rules Keep bus clean Not use fragrances	We will: Stay in our assigned seats Keep bodies to self Watch for traffic when disembarking Sit facing forward Be in charge of our belongings	We will: Cooperate Be ready for pick up and drop off Ensure parents inform staff of any changes
Forest	We will: Use kind words Be inclusive Be a good role model for younger students	We will: Interact with each other respectfully Treat the trees and plants with respect Not break or damage trees and plants Leave all sticks, rocks, and other materials found in the forest in the forest after playing with them	We will: Be aware of others when moving through the forest Not climb trees Be careful when moving over logs and around rocks Build with found materials safely	We will: Negotiate games and rules in a cooperative and respectful manner

Unacceptable Conduct

Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds. **Racism and discrimination will not be tolerated in our school.**

- Behaviours that interfere with the learning of others, interfere with an orderly environment, or create an unsafe environment.
- Bullying, cyberbullying, harassing, intimidating, threatening, retaliating, discriminating, or violence.

- Illegal acts, such as possession, use or distribution of illegal or restricted substances.
- Theft or damage to property.

Note: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list.

Use of Personal Digital Data Devices

Students only use personal digital data devices (any device that can access the internet) for instructional purposes and digital literacy appropriate to the student's age and developmental stage while on school property and during hours of instruction, aligned to our school's expectations related to personal digital data devices:

- The Winlaw Elementary School community strives to provide a learning environment free from the use of technology, outside of structured classroom learning activities, to foster a school culture rich with social interactions and spontaneous creativity. The presence of electronic devices, such as smartphones, smart watches, Bluetooth earphones, or commercial collectibles such as trading cards detracts from the kind of play and interaction that we promote at school. Therefore, we ask that electronic games, electronic devices, trading cards, etc. stay at home. There may be special occasions where these items would be appropriate, and school staff will communicate this as needed.
- Any student unable to cooperate with these school-wide standards designed to support a positive learning environment will have their device stored safely in the office for them to retrieve at the end of the day. If repeated contraventions occur, parents or guardians may be asked to come to the school to retrieve the device.

Access to the Internet will consider equity and hardship to foster connection with peers and access to opportunities for personal achievement.

The use of personal digital devices for students with disabilities or diverse abilities will be outlined in students' Individual Education Plans, such as the use of assistive technology on personal digital devices at school to support student accessibility, communication, and autonomy and to facilitate participation and promote accessibility. This includes supporting the use of personal digital devices that monitor and support medical necessities.

District Code of Conduct

The School District No. 8 (Kootenay Lake) (SD8) Code of Conduct has been established to maintain a safe, caring, and orderly learning environment.

SD8 believes in the interactive roles required to achieve safe and caring schools and believes that responsibility for safe and caring schools is shared among many partners. It is the shared responsibility of students, staff, parents/guardians, and the broader community (school

community), to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

All members of the school community have an obligation to:

- Support learning;
- Promote safety;
- Respect self, environment, and others; and,
- Model courtesy, compassion, and respect.

All members of the school community must refrain from engaging in any in-person or digital communication or behavior that is:

- Interfering with the learning and working of others.
- Bullying, cyberbullying, harassing, intimidating, threatening, retaliating, discriminating, or violent.
- Unsafe or illegal, including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas.

The use of personal digital devices will be restricted at schools to promote learning and engagement. Students' use of any personal digital data devices (any personal electronic device that can be used to communicate or to access the internet, such as a cell phone or a tablet) will be used for instructional purposes and digital literacy appropriate to the student's age and developmental stage while on school property and during hours of instruction. The use of personal digital data devices by students will support accessibility and accommodation needs, medical and health needs, and equity to support learning outcomes.

The District considers the conduct of any member of the school community that adversely affects the school environment to be a breach of the District Code of Conduct and to warrant appropriate forms of response or intervention. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences may follow. Whenever possible, incidents will be resolved by discussion, mediation, and restitution.

SD8 further believes that the effective management of student discipline, congruent with our philosophy, is a necessity to establish safe and caring environments that foster learning, school connectedness and healthy living. SD8 believes that schools are places where students are free from harm and places for students to form strong relationships. Prevention and intervention strategies applied at the school level and supported at the District level are the foundations of a safe and caring school in which students learn to solve problems in peaceful ways, to value diversity and to support human rights.

Retaliation Prevention

All reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

Breaches of the Code of Conduct - Consequences

Student discipline takes place in the context of informed decision-making.

Administrators will consider many factors including the age and maturity of the student, social capacity, learning needs and prior related events when determining consequences for actions that violate the Code of Conduct. Breaches of the Code of Conduct include but are not limited to disrespectful or defiant behaviour towards staff, academic dishonesty, theft, inappropriate use of technology and social media, and bullying of other students.

Disciplinary action, wherever possible, is restorative rather than merely punitive. The school will treat seriously any behaviour that discriminates based on Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability.

Repetitive or severe unacceptable behaviour may result in increased severity of subsequent disciplinary action. The age and maturity of students are considered when determining appropriate consequences.

Special considerations may apply to students with special/diverse needs if these students are unable to comply with a code of conduct due to having a disability/diversity of an intellectual, physical, sensory, emotional, or behavioural nature.

Consequences are always thoughtful, fair, and consistent; learning focused to prevent a reoccurrence of the offense and restorative.

The range of disciplinary actions that applies to breaches of the Code of Conduct may include but are not limited to the following:

- School or community service;
- Restorative justice or formal apology;
- In-school suspension or school suspension, and;
- Referral to a specialized service or program.

Where appropriate, consequences will involve the student in determining a corrective plan of action. Administrators consult and work closely with parents throughout the process in determining ways to support students who have breached the Code of Conduct.

In some cases, violation of school district policies may also be a violation of the Criminal Code of Canada and result in a police investigation.

Notifications for breaches of the Code of Conduct may involve communication with:

- Parents/guardians of the student in breach of the Code of Conduct;
- Parents/guardians of the victim(s) where appropriate;
- School staff and district personnel where appropriate;
- Police and/or other agencies, as required by law, and;
- School community, when deemed necessary, to reassure members that the school officials are taking appropriate action.

The following [administrative procedures](#) apply:

- [**AP 3309 - Student Suspension**](#)
- [**AP 3310 - Illegal Use of Drugs and Alcohol**](#)
- [**AP 3311 - Vandalism**](#)
- [**AP 3312 - Possession of Weapons or Explosives**](#)
- [**AP 3401 - Student Assessment and Promotion**](#)

What Should I Do If...?

If you have been affected by, or know of others who have been affected by, bullying, alcohol, drugs, harassment, violence, and/or weapons, it is very important that you talk to a parent/guardian, school administrator, teacher, counsellor, or make an [ERASE report](#) so that others can help solve the problem. Disclosed information about other students is considered confidential.

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