



Kidston Elementary School Code of Conduct



Purpose: Our goal is to provide a safe, caring and orderly learning environment.

Commitment: Our school is committed to having clearly stated expectations for student behaviour. These expectations will be explicitly taught in classrooms and reinforced by all staff members.

Kidston School has these following expectations apply to behaviour at school, during school organized or sponsored activities, and behaviours beyond these times that negatively impact the safe, caring or orderly environment of the school, and/or student learning. Examples of 'beyond times' include; bus pick-up areas and playground areas in the morning and after school, walking to and from school, school sponsored events, and on-line behaviour.

Kidston School is committed to creating a culture that promotes a safe and caring school community free from: bullying, cyber bullying, harassment, discrimination and marginalization, threats, intimidation, violence in any form, verbal, physical or sexual abuse. We do not tolerate theft, vandalism, intoxicating substances, "look alike" substances, weapons, "look alike" weapons, explosives, intruders or trespassers. Adults are expected to model and demonstrate all student-expected behaviours.

At the beginning of each school year, these Conduct Guidelines are reviewed with all staff members and all students in our school. As well, a copy will be provided to each family in our students' school agenda and will be placed on our school website.

We believe that everyone working and learning at Kidston School needs to be aware of the guidelines we all need to follow to ensure that we treat others with respect and courtesy and conduct ourselves in a manner worthy of the respect of others, in order to promote a safe and positive school learning and work environment. Kidston 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, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, age, sex or sexual orientation.

Students with special consideration and possibly special needs (intellectual, physical, sensory, emotional and behavioural) will be provided accommodations to meet the code of conduct considering their disability.

The Code of Conduct for Kidston School is based on the following principles:

- * Kidston School promotes values which foster respect for all members of the school community and supports non-violent means of resolving differences and promoting a safe and positive school learning and work environment.
- * In order to promote a school environment which fosters these values and which minimizes the risk of violence in schools, we have a plan of action which includes governance, prevention, and intervention.
- * We consider the needs and concerns of all members of the school community.

* Appropriate behaviours and attitudes are reflected in classroom instruction and modeled by all adults in the school and work environment.

We believe that a positive school environment promotes:

- Respect for the dignity of individuals and the diversity of our school community;
- Respect for the property of others;
- Drug and alcohol free school (including 'look-alikes');
- A weapon-free environment (including 'look-alikes');
- Intolerance of bullying and harassing behaviours;
- A non-sexist environment;
- Non-violent conflict resolution; and
- Student behavior conducive to the establishment of a positive school environment which maximizes the learning opportunities for all students.

Every student shall be subject to the code of conduct while on school premises, going to and returning from school and at all school sponsored games and functions whenever and wherever held. Students will be expected to:

- Attend school on a daily basis except in cases of illness, family need, or medical excuse;
- Be punctual and prepared for classes each day;
- Apply themselves to their educational program in a manner commensurate with their ability;
- Demonstrate a respect, tolerance, and acceptance of others and the rights of others;
- Resolve conflict in a non-violent manner; and
- Respect property

Student Discipline Procedures and Consequences:

Consequences are assigned appropriately with reference to the circumstances, age and needs of the students. Wherever possible, consequences are assigned as restorative and instructional rather than punitive. Rising expectations occur for behavior incidents as students mature through the successive grades and with an increase in the frequency and/or severity of behavior incidents. Students with special needs who may have difficulty complying with code of conduct expectations are provided with identified plans and goals for improvement.

The school will take reasonable steps to prevent retaliation.

When the actions of a student jeopardize access to a safe and positive school environment, consequences will be initiated. These include:

- * Natural Consequences
- * Time Outs (in an alternate setting such as the office or the learning center)
- * Think Papers
- * Reconciliation
- * Removal of Privileges
- * In-School Suspensions
- * Referral to School Based Team
- * Part Time Placements
- * Restorative Justice Processes

- * Out of School Suspensions
- * Referral to District Alternate Programs

NOTE:

- The District Code of Conduct guidelines will be followed in all cases involving suspensions.
- Consequences may be combined or varied depending on the situation.

EBS (Effective Behaviour Support)

EBS (Effective Behaviour Support) is a systems approach to educating all students about positive, appropriate behaviour in all the school settings. Our staff works together to establish effective systems that support students to be successful. Teaching simple routines such as walking down the hall, entering and leaving the school, playground rules, bathroom and classroom expectations help students and staff to understand the expectations for all. Kidston also focuses on virtues such as conscience, self-control, empathy which all fall under the guiding umbrella of respect. The W.I.T.S. Program will be implemented at Kidston School to provide a consistent framework for conflict resolution strategies (W.I.T.S. = Walk Away – Ignore – Talk It out – Seek Adult Help). The Zones of Regulation Program will also be implemented. Our staff also teaches students levels of social development and strategies to monitor their progression through the levels to develop self-discipline and responsibility.



KIDSTON ELEMENTARY SCHOOL: SCHOOL WIDE BEHAVIOR EXPECTATIONS

Hallways	Playground and Fields	Gym & Assemblies	Buses	Library & Computer Lab	Washrooms
Walk on the right side	Follow directions of all Supervisors	Enter/exit quietly and in an orderly fashion	Report to the Bus Supervisor at the dismissal bell	Use quiet voices	Ask your teacher for permission to leave class
Walk without disrupting other classes	Invite others to play with you	Sit in a line with your class, legs crossed	Follow the directions of the Supervisor and Driver	Be seated	Wash your hands
Walk with a purpose-go where you are supposed to go	Play safe games	Respect the personal space of others	Line up for your bus and wait in a safe and respectful manner	Leave food and drink outside	Place paper towel in the garbage can
Walk silently in line with your class	Play in designated school areas	Be attentive to speakers	Be friendly and courteous to the Supervisors and Drivers	Use your time for schoolwork or reading	Be quick and avoid socializing and missing class time
Hands and feet to yourself	Return class equipment	Face your body to speaker, eyes forward	Face the front and remain seated at all times	Keep hands off windows	Respect the privacy of others
Respect displays in the hallway	Respect school equipment	Clap appropriately	Use quiet voices and respectful language	Use internet with teacher permission and adult supervision	Report any inappropriate behaviors to an adult
Be friendly & Greet others	Report misbehaviors to a Supervisors	Thank guests and performers by clapping appropriately	Remove all garbage from the bus	Push chairs in when ready to leave	Be tidy
	Hurry to class at the bell		Exit quietly and in an orderly fashion		Flush the toilet



GENERAL STUDENT BEHAVIOR EXPECTATIONS

All of our guidelines are based around the concept of respect for others, for ourselves, and for our school. These expectations apply to behavior at school, during school-organized or sponsored activities, and behavior beyond these times (including on-line behavior) that negatively impacts the safe, caring and orderly environment of the school, and/or student learning.

1. Students are expected to follow instructions given by all adults of Kidston including; teachers, certified educational assistants (CEA's), clerical staff, custodians, noon hour and bus supervisors, bus drivers, adult helpers, volunteers, guest speakers and visitors.
2. When speaking with others at Kidston, everyone is expected to use appropriate tone, language, body language and manners.
3. Students will show respect for others at all times. Bullying (including exclusion, teasing, verbal aggression, trickery, discrimination, intimidation, stealing and physical aggression), fighting, racial slurs, gender slurs, aggressive play, swearing and overt defiance are not acceptable behaviors at Kidston School.
4. Hallways – Students will walk and move quietly when in the hallways allowing others to pass freely and respecting bulletin board displays and posters.
5. Students are asked to take pride in Kidston School and show respect for our building and grounds by helping keep the school neat and tidy, our grounds free of litter, and respecting all trees and landscaping.
6. Students will remove their shoes when they enter the school and put on a pair of indoor shoes that are kept at school. This indoor shoe policy is to help support our custodian by keeping the floors clean. Even seemingly clean shoes can bring in pebbles and stones that scratch and mark the floor. We ask that parents supply a pair of indoor shoes with non-marking soles that can be used in the gym.

BEFORE SCHOOL:

1. Students are expected to remain outside before school with all of their belongings unless the weather is inclement (at the discretion of school administration).
2. Teachers will assign a designated area for students to line up outside so that they can be welcomed and greeted by their teacher each morning at the bell.
3. Students are permitted to come in to use the washroom prior to the bell.

RECESS & NOON:

1. The administrative guideline for "IN" days during cold weather is minus 15 degrees Celsius. As well, wind chill and any other

weather related factors of that day are considered.

2. All students are expected to go outside for recess and noon hour unless they have a note from their parents or with their teacher's direct permission. Students staying in must be supervised by a staff member. Students accessing the library at these times require a 'library pass' from their teacher.
3. All play at Kidston School should be inclusive, meaning that everyone will have an opportunity to participate and be included.
4. Students will take turns on the playground equipment or with other sports equipment.
5. Students are required to play in the fenced areas of the school grounds. The 'out of bounds' areas include: the large waste bins area, the bicycle racks, the front of the school, the front parking lot, and the parent drop off parking lot. The areas that slope towards the fence and place students out of the sight lines of the supervisors are also out of bounds areas.
6. During school hours, students are not to leave the school or playground for any reason without the direct permission from a staff member, or unless they have a note signed by their parent/guardian and or their teacher and the principal/vice-principal. Students need to be "Signed IN" and "Signed OUT" at the office in these situations.
7. Students are to enter the building quickly at the entry bells in the

morning, after recess and noon hour.

8. Students are encouraged to go home directly after school unless taking a bus and under the supervision of the Bus Supervisor or attending an extra-curricular event supervised by a staff member.

PLAYGROUND SAFETY:

1. Students are expected to keep their hands and feet to themselves and are encouraged to play cooperatively and respectfully.
2. Rough play such as tackle football, tackle type games including play fighting or wrestling are not permitted.
3. Students are asked to respect the trees by treating them gently. Climbing the trees is not permitted for safety reasons.
4. If a ball should go out of the school grounds, students must ask a supervisor to retrieve it for them.
5. Unsafe or inappropriate ball throwing/kicking games against the school walls are not permitted.
6. There is a limit of 3 students at a time on the tire swings and twirling apparatus on the playground.

ITEMS TO REMAIN AT HOME:

- * gum, candy, sunflower, seeds, dried noodles
- * all peanut or nut product
- * trading cards and games of all types

- * electronic games
- * electronic devices such as cell phones, blackberries, iPods, and cameras, etc.

These items are a distraction to students and often create problems when they go missing or are broken. In addition we have concerns about student safety and privacy when photos are taken of students who do not have media releases.

As well, our current district technological infrastructure is not able to support the use of technological devices from home. The use of such devices impacts the effectiveness of our wireless system in the school at this time.

STUDENT TELEPHONE:

Students must have a "Phone Pass" from a teacher to use the telephone. Use of the telephone from 2:30 to 3:00 will be limited. Please make arrangements for going to friends' houses the night before.

KIDSTON DRESS CODE

The clothing that children wear to school should be appropriate for the weather, provide protection, allow freedom of movement, and promote positive feelings about themselves.

Clothing and appearance will be appropriate for school, which is our working and learning environment.

Hats will be removed at the door.

Clothing with offensive, violent, suggestive words or pictures, rude sayings or slogans as well as any clothing or jewelry that promotes alcohol, drugs, tobacco or violence, and/or which distracts students from learning, or is unsafe, is not appropriate.

Summer wear such as halter tops, tube tops, spaghetti strap shirts, "muscle shirts" or other "beach" clothing is not appropriate for school wear. Tops should go to the waist, and skirts, shorts, "skorts" should be mid-thigh in length and necklines should be appropriate. Bare midriffs, underwear, and all under garments should not be showing. Straps for shirts should fit the "3 fingers wide" guideline. This is the width of a single strap not of several pieces of clothing layered together.

Students who are not dressed appropriately for school will be requested to cover up with a sweater or t-shirt or change clothes, as required.

Makeup is discouraged.

These guidelines apply for all school functions and events.

GENERAL SAFETY

1. Students entering or leaving the school grounds before and after school are asked to use the crosswalks when crossing Cunliffe Road, Linden Drive, and Kidston Road.
2. Bicycles, scooters, and skateboards must be walked when on the school grounds and when using the crosswalk.
3. Bicycles and scooters must be locked at the bicycle racks. Skateboards are to be kept in student lockers.

4. Bicycles and scooters are left at the owner's risk and should be clearly identified.
5. All students riding bicycles and scooters to and from school must wear a CSA approved helmet.
6. Students within walking distance are encouraged to leave the playground right after school so that parents know they are safe or they are under the direct supervision of their parents/guardian.
7. Bus Supervisors are responsible for the supervision of bus students.
8. Bus students are required to check in with the Bus Supervisor at the dismissal bell. Students will wait for their buses in a safe manner, in the appropriate area, and will follow the instructions of the supervisors. School buses are considered to be part of our school, just like a classroom, and bus drivers and supervisors are considered to be members of our school staff. Inappropriate behavior on the bus, or while getting on or off the bus at bus stops may result in not being able to ride the bus.

TRAFFIC SAFETY GUIDELINES

Our first and foremost goal in asking for your cooperation in following these routines is to ensure the safety of students and parents at all times in our parking and drop off areas. Your understanding and cooperation is vital, especially if you transport your child to and from our school on a regular basis.

Our peak traffic congestion times are from approximately 8:10 am to 8:30 am and from 2:15 p.m. until 2:40 pm. We do not have space to accommodate all parent vehicles at these times, so your cooperation is very important in keeping traffic moving smoothly and safely.

Please remember that Kidston Road is our main designated drop off and pick up areas. Parents are not permitted to use the south staff and visitor parking area on Linden Drive for regular student drop off or pick up.

STUDENT DROP OFF LOT (Kidston Road entrance)

* Please drive extremely slowly and carefully when using the center parking area and drop off loop areas.

* If traffic is congested in the drop off loop, please be patient and wait until a drop off space is available.

* Please use the drop off loop to drop off your children. If you are parking, please park in the center of the Kidston parking area. Please escort your children through the parking lot for their safety.

* Vehicles should not be left running unattended at any time in the parking areas. Please ensure that your parking brakes are set. Our school is an "Idle Free Zone".

STAFF AND VISITOR PARKING LOT: (entrance off of Linden Drive)

The south parking lot on Linden Drive is a staff and visitor parking area, and we would ask that you do not use this area for student drop off or pick up.

We have a shortage of parking stalls available for staff. Staff members are coming and going at various times as they work with students. Parents are requested to park on the street or in the center of the Kidston Road parking lot when visiting the school during school hours.

Exceptions are made for parents who are driving for school team games after school, for parents dropping off equipment (ski equipment, school projects, etc.), or parents driving on field trips.

Please be aware of the posted school zone areas. As well, please be aware of the “No Parking” areas on Kidston Road. The RCMP

does regular patrols of both Kidston Road and Linden Drive.

STUDENT WELL BEING

The staff of Kidston School makes a point to be aware of the general health and well-being of our students. You will be contacted by school personnel if we notice anything out of the ordinary. If your child becomes ill or suffers an injury at school, you or your emergency contact will be called. Please keep your contact information, especially phone numbers, up-to-date.

All adults have a duty to report concerns they may have about possible abuse or neglect of any child. The name of anyone who provides this information in good faith is kept confidential.

Please do not send your child to school if he or she is ill. This spreads the infection and your own youngster takes longer to recover.

HANDWASHING:

We strongly encourage and promote regular hand washing by everyone in our school, to reduce the spread of germs. **LIFE THREATENING ALLERGIES AND PEANUT AND NUT PRODUCT AWARENESS:**

Kidston School is a “Peanut and Nut Product Aware” zone. We request that parents avoid including “peanuts and nut products” in lunches or snacks. A number of students in our school have a severe life-threatening allergy to peanuts and nut products. Exposure to even a minute amount of the food substance could cause anaphylactic shock and, without immediate emergency medical assistance, loss of consciousness and death.

The school establishes emergency plans for our students with severe allergies, and our objectives are to establish and maintain, to the extent possible:

that the work areas used by the student be free of any substance that places the student at risk of anaphylactic shock;

We implement school practices which reduce the possibility of exposure to substances which cause anaphylactic shock (e.g. hand-washing routines) and we ensure school buses are free of substances which could place an allergic student at risk.

Our teachers discuss the above points with students in your child’s classroom and we hope that you as parents will reinforce them at home with your children. While this request may pose an inconvenience for you when packing your child’s snacks and lunch, we wish to thank you for your support and understanding of this potentially life-threatening allergy.

MEDICATIONS:

If your child requires the administration of any medication while at school, staff must be informed and your doctor must complete the required forms which are available at our school office. Children should not be sent to school with any type of non-prescription or prescription medicine.

STUDENT INJURIES:

Staff members who have first aid training are always available to deal with minor injuries. Parents will be informed in the case of any problem that may require additional attention. We also will inform the home if a student has received any bumps on the head.

HEAD LICE:

Please check your children's hair on a regular basis for head lice. This parasite is a regular nuisance in all schools from time to time. Once a child has been treated with an anti-lice shampoo, and is void of live lice and nits, he or she may return to school.

KIDSTON STUDENT CLASS PLACEMENT POLICY

A major task of our school staff at the end of the school year is to place students into classes for September. The process of assigning students to classes is a complex and collaborative one. It begins with the district allocation of staffing keeping in mind the limits of the collective agreement concerning class size. Staffing is dependent upon the enrollment in each grade. Our goal is to create the best learning environment possible for all students in our care. Classes are created with the input from all educators in the school; current classroom teacher(s), school based resource teachers, administration, school counselor, CEA staff, and other district staff. As a result, once classes have been configured, the movement of students from one class to another is a practice that is contrary to the efforts of Kidston educators and is not common practice. All factors (listed below) are carefully considered by the Kidston educational team at the May/June class placement meetings.

If you have specific information related to the factors listed below, you are encouraged to contribute this information **in writing, to Mrs. Wickum by the end of April, previous to the new school year**. We will make every effort to consider your valuable feedback as we collaboratively build our classes for the next year.

The final responsibility for student placement rests with the school principal.

The factors taken into account in placing students in classes includes all of the following. This list is not in order of priority:

- ✓ Each child's academic needs
- ✓ Each child's social, emotional, and behavioral needs
- ✓ Each child's physical and social maturity
- ✓ Instructional groupings of students
- ✓ Class group dynamics
- ✓ Total number of students in each class
- ✓ Balance of male and female students
- ✓ Integration of students with special needs (and associated CEA support and district professional support)
- ✓ The learning style of the student

Please note that class lists will be finalized in September after new students have registered and their needs have been considered. We strive to have students in their classrooms as soon as possible in September. At times, shifts in district enrollment complicate the process and changes to classroom configurations are required.

I have read the Kidston School Code of Conduct and agree to follow all of the rules and guidelines outlined in the Code.

Parent/Guardian Signature(s) _____

Student Signature _____

Date Signed _____