

School District #50 Haida Gwaii
Tahayghen Elementary School

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Code of Conduct Behaviour
Expectations
2011 – 2012

“We strive to provide a welcoming, safe and supportive environment!”

Be Kind
Be Safe
Be Respectful
Be Responsible

Principal: Bernadette Ouellet

Code of Conduct

Purpose

Tahayghen Elementary School provides opportunities for the intellectual, physical, emotional and social growth of each student within a safe, healthy, caring and respectful community. Students are expected to be responsible citizens, demonstrating an understanding of the relationship between their rights and responsibilities.

Rights

Students have the right to:

- Learn in a safe, caring, supportive and mutually respectful environment.
- Be heard.
- Be treated with dignity and respect.
- Participate in school activities where appropriate.
- Participate in the decision-making process where appropriate.

Responsibilities

Students have the responsibility to:

- Know and meet the behaviour expectations of the school.
- Participate fully and do their best in the ministry prescribed academic, physical and social programs as provided by the school.

Expectations for Conduct

Acceptable Behaviour:

It is the expectation at Tahayghen Elementary that all persons will at all times use the following key words to guide their choices of behaviour:

Kind

Safe

Respectful

Responsible

TAHAYGHEN ELEMENTARY SCHOOL
Agreed upon School Rules and Procedures

Revised February 2009

Delineation of Managed Behaviours

STAFF MANAGED BEHAVIOURS	OFFICE MANAGED BEHAVIOURS
<ul style="list-style-type: none"> • Insubordination • Use of profanity • Theft • Not following rules • Bullying • Habitual classroom disruption • Unprepared for class 	<ul style="list-style-type: none"> • Chronic lateness • Fighting • Damage to school property • Chronic Non-compliance • Chronic Absenteeism • Any illegal activity • Serious Bodily injury or threat of injury

OLDER STUDENTS ARE ALWAYS SETTING AN EXAMPLE FOR YOUNGER STUDENTS
 ALL STUDENTS SHOW PRIDE IN THEIR SCHOOL BY KEEPING THE GROUNDS CLEAN

LOCATION	BE KIND	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All Settings	Be polite and helpful	Follow all school rules	Use respectful language	Be prepared and on time
	Be tolerant of others	No running in the school	Keep your hands and feet to yourself	No toys unless your teacher invites you to bring them
	Share	Indoor shoes when inside	Appropriate dress at all times	Always do your best
		<u>NO electronic equipment</u>	Stand for the anthem and be quiet during announcements	Take care of your personal belongings
			<u>NO hats or hoodies</u>	No gum at any time
			Speak and act respectfully – no put downs	Recycle
			Respect school property and others property	Don't litter

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LOCATION	BE KIND	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Classroom	Work as a team	Wait your turn	Raise your hand	Keep classroom clean
	Be a friend	Sit properly	Always look at the speaker	Keep your desk area tidy
	Include others	Watch for others moving about in the room	<u>Never</u> interrupt others	Offer to help others when appropriate
Hallways	Be considerate – stay on your side of the hallway	Walk on the right side, in single file if you are with your class.	Keep your hands to yourself, do not touch displays, etc.	Never obstruct the hallways and allow younger students to pass ahead of you
		No Running		
Washrooms	Wait your turn always be polite	Wash your hands	Respect privacy	Keep it clean do not deface the washroom
		Use washroom equipment properly- do not climb on anything	Flush the toilet	Use appropriate washroom and use washroom appropriately
		Clean up after yourself	Do not lock stalls so others may not use them	Use paper products correctly
		FLUSH		
Gym	Share / take turns	Make sure footwear is clean and wear proper gym shoes	Follow gym code of conduct – good sportsmanship please	Store equipment after use
			Respect parents, coaches, players	Keep the gym doors locked
Library	Clean hands for handling books –take care with the books	Put books away properly and make sure the library is left as you found it	Be quiet	Keep shelves tidy and put any shelf markers away
		Sit properly	Do not write on library books and handle them carefully	Sign out books with the assistance of the librarian/teacher

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LOCATION	BE KIND	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Assemblies and Special Events	Be still and quiet	Stay seated with your class	Clap only at appropriate times	Clean indoor shoes
	Do not disturb others	Listen to your teacher	Do not be negative towards performers	Use washroom before assembly
	Pay attention			Be a role model for others with your behaviour
Computer Lab	Clean hands	Put discs, etc. away properly	At the end of the day follow shut down instructions	Handle equipment with respect
	Absolutely no food or drink		Follow staff instructions	Make sure doors are locked when leaving the lab
			No inappropriate websites	Do NOT print without permission
Office	Speak quietly and listen	Sit quietly in your assigned seat	Wait for the office staff at the entrance area	Respect the privacy of the office
Office (Discipline)	Be quiet when you enter	Do not move from your assigned space	Follow adult instructions	Think about the choices you have made and how you can change this behaviour
Lunch	Bring proper utensils	Eat at your desk	Be polite	Follow rules for lunch
	No food out of the classroom	Make sure your desk area is always clean	Practice proper table manners	Once lunch is complete you may go outdoors after the 12:20 bell
		Do not throw any items	Obey the directions of the NHS	Obey the directions of the NHS
		Remain in your classroom		

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LOCATION	BE KIND	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Playground areas and general area of school yard	Be a good sport and include others	No throwing rocks/stones or snowballs	Show respect to everyone and to yourself	Place garbage in cans
	Play fairly	Use equipment properly		Ask for permission to enter school
	Follow the rules	Take turns		Stay within school boundaries
	Be polite	Older students acts as role models	Older students acts as role models	Return promptly at the bell
	Be tolerant of others			Notify supervisor of problems
	Older students acts as role models			Older students acts as role models
Bus and Field Trips* <small>*see specific Field Trip forms</small>	Help others	Enter/exit safely	No eating	Never Litter
		Follow all instructions of the bus driver	Respect for bus driver and the bus	

Unacceptable Behaviour/Conduct

We define misbehaviour as an error in judgment (i.e. the student has made an inappropriate choice of behaviour).

Misbehaviour then is behaviour that is:

- irresponsible
- unsafe
- disrespectful
- uncooperative
- uncaring
- dishonest

Certain behaviours are totally unacceptable at Tahayghen Elementary School and will result in immediate discipline, which may include an in-school or at-home suspension.

Unacceptable behaviours are:

- behaviours that seriously interfere with the learning of others
- interfere with an orderly environment
- create unsafe conditions
- defiant and non-compliant

Acts of:

- bullying (including cyber-bullying), harassment and intimidation
- physical violence
- retribution against a person who has reported incidents
- verbal or physical assaults or threats towards staff or students

Illegal acts, such as:

- theft of or damage to property
- possession, use or distribution of illegal or restricted substances
- possession or use of weapons.

Consequences

The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. Every effort is made to ensure that responses to the listed unacceptable conduct are consistent and fair and may vary depending on the age and history of the student and the dynamics of the situation or conflict. Disciplinary action, whenever possible, is preventive and restorative, rather than merely punitive. Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

Problem solving will form the basis of some or all of the following steps:

1) Each teacher attempts to deal with the discipline problems in his/her classroom using the 8 steps to conflict resolution. A record is kept of all behaviour which has the potential to involve the safety of that child and/or others.

2) If the behaviour is serious in nature or is repeating itself, or the child is unwilling to participate in the problem solving/restorative justice process, the parent is called by the teacher/principal. A conference may be arranged to develop a means of solving the problem. The student will also be invited to attend.

3) If the plan of action does not result in a change of behaviour, a conference is arranged to devise further strategies and to involve outside support services.

4) A recommendation for suspension of the student may be warranted especially if the student is not able to correct a repetitious and unsafe behaviour pattern or if the behaviour is deemed totally unacceptable.

5) Serious, unacceptable behaviours at Tahayghen Elementary School will result in immediate discipline, which may include detention, or in-school or at-home suspension.

8 Steps To Conflict Resolution

- 1) **SET GUIDELINES:** don't interrupt
.... no name calling
 - 2) **EACH PERSON TELLS:** how they see the problem
 - 3) **EACH PERSON TELLS:** what the other said
 - 4) **BRAINSTORM SOLUTIONS:** pick your ideal solution
 - 5) **EACH PERSON TELLS:** what they can live with
 - 6) **BOTH AGREE:** to a solution they can live with
 - 7) **ACTION PLAN:** How are we going to do this?
 - 8) **FOLLOW UP:** Meet again to see if the solution is working.
- IF NOT WORKING:** go back and look for a new solution (Step 6)

Communication

Tahayghen Elementary School administrators may have a responsibility to advise other parties of serious breaches of the code of conduct. Any or all of the following may be notified:

1. Parents of student offender(s) - in every instance
2. Parents of student victim(s) – in every instance
3. Teachers and/or other Staff Members – when necessary
4. Counsellors – when necessary
5. School District Officials – as required by district policy
6. Police Officer/ School Liaison – as required by law
7. Ministerial Agencies – as required by law
8. All parents/guardians generally where an issue is of importance to the whole school community