



# ARROWVIEW ELEMENTARY

## CODE OF CONDUCT

The Arrowview Elementary School Code of Conduct has been developed in collaboration with staff, students, and parents and guardians to maintain a safe, caring, and orderly school environment, as per the Ministry of Education and **Childcare Guidelines**, and in support of Qualicum School District **Code of Conduct** and **Policy**, and the laws of BC and Canada.

The Code of Conduct reflects Sections 7 and 8 of the **BC Human Rights Code**, which protects the rights of all individuals from discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age. We are a community that celebrates and values the diversity of our members.

**Arrowview has four pillars to guide conduct and ensure a caring environment.**

CARING MATRIX			
We are <b>Safe</b> :	We are <b>Respectful</b> :	We are <b>Responsible</b> :	We are <b>Kind</b> :
<ul style="list-style-type: none"> <li>❖ Solve problems peacefully.</li> <li>❖ Use strategy: <b>Talk, Walk Away, Ask</b></li> <li>❖ Keep our bodies (hands and feet) to self.</li> <li>❖ Follow directions of school staff.</li> <li>❖ Wear appropriate safety gear (eg. helmets) when travelling to school on bike or scooter.</li> <li>❖ Walk bike/scooter while on school property.</li> <li>❖ Refrain from bringing toys which resemble weapons (including water guns).</li> <li>❖ Stay home when sick.</li> <li>❖ Wash hands and cover sneezes/ coughs.</li> <li>❖ Remain within school boundaries unless supervised by staff or guardian.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Treat others the way we wish to be treated, on school grounds, field trips (bus), coming and going from home, and in our community.</li> <li>❖ While on a bus abide by <a href="#">SD69 Transportation guidelines</a>.</li> <li>❖ Arrive to school dressed appropriately for school activities and weather.</li> <li>❖ Follow dress code guidelines outlined in SD69 <a href="#">District Policy 700</a> (eg. not wearing clothes which feature symbols that promote the use of controlled substances, have vulgar words, pictures or drawings; are derogatory to a person's ethnic background, national origin, sexual orientation or disability; damages or marks school property; hampers participation in programs or activities).</li> </ul>	<ul style="list-style-type: none"> <li>❖ Take care of our bodies with enough sleep, healthy food, exercise and cleanliness.</li> <li>❖ Take care of our environment by reducing garbage, using reusable items, and composting.</li> <li>❖ Keep school grounds and learning spaces clean and tidy.</li> <li>❖ Distracted Free Learning Environment (use cell phones and other devices only with teacher's permission and for educational purposes)</li> <li>❖ Use media/ technology according to SD69 <a href="#">District Policy</a> and ensure the privacy of others. <i>Avoid taking photos of others without permission from a teacher or Admin.</i></li> <li>❖ Demonstrate digital citizenship expectations with all technology.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Speak kindly and positively about others. Avoid teasing and name-calling.</li> <li>❖ Participate respectfully using words and actions to include others.</li> <li>❖ Use school materials, library books and devices with care so they are ready for the next person.</li> <li>❖ Advocate for others when they need help.</li> <li>❖ Treat nature on school grounds and other outside spaces with respect and care. Leave creatures in their natural habitat.</li> <li>❖ Participate in school teams, clubs and invite others to join you!</li> </ul>



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### Unacceptable Behaviours may include:

- Harassment, intimidation, threats (including social media/ cyber) and bullying.
- Harming self or others (violent behavior)
- Destructive behavior of school property (*A student who damages school property or the personal belongings of another member of the community may be required to pay for repairs and/or replacement*).
- Distraction Free Learning Environment (*eg. using cell phone or other devices for non-educational purposes while on school grounds during instructional time, including supervised time at recess*).

### Safe Reporting:

- The Board of Education for the Qualicum School District will take reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the Code of Conduct. [Qualicum District Code of Conduct](#).

### When we make mistakes:

Discipline, strategies, and consequences are used to teach and guide students to demonstrate appropriate behavior. Positive discipline provides the opportunity to grow, and helps children understand and take **responsibility** for their actions empowering them to resolve problems peacefully, make amends to others, and to learn from making a mistake.

### Problem-Solving Strategies

Whenever possible staff use positive supports and recognize the importance of self-regulation strategies when dealing with the Code of Conduct. Students are encouraged and supported to use their voice and request breaks (body, brain, sensory), alternate work environments, adult or peer support, or a variety of learning tools. Students are encouraged to use **TWA (Talk, Walk, Ask)** as a problem-solving strategy.

Each classroom has a consistent set of guidelines, expectations and routines suitable for the age and needs of the children. To encourage appropriate behaviour, classroom teachers use a variety of positive behaviour management strategies and reinforcements.

### Responsibility to Inform Other Parties:

School officials may have the responsibility to advise other parties/agencies of serious breaches of the Code of Conduct, including parents, school district officials, RCMP, and MCFD.

### Range of Responses to Unacceptable Behaviour:

In responding to concerns, we will consider a student's academic, social-emotional and physical development including **age, maturity, and special needs**. Special considerations may apply to students with special needs who are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature. Whenever possible, we will strive to focus on responses that are restorative rather than punitive.

### Suspension

In accordance with the School Act, Sec. 85(2)(ii) and (d) the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days. Suspensions may be for the following reasons:

- A. Because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.
- B. Because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.
- C. Because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Senior Staff member (as per Board Policy 701: Student Discipline and its attendant Administrative Procedures, and Section 85 of the School Act).