



# ARROW HEIGHTS ELEMENTARY

Cooperation Achievement Respect Enthusiasm Safety

Code of Conduct



**Mission Statement:**

In a safe, caring, supportive, and non-discriminatory environment, the Arrow Heights Elementary School community encourages all students to strive for personal success in the progression of their social responsibility, intellectual development, and emotional growth for life-long learning.

**Our School Code of Conduct**

Our code of conduct helps guide our school towards achieving the goals described in our mission statement. Students are encouraged to understand their responsibilities as learners and citizens of our school community by consistently practicing the elements of our code of conduct. Our code of conduct applies to all members of our school community in all environments associated with school functions. All participants are guided by our code of conduct while acting as ambassadors of our school

**Arrow Heights Elementary Code of Conduct:**

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\*Annual review of our code of conduct occurs with students, parents and staff to encourage the promotion of the expectations in the code of conduct.

\*Conduct is consistently monitored to ensure codes reflect current and emerging situations that contribute to school safety.

**Arrow Heights Behaviour Expectations Matrix**

To further support our student's ongoing development of social responsibility our behaviour expectations matrix was developed by students and staff. The matrix contains all elements of our code of conduct as well as specific examples of expected behaviours. We acknowledge that students who know what is expected of them will help our school community to continue to achieve high levels of social responsibility.



	All Areas	Teaching Areas Classrooms, Library, Gym, Computer lab	Common Areas Hallways, Wet Areas, Coatrooms	Outside Areas School Yard and Bus/Bus Stops	Assemblies and Events
Cooperation	<ul style="list-style-type: none"> <li>• Be kind to others</li> <li>• Treat others as you want to be treated</li> <li>• Compromise</li> <li>• Share</li> <li>• Be helpful and considerate</li> <li>• Take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Work together</li> <li>• Be a good listener</li> <li>• Use inside voices</li> <li>• Accept help from others</li> <li>• Return items on time</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Use your manners</li> <li>• Move quietly</li> <li>• Use a quiet voice</li> <li>• Remain at your desk during lunch</li> <li>• Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others games</li> <li>• Play fair</li> <li>• Help others</li> <li>• Include others</li> </ul> <p><b>On The Bus:</b></p> <ul style="list-style-type: none"> <li>• Listen to the driver</li> <li>• Wait your turn</li> <li>• Only take one seat</li> </ul>	<ul style="list-style-type: none"> <li>• Sit still and be quiet</li> <li>• Listen to and follow any instructions</li> <li>• Sit in designated area for class</li> </ul>
Achievement	<ul style="list-style-type: none"> <li>• Always do your best work</li> <li>• Make eye contact</li> <li>• Be organized</li> <li>• Set personal goals</li> <li>• Work hard to achieve your goals</li> <li>• Make healthy food choices</li> </ul>	<ul style="list-style-type: none"> <li>• Pay attention in class</li> <li>• Do your personal best</li> <li>• Hand work in on time</li> <li>• Check your work</li> <li>• Listen to instructions</li> <li>• Try first before asking for help</li> <li>• Concentrate on your work</li> <li>• Choose work and books that challenge you</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Wet area only with permission</li> <li>• Keep belongings organized</li> </ul>	<ul style="list-style-type: none"> <li>• Be active during recess and lunch</li> <li>• Be on time</li> <li>• Listen to all ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared</li> <li>• When presenting speak loudly and clearly</li> </ul>
Respect	<ul style="list-style-type: none"> <li>• Use manners</li> <li>• Ask when using or borrowing things</li> <li>• Wear school appropriate clothing</li> <li>• Listen carefully</li> <li>• Use kind words</li> <li>• Use appropriate language</li> <li>• Accept each others differences</li> <li>• Reduce, re-use, recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn to speak</li> <li>• Speak only when appropriate or called upon</li> <li>• Take all items when leaving each classroom</li> <li>• Use all items for their appropriate use</li> <li>• Treat books and items with care</li> <li>• Keep Agenda up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your personal areas tidy</li> <li>• Take care of floors and walls</li> <li>• Talk softly</li> <li>• Stay in line</li> <li>• Use appropriate outside entrances</li> <li>• Respect others personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands to yourself</li> <li>• Be polite</li> <li>• Place garbage in containers</li> <li>• Follow agreed upon game and play rules</li> <li>• Only those who "make it" may "break it"</li> <li>• Walk around others or stop playing for others to pass by</li> </ul>	<ul style="list-style-type: none"> <li>• Applaud at appropriate times</li> <li>• Keep your hands &amp; feet to yourself</li> <li>• Look at Canadian flag during the anthem</li> <li>• Watch the speaker</li> </ul>
Enthusiasm	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Show interest and excitement</li> <li>• Smile</li> <li>• Be positive</li> </ul>	<ul style="list-style-type: none"> <li>• Show a positive attitude towards learning</li> <li>• Join in all activities</li> <li>• Show excitement and interest</li> <li>• Raise your hand</li> <li>• Be proud of your efforts</li> <li>• Show your knowledge and skills</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Try your best to learn a new game/sport</li> <li>• Come in quickly when the bell rings</li> <li>• Show good sportsmanship</li> </ul> <p><b>On The Bus:</b></p> <ul style="list-style-type: none"> <li>• Wait quietly and follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in all activities</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Be bully and intimidation free</li> <li>• Obey boundaries and follow rules</li> <li>• Help others in need</li> <li>• Wear inside shoes in the school</li> <li>• Wash hands regularly</li> <li>• Check in at office when late or leaving early</li> <li>• Cover yourself with your sleeve if you cough or sneeze</li> <li>• Keep your hands and feet to yourself</li> <li>• Walk appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Sit appropriately and safely</li> <li>• Follow all instructions</li> <li>• Follow computer use guidelines</li> <li>• Wear appropriate strip/shoes for gym</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Move carefully</li> <li>• Wipe up spills and messes</li> <li>• Walk wheeled equipment on school grounds</li> <li>• Use all equipment correctly and safely</li> <li>• Walk on the right-hand side</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in bounds</li> <li>• Stay with class</li> <li>• Stay clear of moving items and objects</li> <li>• Keep rocks and sticks on the ground</li> <li>• Get help when someone is hurt</li> <li>• Report broken equipment to supervisors</li> </ul> <p><b>On The Bus:</b></p> <ul style="list-style-type: none"> <li>• Stand back at stops</li> <li>• Remain seated when bus is travelling</li> <li>• Face forward</li> <li>• Keep feet under your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Keep exits clear</li> <li>• Remain in your assigned grouping or class</li> </ul>



### **Student Recognition:**

To support our work with students achieving our code of conduct and behaviour expectations students are recognized for their positive efforts through regular in class celebrations, our school-wide house point system and through our C.A.R.E.S. Card individual recognition program.

The house point system acknowledges students and groups who demonstrate positive effort and behaviour in classroom and school-wide activities. House point tickets are drawn for recognition awards during regular assemblies.

Individual recognition of students who meet our school behaviour expectations will also be celebrated through students being acknowledged with A.H.E. C.A.R.E.S. Cards. Students who are seen demonstrating positive behaviours will have a C.A.R.E.S. Card posted with their name on our celebration board and have their names announced during weekly announcements. At our each of our assemblies students who recently received C.A.R.E.S. Cards will have the opportunity to *pay it forward* through helping recognize charities.

### **Encouraging Appropriate Behaviours**

At Arrow Heights we will teach, identify and expect non-discriminatory and positive behaviours. Although our students consistently demonstrate appropriate choices, there are occasions when some may demonstrate behaviours that are deemed inappropriate. These behaviours that require intervention are identified in our discipline plan and cycle. The identified behaviours and consequences are by no means an exhaustive list and act as a guideline for students, parents and school staff. It is recognized that each incident may have several contributing factors that must be considered and the child will be given the opportunity for restitution to help resolve the behaviour and learn from his/her mistake(s). It is important to note that:

- ◆ Whenever possible and appropriate, consequences for breaches of the code are restorative in nature.
- ◆ Age, maturity and special needs of students are considered when determining appropriate action.
- ◆ School officials may have the responsibility to advise other parties of serious breaches of the code of conduct (e.g. parent, school district officials, police and/or other agencies).
- ◆ All reasonable steps will be made to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.



### Encouraging Appropriate Behaviours: School wide Discipline Plan

Minor Behaviours	Moderate Behaviours	Major Behaviours
<p>Behaviours are minor expectation violations that result in an immediate verbal correction with a possible consequence.</p> <ul style="list-style-type: none"> <li>• Running in building</li> <li>• Classroom disruptions</li> <li>• Unsafe rough play</li> <li>• Uncooperative behaviours</li> <li>• Littering</li> <li>• Disruptive transitions</li> <li>• Failure to follow classroom/playground expectations</li> <li>• Play fighting</li> <li>• Non-directed profanity</li> <li>• Hurtful actions or words</li> </ul>	<p>Behaviours are more serious in nature.</p> <ul style="list-style-type: none"> <li>• Chronic minor behaviour</li> <li>• Cheating</li> <li>• Bullying</li> </ul>	<p>Serious fighting, harassment and verbal abuse violate the dignity, well being and safety of another person.</p> <ul style="list-style-type: none"> <li>• Chronic minor or moderate behaviour</li> <li>• Intimidation/verbal threats</li> <li>• Stealing</li> <li>• Harassment</li> <li>• Fighting/assault/physical aggression</li> <li>• Verbal abuse/directed profanity</li> <li>• Possession/under influence of illegal substance</li> <li>• Possession of a weapon on school grounds</li> <li>• Vandalism</li> </ul>

### Encouraging Appropriate Behaviours: School wide Discipline Cycle

Minor Behaviours	Moderate Behaviours	Major Behaviours
<ol style="list-style-type: none"> <li>1. Reminder of expectations/correction</li> <li>2. Student restitution/resolution and/or consequences. Consequences for minor behaviours may include but are not limited to: <ul style="list-style-type: none"> <li>• Verbal corrections</li> <li>• Time out</li> <li>• Loss of privileges</li> <li>• Clean up duty</li> <li>• Detention</li> <li>• Apology</li> </ul> </li> <li>3. Student restitution/resolution and consequences and parent/guardian contact</li> <li>4. Move to moderate step 2</li> </ol>	<ol style="list-style-type: none"> <li>1. Student restitution/resolution and parent/guardian contact</li> <li>2. Refer to office <ol style="list-style-type: none"> <li>i) school consequence</li> <li>ii) parent/guardian contact by office</li> </ol> <p>Consequences for moderate behaviours may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Verbal corrections</li> <li>• Detention</li> <li>• Loss of privileges</li> <li>• Behaviour contract</li> <li>• Time out</li> <li>• Clean up duty</li> <li>• Apology</li> <li>• Extended day school</li> </ul> </li> <li>3. Refer to office <ol style="list-style-type: none"> <li>i) escalated school consequence</li> <li>ii) parent/guardian contact by office</li> </ol> </li> <li>4. Move to major step 2</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to office <ol style="list-style-type: none"> <li>i) parent/guardian contact</li> </ol> </li> <li>2. Continued concern may result in escalated consequences. Consequences for major behaviours may include but are not limited to: <ul style="list-style-type: none"> <li>• Suspension from school</li> <li>• Behaviour contract</li> <li>• Restitution</li> <li>• In school suspension</li> <li>• Board referral</li> </ul> </li> </ol>

There may be exceptions when entry may occur out of the regular cycle depending upon severity, frequency or other circumstances. Teacher documentation should occur at each stage.