



ARROW HEIGHTS ELEMENTARY

Cooperation Achievement Respect Enthusiasm Safety

Code of Conduct



Arrow Heights Elementary School 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.

Arrow Heights Elementary 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.

*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.

Non-Discrimination

At Arrow Heights Elementary School we are committed to providing a CARING environment and as per the Human Rights Code (RSBC 1996) that is based on the equality of persons and is free from discrimination. A person must not imply or present any statement or communication (written, spoken, electronic or drawn) that intends to, or indicates discrimination against a person, group or class of persons, or is likely to expose them to hatred or contempt because 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. Accommodation service or facility must not be denied without a bona fide and reasonable justification.

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. Behaviours that require intervention are identified in the following 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).



Behaviour Interventions

Guidelines	Response
Minor Behaviours	
Expectation violations that are disruptive to learning or are without regard to others or the school environment. Behaviours typically are unintentional infractions with no intent to harm and are generally isolated or rare incidences.	Infractions are primarily teaching opportunities which may result in a reminder of school expectations resulting in a correction. Student restitution/resolution and/or consequences appropriate to the infraction may be imposed as and where necessary.
Moderate Behaviours	
Behaviours that may be chronic, more serious in nature, unsafe, disrespectful or hurtful. Moderate infractions are typically intentional and purposeful and may affect the tone and safety of the school.	Student restitution/resolution and parent/guardian contact. Restorative action and/or consequences appropriate to the infraction may be imposed.
Major Behaviours	
Behaviours that are illegal, violate the human rights, well-being and safety of others or have the potential to impact the personal safety of the student.	Parent contact and conference including limits to classroom or school contact as necessary for personal safety and safety of others. District protocols including district Threat Assessment Protocols will be followed and multi-agency consultation may occur to provide appropriate support for student safety, compliance and success.

- ◆ Whenever possible and appropriate, consequences for breaches of the code are fair and reasonable and 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 as per fair notice guidelines).
- ◆ 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.
- ◆ These may include bullying, cyberbullying, harassment, intimidation, or behaviours that are threatening or violent while at school, at a school related or in another circumstance where engaging in the activity will have an impact on school environment.



Community School Threat Assessment: Fair Notice

Our school community is committed to creating and sustaining school environments in which students, staff, parents and others feel safe. All reported threats and incidences of violence will be investigated.

The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk behaviours so that appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community.

Any student whose behaviour or actions appear to pose a high risk to self-harm or who threatens harm to others will undergo the threat assessment process. This assessment will be extensive in scope and may include the involvement of community partners such as MCFD and the RCMP. High risk behaviours include, but are not limited to:

- Possession of weapons
- Bomb threats
- Any threats to kill or injure others or self (threats may be written, verbal, drawn, posted electronically, or made by gesture only and may be direct, indirect, conditional or veiled).

Duty to Report

To keep school communities safe, staff, students, parents, and community members will report all threat related behaviours to the school principal.

Arrow Heights Behaviour Expectations Matrix

To further support our student's ongoing development of social responsibility our behaviour expectations matrix was developed and regularly updated 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
C ooperation	<ul style="list-style-type: none"> • Treat others as you want to be treated • Share and take turns with others • Listen to and help others 	<ul style="list-style-type: none"> • Be a good listener • Use inside voices 	<ul style="list-style-type: none"> • Walk quietly • Use your manners • Stay seated at lunch • Return equipment • Be helpful • Take turns at the sink or lockers 	<ul style="list-style-type: none"> • Be considerate of other's games • Be positive and kind to others • Be helpful to others • Listen to and include others <p>On The Bus:</p> <ul style="list-style-type: none"> • Listen to the driver • Wait your turn • Only take one seat 	<ul style="list-style-type: none"> • Sit still in your spot • Listen to and follow instructions • Be quiet and polite
A chievement	<ul style="list-style-type: none"> • Always do your best • Be organized • Set personal goals • Be proud of yourself and others 	<ul style="list-style-type: none"> • Pay attention • Hand work in on time • Check your work • Return completed items on time • Listen • Try before asking help • Challenge yourself • Show your knowledge and skills in your work 	<ul style="list-style-type: none"> • Keep belongings and work organized and away • Make healthy food choices 	<ul style="list-style-type: none"> • Be active • Be on time • Try new things, games 	<ul style="list-style-type: none"> • Be prepared • Speak clearly • Participate in activities and events
R espect	<ul style="list-style-type: none"> • Use manners • Ask before borrowing things • Wear school appropriate clothing • Listen carefully • Use kind words • Use appropriate language • Accept each others differences • Care for the environment • Follow directions 	<ul style="list-style-type: none"> • Raise your hand and wait your turn • Treat books and items with care and for their appropriate use • Listen and look at others when they are speaking • Wear appropriate clothing and shoes for all activities 	<ul style="list-style-type: none"> • Keep your personal areas tidy • Use appropriate entrances • Respect other's personal space • Walk • Stay in line 	<ul style="list-style-type: none"> • Keep hands to yourself • Be polite • Place garbage in containers • Follow game and play rules • Only those who "make it" may "break it" • Walk around other's play area <p>On the bus:</p> <ul style="list-style-type: none"> • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Applaud at appropriate times • Keep your hands & feet to yourself • Look at Canadian flag during the anthem • Watch the speaker • Listen to and respect others
E nthusiasm	<ul style="list-style-type: none"> • Arrive on time • Be positive • Encourage others 	<ul style="list-style-type: none"> • Be positive • Join in all activities • Be proud of your efforts • Show good sportsmanship 	<ul style="list-style-type: none"> • Return to class as soon as possible 	<ul style="list-style-type: none"> • Try your best to learn a new game/sport • Come in quickly when the bell rings • Show good sportsmanship <p>On The Bus:</p> <ul style="list-style-type: none"> • Wait patiently and follow instructions 	<ul style="list-style-type: none"> • Participate in all activities • Congratulate others
S afety	<ul style="list-style-type: none"> • Treat others with respectfully – be bully free • Stay within school boundaries • Help others • Wear clean inside shoes in the school • Wash hands regularly • Check in at office when late or leaving early • Cover your mouth if you cough or sneeze 	<ul style="list-style-type: none"> • Sit appropriately and safely • Follow all instructions • Follow computer use expectations • Wear appropriate gym wear and shoes for gym 	<ul style="list-style-type: none"> • Walk with care in hallways • clean up messes • Use all equipment correctly and safely • Walk to the right • Shoes on all the times 	<ul style="list-style-type: none"> • Stay in bounds • Stay clear of moving objects • Look out for other people • Leave rocks and sticks on the ground • Get help when someone is hurt • Report broken equipment • Feet first when sliding • Walk wheeled equipment on school grounds <p>On The Bus:</p> <ul style="list-style-type: none"> • Stand back at stops or behind barrier • Remain seated facing forward when bus is moving 	<ul style="list-style-type: none"> • Keep exits clear • Stay with your class or group