



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.



The Arrow Heights School Community:

C.A.R.E.S.



	All Areas	Teaching Areas: Classrooms, Library, Learning Resource	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"> <input type="checkbox"/> Be kind <input type="checkbox"/> Cooperate <input type="checkbox"/> Treat others as you want to be treated <input type="checkbox"/> Compromise <input type="checkbox"/> Share <input type="checkbox"/> Be Helpful and considerate 	<ul style="list-style-type: none"> <input type="checkbox"/> Work together and share ideas and items <input type="checkbox"/> Take turns <input type="checkbox"/> Being a good listener <input type="checkbox"/> Use inside voices <input type="checkbox"/> Accept help from others <input type="checkbox"/> Return items on time 	<ul style="list-style-type: none"> <input type="checkbox"/> Respect others personal space <input type="checkbox"/> Walk <input type="checkbox"/> Wait your turn <input type="checkbox"/> Use your manners <input type="checkbox"/> Move quietly <input type="checkbox"/> Use a quiet voice <input type="checkbox"/> Remain at your desk during lunch <input type="checkbox"/> Return equipment 	<ul style="list-style-type: none"> <input type="checkbox"/> Take turns <input type="checkbox"/> Wait for your turn <input type="checkbox"/> Walk around others games <input type="checkbox"/> Play fair <input type="checkbox"/> Help others <input type="checkbox"/> Include others <p>On The Bus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Listen to the driver <input type="checkbox"/> Wait your turn <input type="checkbox"/> Only take one seat 	<ul style="list-style-type: none"> <input type="checkbox"/> Sit still and quiet <input type="checkbox"/> Raise your hands when appropriate <input type="checkbox"/> Look at speaker <input type="checkbox"/> Listen to and follow any instructions <input type="checkbox"/> Sit in designated area for class
A chievement	<ul style="list-style-type: none"> <input type="checkbox"/> Always do your best work <input type="checkbox"/> Make eye contact <input type="checkbox"/> Be organized <input type="checkbox"/> Set personal goals <input type="checkbox"/> Work hard to achieve your goals 	<ul style="list-style-type: none"> <input type="checkbox"/> Pay attention in class <input type="checkbox"/> Do your personal best <input type="checkbox"/> Hand work in on time <input type="checkbox"/> Check your work <input type="checkbox"/> Listen to instructions <input type="checkbox"/> Try first before asking for help <input type="checkbox"/> Concentrate on your work <input type="checkbox"/> Choose work that challenges you 	<ul style="list-style-type: none"> <input type="checkbox"/> Use the wet area only with permission <input type="checkbox"/> Keep belongings organized <input type="checkbox"/> Make healthy food choices 	<ul style="list-style-type: none"> <input type="checkbox"/> Include others <input type="checkbox"/> Be active during recess and lunch <input type="checkbox"/> Be on time <input type="checkbox"/> Listen to all ideas 	<ul style="list-style-type: none"> <input type="checkbox"/> Be prepared <input type="checkbox"/> When presenting speak loudly and clearly
R espect	<ul style="list-style-type: none"> <input type="checkbox"/> Use manners <input type="checkbox"/> Ask when using or borrowing things <input type="checkbox"/> Wear school appropriate clothing <input type="checkbox"/> Listen carefully <input type="checkbox"/> Use kind words <input type="checkbox"/> Use appropriate language <input type="checkbox"/> Embrace each other's differences <input type="checkbox"/> Respect environment by recycling and reducing waste 	<ul style="list-style-type: none"> <input type="checkbox"/> Show eye contact to others <input type="checkbox"/> Wait your turn to speak <input type="checkbox"/> Speak only when appropriate or called upon <input type="checkbox"/> Take all items when leaving each area <input type="checkbox"/> Use all items for their appropriate use <input type="checkbox"/> Treat books and items with care <input type="checkbox"/> Keep your Agenda up to date 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep personal area tidy <input type="checkbox"/> Take care of floors and walls <input type="checkbox"/> Talk softly <input type="checkbox"/> Stay in line <input type="checkbox"/> Use appropriate outside entrances <input type="checkbox"/> Only those who "make it" may "break it" 	<ul style="list-style-type: none"> <input type="checkbox"/> Stay inside the boundaries <input type="checkbox"/> Keep hands and objects to yourself <input type="checkbox"/> Be polite <input type="checkbox"/> Place garbage in containers <input type="checkbox"/> Follow agreed upon rules 	<ul style="list-style-type: none"> <input type="checkbox"/> Applaud at appropriate times <input type="checkbox"/> Keep your hands & feet to yourself <input type="checkbox"/> Look at Canada flag during anthem
E nthusiasm	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive on time <input type="checkbox"/> Show interest and excitement <input type="checkbox"/> Smile <input type="checkbox"/> Be positive 	<ul style="list-style-type: none"> <input type="checkbox"/> Show a positive attitude towards learning <input type="checkbox"/> Join in all activities <input type="checkbox"/> Show excitement and interest <input type="checkbox"/> Show eye contact <input type="checkbox"/> Participate <input type="checkbox"/> Be proud of your efforts 	<ul style="list-style-type: none"> <input type="checkbox"/> Return to class quickly 	<ul style="list-style-type: none"> <input type="checkbox"/> Try your best to learn a new game/sport <input type="checkbox"/> Come in quickly when the bell rings <input type="checkbox"/> Show good sportsmanship <p>On The Bus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wait quietly and follow instructions <input type="checkbox"/> Sit with new people and make new friends 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate when appropriate <input type="checkbox"/> Send positive energy to presenters <input type="checkbox"/> Participate in all activities
S afety	<ul style="list-style-type: none"> <input type="checkbox"/> Be a buddy, not a bully <input type="checkbox"/> Play safe <input type="checkbox"/> Obey boundaries and follow rules <input type="checkbox"/> Help others in need <input type="checkbox"/> Wear inside shoes in the school <input type="checkbox"/> Wash hands regularly <input type="checkbox"/> Check in at office late or leaving early <p>COVID Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimize physical contact <input type="checkbox"/> Wash hands properly when transitioning <input type="checkbox"/> Use good cough/sneeze etiquette <input type="checkbox"/> Avoid use of shared materials 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep your hands and objects to yourself <input type="checkbox"/> Sit appropriately and safety <input type="checkbox"/> Follow all instructions <input type="checkbox"/> Follow computer use guidelines <input type="checkbox"/> Wear appropriate clothing/shoes for gym <p>COVID Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimize physical contact <input type="checkbox"/> Wash hands properly when transitioning <input type="checkbox"/> Use good cough/sneeze etiquette <input type="checkbox"/> Assigned work spaces <input type="checkbox"/> Avoid use of shared materials (use labelled belongings) <input type="checkbox"/> Wipe shared assigned technology after use 	<ul style="list-style-type: none"> <input type="checkbox"/> Walk <input type="checkbox"/> Keep your hands and feet to yourself <input type="checkbox"/> Move carefully <input type="checkbox"/> Wipe up spills and messes <input type="checkbox"/> Walk wheeled equipment on school grounds <input type="checkbox"/> Use all equipment correctly and safety <input type="checkbox"/> Walk to the right of the hallways <p>COVID Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimize physical contact <input type="checkbox"/> Wash hands properly when transitioning <input type="checkbox"/> Use good cough/sneeze etiquette <input type="checkbox"/> Follow rules of the road in hall <input type="checkbox"/> Stagger entry and exit for students <input type="checkbox"/> Check with students about their health 	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in bounds <input type="checkbox"/> Stay with class <input type="checkbox"/> Stay clear of moving items like swings <input type="checkbox"/> Look out for other people <input type="checkbox"/> Keep rocks and sticks on the ground <input type="checkbox"/> Get help when someone is hurt <p>On The Bus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remain seated when bus is travelling <input type="checkbox"/> Stand back at stops <input type="checkbox"/> Stay in your seat <input type="checkbox"/> Use luggage racks for packs <input type="checkbox"/> Face forward <input type="checkbox"/> Keep feet under your seat <p>COVID Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimize physical contact <input type="checkbox"/> Wash hands properly when transitioning <input type="checkbox"/> Use good cough/sneeze etiquette <input type="checkbox"/> Games and activities should encourage spacing for students 	<ul style="list-style-type: none"> <input type="checkbox"/> Keep exits clear <input type="checkbox"/> Walk to and from assemblies <p>COVID Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimize physical contact <input type="checkbox"/> Wash hands properly when transitioning <input type="checkbox"/> Use good cough/sneeze etiquette