



Mar Jok

Elementary School

Code of Conduct

2101 McDougall Road
West Kelowna, B.C.
V1Z 4A4
Phone: 250-870-5104
Fax: 250-870-5026

PURPOSE:

The Code of Conduct is in reference to **Board Policies 455 and 455R**. It is based on the principles of respect, rights, and responsibilities and exists to:

- provide a foundation for the development and maintenance of a safe, caring and orderly environment for our school community;
- strike an appropriate balance among individual and collective rights, freedoms, and responsibilities;
- and outline and clarify expectations for students while at school, going to and from school, and at any school function or activity at any location.

BC HUMAN RIGHTS CODE

Mar Jok Elementary School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law. All participants in school business, activities, or events shall conduct themselves in a manner that does not contravene the BC Human Rights Code and its basic principles of respect and fairness. No person shall discriminate against another based on race, colour, ancestry, place of origin, religion, marital status, physical and mental disability, sex or sexual orientation within the school environment and within the school system and its related function through publication, or in accommodation, service or facility. The school will treat seriously any behaviour that contravenes the grounds set out in the BC Human Rights Code.

WHO DOES THE CODE OF CONDUCT APPLY TO?

The Code of Conduct applies to any learner:

1. on school property;
2. in attendance at school or a school-sponsored activity;
3. and whose behavior, at any time or place, including to and from school as well as online, has a negative impact on the school environment and/or learning.

RIGHTS	RESPONSIBILITIES
Learners have the right to learn	Learners have the responsibility to actively participate and be responsible learners: *contribute to a productive learning environment so all can learn *attend class consistently *come prepared for class ready to learn *complete learning tasks *seek help if needed *give their best and support others to give their best as we learn together *accept responsibility for my mistakes and learn from them *take responsibility for being a leader and role model in our learning community

Learners have the right to be respected	Learners have the responsibility to respect themselves, others, and the school community: *be positive about learning and about our MJE community *be polite and listen actively to others *be inclusive and accept and respect differences *be honest and trustworthy *promptly report incidences of bullying, harassment or intimidation to a trusted adult *treat others with respect, kindness and courtesy *use appropriate manners and language
Learners have the right to be safe	Students have the responsibility to be safe and protect the safety of others *take care of myself and others and make safe and healthy choices *move within the building in a calm and careful manner *stay in designated areas *participate and play safely *report unsafe situations to staff *be willing to solve problems with others, and apologize when appropriate
Learners have the right to privacy and security of personal space	Learners have the responsibility to respect the property and privacy of other students, staff, and community members *respect school property and the property of others *respect personal boundaries *ask before photographing/recording someone
Learners have the right to use learning tools, equipment and property	Learners have the right to use equipment and property in accordance with all applicable rules, and with care *ask before borrowing items *clean and return borrowed items *respect spaces, furniture and equipment *keep my classroom, school and school grounds tidy and clean

Dress Code

The way we dress can communicate the respect we show to others and to the school as a place for working and learning. The purpose of the Mar Jok dress code is to clarify what clothing is reasonable for learners and staff to provide a positive and comfortable school climate. If clothing is determined by staff to be inappropriate, parents may be contacted. This expectation applies to all learners. Footwear must be worn at all times for health and safety reasons.

Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Elementary schools unless instructed by the Principal or school staff;

- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school. The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

Cell Phones and Devices

We recognize that some students use cell phones to communicate with family and care providers. This can be helpful. Cell phones can also present inherent risks to the safety and well-being of learners if the technology is used inappropriately.

We require learners to leave their cell phones and devices in their back packs throughout the school day. Students can be asked to turn over their cell phones in cases where they are being used during the school day or on the school bus. Schools will not be held responsible for any misplaced, lost, stolen, or broken items, including cell phones and devices. When necessary, cell phones will be safely stored at the office and released to students or parents at the end of the school day.

Bikes / Scooters / Skateboards

Learners are not to be riding skateboards, scooters, or bikes on Mar Jok property. Unsafe and/or improper use may result in a learner being asked to not bring their skateboard, scooter, or bike to school permanently. While travelling to and from school, we recommend the use of appropriate protective equipment including a helmet. We ask that parents/guardians please have a discussion with your child about traffic safety.

Scooters and bikes should be secured with a good lock in the racks located at the front of the school. The school cannot be responsible for lost, misplaced, or stolen property stored at the school.

School Response

Mar Jok is a child-centred learning community. We are committed to developing life-long learners who contribute, who collaborate, who think critically and who innovate. We are committed to developing students who learn through and from their mistakes in both academic and social learning. Living and learning together all day creates many opportunities for students to grow in the skills necessary to play together, and to work through conflict.

We are committed to a respectful problem solving process with students that builds students' capacity and innovation for dealing with conflict in life. If consequences are necessary following a problem solving process they will be logical and fair, involve the student and respect their individual rights, responsibilities, age and maturity. Parents may be informed and involved.

In the event of a violation of our Code of Conduct, the staff will endeavor to act consistently by:

- communicating with all individuals involved;
- determining all of the facts; and
- treating learners with fairness and respect.

School Staff recognize that each incident is unique and must be approached with respect to context. Behavior expectations increase with age and grade level. Consequences for violations of the Code of Conduct may vary from K-5. Whenever possible, the learner, with the assistance of the administrator, teacher, counselor, educational assistant, and/or parent/guardian, will be involved in solving the problem.

Where appropriate, special considerations may apply to learners with diverse needs who violate the Code of Conduct. The Code of Conduct (including consequences) will be applied to them in a manner that is responsive to their intellectual, physical, sensory, emotional or behavioural abilities.

Disciplinary Action is intended to promote the development of pro-social behaviours. Whenever possible and appropriate, consequences will be restorative in nature rather than punitive. The use of consequences are governed by the following principles:

- Consequences will be appropriate to the student's stage of development
- Consequences will reflect the intensity, frequency and/or duration of the inappropriate behaviour
- Consequences will make sense to the student as much as possible
- Consequences will be appropriately timed

The principal has a right under the School Act to discharge discipline from the time a student leaves home to go to school until such time as the student returns home at the conclusion of the school day. However, the principal's and the district's authority also extend beyond the normal 'home-to-home' rule when the behaviour of a student off school premises or after school hours adversely affects the operation of a school.

Safe and Caring School Environments Are free from acts of:

- Bullying, cyber-bullying, harassment, and marginalization
- Threat and intimidation
- Violence and abuse in any form
- Discrimination in any form, including race, colour, gender, gender identity and expression, religious beliefs, sexual orientation, ancestry or national origin
- Retribution against a person who has reported an incident
- Theft and vandalism

MINOR INCIDENTS OF INAPPROPRIATE BEHAVIOUR

Minor misbehaviour disrupts a positive and orderly school environment. Minor violations of the Code of Conduct will be used as opportunities for learning. Problem solving conversations will occur with the child/children involved. Such incidents are typically dealt with at the playground or classroom level by a supervisor, CEA or teacher. Should a minor offence continue, intervention by an administrator may occur.

MODERATE INCIDENTS OF INAPPROPRIATE BEHAVIOUR

Moderate misbehaviour may compromise the learning or physical/emotional safety of others. Moderate violations of the Code of Conduct will be used as opportunities for learning. Students may be engaged in a variety of ways, including collaborative problem solving, meetings with classmates, staff, or parents, school service and other consequences that are intended to be restorative in nature. A written problem-solving process, loss of privilege, act of restitution or apology may follow. If the behavior continues or increases the child may be referred to administration and parents/guardians may be involved.

MAJOR INCIDENTS OF INAPPROPRIATE BEHAVIOUR

Major infractions are behaviours which occur repeatedly and may be dangerous or hazardous for students, teachers and staff. Parents/guardians will be contacted and involved immediately and if necessary the RCMP will be contacted if the incident is against the law.

More serious violations of the Code of Conduct (detailed below) may lead to a definite/indefinite in/out- of - school suspension, a Restorative Justice referral and/or RCMP involvement.

A suspension is the removal of a student's right to attend regular class instruction sessions:

- **Definite** – up to ten school days, or
- **Indefinite** - in excess of ten school day

Examples of Minor Offences (not limited to)	Possible Consequences
• unsafe conduct • minor vandalism • teasing • dishonesty • misuse of washroom • unexpected language and/or tone of voice • unexpected physical contact – ie. playing rough • bringing inappropriate items to school (ie. electronics, trading cards) • disruption of learning • inappropriate manners	• Collaborative problem solving with learner • Apology • Reflection paper (sometimes sent home) • 'Time-out' to reflect on behaviour • Assigned seat in class and/or place in line-up • Seated outside of classroom to complete work • Talk with an administrator • Parent contact
Examples of Moderate Offences (not limited to)	Possible Consequences (inclusive of the above)
• Repeated minor violations of the code of conduct • Willful defiance • Power struggle with an adult • Inappropriate/aggressive physicality or language • Leaving our closed campus without permission • Tampering with the property of others • Pain or injury to another person • Inappropriate use of electronic and social media communication as outlined in Policy 486 • Cheating • Theft or vandalism	• Collaborative problem solving with staff, learner, parents • Act of restitution • Coaching/direct instruction of skills and appropriate behaviour • Walking with a supervisor at recess • Loss of privilege – ie. not playing soccer at recess • Extended time-out ie. eating lunch in an assigned spot or at the office • School service • Behavioral and/or counselling support/assignments • Disciplinary workstation at the office
Examples of Major Offences (not limited to)	Possible Consequences (inclusive of the above)
• Repeated moderate offenses • Use/possession of weapons • Major defiance • Bullying/cyberbullying/harassment • Sexual harassment • Theft or Vandalism • Violent behaviour (Assault, fighting) • Use/possession of alcohol or drugs	• In-school/out-of-school definite suspension • Indefinite suspension • Legal intervention (RCMP, Restorative Justice)

The Mar Jok Code of Conduct has been structured to align with and adhere to the standards outlined in:

- The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- BC Human Rights Code, (SD 23 Policy 450 and Regulation No. 450 - Discrimination Toward and by Students)
- Central Okanagan School District Policy 455 and Regulation 455 – Discipline
- Central Okanagan School District Policy 486 - Student Use of Electronic and Social Media Communication
- BC Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc.ca/sco/>

	Mar Jok Elementary Expectations
All Settings Everywhere and Always	• Following directions the first time • Taking responsibility for my words and actions • Being aware of my surroundings and situation • Respect others - I treat others the way I want to be treated - The Golden Rule • Being honest and telling the truth • Walk bikes, scooters and skateboards on school grounds • Line up quickly and quietly when the bell rings • Enter/exit through your classroom door or designated spot • Dress for the weather • Remove wet or muddy footwear • Only use playground door for washroom • Remaining outside until the bell • No hoodies covering faces • Using the crosswalk
All Learning Areas	• Enter and leave quietly • Come prepared for your task • Focus on the task • Treat others respectfully • Treat material with care • Clean up after yourself • Use technology appropriately and with the teacher's permission to do school work only • Must have inside shoes • No undergarments or bellies showing • Appropriate footwear (no flip flops) • No hats during instruction time
Library	• Keep the library tidy for the next group and return any materials that were used • Wait respectfully and patiently for your turn • Use library voice • Return books on time • No food or drink • Respect Library times
Gym	• Enter and leave only with a teacher's permission • Use equipment correctly and safely • Report any injuries to the teacher • Wear appropriate clothing and footwear • In equipment room with teacher supervision • Respect the personal space of others • Play fairly and practice good sportsmanship • No food or drink
Playgrounds and Fields	• Use the playground equipment correctly and safely • No walking up slides - slide down on your bottom • No jumping off swings • Back and forth only on swings • Take turns on the monkey bars • No sitting on top of playground equipment • Enter the school and use the washroom at the playground door • Keep hands and feet to yourself

	• Ball items from school or home are allowed – not any stick items • Respect supervisors • Stay in designated play areas • The lower field inbounds is the tiered pathway between the white box and school fence • No playing/sitting/standing on railings • Line up when the bell rings • Return any equipment that I signed out
Office	• Wait to be invited to go beyond the counter • Wait patiently until it is my turn • Front Doors: Used by students who are late or are using the washroom while waiting for the bus.
Hallway and Stairs	• Calmly walk to where I need to go • Be in control of my body and voice • Walk quietly in line on the right hand side of the hallway • Hands and feet to yourself • Practice self-control (Hands off walls, and displays, no jumping) • Respect the learning in classrooms • Greet others in the halls with a smile
Washroom and Water Fountains	• Ask permission to leave the classroom • Flush/wash/leave - wash hands with soap and water • Report any problems immediately to an adult • Seek permission before using the washroom • Use washrooms closest to your classroom • Don't waste time • Obey classroom rules (sign out) • Respect the privacy of others • Use washroom quietly • Keep washrooms clean • Use garbage can
Lunchtime	• Wash hands with soap and water before eating • Keep my area neat and clean • Focus on eating • Containers and unfinished food go home for "litterless lunch" • Help others when needed • Remain seated at own seat • Ask for permission to leave seat • Clean up at first bell • Leave desk and classroom clean
Technology	• Personal electronic devices remain in backpacks during the school day, and to and from school • Use technology as instructed • Respect the Internet Contract • Tell a teacher if you see something online that makes you feel uncomfortable • Seek permission to print • Bring your personal headphones • Stay on assigned computer • No food or drink around technology
Community Members	• Be a good neighbour • Visitors only use front door and stop at office • Keep pets at home

	• Use garbage cans
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