

PLEASANT VALLEY ELEMENTARY SCHOOL - CODE OF CONDUCT

Be Respectful, Be Responsible, Be Safe

Pleasant Valley believes that all students, staff and volunteers should be provided a safe, secure, and welcoming learning environment. We communicate and consistently reinforce clear expectations concerning student conduct standards. We do this in a fair and reasoned manner, using interventions that try to repair harm, strengthen relationships and restore a sense of belonging for all concerned.

Statement of Purpose

At Pleasant Valley School, we believe in:

- Establishing and maintaining safe, caring and orderly environments for purposeful learning
- Establishing and maintaining appropriate balances among individual and collective rights
- Clarifying and publishing expectations for student conduct while at school, while going to and from school, and while attending any school function or activity at any location
- Continuing to build a positive, engaging community of learners
- Preparing students to reach their full potential as caring, self-motivated learners
- Developing lifelong learning skills & process, and empathy for others
- Being Responsible, Respectful and Safe (PBIS)
- Building Belonging, Generosity, Mastery & Independence (our clan attributes)

Expectations

At Pleasant Valley, we use PBIS (Positive Behaviour Intervention System). We use a school-wide system of expectations for Safe, Respectful & Responsible Behaviour.

At Pleasant Valley School, we believe acceptable student conduct is:

- Respecting self, others, and the school
- Helping to make the school a safe, caring, and orderly place
- Informing a staff member, in a timely manner – in advance if possible – of incidences of bullying, harassment or intimidation
- Engaging in purposeful learning activities in a timely manner
- Acting in a manner that brings positive credit to the school

At Pleasant Valley School, we believe unacceptable student conduct is:

- Conduct that:
 - Interferes with the learning of others
 - Interferes with an orderly environment
 - Creates unsafe conditions
- Acts of:
 - Bullying, harassment or intimidation, or cyber bullying
 - Physical violence
 - Retribution against a person who has reported incidences
- Illegal acts, such as:
 - Possession, use, or distribution of illegal or restricted substances
 - Possession, or use of weapons
 - Theft of, or damage to, property

Rising Expectations

At Pleasant Valley School, we believe that there is a progression of rising expectations held for students as they become older, more mature and move through successive grades:

- Increasing personal responsibility and self-discipline
- Increasing consequences for inappropriate conduct

POSITIVE BEHAVIOUR EXPECTATIONS

| EXPECTATIONS | HALLWAY | WASHROOM | RECESS/OUTSIDE | ASSEMBLY | LIBRARY | COMPUTER LAB |
|-----------------------|--|--|---|--|--|---|
| BE RESPECTFUL | <p>Admire displays with eyes only</p> <p>Respect the rights of others to learn</p> <p>Respect others' personal space</p> | <p>Treat the facilities with respect</p> | <p>Use appropriate language</p> <p>Share and take turns</p> <p>Invite others to play</p> | <p>Enter quietly</p> <p>Eyes & ears on speaker</p> <p>Stand respectfully</p> <p>Show appreciation by clapping at appropriate times</p> <p>Sit on bottoms</p> | <p>Quiet line up to enter & exit</p> <p>Treat the books with care</p> <p>Speak one at a time</p> | <p>Treat computer equipment with care</p> <p>Use quiet voices</p> <p>Hands on your on computer</p> <p>Clean up your computer space</p> <p>Raise hand for help</p> |
| BE RESPONSIBLE | <p>Walk quietly</p> <p>Be polite, keep right</p> | <p>Report problems</p> <p>Return to class in a timely manner</p> <p>Use the washroom in your area</p> <p>Flush</p> <p>Limit your use of toilet paper so that you can flush</p> | <p>Return equipment</p> <p>Pick up litter</p> <p>Report incidents</p> <p>Line up quietly and quickly</p> <p>Leave valuables at home or in class (including electronics)</p> | <p>Use washroom before or after assembly</p> | <p>Follow sign out procedures</p> <p>Return books on time</p> <p>Report any damage to books</p> <p>Select "Just Right" Books</p> | <p>Print only with permission</p> <p>Follow classroom seating plan</p> <p>No food or drink</p> <p>Stay on the assigned task</p> <p>Report any damage</p> <p>Leave computer settings</p> |
| BE SAFE | <p>Walk on right</p> <p>Single file</p> | <p>Wash hands</p> <p>Leave floor & counters clean & dry</p> | <p>Use WITS</p> <p>Play in appropriate areas</p> <p>Hands & feet to self</p> <p>Do not throw objects</p> | <p>Hands & feet to self</p> <p>Enter & exit calmly</p> | <p>Walk in the library</p> | <p>Use appropriate websites</p> <p>Log off at the end of the class</p> <p>Keep password private</p> <p>Push in chair & keyboard</p> <p>Walk</p> |

POSITIVE BEHAVIOUR EXPECTATIONS

| EXPECTATIONS | GYM | FIELD TRIPS | BUS | LINE UPS | INSIDE DAYS | OFFICE AREA |
|-----------------------|--|--|--|--|--|--|
| BE RESPECTFUL | <p>Be a good sport</p> <p>Play by the rules</p> <p>Be a positive participant</p> <p>Include everyone</p> <p>Encourage each other & help out</p> | <p>Positive behaviour will get you invited back</p> <p>Listen</p> <p>Remember that you are a guest</p> | <p>Use quiet voices</p> <p>Thank the driver</p> <p>While waiting in lineup, keep bodies calm</p> | <p>Wait to be invited in</p> <p>Quiet voices in lineups and hallway</p> <p>Hands and feet to self</p> | <p>Respect the supervisor & their rules</p> <p>Use inside voices</p> <p>Ask for permission to use the washroom from the supervisor in the room</p> | <p>Wait quietly in the office area</p> <p>Ask for permission to leave the office (for the washroom or to go back to class)</p> |
| BE RESPONSIBLE | <p>Put all equipment away in the correct place</p> <p>Respond to the whistle</p> <p>Wear appropriate gym shoes</p> <p>Report damaged equipment</p> | <p>Hand in permission slips on time</p> <p>Be prepared on the day</p> <p>Thank your host</p> | <p>Be on time</p> <p>Stay in assigned seat</p> <p>Check in the office if you are not taking the bus (use your planner)</p> | <p>Be on time</p> <p>If late, wait for K's to enter at front door</p> <p>Enter & exit through your door only (including emergency drills)</p> <p>Play on the playground until the warning bell</p> | <p>Put things back where they belong</p> <p>Clean up at the warning bell</p> | <p>Keep your body calm</p> <p>Complete the assignments that you have been given</p> <p>Read quietly</p> |
| Be Safe | <p>Follow instructions</p> <p>Always be with an adult in the gym</p> <p>Ask for permission to leave the gym</p> <p>Report any injuries to your teacher immediately</p> <p>Be in control of your body</p> | <p>Listen to the teacher/adult</p> <p>Remember bus/car safety</p> <p>Stay with the group</p> <p>Ask before leaving to use the washroom</p> | <p>Line up K-7</p> <p>Hands and feet to self</p> <p>Stay in the waiting area</p> | <p>Line up at your door when bell rings</p> <p>Hands, feet & packs to self</p> <p>If parent is late after school – wait in the office</p> | <p>Stay in your assigned area</p> | <p>Stay in the office area until dismissed by the Principal or secretaries</p> <p>Keep your hands and feet to self</p> |

Student Conduct – Specific to Clothing

At Pleasant Valley School, it is expected that students will dress in a manner that is appropriate and conducive to a positive and safe learning environment. Appropriate dress is considered to be that which:

- Allows for the safe movement of the wearer and does not pose any safety risk to anyone in the school.
- Is free of any reference to inappropriate language or terminology deemed inappropriate for a school setting, (e.g. alcohol, drugs, gangs, hate, obscenity, profanity, racism/discrimination, sex and/or violence).
- Is appropriate to the setting and activity in which the student is involved.
- Is not disturbing or distracting to others within the school setting. For example, shirts must easily meet the top of pants, shorts or skirt being worn with them; no spaghetti strapped tops (only lasagna straps), low cut tops, either front or back are not appropriate. Shorts, dresses and skirts must easily fall near the top of the knee and must not become too short when being worn.(i.e. Fingertips should touch bottom of the shorts when hands are placed by side.)
- The wearing of hats is not permitted in the school hallway, school assemblies and at formal school occasions. The wearing of hats at the classroom level is left up to the discretion of the classroom teacher

Recess Expectations

- Students will be expected to play safely, to respect others, and to be courteous and respectful to the Noon Hour Supervisors.
- Students must play on the playground in specified areas only during recess time.
- Students must remain on school premises during school hours unless a parent or guardian accompanies the student and signs the student out at the front office. The noon recess is for active play. Students eat their lunch in their classes after recess.
- Students are expected to use playground equipment in a safe and responsible manner.
- Students remaining in the classroom during recess periods must have their teacher's permission and be supervised.

Consequences

At Pleasant Valley School, we believe that the severity and the frequency of unacceptable conduct as well as the age and maturity of students should be considered in determining appropriate disciplinary action. Therefore, we believe:

- Responses to unacceptable conduct are thoughtful, consistent and fair.
- Disciplinary action, whenever possible, is reasoned and restorative, rather than merely punitive.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

Notification

At Pleasant Valley School, school officials will advise appropriate parties of serious breaches of the school code of conduct, as follows:

- Parents of the student offender(s)
- Parents of the student victim
- School district officials
- Police and/or other agencies – as required by law or if the situation lends itself to this kind of help.
- All parents – when it is deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it

Electronics Consequences – minor or major consequence will be given as well as:

- *First offense* – Electronic to be kept in the office to be signed out at the end of the day by the student
- *Second offense* – Electronic to be kept in the office and will be signed out to a parent or care giver
- *Third offense* – Meeting with student/parent/caregiver and school team. The student may be asked to keep the electronics at home for an extended period of time. If other issues are involved with the use of the electronics, additional consequences may be given as per above.

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| Minor Office referral may include one or more of the following | Major Office Referral may include one or more of the following: |
| Redirection | Private Conference |
| Warning | Time Out from class or playground |
| Moving to a different location | Loss of Privilege (including field trips) |
| Time out in class | Alternative placement (different classroom) |
| Problem Solving Discussion | Support Room Time |
| Loss of Privilege | Parent Conference |
| Think Sheet | Community (School) Service |
| Parent Contact | Restorative Justice Session |
| Community (School) Service | Suspension – in school or at home |
| Support Room Time | |

Unacceptable Conduct Procedures

Students must learn to take responsibility for their choices and accept the consequences of their inappropriate choices. Consequences will be made clear to students and applied consistently. Formal suspensions are generally employed not as isolated events, but rather as an integral part of a larger disciplinary process which includes previous intervention strategies such as ongoing and supportive communications with parents or guardians, appropriate counselling/assistance to students and the development of a behaviour plan.

Procedures:

Step One: Initially when a student makes a poor choice regarding his/her behaviour, the school (teacher, principal, and noon hour supervisor) attempts to guide the student through the problem-solving process toward a logical consequence. It is our goal to teach students to respond appropriately should a similar situation/conflict arise again.

Step Two: If a student persists in making poor choices regarding his/her behaviour then he/she will receive a logical consequence (consequence dependent upon the inappropriate behaviour) and parents will be contacted (either by phone or a written note). Parent support in problem-solving will be requested.

Step Three: If a student demonstrates chronic misbehaviour a meeting (parents, student, teacher, principal, and counsellor) will be necessary to develop a Behaviour Plan/Contract. This plan will outline the conditions of attendance as well as a clear plan to support the student in changing his/her unacceptable behaviour.

The PVS Code of Conduct is guided by the School District 68 Policy and Procedures on the School District website <http://www.sd68.bc.ca/Board/boardpolicies.asp>.