



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, caring, inclusive, and welcoming learning environment that promotes the rights and responsibilities of all who learn and work together. 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.

The *Nanaimo Ladysmith Public Schools 2.10 Inclusion Policy* (<https://www.sd68.bc.ca/wp-content/uploads//Policy/2.0/2.10-Inclusion-Policy-.pdf>) is based on the principles of respect, acceptance, safety and equity. It “affirms a learning environment that reflects diversity, inclusivity and equity is essential in supporting the highest level of individual growth and achievement.”

Reference to the BC Human Rights Code

The *BC Human Rights Code* states that three of its purposes are to:

- “(a) foster a society in British Columbia in which there are no impediments to full and free participation in economic social political and cultural life of British Columbia
- (b) promote a climate of understanding and mutual respect where all are equal in dignity and rights.
- (e) to provide a **means of redress** for those persons who are discriminated against contrary to this Code.”

It further states 8 1 (b) a person must not “discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.”

The *Safe Caring and Orderly Schools: A Guide* states, schools should be places where students are free from harm, where clear expectations of acceptable behaviour are held and met, and where all members feel they belong.

NLPS Inclusion Policy states that all members of our school community “have the right to expect that policies, procedures, programs and communications are inclusive and respectful.” Administrative Procedures that support the school Code of Conduct include:

- AP 312 - Harassment, Intimidation, Bullying and Discrimination <https://www.sd68.bc.ca/documents/2017/01/ap-312-harassment-intimidation-and-bullying-student.pdf/>
- AP 344 - Code of Conduct <https://www.sd68.bc.ca/wp-content/uploads/Administrative-Procedures/300/AP-344-Code-of-Conduct.pdf>
- AP 345 – Student Suspension <https://www.sd68.bc.ca/wp-content/uploads/Administrative-Procedures/300/AP-345-Student-Suspension.pdf>
- AP 347 - Sexual Orientation and Gender Identity <https://www.sd68.bc.ca/wp-content/uploads/AP-347-Sexual-Orientation-and-Gender-Identity.pdf>
- AP 350 - Honouring Diversity and Challenging Racism <https://www.sd68.bc.ca/documents/2017/01/ap-350-honouring-diversity-and-challenging-racism.pdf/>

Code Expectations

Pleasant Valley School's Code of Conduct expects that students will demonstrate socially responsible behaviours that reflect respect and safety at school and while attending a school function at any location. We expect students to be responsible and accountable for their choices and actions.

Reflected in the Core Competencies of Social Responsibility, acceptable conduct includes:

- Considering the interdependence of people with each other and the natural environment
- Contributing positively to one's family, community, society, and the environment
- Resolving problems peacefully
- Empathizing with others and appreciate their perspectives
- Creating and maintaining healthy relationships
- Developing lifelong learning skills & process
- Being Responsible, Respectful and Safe (PBIS)
- Building Belonging, Generosity, Mastery & Independence (our clan attributes)
- Valuing diversity
- Defending human rights
- Interacting respectfully with students, staff and community members
- Speaking up and reporting incidents that demean others or threaten the personal or emotional safety of individuals or groups
- Respecting the law as it applies to yourself and others

Unacceptable conduct refers to behaviour that interferes with the safe and orderly environment of the school, either person-to-person basis or through social media, including, but not limited to:

- Engaging in incidents of harassment, intimidation, bullying, or discrimination
- Interfering with the learning or orderly environment of the school or function
- Creating unsafe conditions including verbal threats of harm, swarming
- Illegal acts such as: theft or damage to property, possession or distribution of an illegal or restricted substance, possession, use of a weapon, or physical violence.

AP 344 - Code of Conduct states: "Students with identifiable special needs might be unable to comply with some aspects of a Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. Students with special needs may require special consideration in the selection of appropriate intervention to ensure that they are not subject to disciplinary or intervention measures that are directly or indirectly related to their special need."

Rising Expectations

Pleasant Valley School staff use the *BC Core Competencies for Social Responsibility* as a tool to assist in the teaching of appropriate social behaviour. There is an outline of progression of expectations held for students as they become older, more mature and move through successive grades. Students are developing in their abilities to reflect, with evidence, as to where they are in their personal development in each of the three competency areas. We use programs such as *WITS (Walk Away, Ignore, Talk it Out, Seek Help) program*, *PBIS (Positive Behaviour Intervention Supports)*, and *Successful Learner Traits* along with our clan structure to further develop social responsibility skills. The expectations are educative, preventative and allow for many opportunities to teach the same social skill in a variety of ways.

Consequences

NLPS Inclusion Policy states:

“The Board expects that all students, staff, and members of our school communities will adhere to a code of conduct that is educative, preventative and restorative in practice and response”

Restorative Practices

- focus on creating conditions for students to learn self-discipline, fix mistakes and return to the group/class/school strengthened.
- respond and address the needs of all involved including those who have been harmed
- encourage the students, as often as possible, to participate in the development of meaningful, interventions through discussion or mediation to replace, repair or make “good” what has been taken, damaged, destroyed and/or defaced.
- help students reclaim their self-esteem through self-evaluation, personal effort and restitution
- provide opportunities to model leadership
- emphasize the importance of positive relationships in building community and,
- speak to the obligation we all have to each other to move towards wholeness, restoration and belongingness.

Participating in a meaningful consequence and may include:

- a ‘do over’ opportunity
- face to face meetings to address the harm done
- group or classroom circles to restore equity, balance and respect
- an act of service to make a positive contribution to the class, school or community
- school/community support to learn and practice problem solving or conflict resolution strategies
- reflective/think process that includes the opportunity to create a plan to restore the harm done

Student Suspension measures used with students should be viewed the context of helping students achieve intellectual and social development. Suspension is one strategy in a more complex problem-solving process designed to support the student in changing unacceptable behaviour. Suspension can have positive effects, including: ensuring safety for everyone in the school community; assigning clear consequences for a range of serious breaches of code of conduct; providing the time for planning support for behaviour change; and promoting collaboration among family, school, and other community services to solve problems. To be equitable, consequences may vary from student to student where the misconduct appears to be similar. Intervention must be appropriate to the student’s age, maturity, needs, exceptionalities, extenuating circumstances and the nature of previous intervention taking in consideration of the needs of the school. Refer to AP 344 Student Suspension (<https://www.sd68.bc.ca/wp-content/uploads/Administrative-Procedures/300/AP-345-Student-Suspension.pdf>).

Notification

School administration may advise other parties or agencies of serious breaches of the code of conduct depending on the severity and/or frequency of misconducts and the impact on others and/or the school community. Illegal acts will be reported to the RCMP and/or District Administration to develop a safety plan that will include the components of education, prevention and restorative action.

Retaliation

No student, school employee, parent or volunteer may engage in reprisal or retaliation against a victim, witness, or other person who brings forward information about an act of harassment, intimidation, bullying, prejudice or discrimination. Reprisal or retaliation is prohibited and will result, where appropriate, in discipline and/or in the filing of a complaint with other appropriate authorities.

Appeal Process

The Board of Education recognizes and respects the fact that students and /or parents or guardians may sometimes disagree with decisions made by employees. The School Act of British Columbia gives parents or guardians and students (with parental consent) the right to express concerns or appeal certain decisions. This right of appeal applies to decisions that significantly affect the health, education or welfare of students. Information regarding the Board's appeal procedure and a copy of the formal appeal bylaw can be accessed at sd68.bc.ca / Board Policies / 1000 Board Governance / 4.0 Bylaws. Prior to an appeal it is expected that school administration, students and parents or guardians will work to try to resolve concerns at the school level.

Process Elements Expectations

At Pleasant Valley, we use PBIS (Positive Behaviour Intervention System) school-wide system of expectations for Safe, Respectful & Responsible Behaviour. Our expectations are taught at the beginning of each school year in an age-appropriate manner and reviewed throughout the year. Our expectations are also linked to the Successful Learner Traits of compassionate, risk taking, enthusiastic, confident, creative, strategic, industrious and thoughtful. Our PBIS matrix and successful learner traits are posted throughout the school and on the school website, and are included in newsletters. Assemblies connect socially responsible behaviour (acceptable conduct) expectations as set out in our behavior matrix and Code of Conduct to a safe, caring and inclusive school environment.

Our students, parents and staff have participated in the development and review of the Code of Conduct. The Code of Conduct is readily available to all staff, students and parents: It is also included in Staff Handbooks, TTOC handbooks, and student handbooks (distributed electronically and available on paper). It is shared with coaches and involved members of the greater community while acting as ambassadors of the school. They are part of the volunteer guidelines as well as all others mentioned above. AP 312 – Harrassment, Intimidation, Bullying and Discrimination; AP 347 – Sexual Orientation and Gender Identity; and AP 350- Honouring Diversity and Challenging Racism guide the conduct expectations for individuals or groups who act as ambassadors for our school. The Inclusion Policy is the overarching policy that guides the expectations for all. As Pleasant Valley Elementary School's Code of Conduct is based on Board Policy and Procedure, it aligns with and is compatible with the Codes of Conduct in NLPS.

Processes are in place to monitor conduct to ensure codes reflect current and emerging situations and contribute to school safety. At Pleasant Valley, we monitor student conduct to ensure that the students are learning socially responsible behaviour that reflect current and emerging situations and are contributing to school safety. Problem behavior issues are documented and data is used to inform staff/students/families of areas needing further attention (individual, small group or school-wide focus). We use the Code of Conduct, as part of the teaching system of PBIS, to help address areas of concern by providing the vehicle to teach the concept of rising expectations and rising consequences. We use data from the Student Learning Survey (Satisfaction Survey) and/or school-based climate surveys to help focus school interventions to improve students' sense that Pleasant Valley is a safe, caring and inclusive school.

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 for all. Student clothing should conform to the school Code of Conduct requirements for the intended activity and should not promote drugs or alcohol, display offensive images or language, encourage any form of discrimination, or reinforce or increase marginalization or oppression of any group on any basis. The wearing of hats is not permitted at school assemblies and at formal school occasions. The wearing of hats at the classroom level is up to the discretions of the classroom teacher.

NLPS (School District 68) AP 352 - School Attire Expectations can be accessed at: <https://www.sd68.bc.ca/wp-content/uploads/Administrative-Procedures/300/AP-352-School-Attire-Expectations.pdf>.

Student Conduct – Specific to Electronics

All student cell phones and other electronics are to be turned off & placed in the student's backpack when the students arrive at school until dismissal. If a student needs to use a phone during the day, the student phone is available in the office area. If a parent needs to contact a student, please call the office. Electronic gaming devices are not to be used at school. It is not permissible for students to use electronic devices to video/record/photograph other students on the school property or field trips, unless under the direct supervision of their teacher for a learning activity. Electronic devices may be used in the classroom, under the direct supervision of the teacher, with the teacher's permission. Students who do not follow the expectations will have their electronic device kept in the office until dismissal time. Repeated offences will involve parents/guardians. Pleasant Valley School is not responsible for any electronic device that is lost, stolen, or damaged while on school property.

PLEASANT VALLEY BEHAVIOUR EXPECTATIONS (revised January 2019)

	Hallways	Washroom	Recess / Outside	Assemblies	Classroom	Field Trips	Electronics	Emergencies
Be Respectful	<p>Quiet feet</p> <p>Quiet voices</p> <p>Hold doors for others</p>	<p>Eyes to self</p> <p>Be quiet</p> <p>Keep floors, counters and walls clean</p>	<p>Listen to the supervisors</p> <p>Take turns and share the playground</p> <p>Use appropriate language</p> <p>Include others</p>	<p>Enter and leave quietly</p> <p>Quiet voice</p> <p>Facing forward</p> <p>Eyes on the speaker</p> <p>Clap appropriately</p>		<p>Use manners</p> <p>Listen</p> <p>Keep personal space</p>	<p>Personal electronics turned off during school hours</p> <p>Messages handled by the office</p> <p>Use appropriately</p>	<p>Listen</p> <p>Be quiet</p>
Be Responsible	<p>Hands and feet to self</p> <p>Use correct entrance and exit</p>	<p>Report problems</p> <p>Be quick</p> <p>Flush</p> <p>Enter and leave quietly</p>	<p>Use WITS</p> <p>Dress for the weather</p> <p>Take care of and return equipment</p> <p>Use the garbage cans.</p>	<p>Participate at all times</p> <p>Use washroom before/after assembly</p> <p>Be a role model to others</p>		<p>Return permission slips</p> <p>Take care of your belongings</p> <p>Be prepared on the day</p>	<p>Must be supervised by staff for educational purposes</p> <p>Treat devices with care</p> <p>Use assigned devices and accounts</p> <p>Leave device settings</p>	<p>Stay calm</p> <p>Be helpful</p> <p>Follow instructions</p> <p>Keep electronic devices turned off</p>
Be Safe	<p>Keep right to be polite</p> <p>Walk with eyes forward</p> <p>Walk single file</p>	<p>Wash hands with soap</p>	<p>Stay on grounds</p> <p>Line up quickly when the bell rings</p> <p>Report problems</p> <p>Hands and feet to self</p> <p>No throwing objects</p>	<p>Follow instructions</p> <p>Sit with hands and feet to self in your own space</p>	<p>Enter and exit through your assigned door</p>	<p>Stay with the group</p> <p>Follow instructions</p> <p>Remember bus/car/walking safety</p>	<p>Visit only staff approved sites</p> <p>Photograph only with staff permission</p> <p>Log off devices</p>	<p>Walk to the meeting area</p> <p>Stay with the group</p> <p>Keep hands and feet to self</p>

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