



SOUTH RUTLAND
ELEMENTARY SCHOOL

CODE OF CONDUCT

THIS DOCUMENT WAS UPDATED: AUGUST 2024

THANK YOU TO THE PARENTS, STUDENTS & STAFF WHO PARTICIPATED
IN DISCUSSIONS TO UPDATE OUR SCHOOL'S CODE OF CONDUCT.

RIGHTS & RESPONSIBILITIES



We are on the web!

[http://
www.sre.sd23.bc.ca](http://www.sre.sd23.bc.ca)

*No act of
kindness,
however
small, is
wasted.*

-Aesop

The purpose of a school's Code of Conduct is to outline guidelines for appropriate student behaviour. This helps to ensure a safe, happy and orderly learning environment.

We expect all students to be positive school citizens using "S.T.A.R. Behaviour" guidelines (Stay Safe, Take Responsibility, Act respectfully and be Ready to Learn) We expect all members of our school community to take personal responsibility for their behaviour.

The Code of Conduct must be followed:

- In all areas inside our school building
- in all areas of our school yard;
- when on-line (eg Facebook, Twitter);
- in the school neighbourhood on the way to and from school;
- during play times (before, during & after school);
- during school-organized events;
- when participating in school field trips;
- at anytime when school staff and their property is targeted.

Each responsible student contributes to the well-being and success of everyone at South Rutland Elementary—they help to make the time spent at school a positive experience for all involved.

Students have the RIGHT to expect:

- ✓ Fair & respectful treatment at school;
- ✓ Opportunities to learn at school;
- ✓ That personal property is safe from theft or harm.

Students have the RESPONSIBILITY to:

- ✓ Do their best at all times;
- ✓ Encourage others to make positive choices;
- ✓ Treat others and property with respect;
- ✓ Behave well.

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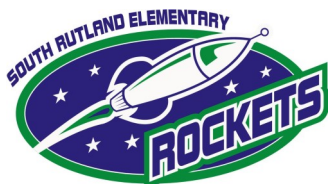
Staff have the RIGHT to expect:

- ✓ Respect, courtesy & consistent effort from students;
- ✓ Support from parents/guardians as it relates to their children's learning at school;
- ✓ That school and personal property is safe from theft or damage.

Staff have the RESPONSIBILITY to:

- ✓ Treat students and their families with fairness and respect;
- ✓ Provide the best possible learning situation for students;
- ✓ Be positive role models for students.

We invite parents/guardians to support the above rights & responsibilities to ensure that your children remain safe at school and experience school success.



**E n g a g i n g
M i n d s ...**

**L a u n c h i n g
D r e a m s !**

CELEBRATING DIVERSITY

South Rutland Elementary School upholds and promotes the BC Human Rights Code – respecting the right of all those in our school environment in accordance with the law.

We prohibit discrimination based on: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or class.



SCHOOL-WIDE EXPECTATIONS

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Setting →	Hallways & Classrooms	School Yard	Washrooms & Change Rooms	Eating Time
★ Stay Safe	✓ Keep Right ✓ Face forward ✓ Walk at all times	✓ Off your "wheels" on the school yard ✓ Use your skateboard, scooter, bike or rollerblades in the Wheel Zone only at lunch break ✓ Use playground & equipment with care ✓ Don't climb fences or goal posts or sit on gates ✓ Hands off others	✓ Flush ✓ Wash your hands ✓ No food in the washroom ✓ Use washrooms properly—these are NOT play spaces! ✓ Avoid crowding or bumping those near you	✓ Stay seated while you are eating ✓ Wash your hands before and after eating ✓ Avoid bringing "high risk" foods if a student in your class has severe allergies
★ Take Responsibility	✓ Walk in a line if you are in a group ✓ Hands at your sides ✓ Avoid touching others ✓ Use the hallway for travel, NOT play	✓ Return equipment that is borrowed ✓ Play fairly—take turns, follow game rules ✓ Break only what you make (leat/snow forts) ✓ Check with staff if leaving school grounds ✓ Sticks, rocks, sand & snow stay on the ground	✓ Do not touch lights ✓ Use washrooms/change rooms appropriately (quiet voice, care for your clothing, leave others' belongings alone) ✓ Tell staff about washroom emergencies	✓ Bring healthy foods to eat at snack and lunch times ✓ Eat at your own desk ✓ Use an "inside" voice and good manners ✓ Avoid bringing candy and gum to school
★ Act Respectfully	✓ Hands off lockers, displays and posters ✓ Voice at "level zero" ✓ Keep floors clean	✓ Keep our yard litter free—use garbage cans ✓ Respect neighbours' property ✓ Care for school trees (no climbing) ✓ Follow directions from supervising staff ✓ No vandalism (eg. graffiti or breakage)	✓ Give others privacy ✓ Use 2 pumps of soap & 2 pumps of paper towel to wash/dry hands ✓ Keep floors clean ✓ No vandalism (eg. graffiti or breakage)	✓ throw away trash when finished eating ✓ Recycle drink containers ✓ Follow directions from Student Supervisors
★ Ready to learn	✓ Go directly to where you are going	✓ Come inside when entrance bells ring	✓ Use 2 minutes at the washroom & return to class quickly/quietly	✓ Clean off your desk/ trash when the warning bell rings

DRESS CODE

South Rutland Elementary with the South Rutland Parent Advisory Council request that students come to school wearing clothing that is clean & suitable for school. 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 South Rutland Elementary dress code is to clarify what clothing or temporary tattoos are reasonable for students and staff to provide a positive school climate. Students are asked to avoid dress styles which promote, imitate or celebrate violence, intimidation, racism, sexism, hatred towards others, gang association, sex or alcohol/drug use. Clothing or temporary tattoos featuring violent or offensive pictures or words (eg. blood, weapons) or promoting alcohol or drug use &/or disrespect, are inappropriate for a positive elementary school learning environment. 'Beach wear' is never appropriate for class or gym time. Hats should be removed when indoors.

Appropriate clothing is also needed for gym classes in Grades 4 & 5: 'lace-up' running shoes with non-marking soles (students also need a t-shirt, appropriate shorts/sweat pants. Please bring your gym strip in a bag—label all items for easy return if lost).



SCHOOL-WIDE EXPECTATIONS

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Assemblies & Performances	Gym	Computer Lab	Library & Maker Space	Off-Site Activities & Field Trips
✓ Check personal space when sitting or standing	✓ Enter and leave the gym with care ✓ Follow "freeze" signals and stop immediately ✓ Follow game rules to play safely ✓ Avoid crowding or bumping others	✓ "Surf" safely ✓ Keep passwords private ✓ Show safe "online behaviour" ✓ Hands off all computer settings ✓ Walk at all times when inside the Lab	✓ Walk at all times when inside the Library or Maker Space	✓ No food/drinks can be consumed on the bus ✓ Keep your hands & feet to yourself ✓ Remain seated ✓ Hands/heads inside the windows at all times ✓ Do not disturb or distract the driver and obey instructions
✓ Participate politely throughout the assembly, concert or performance ✓ Enter calmly and give your attention ✓ Bring nothing in hands/pockets that could distract you or others ✓ Stand to ask questions in a clear, strong voice	✓ Participate actively in gym class (whether you're alone, doing partner work or part of a team) ✓ Wear proper gym strip (shoes/clothing) ✓ Use encouraging words ✓ No food/drinks during gym class	✓ Show "digital citizenship" at all times when using technology ✓ No food/drinks in the Lab ✓ Save your work often ✓ Organize your computer documents ✓ Log off when done ✓ Work quietly	✓ No food/drinks while in the Library ✓ Sign out books or other Library resources ✓ Take care of all Library & Maker Space materials/equipment ✓ Push in your chair when leaving a table	✓ The school's Code of Conduct must be followed at all field trips ✓ Show Rocket P.O.W.E.R. in our community– keep our school's reputation positive!
✓ Stay focussed on the presenter/performance ✓ Show appreciation with applause	✓ Take care of gym equipment ✓ Follow directions from staff ✓ Help with clean up if asked	✓ Keep workstations neat ✓ Take care of equipment (keyboard, monitor, mouse, headphones) ✓ Use email/messaging with care ✓ Print only with staff permission	✓ Study, work/play, create or read without disturbing others who are doing quiet activities ✓ Follow directions given by staff ✓ Clean-up any materials you have used	✓ Follow directions and give respect to staff or volunteers who are leading all off-site activities ✓ No littering or property damage when off-site
✓ Come to all assemblies and performances prepared to learn/enjoy ✓ Obey the quiet signal	✓ Arrive on time– get ready as quickly as possible	✓ Sign the District's Network Account and Internet Agreement	✓ If borrowing, return books and other resources on time	✓ Return signed permission forms on time

STUDENT USE OF ELECTRONIC DEVICES

At SRE, there is no requirement or need for students to bring a cell phone and/or personal digital device to school.

The school has a student phone for their use in emergencies and we are happy to pass on messages to our students when parents call. We understand that some families wish to provide their children with cell phones or other devices for emergency use. In these cases, use must be in accordance with the Central Okanagan Public Schools: Updated restrictions for Cell phone and Personal Digital Devices and Central Okanagan Public Schools Policy 486: Student Use of Electronic and Social Media Communication.



On a related note, the school is not responsible for lost, missing or damaged personal digital devices that students choose to bring to school.

Central Okanagan Public Schools

Updated Restrictions for Cell Phones and Personal Digital Devices.

In accordance with the new [requirements from the Ministry of Education and Child Care](#), schools across our district have updated their Student Code of Conduct to include the restricted use of cell phones and personal digital devices during school hours effective July 1, 2024.

Our School Code of Conduct has been revised to reflect the new requirements regarding cell phone use in schools accordingly.

SD#23 Central Okanagan Public Schools

ELEMENTARY SCHOOL CODE OF CONDUCT SECTION

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.

As part of our commitment to help our students develop digital citizenship, our educators will continue teaching our students how to use their personal digital devices and technology in a responsible and respectful way.

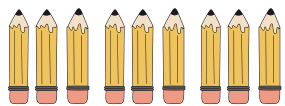
We ask that you support our staff and discuss these new restrictions with your child before the upcoming school year. If parents/caregivers need to contact their child during the school day, they should call the school office.

On a related note, the school is not responsible for lost, missing, or damaged personal digital devices that students choose to bring to school.

If you have questions or concerns, please contact your school's administration.



Consequences



While most members of our school community conduct themselves in a positive and responsible manner, violations of our school's Code of Conduct may occur from time to time. We will take all reasonable steps to prevent retaliation against a student who makes a complaint about another student's behaviour. In responding to Code of Conduct violations, every effort will be made to suit the consequence to the violation/violator. Consequences will usually escalate as students get older. Special considerations may apply to students with exceptional (special) needs. Consequences, if needed, can often be restorative rather than punitive.

Level 1: Mild Misbehaviour

Mild misbehaviour disturbs a positive and orderly school environment and includes behaviours like:

- incomplete homework
- tardiness
- teasing
- inappropriate language
- disruption of learning
- unsafe conduct
- dishonesty
- dress code infraction
- inappropriate manners
- minor vandalism
- misuse of washroom
- inappropriate tone of voice
- bringing inappropriate items to school (eg. trading cards, electronic gaming devices)
- inappropriate physical contact (eg. shoving, pinching)

Possible consequences for these situations:

- ~ a firm reminder from a staff member about expected behaviour (items confiscated, returned later)
- ~ a short time-out with supervising staff or confiscation of disallowed items or school service

Repeated incidents of mild misbehaviour could be dealt with as moderate misbehaviour.

Level 2: Moderate Misbehaviour

This level of misbehaviour may include:

- dishonesty– lying, stealing
- cheating
- bullying
- inappropriate computer use
- defiance to authority
- unsafe conduct
- graffiti
- dangerous behaviour
- sexually explicit comments
- throwing snowballs
- throwing rocks
- swearing at others
- non-compliance with staff requests
- inappropriate/unsafe conduct on field trips
- misbehaviour during safety drills
- bringing dangerous items to school (eg. lighters, lasers)

Possible consequences for these situations:

- ~ detention or extended time-out at the office
- ~ items confiscated (returned to parent/guardian)
- ~ parent contacted
- ~ meeting with the principal, behaviour documented
- ~ behaviour lesson with the principal or school counsellor
- ~ restorative justice (compensating victim, paying for damage)

Repeated incidents of moderate misbehaviour could be dealt with as serious misbehaviour.

Level 3: Serious Misbehaviour

This level of misbehaviour may include:

- fighting
- physical violence
- fire lighting or misuse of fire equipment (eg. false alarm)
- truancy
- major theft or vandalism
- discrimination
- repeated incidents of bullying
- blatant defiance
- swearing at staff
- use of weapon
- possession of weapon
- use of drugs/alcohol
- damage to staff property

Possible consequences for these situations:

- ~ in-school suspension
- ~ restorative justice (compensating victim, paying for damage)
- ~ indefinite suspension (may result in expulsion)
- ~ 1-10 day definite suspension away from school
- ~ notification of other agencies (eg. R.C.M.P.)

**SOUTH RUTLAND
ELEMENTARY SCHOOL**

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Kelowna, BC V1X 2W5

Phone: 250-870-5113

Fax: 250-870-5060

Mr. Ryan Wakefield – Principal

E-mail: ryan.wakefield@sd23.bc.ca

A copy of our Code of Conduct is provided in the student agenda & is also available on our website.

<http://www.sre.sd23.bc.ca>

If you have a concern about a decision related to school discipline, please contact Mr. Wakefield, Principal, for information about the School District's "Appeals Policy".