



# J.W. INGLIS ELEMENTARY



## Code of Conduct

### “HOME OF THE WILDCATS”

#### Statement of Purpose - Belief Statements:

##### *We believe*

- ✓ All people can learn
- ✓ All people have the right to feel safe and to be safe
- ✓ All people are responsible for their own actions and the consequences of those actions
- ✓ All people are to be treated with respect and to respect the property of others
- ✓ All people need to accept individual differences
- ✓ All people have the ability to choose the kinds of things they say and do for themselves and others and to be responsible for their choices

##### *As a member of our school community I will*

- ✓ Be friendly, safe, caring and respectful
- ✓ Make sensible choices and respect those made by others
- ✓ Set personal goals and help others reach their goals
- ✓ Celebrate successes and encourage others to do their best

##### *Students and staff will be expected to:*

- ✓ Attend school on a daily basis except in cases of illness
- ✓ Be on time and prepared for classes
- ✓ Work to their full ability level
- ✓ Demonstrate a respect and acceptance of the rights of others
- ✓ Resolve conflicts in a peaceful way
- ✓ Respect others' property
- ✓ Clean up their personal space
- ✓ Students will respect and listen to all staff members and parent volunteers

**School Mission Statement:** At J.W. Inglis Elementary School - We are a TEAM  
Together Everyone Achieves More  
By learning, caring and sharing.

**School Motto:** “JW Inglis – Just Where I Want To Be... Being the Best We Can Be!”

## **We Believe:**

- In learning activities where students can be successful and motivated.
- In cultivating a positive, safe environment.
- That strong leadership is important.
- Teachers, students and parents working together to build a strong learning community.
- In working to help all students.

## **Notification:**

School officials may have the responsibility to advise other parties of serious breaches of the Code of Conduct (e.g. parents, school district officials, police and/or other agencies).

ALL members of the learning community have a duty to report serious violent or threat making behaviour. In the event of serious violence or threat making behaviours, Violent Threat Risk Assessment (VTRA) protocol will be followed.

## **Expectations:**

We expect all members of our school community to treat others with respect and to promote a safe, caring, and orderly learning and working environment. We believe that everyone learning and working at JW Inglis School needs to follow the Code of Conduct as we interact with one another. Students, staff, and parent volunteers are expected to act in a manner that enables everyone to participate effectively in the educational community.

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

A progression of expectations is held for repeat offences and as students become older, more mature and move through successive grades and stages of social-emotional development.

## **Unacceptable Behaviour:**

Unacceptable behaviour includes but is not limited to; defiance, non-compliance, hands-on behaviour, bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours.

Our school promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, gender identity, expression and age in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

## **Consequences:**

Consequences for inappropriate behaviour take into account the age and maturity of students and special needs due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature in determining appropriate disciplinary action.

The school will treat seriously behaviours or communication that discriminate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, gender identity, expression and age (prohibited grounds set out in the BC Human Rights Code).

Some examples of consequences include but are not limited to; ‘Time Outs’, Removal of Privileges, In-School Suspensions, and Out of School Suspensions. Whenever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive.

## **Suggested Positive Interactions that Staff May Consider:**

\*Recognition and/or Acknowledgment

\* Encouragement

\* Praise

\* Friendly Interactions

\* Happy Notes Wildcat Roars or Certificates

## **OUR SPECIFIC JW INGLIS SCHOOL RULES:**

### **Closed Campus**

J.W. Inglis is a “closed campus”. This means, once students arrive at school, they must remain on our grounds until dismissal. Town students are welcome to go home for lunch. Bus students need to be picked up by their parents to leave the grounds. Please send a note if your child needs to go home via a different bus for any reason. Bus students need a parent note to miss their regular bus to go somewhere else after school.

### **Hallways**

Students will walk and move quietly when in the hallways while respecting all bulletin board displays.

Students requiring the use of a washroom while outside, will use the outside doors nearest the washrooms (front doors or the doors near the back portables).

### **Poor Weather**

Our guideline for making a decision to have “IN” days during cold weather is –15 degrees Celsius. As well, we take into account wind chill or any other weather related factors for that day. Also an “IN” day may be selected during inclement rainy weather.

### **Bussing**

Students will wait for their buses in a safe manner, in the appropriate area, and will follow the instructions of the supervisors. School buses are considered to be part of our school, just like a classroom, and bus drivers and supervisors are members of our school staff. Inappropriate behaviour on the bus, or while getting on or off the bus at bus stops may result in not being able to ride the bus.

## **Use of Telephone by Students**

Students must have permission and a phone pass from a teacher or the office in order to use the phone. Use of the phone by students from 2:30 to 3:00 will be limited. Arrangements to go to a friend's after school will be arranged the night before at home with parents. After school changes in plans require students to present notes written in agendas to the office re: different bus, contact person picking up your child, going to a friend's house, etc.

## **Other Considerations (Electronics/Toys/'Messy' Items/Trading Cards)**

Students will leave cell phones, cameras, electronic games and toys at home between 7:00 am to 3:30 pm. Students are not to bring items that create a mess to school. Examples include gum, popcorn, sunflower seeds, dried noodles, or 'whiteout'. Games or activities that result in reoccurring problems between students are not appropriate and students will be expected to leave such games or items at home (no trading cards of trading games permitted). Laser pointers are not allowed at school.

## **Dress Code**

Clothing at school is expected to be appropriate for a working and learning environment. Students are expected to wear clean, tasteful clothing and not beach-like attire. Shirts and pants should completely cover undergarments (a good guideline for shoulder straps is a minimum of three fingers wide – average adult fingers). Shirts should be long enough to completely cover the midriff when arms are extended at the shoulders. Clothing should not have logos or writing pertaining to drugs, alcohol, profanity, sexually suggestive designs, or content that discriminates (see above section re: Discrimination). Students wearing inappropriate attire will be asked to cover up, change, or go home to get different clothes.

## **Playground Rules:**

1. Students are to take pride in JW Inglis and show respect for the property by not littering or vandalizing and ensuring that all equipment is returned to its' designated location.
2. Students will follow the instructions of all supervising adults.
3. Rough play is not allowed. There will be no games involving tackling, wrestling, or kicking balls directly at students.
4. Students will stay within designated play areas. Students will not play in the parking lot, south of the long yellow lines, including the waste bin areas, in the bicycle rack areas, or off of the school grounds. Students will not climb trees located on or near the grounds.
5. Students are expected to show respect for others.
6. Students will leave dangerous objects on the grounds alone (rocks, bark, branches, sticks, pine cones, broken glass, needles, etc.)
7. Students will leave unsafe objects at home (hard balls, etc.)
8. There will be no snowballing or face washing.
9. No chewing gum is allowed on school grounds.
10. Students are to return into the school quickly and quietly when the bell rings.
11. Students will use crosswalks when crossing streets to enter or leave school grounds.
12. Students who are not bus students, are encouraged to leave the school grounds after dismissal and not return until after 4:30 pm.
13. If playground equipment should go out of the school grounds, students will get permission from a supervisor/teacher before going to retrieve it (over the fence, across the road, etc.)
14. Scooters and bicycles will be walked on school grounds. Scooters and bicycles need to be kept in the bike racks provided. Bike racks are 'out of bounds' during the school day other than for the purposes of parking or retrieving one's own scooter or bike.

*At JWI we demonstrate the 3B's by:*

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Before School</b>	* School not open until 8:30 am	* Stay outside until bell rings unless otherwise directed	* Listen to instructions of morning supervising adults
<b>Assembly</b>	* Keep hands and feet to yourself * Eyes and ears on presenter * Use appropriate applause (clapping only)	* Follow appropriate procedure for singing O Canada * Respond to signal of leader * Be on time and prepared for presentation	* Enter and exit gym (assembly) in an orderly manner * Walk
<b>Hallways</b>	* Follow directions * Use quiet, inside voices before school, recess, and noon * Keep hands and feet to yourself	* Use appropriate exits and entrances * Respond promptly to the bell * Keep hallways clean * Be polite to visitors, staff and each other * Remove boots during winter weather	* Walk and keep right * No eating or drinking in the hallways
<b>Washrooms /Changing Rooms</b>	* Respect privacy * No bullying (physical/verbal/relational) * Use quiet, inside voices * Treat others as you want to be treated	* Keep washrooms clean and tidy * Use bathroom equipment properly (flush) * No running in halls * Wash hands * No vandalism	* Walk to and from * Wash hands
<b>Playground</b>	* Follow directions of supervising adults * Understand and follow game rules * Take turns and share * Invite others to join * Use encouraging comments (no put downs) * Show pride and respect for property	* Use appropriate language * Accept consequences of your actions * Problem solve your conflicts * Return into the school promptly and quietly	* Report any unsafe behaviours * Use equipment appropriately * Stay within school boundaries * No rough housing * No tackle games or wrestling * No snowballs or face washing * Walk bikes/scooters on/off of playground and keep them in the bike rack
<b>Office</b>	* Wait your turn quietly * Be polite	* Respect the Secretary's work space	* Adults and student secretaries (2) only using office equipment * No student using office computers w/o permission
<b>Bus</b>	* Follow directions of the driver * Use quiet voices * Keep hands and feet to yourself	* Remain sitting in your seat while the bus is moving * Pick up after yourself * No vandalism	* Sit down in the bus * Face the front * Keep your feet on the floor in front of you * Do not throw things out the windows
<b>All Settings</b>	* Follow directions the first time * Use polite words and a calm voice * Respect individual differences * Encourage others * Remove hats when entering school * No chewing gum	* Treat others the way you would like to be treated * Be honest * Take care of yourself and property * Accept the outcomes of your behaviour * Permission needed to leave school grounds	* Hands and feet to yourself * Use equipment and materials appropriately * Walk in all areas of the school
<b>Closed Campus</b>	* Students stay on school grounds from arrival to departure times.	* Bus students must wait on the school grounds and catch the bus from Inglis not at Bloom. * Going to town is not allowed. * Parents are welcome to come to school to take their child to downtown activities. * Students going home for lunch should give us a note signed and dated by a parent/guardian saying this will happen.	* Visitors to the school should report to the office initially.



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## **J.W. INGLIS STUDENT CLASS PLACEMENT POLICY**

A major task of our school staff at the end of the school year is to place students into classes for September. The process of assigning students to classes is a complex and collaborative one. It begins with the district allocation of staffing keeping in mind the limits of the collective agreement concerning class size. Staffing is dependent upon the enrollment in each grade. Our goal is to create the best learning environment possible for all students in our care. Classes are created with the input from all educators in the school; current classroom teacher(s), school based resource teachers, administration, school counselor, Educational Assistants, and other district staff. As a result, once classes have been configured, the movement of students from one class to another is a practice that is contrary to the efforts of the J.W. Inglis educators and is not common practice. All factors (listed below) are carefully considered by the J.W. Inglis educational team at the May/June class placement meetings.

If you have *specific* information related to the factors listed below, you are encouraged to contribute this information **in a written letter to the principal by the end of April, previous to the new school year. No emails, please. Your hard copy is filed.**

We will make every effort to consider your valuable feedback as we collaboratively build our classes for the next year.

***NOTE: Please forward all feedback related to your child's friendship preferences to your child's classroom teacher. Teachers will include this information on your child's profile sheet that is used during the class building process.***

The final responsibility for student placement rests with the school principal.

The factors taken into account in placing students in classes includes all of the following. This list is not in order of priority:

- ✓ Each child's academic needs
- ✓ Each child's social, emotional, and behavioral needs
- ✓ Each child's physical and social maturity
- ✓ Instructional groupings of students
- ✓ Class group dynamics
- ✓ Total number of students in each class
- ✓ Balance of male and female students
- ✓ Integration of students with special needs (and associated CEA support and district professional support)
- ✓ The learning style of the student

**Please note that class lists will be finalized in September after new students have registered and their needs have been considered. We strive to have students in their classrooms as soon as possible in September. At times, shifts in district enrollment complicate the process and changes to classroom configurations are required.**