



# L'École Bilingue Code of Conduct

The goal of this Code of Conduct is to establish and maintain a caring and safe learning environment in which all children can achieve their potential for greatness. These expectations apply to behaviour at school, during school organized or sponsored activities and behaviour beyond these times (including online behaviour) that negatively impacts the safe caring or orderly environment of the school and/or student learning.

L'École Bilingue 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 or origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation - in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. Special considerations may apply to students with special needs, if they are unable to comply with our Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

**Je prends soin de moi.  
Je prends soin des autres.  
Je prends soin de mon école.**

**I take care of myself.  
I take care of others.  
I take care of my school.**

It is up to all members of our school community - students, staff, and parent volunteers - to ensure that our actions:

- protect our own learning and the learning of others
- create safe conditions
- respect the need of order and calm throughout the school
- bring credit to our school.

## Unacceptable Conduct

The following are examples of incidents that must be reported to a staff member or supervising adult as soon as possible:

- acts of bullying, harassment, intimidation or exclusion
- physical aggression or violence
- offensive language or behaviours

- acts or objects that put oneself or others in danger
- willful damage to property and disrespect for the environment

## Notification

School staff and officials have the responsibility to advise parents and/or other parties of serious breaches of the Code of Conduct. For example:

- parents of student offender(s) in every instance
- parents of student victim(s) in every instance
- school district officials as required by district policy

## Consequences

Throughout their years in elementary school, it is understood that students will show increasing maturity, self-responsibility, decision-making ability, and leadership. When considering appropriate consequences for unacceptable conduct, the school will take many factors into consideration: the severity and frequency of the actions as well as the age and maturity of the students. A detailed plan regarding possible consequences will be developed, discussed, and clarified with all members of the community. **The school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code).**

As far as possible, we will ensure that:

- responses to unacceptable conduct are pre-planned, consistent and fair
- disciplinary action is preventative and restorative rather than merely punitive
- decisions re serious behaviours are reviewed by a conduct committee
- students and parents are encouraged to participate in the development of meaningful consequences for their unacceptable conduct
- students grow in their ability to accept responsibility for their actions
- the school will take all reasonable steps to **prevent retaliation** against a student who has made a complaint of a breach of the code of conduct

## Inside the school

- Use your inside voice.
- Walk on the right side of the hall and up and down our one staircase.
- Remove all hats inside the school.

- Dispose of chewing gum in garbage before entering school.
- All “wheels” (skateboards, scooters, inline skates) should be carried to the classroom or locker and stored until the end of the day.

### **Practical Rules & Guidelines for Specific Times & Places**

#### **At all times and in all places**

- Follow the directions of all staff and supervising adults.
- Dress for the weather and in an appropriate manner for school activities.
- Leave valuables at home.
- Place all returnable items in the appropriate recycling containers, all garbage in bins, and all recyclable material in these containers.

#### **Assemblies & Performances**

- Enter and exit calmly, using an inside voice.
- Follow your teacher’s direction and remain quietly seated throughout the event.
- Show your polite appreciation by clapping; do not whistle, stomp your feet or call out.



#### **Gymnasium**

- Students are not to be in the gym or any of the adjacent rooms (change rooms, storerooms, etc.) without adult supervision.
- No food or drinks are allowed without staff permission.



### **Internet Access: Classrooms, Computer Room & Library**

- Students may access the internet only with the annual parental permission form and under the supervision of a responsible adult.
- No one - staff, students, or parents - should access chat lines from a VSB computer.
- Use of email and computer games by students is restricted to those situations that are required by staff for educational purposes.



### **Primary Lunchroom and Intermediate classrooms**

- Bring healthy food and snacks to school.
- Remain in your seat until 12:20 dismissal at least; students may stay until 12:30 only.
- Leave your lunch bags in the classroom’s basket.

### **Recess & Noon hour**

- Look to the supervision aides for help in dealing with minor problems and injuries.
- After informing a supervision aide, come to the office for first aid and/or to resolve more serious problems.
- Remain outside until the bell except for access to the office, washrooms and drinking fountains.
- Unless specifically asked by a staff member, students should not be in the corridors.
- Staircases, ramps and landings should be kept free at all times.
- Washrooms should not be used as gathering or play areas.
- On rainy days, if recess and lunch are inside, play “inside games” in the designated area.
- Students are to use their designated entry and exit doors unless office assistance is required.



#### **Playgrounds: 8:40 a.m. - 3:15 p.m.**

- Students should stay inside the grounds - and out of the staff parking lot unless they have the approval of a supervising adult.
- Primary students may play everywhere on the school site and Grades 2 & 3s may play on the turf field or the wooden park playground during recess and lunch only.
- Intermediates may play on the school site, the turf field and the park within the boundaries at recess and lunch only.
- Bikes, scooters, skateboards, inline skates, roller shoes, etc. should not be used on the property.
- Dogs must be on a short leash at all times and left outside the school.
- Students who arrive on the early bus and leave on the late bus are supervised by administration.



#### **Student Drop-off & Pick-up**

- Drivers should respect all posted No Parking and No Stopping signage.
- Avoid U-turns on the streets and into alleys around the school.
- The staff parking lot is reserved for school staff from 7:45 a.m. to 4:00 p.m. and is not to be used for student drop-off or pick-up during those hours.
- Once parked safely, parents should ensure children exit the car on the right (near the sidewalk) and that **they always use the cross walk on Prince Albert Str.**

