

## **KITWANGA SCHOOL IS SAFE AND CARING**

At Kitwanga Elementary students learn and teachers teach. You will need to work very hard to learn and to ensure you help our school be a safe and caring school. At Kitwanga Elementary you must show respectful and responsible behaviours to yourself, to others and school property.

✓ **Respect Yourself**

✓ **Respect Others**

✓ **Respect Property**

In your classroom your teacher will teach you about the three school rules. The expectations for behaviour are posted in each classroom and the hallways throughout our school to help you remember and follow them.

When you follow the school rules, the school staff will try to catch you being good! When you have difficulty following the school rules, the school staff help the students talk about their inappropriate behaviour, the effect their behaviour had on other students, and talk about what they could do next time.

For you to be really successful at school, you need to develop good behaviour and skills to use in class, on the playground and in the hallways.

Kitwanga Elementary School promotes a climate of understanding and mutual respect where all students and staff accept and support individual differences of gender, race, ancestry, lifestyle, and ability as set out in the BC Human Rights Code.

## Student Expectations at Kitwanga Elementary School

SETTINGS	RESPECT SELF	RESPECT OTHERS	RESPECT PROPERTY
Classroom	<ul style="list-style-type: none"> <li>•Be prepared for class</li> <li>•Try your best</li> <li>•Use kind words</li> <li>•Listen carefully</li> <li>•Cooperate</li> </ul>	<ul style="list-style-type: none"> <li>*Stay on task</li> <li>•Put your hand up to ask for help</li> <li>*Share ideas</li> <li>*Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Put garbage in cans</li> <li>•Recycle</li> <li>•Keep your desk clean</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>•Walk</li> <li>•Use quiet voice</li> <li>•Go straight to your destination</li> </ul>	<ul style="list-style-type: none"> <li>•Walk in the middle in a line</li> <li>•Appreciate hallway displays (use eyes only)</li> </ul>	<ul style="list-style-type: none"> <li>•Take dirty shoes off</li> <li>•Put your belongings away</li> <li>•Keep property damage-free</li> </ul>
Playground	<ul style="list-style-type: none"> <li>•Play with others</li> <li>•Use kind words</li> <li>•Stay in bounds</li> </ul>	<ul style="list-style-type: none"> <li>•Take turns</li> <li>•Share equipment</li> <li>•Play safe</li> <li>•Include others</li> </ul>	<ul style="list-style-type: none"> <li>•Put garbage in cans</li> <li>•Bring equipment back in</li> <li>•Recycle</li> </ul>
Lunch time	<ul style="list-style-type: none"> <li>•Eat your lunch</li> <li>•Use your manners</li> </ul>	<ul style="list-style-type: none"> <li>•Eat first, talk later</li> <li>•Use quiet voice</li> <li>•Follow staff instructions</li> </ul>	<ul style="list-style-type: none"> <li>•Put garbage in cans</li> <li>•Clean up after yourself</li> <li>•Put chairs away</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>•Sit quietly in one spot</li> <li>•Pay attention</li> </ul>	<ul style="list-style-type: none"> <li>•Pay attention</li> <li>•Clap for others</li> <li>•Sing along</li> <li>•Sit so others can see</li> </ul>	<ul style="list-style-type: none"> <li>•Wear clean shoes in gym</li> <li>•Sit in one spot</li> </ul>
Library and Computers	<ul style="list-style-type: none"> <li>•Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>•Stay in your own chair</li> <li>•Put books away in right place</li> </ul>	<ul style="list-style-type: none"> <li>•Take care of books</li> <li>•Use computer properly</li> <li>•Push in chairs</li> </ul>
Gym	<ul style="list-style-type: none"> <li>•Participate</li> <li>•Bring gym strip and indoor shoes</li> </ul>	<ul style="list-style-type: none"> <li>•Good sportsmanship</li> <li>•Share equipment</li> <li>•Take turns and include others</li> </ul>	<ul style="list-style-type: none"> <li>•Wear only indoor shoes</li> <li>•No food or drink</li> </ul>
Washroom	<ul style="list-style-type: none"> <li>•Flush</li> <li>•Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>•Respect the privacy of others</li> <li>•Try to use only during breaks</li> </ul>	<ul style="list-style-type: none"> <li>•Keep property damage-free</li> <li>•Use only what you need</li> </ul>

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## *Student Expectations at Kitwanga Elementary School*

# WHEN STUDENTS ARE GOOD AT SCHOOL

When you follow the following school rules:

✓ **Respect Yourself**

✓ **Respect Others**

✓ **Respect Property**

Then you may be rewarded by one or more of the following:

- ✓ A staff member will tell you how proud they are of your behaviour
- ✓ You might receive a Caught Being Good if you are caught following one of the school rules and/or showing how to help make our school safe and caring for yourself and others. Your name is written on the Caught Being Good and is entered for prize draws!
- ✓ You may be sent to the school office and the principal will share how proud s/he is of your efforts and behaviours. Your parents may receive a written note or surprise phone call about your excellent behaviour at school!
- ✓ You may be given an Award at our school assembly for doing well in your learning, attitude, efforts and/or behaviours.

## **IF STUDENTS MISBEHAVE**

### **LEVEL 1 - Inappropriate Behaviours**

Level 1 misbehaviours are minor rule violations. If you break a school rule then:

1. A staff member will talk to you.
2. The school rules will be reviewed with you.
3. You will be asked to help fix the problem by answering the following questions:

- What happened?
- What effect did your behaviour have on others?
- What will you do to fix your problem?
- What can you learn from this?
- What will you tell your parents (if asked).

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## Student Expectations at Kitwanga Elementary School

4. You may be asked to go to the office if you need more time to solve the problem or think about your inappropriate behaviour. If you are outside on the playground, you may be sent to the front of the gym area.

You will be given an opportunity to improve your behaviour. If you choose not to own or improve your inappropriate behaviours, you may face more serious consequences.

Level 1 type of inappropriate behaviours may include:

- \* Running in hallway
- \* Rough play - depends on severity / if purposeful.
- \* Littering
- \* Being unprepared for class or forgetting homework
- \* Disrupting the teacher teaching
- \* Disrupting the learning of others
- \* Name calling, teasing, or putting down others
- \* Inappropriate language.

### **LEVEL 2 - Serious and Inappropriate Behaviours**

Level 2 behaviours are more serious. If you choose to use seriously inappropriate behaviours, the staff will:

1. State why your behaviour is inappropriate or harmful.
2. You will be asked to help fix the problem by answering the following questions:

- What happened?
- What effect did your behaviour have on others?
- What will you do to fix your problem?
- What can you learn from this?
- What will you tell your parents (if asked)?

3. You will be asked to go to the office or the First Nation's Support Worker's room for up to 10 recesses in order to learn better ways to behave. You will complete assignments during recess time. Once your time is spent learning better behaviours, you may go back out for recesses.
4. If your inappropriate behaviour is harmful to yourself or others, you could be sent to the principal's office. You may also lose school privileges like field trips or other special events. You will be required to fix your problem. When you are sent to the principal's office, a record will be kept of your inappropriate behaviour. Your parents may also be called to let them know what you did and what you need to do to fix your problem.

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Level 2 type of inappropriate behaviours may include:

- \* Being late for class more than 3 times without a good excuse
- \* Defiance to a reasonable request by staff
- \* Stealing
- \* Bullying
- \* Rough housing, encouraging and / or cheering on a fight
- \* Harassing other students or parents

### Minor Offenses

### Major Offenses

Running in hallway	
Littering	Rough play - depends on severity or if purposeful
Being unprepared for class	
	Disrupting teacher teaching
	Disrupting learning of others
	Name calling putting others down
Late for class	Swearing, inappropriate language
	Defiance to reasonable request
	Stealing
	Rough housing
	Bullying
	Encouraging and cheering on a fight
	Harassment of other students, staff or parents
	Wilful defiance or complete disrespect
	Endangering safety of others
	Inciting others to fight
	Use of dangerous materials
	Vandalism, destruction of school property
	Discrimination

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## Student Expectations at Kitwanga Elementary School

### LEVEL 3 - Very Serious and Inappropriate Behaviours

Level 3 behaviours are very serious. If you choose to misbehave or be part of a group that acts inappropriately, then staff will:

1. Send you to the office right away and call the principal
2. The principal will talk to you and record the following information on an office referral form:
  - What happened?
  - Where did it happen?
  - Who else was there?
  - Why did you do this?
  - What effect did your behaviour have on others?
  - What will you do to fix this problem?
  - What will be your consequence(s)?
  - Has this kind of inappropriate behaviour happened before?
  - What will you tell your parents?
3.  Your parents will be contacted. Your parents will be told about your inappropriate behaviours and what the consequences are. Consequences are based on the seriousness of your behaviour and the school board's policy on student conduct. School consequences may include a meeting with parents, behaviour contract, in-school suspension, and/ or out of school suspension. All school privileges are taken away till the consequences have been served (e.g., you may not go on the year end field trip).

Level 3 type of inappropriate behaviours may include:

- \* Willful defiance or complete disrespect for staff or others
- \* Endangering the safety of other students
- \* Inciting others to fight or fighting
- \* Vandalism, destruction of school property
- \* Use of tobacco or a weapon (e.g., knife)

Consequences are designed by staff and parents to be meaningful, age appropriate and enforceable. Consequences are used to help you to learn a better way to behave and to remember the school rules. Consequences are the same for all students but for some students they may be individualized to better teach students with special needs or a past history of misbehaviours.

K.E.S. will ensure that reasonable steps are taken to prevent any retaliation against a student who has reported inappropriate behaviour.

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## Student Expectations at Kitwanga Elementary School

When a conflict arises among students, staff will help you resolve the situation and teach you the following strategies to work it out:

- √ Apologize
- √ Talk it out
- √ Ignore it
- √ Tell the other person to stop
- √ Go to another place
- √ Make an agreement
- √ Wait and cool off

Remember, you can talk to your teacher or the principal if you have a problem or need help solving a problem with another student or staff.

### Behaviour Incident Report

(When you use inappropriate behaviour, staff will ask you to complete this form. These forms are kept and reviewed with you).

Name \_\_\_\_\_ Date \_\_\_\_\_ Div. \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_

1. Describe what happened or what you did.
  
  
  
  
  
  
  
  
  
  
2. What effect did your behaviour have on others (other student(s) and teacher)?
  
  
  
  
  
  
  
  
  
  
3. What will you do to fix the problem? What will you do next time?
  
  
  
  
  
  
  
  
  
  
4. What will you learn from this?
  
  
  
  
  
  
  
  
  
  
5. What will you tell your parents (if appropriate)?

Teacher comments:

List previous behaviours related to incident:

List consequences used previously:

Parent Contacted: Yes  No

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