

SARDIS ELEMENTARY SCHOOL EXPECTATIONS



1. Students will follow the school Code of Conduct.
2. The Code of Conduct applies before and after school, at recess, and at lunch.
3. Students travelling to and from school must follow the school Code of Conduct.
4. Student dress code applies at all times at school.
5. Students must play within the designated playground boundaries.
6. Students/parents/siblings may not ride bicycles, scooters, rollerblades, skateboards or other wheeled items on school property, as the area is very congested with people and vehicles. Roller blades are to be removed at the edge of school property.
7. Students may not throw snowballs, rocks, pinecones, sticks or any other dangerous objects on school property.
8. Students are to walk in the building and should stay to the right side.
9. Students who are late for school are to report directly to the office.
10. Students must have parental permission to leave the grounds during the school day.
11. Students must have specific teacher permission to use the phone.
12. Out of bounds areas in the building include the staffroom, office, copying room and paper room.
13. Sardis Elementary has a zero tolerance weapon policy. "Fake" weapons, pocket knives, and any other item that could cause harm are included and should not be brought to school.
14. **Cell phones, iPods, and other electronic devices are to be kept in backpacks during school hours unless a teacher or EA is providing direct supervision for their use as an educational tool.**
15. Gum stays at home.
16. Students line up before school, after recess and after lunch to enter the building at a location determined by the teacher. The teacher will meet them and bring them in. Parents are welcome to wait with their children as they line up in the morning.
17. The front door is for adults only during the school day. Students may use the front door only if they are with an adult, unless they are late before school and are reporting to the Office, or if they have an urgent need at breaks or after school.
18. Students are dismissed through their classroom doors or the doors closest to their classroom. Parents picking up a child are asked to wait outside in a prearranged spot. If parents need to speak with a teacher, they should wait until after dismissal, or make an appointment by email or telephone.

Sardis Elementary School Code of Conduct

At Sardis Elementary School we are dedicated to creating and maintaining a safe, caring and orderly environment. This will allow each child to reach his or her potential, to experience the growth of responsibility and respect, to be a contributing citizen, and to be a lifelong learner.

Sardis Elementary School promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law, which prohibits discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, gender, physical or mental disability, sexual orientation or gender identification/expression.

Conduct Application and Expectations

The Sardis Elementary School Code of Conduct applies to behavior at school, during school-related activities, and beyond these times (**including school bus and on-line behaviour**). It addresses anything that impacts on student learning and the safe, caring and orderly environment of the school.

ACCEPTABLE BEHAVIORS

These are the positive behaviours that we encourage all students to demonstrate, because they have a positive impact:



S Safety First

- Hands/feet off
- Stay in supervised areas
- Report unsafe situations and injuries to an adult
- Walk while in the building
- Walk bikes, scooters and skates while on school grounds

A Act Responsibly

- Do your assigned work
- Clean up after yourself
- Use good hallway manners
- Report vandalism or bullying in a timely manner

R Ready to Work

- Come prepared to learn with supplies and homework ready
- Keep a positive attitude
- Do your best

D Discuss Problems

- Identify the problem
- Discuss the problem (find an adult if you can't solve it)
- Brainstorm solutions
- Pick one strategy and try it
- Did it work? Think it through!

I Include everyone

- Be aware of the needs of others
- Be kind, caring and friendly
- Be a friend to anyone sitting on the "Buddy Bench"
- Be a good school citizen
- Be a good sport

S Show Respect

- Use good manners and listening skills
- Listen to all adults
- Practice good audience manners
- Treat others with respect
- Follow Sardis' Dress Code
- Respect personal and school property

UNACCEPTABLE BEHAVIOURS

These are the negative behaviours that we discourage, because they have a negative impact:



• Behaviours that:

- interfere with the learning of others
- interfere with an orderly environment
- create unsafe or unhealthy conditions

• Acts including, but not limited to:

Minor:

- Inappropriate language
- Physical contact
- Refusal/defiance
- Disruption
- Property misuse
- Discrimination

Major:

- Abusive language
- Fighting/physical aggression
- Overt defiance
- Repeated disruption
- Theft/vandalism
- Harassment/bullying/intimidation

Rule of Thumb: "HANDS OFF!"

RESPECT vs. BULLYING

The community at Sardis Elementary School believes that all students, staff and volunteers must be provided with a safe, secure and welcoming learning and working environment. To that end, acts of disrespect, bullying and harassment will not be tolerated.

Disrespect is the taking of dignity from another individual.

Bullying is an intentional action which causes emotional or physical distress.

Bullying may be **physical** (hitting, kicking, spitting), **verbal** (hurtful words, intimidation) or **social** (humiliating, excluding others).

CONSEQUENCES

Disciplinary action will be **preventative, educational and restorative**. The goal for the student is:

- to take ownership for his/her choices
- to reflect on the options that could have been chosen
- to fix any damage that may have occurred, if possible
- to prevent the problem from recurring
- to have direct involvement so that the consequences are purposeful and meaningful

Consequences will increase with the frequency and severity of the misbehavior.

- warning
- community service
- loss of privilege
- "time out" in office
- parent contact
- conference with student and parent
- individualized instruction
- in-school suspension
- out of school suspension

Note: In cases of extreme behaviour (eg. violent or extremely disrespectful behaviour), the Principal may bypass increasing consequences and go directly to more serious consequences.

DRESS CODE

We will encourage and positively enforce an appropriate dress code to enhance the already existing safe and healthy culture of Sardis Elementary School. Dressing appropriately is one way to encourage positive interactions, it supports a mindset focused on school work, and it helps support our focus on safety. Furthermore, our students will go on to Vedder Middle School in Grade 7, and these guidelines reflect the VMS Dress Code.

Examples

Appropriate dress includes, but is not limited to, the following:

- All head gear is to be worn outside only (except on specially designated occasions determined by the school).
- Clothing cannot have messages or illustrations that contain references to alcohol (including beer companies), violence or coarse language.
- Proper footwear is required, including clean inside shoes, and supportive non-marking athletic shoes for PE.
- Modest clothing should be worn and must cover the student so that there are no exposed undergarments. Bellies and backs should be covered. Spaghetti straps, short shorts/skirts, overly tight or see-through clothing, halter tops, and similarly revealing clothing are not proper attire for school. (Guideline: *Would you wear this for the workplace?*).

BICYCLES AND WHEELED OBJECTS:

STUDENTS AND PARENTS SHOULD WALK THEIR BICYCLES, SCOOTERS AND OTHER WHEELED ITEMS ON THE SCHOOL GROUNDS AT ALL TIMES (including bicycles, roller blades, scooters of any type, unicycles, etc.). This is for the safety of the children on our crowded property. Our school is located in a busy area, easily accessible to the public and subject to heavy traffic, and there are lots of small children around. Students who ride bicycles to school are also asked to use a good lock on their bicycles and attach them to the bike rack during the day. Bicycle helmet usage is mandatory, as per School Board Policy and the laws of British Columbia.

WORK HABITS AND STUDY SKILLS (Grades 4 – 6)

1. Students should be ready each day:

- a. **supplies** (pencils, pens, books)
- b. **planners and binders organized**
- c. **good attitude**
- d. **prepared to learn**

2. Work Expectations

- a. Bring a full P.E. strip - shoes, shorts/sweats, t-shirt, gym bag
- b. Always use pencils and rulers in math
- c. Hand in work neatly and completely
- d. Keep subjects in their proper sections
- e. Keep your work in sequential order (by date)
- f. Weed out work at the end of each term
- g. Binder - no doodling, graffiti, or taking apart
- h. Put completed work in a specific place in your binder
- i. **Use proper set-up in heading and page layout:**
 - Name/date - top right hand corner
 - Pages – top left margin
 - Numbers - in left margin
 - Ruler line at end of Math assignments



Sardis Elementary
Behaviour Matrix



Our Motto	Playground	Hallway
RESPECTFUL & COOPERATIVE	<ul style="list-style-type: none"> - listen to the supervisors -use appropriate and kind words -take turns -share equipment -take care of younger children -hands off/feet off 	<ul style="list-style-type: none"> -wear clean shoes inside the school -hats and headgear worn outside only -walk single file and to the right -work quietly in the hallways -don't walk through groups (go around) -stop & listen to announcements -be polite (excuse me, thank you, etc.)
RESPONSIBLE	<ul style="list-style-type: none"> -play safely -share equipment -help others -if you have garbage outside, put it in the garbage can -use problem solving skills -report problems to the adults -hands off/feet off -set a positive example for others 	<ul style="list-style-type: none"> -walk quietly -go directly where you need to go -work quietly -clean up after yourself -hands off/feet off -set a positive example for others
KIND & CARING	<ul style="list-style-type: none"> -include everyone -use kind words -help those who are hurt -no games that involve hitting, restricting others, wrestling, fighting, play-fighting, etc. 	<ul style="list-style-type: none"> -be quiet and respectful of others -hands off/feet off -leave room for others to walk -greet adults and guests -hold the door for others -let others go ahead



Sardis Elementary Behaviour Matrix

Our Motto	Lunch Period	Washroom
RESPECTFUL & COOPERATIVE	<ul style="list-style-type: none"> -listen to announcements respectfully and quietly -eat politely at your desk and use your manners -use an inside voice -leave others' food alone -listen to the supervisors -ask permission to use the washrooms -clean up the floor around your desk 	<ul style="list-style-type: none"> -clean up after yourself -no peeking -do not gather with friends -respect the privacy of others -use the washrooms during break times
RESPONSIBLE	<ul style="list-style-type: none"> -when dismissed, dispose of garbage and recycling -on "IN" days, choose an appropriate activity -use your inside voice -eat your own lunch (don't beg) -take leftovers home -set a positive example for others -if you have garbage outside, put in the garbage can 	<ul style="list-style-type: none"> -try to go during breaks -flush the toilet -use the washroom quickly and quietly -wash your hands -clean up after yourself -tell an adult if there is a problem -put toilet paper where it belongs -set a positive example for others
KIND & CARING	<ul style="list-style-type: none"> -eat lunch quietly <u>at your own desk</u> until 12:25pm -clean up after yourself -put your garbage in the garbage can and your recycling in the recycling bin 	<ul style="list-style-type: none"> -keep the washrooms clean -leave others alone -wait your turn



Sardis Elementary
Behaviour Matrix

Our Motto	School Wide	Assembly
RESPECTFUL & COOPERATIVE	<ul style="list-style-type: none"> -speak politely -use manners -use inside voices -use appropriate, polite words -greet adults in the hallway -use designated doors when entering and exiting the building -line up to enter the building and wait to be invited in -listen to and cooperate with all of the adults in charge -listen to announcements 	<ul style="list-style-type: none"> -enter quietly -use inside voices while waiting -sit with feet crossed so there is room for everyone, and so everyone can see -keep your hands to yourself -listen (don't talk) when someone is speaking -stand properly for O Canada, hands by your side, and sing respectfully -sit down quietly -walk as you leave the gym
RESPONSIBLE	<ul style="list-style-type: none"> -keep our school clean and tidy -use the garbage cans for your garbage, and recycling bins for your recyclables -put your things away properly -leave gum at home -remain outside on "OUT" days unless you need to use the washroom -take your snack outside when you leave at recess -set a positive example for others 	<ul style="list-style-type: none"> -listen to the speaker -clap appropriately -wait for your teacher to invite you to stand up and leave -do not call out -hands off/feet off -set a positive example for others
KIND & CARING	<ul style="list-style-type: none"> -make choices that are thoughtful of others -act in a polite and respectful way -hands off/feet off 	<ul style="list-style-type: none"> -show respect and appreciation to presenters -help when help is needed