



CODE OF CONDUCT

RULES AND PROCEDURES

LAKEFIELD ELEMENTARY SCHOOL

CODE OF CONDUCT

AT LAKEFIELD ELEMENTARY
SCHOOL, WE

1. WORK AND PLAY SAFELY
2. RESPECT EACH OTHER AND EACH OTHER'S PROPERTY
3. ARE ALWAYS READY AND RESPONSIBLE
4. CO-OPERATE WITH ONE ANOTHER

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(facilitated by 3 staff members)

General Procedures and Daily Routines

- Supervision of students begins at 7:50 a.m.
- Students arrive at 7:50 via bus, car or walking. They go directly to the designated play areas until the bell at 8:07. If students are cold they have the option of going to the indoor room.
- Students entering the school will remove their hats.
- All students will go to their designated coat areas and change from outdoor footwear to indoor footwear.
- Announcements are made and students are expected to stop and listen to all announcements.
- At 9:40 students eat their snacks in the classroom, to avoid unnecessary litter on the playfield. Students go out for recess at 9:50-10:05, focusing on the first Code of Conduct statement "Work and Play Safely".
- The noon break consists of one 20 minute and one 25 minute blocks. During the first 20 minutes the students sit at their desks to eat their lunches. Only with the permission of the duty personnel may they get out of their seats, unless there is an emergency. During the second 25 minute block the students are outside or at other co-curricular or extra curricular activities.
- Students who are outside during outdoor breaks have the option of going to the indoor room if they wish to come inside.
- Dismissal time is 1:35 (K-2) & 2:35 p.m (3-5). The students line up in their designated bus areas without talking as to ensure the safety of the students as they load their bus. Walkers leave via the back door and are expected to go directly home.
- Parents picking up students: please park your car and either meet them at the back door or at the classroom.
- Notes are required for students whenever there is a change from their regular after school routine (ex. going elsewhere than home or being picked up by someone else).

Miscellaneous Items:

Walkmans, bicycles, skateboards, gameboys, stereos or other valuable collector items (ex. cards, etc.) are not to be brought to school.

Possible Consequences

Understanding that each and every situation is different, the consequence will reflect the uniqueness of the situation.

If the homeroom teacher is not involved in the disciplinary matter, she/he will be informed of the violation that required disciplinary action for record keeping and to provide continuity.

Whenever an infraction occurs, the child will first be referred to the Code of Conduct and a four part apology* will be applied (either oral or written). This may be followed with additional consequences such as:

- Private reprimand.
- Community service (grounds cleanup, chores).
- Record name (office book).
- Loss of recess or lunch break.
- Contact parent / send home notes, etc., for signature.
- Report to principal or vice-principal.
- Individual contract.
- Pay for damage/repairs.
- Referral for Intervention/Counselling.
- Warning letter(s).
- Suspension from school as per District Policy.

* Four Part Apology:

- 1) I acknowledge
- 2) I apologize
- 3) What I can do
- 4) I will

In January 2000, students worked with the guidance of their teachers to develop lists of rules under each of the four statements of the Code of Conduct. Their lists of rules were collated and are summarized below.

*note: It has been emphasized to students that they do not have to memorize long lists of rules. **Students who follow the Code of Conduct, will invariably make good choices.***

Code 1:

Work and Play Safely

1. Use indoor voices.
2. Sit properly on your seat, all chair legs on the floor.
3. Keep your room safe and tidy.
4. Golden Rule – Do unto others as you would have done to you.
5. Have indoor and outdoor shoes. Make sure laces are always tied.
6. Stop and listen to announcements.
7. Walk on right-hand side of halls.
8. Don't throw objects not meant for play.
9. Don't annoy or distract others when they try to work.
10. Use all play equipment properly.
11. Stay within school yard boundaries.
12. Include everyone in your games.
13. Keep your hands and your feet to yourself. Respect each other's "space". "Helping hands, not hurting hands."
14. Carry sharp objects properly.
15. Take turns, share and be nice to each other.
16. Walk safely in hallways, on stairs, and in classrooms.
17. Don't bring dangerous things to school.

Code 2:

Respect each other and each other's property

1. Be polite and courteous.
2. Always ask permission before borrowing other people's things. Return items promptly and in the same condition as when borrowed.
3. Take responsibility for your actions.
4. Treat people how you want to be treated.
5. Let others learn and concentrate.
6. Be patient with others.
7. Try to understand and appreciate other people's differences.
8. Respect your home and school environment.
9. Speak to others with respect.
10. Respect the code of conduct.
11. Help others feel welcome.
12. Leave other people's belongings alone.

Code 3:

Always Ready and Responsible

1. Be accountable for your actions. Accept responsibility.
2. Set good examples for others.
3. Accept the consequences of your behavior.
4. Be responsible for everything you own.
5. Be prepared, be organized, and plan ahead. (ie. homework, clothing, supplies, lunch, extra items to be brought to school)
6. Be honest with yourself as well as others.
7. Take responsibility for inappropriate behavior and find solutions to correct behavior.
8. Listen to others and follow instructions.
9. Go promptly from the hall and coatroom to your classroom.
10. Always try to do your best!
11. Put your name on all your things.
12. Chewing gum is not allowed.
13. Visit the office first when you arrive at school late.
14. Keep your desk and your coat hall neat and tidy.
15. Be hungry for learning!

Code 4:

Co-operating with one another

1. Speak kindly to others using good manners.
2. Listen attentively – don't interrupt a teacher or others.
3. Respect and support each other's ideas.
4. Work out problems in an acceptable way to the whole group. ex. vote, pick a number, flip a coin. (compromise)
5. Accept each other's differences.
6. Think before you do and say.
7. Be an active participant in your class and in group activities.
8. Share.