



Quigley Elementary School

"A GREAT PLACE TO LEARN"

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Home of the Quasars

QUIGLEY'S RESPECTFUL LEARNING ENVIRONMENT

The students and staff in our school deserve to learn and work in the best environment we can provide. Students and staff in our school have the right to:

- **Be treated with kindness and care.**

You have the RESPONSIBILITY to treat others the same way.

- **Learn and work in a disruption free environment.**

You have the RESPONSIBILITY to listen, to ask questions, and to learn and work without disrupting.

- **Know what is expected of them in every area of the school (code switching).**

You have the RESPONSIBILITY to follow all expectations and make the school community a better place for everyone.

- **Be protected from physical harm.**

You have the RESPONSIBILITY not to physically harm yourself or others.

- **Be protected from verbal abuse.**

You have the RESPONSIBILITY to treat others with dignity, worth and respect.

- **Have their personal property protected.**

You have the RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.

- **Have access to technology in order to enhance their learning experience.**

You have the RESPONSIBILITY to respectfully, safely and appropriately use the technology and District network/resources only as tools for learning (Central Okanagan Public Schools Policy 486).

At Quigley, we believe student behavior is the responsibility of all members of the school community: students, teachers, staff, administrators, and parents. We believe that every person has the ability to learn, change, and ultimately interact in ways that foster the academic environment that Quigley requires. Of paramount importance to all of us is the safety of the students: physical, emotional, and social. As such we expect every member of our school community to demonstrate respect for yourself and others, respect for learning, and respect for property and the environment.

Quigley values and encourages individual differences. The school promotes 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, age, political belief, religion, marital status, family status, physical or mental disability, criminal conviction unrelated to employment, sex or sexual orientation - in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Student Conduct – Positive Behaviour Intervention Support

We use a Positive Behaviour Intervention Support (PBIS) model at Quigley. Within this model, a behavior expectation matrix is displayed throughout the school and reviewed regularly with students. The matrix outlines the appropriate behaviors and expectations in different areas and situations throughout the school. The model encourages teaching and rewarding positive behaviours, rather than focusing on negative behaviours.

Quigley Elementary Behaviour Matrix

	Respect Yourself	Respect Others	Respect Your Environment
Classroom	Listen actively Use your best effort Be prepared to learn	Use appropriate volume Say and do kind things Cooperate with others Keep hands, feet, and body to yourself	Clean up your area Put supplies in the proper area Use supplies respectfully
Gymnasium	Listen and follow directions	Be aware of others' personal space Keep hands, feet, and body to yourself	Use equipment properly Put your equipment away
Hallways	Walk on the right side Walk at a reasonable pace	Use a quiet voice Keep hands, feet, and body to yourself	Keep hands off displays Pick up garbage off the floor
Library	Find just right books Read	Use a quiet voice Return books on	Be kind to the books Put away books and

		time	resources
Playground & Field	Be active Stay within school boundaries	Keep hands, feet, and body to yourself Include others	Put your garbage away Return all equipment
Field Trips	Demonstrate best behaviour Listen and participate	Keep hands, feet, and body to yourself Say please and thank to bus drivers and leaders Respect the spaces you are in and follow their rules	Leave the place a little nice than you found it
Lunch & Snack Time	Eat your lunch Remain in your seat Eat healthy food to fuel your body	Use a quiet voice Be aware of food allergies Do not share food	Clean up after yourself
Washrooms	Do your business and then leave Wash your hands with soap and wayer	Flush Respect the privacy of others	Hit the target Turn off the water Use soap and paper towel wisely
Assembly	Listen actively Participate	Keep hands, feet, and body to yourself	Keep hands off items in the gym

Modeling appropriate behavior is the best method for teaching expectations. When student behavior is inappropriate, we always seek first to listen to the student and try to understand his/her behavior. Every behavior issue is an opportunity for both teaching and learning. We are firm, but fair; and recognize that fair does not always mean the same for every student. Disciplinary decisions made by teachers and administrators are determined after a due and fair process taking into consideration the developmental stage, history, needs of the student, the seriousness of the infraction, and school safety. Students should always be treated with respect and dealt within a caring context of how to help/support. At the same time, it is important for consistent, fair, and logical consequences to be implemented when students violate the code of conduct (rights and responsibilities / behavior matrix).

The school may choose to use meetings, written reflections, action plans, restitution plans, detention, suspension, and the temporary suspension of rights as ways to discipline students who abuse their rights and responsibilities. Major infractions of rights and responsibilities (bullying, substance abuse, fighting, vandalism, carrying weapons, theft, threats, and chronic misbehavior) will be dealt with in a serious manner. Prior to being categorized as major, chronic misbehavior will have been given due process: intervention from the teacher, counselor, administrator, and/or parents. Consequences for major infractions may include suspension and/or indefinite suspension. In addition to our school based guidelines and expectations, students and parents at Quigley will be made aware that more serious violations of the Code of Conduct will be dealt with in accordance with Central Okanagan Public Schools discipline regulations (Policy Reg. 5600). Parents will be informed of all serious issues and the process used for establishing appropriate consequences; they will be expected to support the school's decision with respect to those consequences.

Restitution is an important component in the process of resolving issues and building our sense of community. Restitution requires the student to restore the relationships affected by his/her actions. Sometimes this means acknowledging the effects of the infraction, accepting responsibility for the behavior, investing time in rebuilding relationships, and compensating for damages done by the behavior. An important stage in the restitution process includes reflection.

In order to systematically 'catch students behaving appropriately', we use 'Starbucks'. Starbucks is an incentive coupon that is presented by teachers, staff, and special guests to a student in recognition of their positive behaviour.

Safety

Togetherness

Achievement

Respect

Every week we draw names of students who have received Starbucks and the winners are recognized.

Conduct on Field Studies

A field study is a carefully planned excursion by the classroom teacher to support the school curriculum through an alternative to the classroom experience. Students are expected to abide by the same behaviour guidelines as they would in their classroom (see matrix). Further, students represent the school when they are in the larger community and are therefore expected to conduct themselves appropriately and in a manner which brings pride to the school. Students unable to follow behaviour guidelines at school or on field studies may lose the privilege of participating in future field experience and will instead remain under supervision at school or at home with parents. Parents will be informed if this situation occurs. This also applies to sports events held at other schools.

Conduct on Inside Days – Bad Weather

Students will be allowed to remain indoors during lunch and/or recess as determined by the principal. On Indoor Days, students will be expected to:

- Follow normal Lunch Eating expectations
- Remain in their classrooms, unless supervised in another area of the school
- Play or work quietly, remembering our rules of respect for others, themselves and the environment.

Conduct at Lunch Time

In keeping with Central Okanagan Public Schools Healthy Foods guidelines, it is recommended that all students bring a nutritious snack. Please be aware of school-wide and classroom alerts concerning food allergies. While eating in their classrooms, students are expected to:

- Sit at their own desk
- Speak with their 'quiet' voice
- Raise their hand if needing to get a drink or use the washroom
- Clean up their own desk area and wipe off their desk when the bell rings.

Students who repeatedly violate lunchtime expectations will be removed from the class to eat in an alternate area. Student monitors will be utilized in K-3 classrooms, in addition to adult student supervisors.

Wheels on Campus: Bikes, Blades, Scooters, Wheelies, Skate Boards, Long Boards, etc...

Helmets are mandatory when using personal forms of wheeled transportation to/from school. Students must have a good locking device to lock up a bike in the cage. ALL students and adults are to dismount and walk or carry their bike, roller blades or skateboards on the school property. Shoes with “wheelies” fall into this category, and are not to be used on the school grounds or in the school.

Dress Code

Our appearance reflects our good judgment and our respect for self and others. We ask our students to keep in mind that school is a “workplace” and that our attitude toward school is reflected in the way we dress. Following are the guidelines for dress at QGE:

- Clothing should be conducive to learning, not distracting from or disruptive to the learning process, intimidating to others, or make any other student/adult uncomfortable;
- Clothing, jewelry or head-gear with words or symbols which distract from the educational climate is not acceptable (e.g., messages related to alcohol, drugs, violence, racism, sexism, or hatred towards others, etc.);
- Proper footwear (no flip-flops) must be worn for health and safety reasons. Students need one pair of indoor runners. We encourage our kids to stay active during recess breaks and it is best for their health to have runners for inside and outside activities.

Students, staff or visitors who do not meet the dress code will be respectfully required to change into more appropriate attire or asked to leave the property.

Responsible Student Use of Personal Digital Devices, School Technology, and District Network Services

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes. Students must abide by the school's Code of Conduct and procedures, as well as central Okanagan public schools policy 486 student use of network services and digital technologies.

Students will:

- Secure power off and store digital devices during instructional IE class time and non-instructional time (i.e. breaks/lunch) at elementary schools and less instructed by the principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;

- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cell phone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct. Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.