

## Brooklyn Elementary Code of Conduct



### **Striving to be the Best Brooklyn Bear that I can be:**

#### **B — Belonging**

We include everyone, make others feel welcome, and help our school feel like a community.

#### **E — Empathy**

We show kindness, listen to others, and treat people with respect.

#### **A — Accountability**

We take responsibility for our actions, make safe choices, and work to make things right.

#### **R — Resilience**

We practice a growth mindset by trying our best, working through challenges, learning from mistakes and being flexible.

#### **Belonging:**

- At Brooklyn we are inclusive, and everyone will do their best to ensure all feel welcome, no matter who they are and what they enjoy.
- At Brooklyn students, staff and parents will all contribute to building a caring school community by being kind, respectful and always look out for one another.
- Everyone is welcome at Brooklyn; therefore, students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds. Racism and discrimination will not be tolerated in our school.

#### **Empathy:**

- All Brooklyn BEARS are expected to follow Brooklyn's 3 rules:
  - ❖ Be Kind
  - ❖ Be Safe
  - ❖ Be Fair

#### **Accountability:**

- A student who wilfully damages school property or the personal belongings of another member of the community will be required to pay for repairs and/or replacement.
- For everyone's safety, students are not permitted to ride e-bikes or e-scooters on school property as these are deemed illegal for students under the age of 16.

- All students are expected to remain within the school boundaries from arrival to dismissal. Parents picking students up during the day must sign students out at the office.
- Cell Phone: At elementary schools, students will be restricted from using personal digital devices at school at any time unless they have been given permission from their teacher or school principal/vice-principal; while on school related field trips, inside and outside of school minutes; while on school supported extracurricular activities such as sports, music or other; and 30 minutes before or 30 minutes after school while on school grounds.
- Students are to refrain from inappropriate use of smart watches, computers, cell phones, cameras and/or other communication/wireless devices. Students must also be aware that they may be subject to discipline for misuse of technology if it has an unsafe or negative impact. All personal electronic devices should be turned off and kept in your locker or backpack during class time unless students have been given permission to use the device for educational purposes. Personal devices should not be used at recess, lunch or between classes.
- We advise parents and students that personal belongings such as toys and games remain at home. If a child has brought a toy or electronic device to school, and it is lost, stolen or damaged, it is not the school's responsibility to replace that item. Any toys that resemble weapons will be confiscated and are not to be on school property.
- At Brooklyn we strongly promote outside time for fresh air and exercise. Expect to be outside, unless the administrator calls an indoor recess, this call will be made just before each recess as conditions can change quickly. Please make sure your child has appropriate clothing for all weather conditions, so they can play comfortably with peers.
- The outdoor classroom is open during recess and for class use during instructional minutes, please ensure your child comes prepared for all learning conditions. If this is not an option, please let our administration team know and we'll ensure your child has what they need to be successful.
- To help support the environment and reduce litter, we ask that caregivers send snacks and lunches in reusable containers. We are a pack in/pack out school. All snack and lunch garbage will go home to be recycled. Please send your child with a nutritious recess and lunch which can be eaten within 15-20 minutes.
- We have an 'inside shoes' expectation at Brooklyn. Students should wear their inside runners in the gym and music room. Classroom teachers may also expect inside shoes to be worn in the classroom. Again, if families need support, please let our administration team know.

## **Resilience:**

- When travelling to and from school, students are expected to conduct themselves in accordance with the school Code of Conduct. This includes field experiences (field trips and sporting events) as these trips are extensions of the classroom. Students who travel to school by bike, skateboard, scooter, or rollerblade are expected to wear appropriate safety gear (helmets are mandatory). For safety reasons we do not permit these to be ridden on school property, unless under direct supervision.
- Clothing and footwear need to be appropriate for school, which is our working and learning environment. Students are not permitted to wear clothing which:
  - feature symbols that may promote the use of controlled substances, uses vulgar words, pictures or drawings;
  - are derogatory regarding a person's ethnic background, national origin, religious belief, sexual orientation or disability.

**During class time I will do my best, as I support myself, the class and my environment, I am being the best Brooklyn BEAR that I can be.**



# BROOKLYN ELEMENTARY

**B**elonging

This B.E.A.R award is being given to

**E**mpathy

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for their ability to demonstrate the values  
of being a Brooklyn Bear through:

**A**ccountability

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**R**esilience

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\_\_\_\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Principal

## **For Parents & Caregivers:**

Brooklyn Elementary expects parents to act respectfully, support their child's learning, and uphold district values like inclusivity and non-discrimination, mirroring the Brooklyn Elementary Student Code of Conduct and policies on appropriate conduct, with key themes of belonging, empathy, accountability, resilience/responsibility, and safety for all in physical and digital spaces.

## **Parent Responsibilities: Your Role in Physical Safety for Students**

- Let the office know if your child will not be at school.
  - The school phone number is 250-339-2232.
  - The email for attendance is: [Brooklyn@SD71.bc.ca](mailto:Brooklyn@SD71.bc.ca)
  - The School Messenger app is linked [here](#).
  - If possible, please share a note or email teacher.
- Please communicate changes in pickup to the teacher via email. Students will be asked to come into the school if not picked up by the last bell TIME ending after school supervision.

- Check in at the office before entering the school or being on school grounds.

### **Parent Responsibilities: Your Role in Online Safety for Students**

- Brooklyn's digital device policy is for students to not have personal digital devices with them or visible at school unless related to an IEP, medical assistive device, or family emergency
- SD71 students receive an email connected to their Learn71 account, please connect with the classroom teacher regarding student use. Find the SD71 technology policy [here](#).

### **Parent Responsibilities: Conduct Expectations**

- Respect & Courtesy: Treat students, staff, and other parents with respect and courtesy, as harassment, threats, or intimidation are not tolerated.
- Communication: Communicate with staff in a respectful manner, raising concerns promptly and ensuring online interactions are not defamatory or harassing.
- Inclusivity: Support an inclusive environment, respecting diversity, gender identity, and sexual orientation, as outlined in district policies.
- Privacy: Respect the privacy of other students, parents, and staff.
- Technology Use: Adhere to district rules regarding technology, avoiding misuse of district systems or harassment online.
- Community Values: Act in ways that uphold Brooklyn's Code of Conduct, focusing on belonging, empathy, accountability, and resilience.

### **School Responsibilities - Parents & Caregivers can expect:**

- To be treated respectfully and have their child treated respectfully.
- To have their family's privacy respected.
- To be consulted about their child's educational needs.
- To have concerns listened to and responded to in a timely manner.

### **When Issues Arise:**

- Follow the established communication steps: start with communication to the classroom teacher and move to contacting the Principal if needed, with a focus on finding solutions.
- Immediate issues of student safety can be brought to any staff member at any time, including the Principal. There is also an online reporting tool for students and parents located here: [Erase](#)
- **Order of Communication Steps:**
  1. Classroom/Teacher Level: Initial concerns (e.g., student learning, daily classroom issues) should first be discussed directly with the child's teacher.
  2. School Level (Principal/Vice-Principal): If unresolved or for broader school-related issues, the next step is to meet with the school's administration.
  3. District Level (Director/Superintendent): For significant or systemic concerns, or if school-level resolution fails, the matter is escalated to district leadership.
  4. School Board: Final appeals or major policy matters go to the Board of Trustees.

## **Additional Information:**

### **ADMINISTRATION: DISCIPLINE AND CONSEQUENCES**

Discipline, strategies and consequences are used to teach and guide students to appropriate behaviour and conduct. Positive discipline provides opportunity to learn and grow and helps children understand and be responsible for their actions, empowering them to resolve problems. Consequences are determined by the individual situation, and no two incidents are alike.

When students contravene the Code of Conduct, interfere with the rights of others, or with the learning environment, they will be subject to consequences that balance the gravity of the offence. While discipline is progressive, there are instances such as violence toward self or others, outright defiance and non-compliance, or consistently disrupting the learning environment of others, where a severe consequence is the initial consequence. Reasonable steps will be taken to prevent retaliation against students who report breaches of the Code of Conduct. Further, in relevant circumstances, students may be subject to consequences prescribed in specific School Board Policies.

Our strategies include, but are not limited to:

<b>Range of Strategies:</b>	Parent contact/involvement	Problem solving with staff
<b>Restitution:</b>	Restorative justice	Loss of privilege (collaborate)
<b>Suspension:</b>	Out of school	In school
<b>Behaviour Contract:</b>	Tracking between school and home or school contract	

### **GUIDING PRINCIPLES FOR THIS CODE OF CONDUCT**

1. Prevention of Retaliation – All reasonable steps will be taken to prevent retaliation against a student who makes a complaint of a breach of code of conduct.
2. BC Human Rights – Members of our school community support 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 of origin, relation marital status, family status, physical or mental disability, sex, sexual orientation, gender identity/expression, or age.
3. Special Consideration – In application of our school’s code of conduct, special considerations may apply to students with special needs if those students are unable to comply due to an intellectual, physical, sensory, emotional or behavioural disability. School officials may have the responsibility to advise other parties/agencies of serious breaches of the Code of Conduct (i.e.: school district officials, RCMP, MCFD, etc.).