

Cilaire Elementary School's Code of Conduct

A. Statement of Purpose

- To establish and maintain safe, caring and orderly environments for purposeful learning
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location.

The school promotes the values expressed in the BC Human Rights Code (see the SD 68 website for the complete wording of the Code) respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service, and facility in the school environment.

B. Conduct Expectations

Acceptable Conduct

- Respect self, others and the school
- Help to make the school a safe, caring and orderly place
- Report to an adult, in a timely manner, incidents of bullying, harassment or intimidation
- Accept responsibility for your own learning
- Act in a manner that brings credit to the school

Unacceptable Conduct

The following points are examples only and are not an all-inclusive list:

Behaviours that:

- interfere with the learning of others
- create unsafe conditions

Acts of:

- bullying, cyber-bullying, sexting, harassment or intimidation
- physical violence
- retribution against a person who has reported incidents

Illegal acts, such as:

- theft of or damage to property
- possession, use or distribution of illegal or restricted substances such as firecrackers
- possession or use of weapons

These expectations apply to behaviour at school, during school organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Bullying

Bullying is defined as an intentional act that is intended to cause emotional or physical distress to a victim. Bullying is characterized by a power imbalance of one individual over another. It typically involves a series of incidents over time. Those who witness incidents of bullying play a key role, as bullying does not typically occur without an audience. Bystanders must accept the responsibility of reporting incidences to teachers or supervisors.

Bullying takes four main forms:

Physical bullying

- involves physical contact with a victim in a way that is designed to harm or intimidate consistently, over a period of time

Verbal bullying

- using words to hurt, humiliate or intimidate consistently, over a period of time

Cyber-bullying

- the use of the Internet to hurt or humiliate others

C. Rising Expectations

Expectations will increase for students as they become older and more mature, and as they move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline and there will be increasing consequences for inappropriate behaviour.

D. Consequences

The severity and frequency of unacceptable conduct, as well as the age and maturity of the student will be considered in choosing appropriate consequences for unacceptable behaviour. Consequences are:

- Pre-planned, consistent and fair.
- Preventative and restorative rather than punitive wherever possible.
- Created with student involvement so they are purposeful and meaningful.
- Considerate of any special needs that may impact a student's ability to comply with the expectations.

Discussion between student and staff member. When students choose not to meet behavioural expectations, there will be natural, logical and consistent consequences. Minor indiscretions are handled by staff. Frequently the consequence will be in the form of a time-out. It may also involve completion of a "Think Sheet" where students can reflect upon their actions and consider better choices next time.

Step 2

Conduct Forms are issued for major offences (i.e. bullying, fighting, physical abuse of others, disrespectful/abusive language) and continual defiance of school rules. Students are referred to the Principal. Parents are informed if a lasting change does not occur.

Step 3

Parents are immediately contacted for serious incidents of misbehaviour or if minor incidents persist beyond step two. Depending on the severity or frequency of the misbehaviour, students are given in-school or home suspensions for:

Persistent inappropriate behaviour, which disturbs or interrupts the usual, orderly operation of the school or is judged to have a harmful effect on the safety of other pupils or staff of the school.

Depending on the context and circumstances, students can expect to be suspended immediately for: fighting, overt defiance, alcohol and/or drug use, stealing, vandalism and any action that deliberately endangers the health and safety of others.

In addition to applying natural and logical consequences, behaviour support could include counseling and/or behaviour contracts.

E. Notification

- In cases of serious breaches of the Code of Conduct, the school will advise other parties, including:
- Parents of student offender(s) – in every instance
- Parents of student victim(s) – in every instance
- School district officials – as required by school district policy
- Police and/or other agencies – as required by law
- All parents – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

Expectations of Participants in the Educational Process

To achieve an effective learning environment for our students, the school community must function well together. For the educational process to be a successful and enjoyable one:

- the child must be prepared to learn, and
- the climate of the school and classroom must be conducive to learning, and
- the teacher must be prepared to help the child.

Expectations of Pupils

- to always work and play safely and responsibly.
- to be courteous and to practice common manners.
- to respect the rights of others.
- to respect school property and the property of others.
- to come to school properly equipped and willing to work.

Expectations of Parents

- to ensure that students attend regularly and punctually.
- to ensure that the child is prepared to work while at school.
- to be prepared to work with the child and the teacher in planning and carrying out a suitable educational program.
- to work with the teacher to help the child develop responsibility, self-discipline, and respect for the rights of others.

Expectations of Teachers

- to present to a group of individual students a planned basic program.
- to acknowledge the individual differences of pupils, and to make adjustments to the basic program, so that each pupil is challenged to reach his/her potential.
- to be courteous, practice common manners, and to enforce the expectations of the school and the classroom consistently and with impartiality.
- to work with pupils and parents in planning and implementing a suitable educational program for each child.

Expectations of the Educational Administrator

To administer and supervise the school, including:

- placement and programming of pupils in the school.
- general conduct of pupils at school, going to and from school, and participating in extra-curricular activities.
- provision of guidance, advice, support, and direction to pupils, parents, teachers, and support staff in all school matters.

Emergency Dismissal/School Closure

Unforeseen circumstances and conditions may result in a school closure. What do parents need to know?

1. Be informed. The local radio stations (WAVE 102.3FM and WOLF 106.9FM) will start broadcasting bulletins by 7:00 am if circumstances force a school closure. These will be updated again by 11:00 am. In addition, the district will post the information on the district's website (www.sd68.bc.ca), Twitter and Facebook, unless there are technical problems or a power outage."
2. Prepare your child. If schools are closed during the school day due to some emergency situation, your child needs to know what to do. With approximately 200 students, we cannot contact all parents by phone. If your child's first option is to go home, be sure to instruct him/her on what to do (i.e. whom to phone if home alone). You may, especially if both parents work outside the home, need to establish a plan for your child after an emergency release.

Early Detection System

Early detection was initiated for the safety and protection of your child(ren). The purpose of the program is to detect as soon as possible the whereabouts of each student not in class. For the system to operate successfully, parents are requested to:

1. Phone or email (lhowden@sd68.bc.ca) the school at any time in the evening or early morning if it is convenient and leave a message with your child's full name and their teacher's name; or phone in the morning between 8:00 and 8:45 and in the afternoon between 12:20 and 1:00, if your child is late or absent from school for any reason, or
2. Send a note with another child in the family, or
3. Give advance notice, preferably written, of dental/medical appointments, or any changes from the usual routine.

A Note of Caution: The Early Detection System is simply a strategy to verify the legitimacy of a child's whereabouts if they are absent from school. The Early Detection System does not replace the safety precautions that parents and students must exercise to prevent harm.

Emergency Procedures

Should your child have a serious injury during school hours, the following procedure is followed:

1. The nature and seriousness of the child's injury is determined.
2. If time is not an important consideration, the home is contacted and the parent is asked to come for the child.
3. If the home cannot be contacted the emergency number provided to the school is called.
4. If no contact is made, the school will take the necessary action to ensure the child gets medical attention. The school will continue in its attempt to contact parent/guardians.
5. If emergency care is required, the school will do so as quickly as possible. In such cases the parent may have to meet their child at the hospital.

Attendance

Attendance at school is important for two reasons:

1. Pupils miss concepts taught and assignments when away.
2. Perhaps more important in the long run, if absence with parent permission is due to any other reason except illness or medical reasons, it places a lesser value on school education in the eyes of the child.

We urge parents to consider carefully an occasion when you plan to take your child out of school. Lessons progress rapidly and student learning is typically based on daily routines. It takes very little time for a student to get behind to the point where they miss key concepts that are difficult to make up.

Lates

It is a matter of common courtesy to arrive for classes at the proper time and students are encouraged to develop lifelong habits of promptness.

Students who arrive late often disrupt the operation of the classroom by requiring the attention of their teachers or classmates to assist them in getting started on their assignments or to re-teach all or part of a lesson.

To encourage and promote responsibility, students who are late for school could be asked to make up missed time after the school day. Chronic cases may be documented with a letter home.

Student Medication

Teachers are not permitted to administer medical procedures or administer medications. If you have medication that you are required to send to the school you must first attend the office of the school prior to sending the medication. You will be asked to fill out a form and once this is complete, school personnel can supervise the process of dispensing medication. Unless this form has been completed and signed, School District Policy prohibits us from supervising the dispensing of medication.

Student Access to the Building

As a student, your presence in the building prior to 8:30 am is:

1. subject to the approval of your classroom teacher (e.g.) some intermediate teachers will supervise children working on school work
2. permissible if you are participating in a teacher-sponsored activity, like a school sport.
3. permissible in EMERGENCIES.

Courtesy

1. Wearing hats and chewing gum is not permitted in the school.
2. Students, upon entering the school office, are expected to wait quietly until office staff can acknowledge them, or they may politely make their presence known.
3. Equipment will be returned to the proper place by the person who borrowed it.
4. Pupils will not enter classrooms other than their own, unless a teacher is present.
5. Travel in the school is purposeful. Random wandering is not part of what we do at the school. This includes times before and after school and at big recess.
6. No food is allowed in the gym, computer lab, or library.
7. Participation in physical education classes is expected unless, for medical reasons, there is a written request from the parents. A note from a physician may be requested for non-participation for extended periods.
8. All students are expected to go outside during recess and lunch times; however, when heavy rainstorms occur, the administration may declare an "inside day". Students will be permitted to stay in their classrooms where they will be supervised by teachers or supervision aides, assisted by student monitors from the senior grades.

Noon Hour Policy

Students occasionally go home for lunch with parental permission particularly if they are within walking distance of the school. However, it is understood that the large majority of students will remain at school for the lunch period. Students cannot leave the school grounds during big recess unless they are with a parent or guardian.

If a situation or series of events occurs that demonstrate that a child has difficulty functioning at big recess, parents will be informed. If a lasting change in behavior does not result, a child may lose the privilege of remaining at school for big recess for an indeterminate amount of time.

Care of School Property

Pupils borrow library books and are issued textbooks. They use school supplies and equipment. It is the pupil's responsibility to take care of any item that is on loan to him/her. As the school has only limited resources for replacement of materials, any pupil who carelessly or willfully loses, defaces, or destroys books and other school property will be required to pay the replacement cost. Damage to school property also, includes writing and drawing on desk tops.

Lost and Found

The Lost and Found Box is located in the main hallway. Items are kept there a few months. Before taking items to a charity organization, students are given the opportunity to review the contents of the box. Typically this occurs the week before Christmas Break, the week before Spring Break and the last week of June. Please place name labels on all items left at school like boots, shoes, gym strip, and coats.

Homework

Homework varies from class to class. Quite often, homework is simply work that students were given time to complete during the school day, but were not successful in finishing. In some classes, teachers believe in assigning work to be done at home to help establish a routine. This matter, however, is at the discretion of the teacher. Homework can be of many types. Study might include the following:

Primary Grades:

- regular reading with parents
- regular practice of arithmetic facts
- practice of spelling and printing
- completion of work not completed at school
- project work

Intermediate Grades:

- practice of spelling/number facts
- preparing for tests
- project work
- skill building work assigned by teacher
- completion of work not completed at school.

Teachers assign homework with the hope of:

1. encouraging self-discipline and responsibility.
2. fostering good study habits, and
3. motivating the students to want to learn more.

Homework can also keep parents informed of the work done by the students. A student planner or a version in the form of a back and forth book is used from grades 1-6 to assist in the communication between home and school. It is important that students take the responsibility of bringing their planner to school each day so it can be used as an organizational and communication tool.

Homework for Vacations

Each year we are approached by an increasing number of parents who wish to take their child out of school for extended periods of time. Usually this is for reasons associated with family plans or family business. We do not have a procedure for granting students a “leave of absence”. Rather it is assumed that parents will make decisions in the best interests of their own child. We are respectful of the fact that many of our families have family members far away, and spending time with them is important. Difficulties arise, however, when parents wish to have some sort of reassurance that their child will not be “behind” in their work when they return. If your child misses school for extended periods of time, he or she will be “behind” in classroom work. Students may well have other cultural travel experiences that contribute to their overall development, but the many varied daily classroom activities they will miss cannot be duplicated through worksheets or workbook!

We are not in the position to provide assignments for children who have extended absences due to family plans. Rather we are providing a list of suggested activities that are designed to assist parents with planning for their child’s educational needs while traveling.

- Set aside a time each day for reading books
- Have your child keep a reading response journal in which he or she records this reading activity and thoughts about what has been read that day
- Keep a scrapbook of special places or sightseeing
- Have your child keep a “math journal” or ledger, dealing with changes in time and currency, distances traveled, cost of fuel and meals, etc.
- You may wish to purchase a math workbook that will help your child keep in daily practice with basic math skills.

Appeal Procedures

At times parents may have concerns regarding decisions in the area of behaviour, pupil placement, and program. Most often any problems can be solved at an early stage through consultation. Parents are encouraged to use the following steps to address these concerns:

1. Discuss concerns with your child.
2. Discuss concerns with the classroom teacher.
3. The situation can be reviewed by parents and the principal (with or without the use of school personnel).
4. Parents can ask to discuss the problem with the Assistant Superintendent.
5. Parents can ask to discuss the problem with the Superintendent.

Bicycles at School

If your child brings a bicycle to school, please ensure that he/she can handle it safely and is familiar with rules of the road. When arriving at school, it is your child’s responsibility to:

1. Walk their bike on the school grounds
2. Park their bike in the bike racks.
3. Wear a helmet when riding their bike.

School Telephone

Students are allowed to use the school telephone in the event of an emergency or as directed by a teacher. **Use of the telephone is not to be used to arrange for rides home, or for permission to play at a friend’s house.** These arrangements should be made in advance.

Field Trips and Insurance

Our students may be on many field trips throughout the year. There is nothing better than experiencing something first hand, and a great deal of learning in many associated areas happens on field trips. All of our students are required to have a signed permission slip before they can partake in these activities.

Often, parents are asked to drive on field trips. Board Policy provides a special insurance rider that includes additional coverage, over and above the driver’s own policy, to protect volunteer drivers. **Parents will need to complete a Volunteer Driver’s Application and complete an updated Criminal Records check**

Policy 4410 – Volunteer Vehicles

- a) The B.C. minimum third party liability insurance required on each vehicle is \$2,000,000.
- b) Volunteer vehicles are not to carry in excess of the number of passengers prescribed by law. Volunteer vehicles are to carry a maximum of nine passengers.
- c) The principal or delegate shall inform in writing the volunteer driver/owner that the vehicle must meet all safety requirements, including a seat belt for each passenger.

Parent Advisory Committee (PAC)

The PAC at Cilaire is an active group of parents who meets monthly to discuss issues affecting our children’s education. The principal and members of staff also attend regularly, to exchange information and to discuss changes, which can directly affect our children and how our school functions.

Your PAC Chairpersons for 2015-2016 are:

Carla Smith & Karen Wicker-Shaw

Examples of topics discussed are:

- School Board policies
- new equipment or programs to be purchased
- future and past school events
- future roles and goals of the PAC
- fund raising
- parent education

The PAC is also committed to parent education.

Fundraising is a priority for the PAC. Many items such as learning resources, library books, playground equipment, and computer equipment have been donated by the PAC. While all parents are welcome to participate on the PAC, we recognize that there are many other ways to make a significant contribution at Cilaire (for example: volunteer reading program, fund raising support, social event helpers, etc.). The Cilaire PAC extends a warm welcome to parents (new and returning) to join us when we meet on the second Wednesday of the month in the school library. We look forward to having another rewarding year together at Cilaire Elementary School.

Dress Guidelines

The school is a place to work and learn and as such students are expected to dress in a manner that is conducive to this expectation. At school we rely on the good sense of students and their parents rather than a strict code as to what is suitable to wear to school. Some general guidelines are:

- hats are not worn in the building.
- beach wear or clothes that are revealing (low cut tops, spaghetti straps, muscle T-shirts, halter tops, bare midriffs and backs are not acceptable).
- items of clothing that display offensive graphics/writing are not appropriate for school.
- Clothing needs to be suitable for the season (i.e. warm tops in winter).
- Tops must meet bottoms
- Shorts and skirts must be of a reasonable length. The bottom should come close to the knee when seated. The attire must be suitable for working while seated on the floor, in a group where students are seated, facing one another, etc.

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain the type of appearance that is not distracting to students and/ or to the detriment of the educational process of the school.

When a student's appearance is felt to be detrimental, the student will be asked to put on other clothes. This may involve the child contacting their parent/guardian. If the problem persists, a parent/administrator conference may be required.

Cell Phones and Other Electronic Devices

- All electronics will be turned off and placed in the student's backpack between the hours of 8:30 to 2:22.

Consequences for a violation of this policy

- Electronic device will be taken away from the student and be given to the principal.
- Principal will phone home to notify the parent/caregiver of the violation.
- The parent/caregiver will have to come to the school to pick up the student's electronic device.

If a student needs to use a phone during the day, the student phone is available in the office area. If a parent needs to contact a student in an emergency, please call