



SD10 SCHOOL DISTRICT 10
ARROW LAKES

World Class Learning in a Rural Environment

**Burton Elementary School
School District No. 10 (Arrow Lakes)
2018-2019 School Calendar**

First Day of Classes (Half Day)	Tuesday, September 4
NI Day – Classes not in session	Friday, September 21
Thanksgiving Day	Monday, October 8
NI Day – Classes not in session	Friday, October 19
NI Day – Classes not in session	Friday, November 9
Remembrance Day (Statutory Holiday)	Monday, November 12
Last Day of Classes prior to Winter Break	Thursday, December 20
Winter Break	December 24 – January 4
First Day of Classes after Winter Break	Monday, January 7
NI Day – Classes not in session	Monday, January 21
BC Family Day	Monday, February 18
Ni Day – Classes not in session	Friday, February 22
Last Day of Classes prior to Spring Break	Thursday, March 14
Spring Break	March 18-29
Good Friday	Friday, March 30
First Day of Classes after Spring Break	Monday, April 1
Ni Day – Classes not in session	Friday, April 12
Good Friday	Friday, April 19
Easter Monday	Monday, April 22
Ni Day – Classes not in session	Friday, May 17
Victoria Day	Monday, May 20
Last Day of Classes	Thursday, June 27

School Communications

Having a strong communication network from home to school is an important part of keeping everyone involved and informed. Communication starts with your child's teacher. If there are any concerns that arise throughout the year, **please speak to your son/daughter's teacher first as it is the teacher that is your first line of communication.**

Teachers individually have many ways of reaching out to parents as well. The best thing to do is get involved and reach out to your child's teacher if you have any questions or concerns!

Communications regarding after school pick up or alternate bussing plans need to be given in writing.

The school website will also be getting some attention for the upcoming year. Stay tuned!

Check in Policy

For the safety of our students and staff, all volunteers and visitors to the school are required to check in at the office once they arrive. Signage is posted on each entrance door to redirect visitors to the main office as all school doors, aside from the main entrance door, are typically locked at 9:30 am.

Emergency Drills (Fire, Earthquake, and Lockdown)

BES staff take the safety of our students very seriously. As such, students will be participating in **mandatory safety drills** throughout the year. This is to provide recurrent training and practice for our students and staff in the case of an actual emergency. Fire drills are in place in case there is a fire at the school and students/staff need to be evacuated. Because British Columbia is located on a seismically active region, Earthquake drills are in place in case of an earthquake hitting Burton. Best practice during this time is "DROP, COVER, and HOLD ON!" Finally, students will be participating in Lockdown drills (codenamed: Emergency Hide and Seek) which are in place to keep students and staff safe within the school.

School Routines and Expectations

A successful school is one that runs within various forms of structure. Clarity of how the school should operate on a day-to-day basis enables the school to run safely and more smoothly for the benefits of the students and staff. ***As such, students are expected to adhere to the following practices:***

Punctuality

-Students are expected to arrive on time for school. Please make efforts to ensure that your child arrives to school on time!

Walking in the halls

-Students are expected to walk from place to place in the halls in a single file fashion following their teacher. No students at any time should be running down the halls to get to where they are going.

Recess Expectations

- Unless otherwise directed by a staff member, students are expected to go outside during recess time. As such, students need to make efforts to dress appropriately for the weather.

-In spite of some outdoor games being of a more physical nature, students need to refrain from being too physical with one another during play. **Students are advised to keep their hands to themselves!**

Lunch Expectations

-All students are to remain eating in the lunchroom until they are directed to go outside for recess. BES advocates for healthy lunches to be sent with students to school each day.

Use of Microwaves

-Several microwaves are present in the school to warm food up at lunchtime. As directed by their teachers, students need to be aware of the following: a) Wait patiently for their turn to warm their food b) REMOVE ALL METAL before heating something up and c) Clean up a mess if they make one.

Snowballs

-Under no conditions are students allowed to make and throw snowballs during the school day. This is an area of concern pertaining to student safety.

Playground Equipment

-Playground equipment should be used as it was designed and intended to be used. For example, if students are using swings they should be using them in a vertical swinging action. They should not be swinging from side to side. This is a safety concern to ensure that no students are hurt while using playground equipment.

Use of Office telephones

-The office in BES is equipped with a telephone that can be used at the teacher's discretion. Students may use the phone only if they are given permission by a teacher to do so.

Use of Personal Devices

- Cell phones will not be permitted in the school. Please leave them at home.
 - Students who are found using cell phones during the school day may have them confiscated until the end of the day.
- Devices (aside from cell phones) may only be used during non-instructional time.

Dress Code

It is expected that rules of common hygiene, courtesy, and safety are observed on the question of dress. Students, please keep the following in mind:

- Hats (including those attached to a hoodie) may be worn in the classroom or school unless they obscure vision.
- Any clothing with suggestive or hateful slogans or graphics (including but not limited to reference to swearing, drugs, alcohol, or anything of a sexual nature) is not acceptable in the school setting.
- Children should come to school in clothes that fully cover their torso.

Students will be asked to go home or parents telephoned to bring alternate clothing should a student arrive at school wearing clothing that is considered inappropriate.

Student who is Sick

As a courtesy and from a position of maintaining the general health of the population of our students and staff, **if your child is sick please try and make arrangements that they stay home from school.** Keep your child home if they: have a fever, are coughing and sneezing enough to concern you, have a potentially contagious infection, have diarrhea or are vomiting, and if they don't have enough energy to participate at school.

Parents Joining the Classroom and Volunteering at School

At BES, we enthusiastically welcome parents into our school to be a part of their child's school experience when appropriate. However, parents are encouraged to first contact their child's teacher before their arrival to the classroom.

While it is not practical to request this of all of our volunteers, it is expected that parent volunteers who help at school on a consistent basis (especially if they are working consistently in a classroom) where they are in a position to develop a relationship of trust with other students, have a criminal record check done. Typically, a criminal record check is good for one year.

Strong Start

BES has a very active Strong Start for early learners and for those hopefully transitioning into the regular school program. The Strong Start program works in conjunction with the school schedule to include trips to the gymnasium and the library. Parents need to be present with their child while attending Strong Start. For more information, please stop in at the Strong Start classroom located adjacent on the east side of the school.

Leaving School Grounds

For Grades K-5, students are to remain on school grounds and are not permitted to leave school grounds unless they have been given consent by their parents. Grade 6 and 7 students are able to leave school grounds if they have a returned copy of the school's *Permission to Leave the School Unsupervised at Lunch Time* form signed by their parents.

Peanut Policy

As it stands at the beginning of the year, there is no peanut policy at BES. However, this can change in an instant when it is recognized that a student in a particular classroom has a peanut allergy. If this is the case, the classroom will become a peanut free classroom. In the event where there is a greater number of students who have peanut allergies, the school itself will become peanut free.

Outside Sports of a Physical Nature

BES students are encouraged to actively play during their recess time. However, there are some games that can get physical during its play ex) soccer and hockey. Students are expected to play these games appropriately. If there is a trend of where these games become too physical, students will be restricted to play these games until further notice. As mentioned above, **students are advised to keep their hands to themselves.**

Breakfast, Lunch, and Milk Programs

BES has a wonderful Parent Advisory Council (PAC) which helps to coordinate the hot lunch program at the school. More volunteers are always appreciated.

BES is involved with a milk and healthy snacks delivery program. Students will receive free milk and snacks biweekly.

Edgewood Elementary School Code of Conduct

Everyone at Edgewood Elementary School helps to make our school safe, caring and orderly so that purposeful and mindful learning takes place. Conduct is based upon respect.

Be Respectful to Yourself – caring about your learning and yourself, including safety.

Some examples include:

- Always do your best
- Make good choices
- Be on time and ready to work
- Do your homework and use your planner
- Make healthy food choices

Be Respectful to Others – considerate of others' personal feelings and properties.

Some examples include:

- Be polite and wait your turn
- Treat others with respect
- Use good listening skills
- Use a respectful speaking tone
- Be honest and tell the truth

- Include others
- Show leadership
- Demonstrate sportsmanship
- Dress appropriately

Be Respectful to Property – caring about your school and your environment.

Some examples include:

- Clean up after yourself
- Take good care of materials
- Take care of the facility (non-marking shoes)
- Ask before borrowing, share

Be Safe – learn and follow school rules.

Some examples include:

- Stay in designated, supervised areas
- Report dangerous situations to staff

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school or at any school-sponsored function.

Inappropriate Behaviour-

Inappropriate behaviour can consist of, but is not limited to:

- Rudeness, swearing
- Lack of respect for others, teasing
- Running in the halls
- Unauthorized leaving of school grounds
- Littering
- Play fighting
- Inappropriate clothing (must cover the torso)
- * **Fighting**
- * **Throwing projectiles**
- * **Defiance**
- * **Swearing**
- * **Retaliation**

(*major behaviours)

Consequences

Consequences will be consistent, fair, logical and restorative. The staff at BES will utilize a combination of classroom level conferencing, problem-solving, education, logical consequences, loss of privileges and restitution to deal with unacceptable and disrespectful behaviour. Behaviour management plans may need to be created by a staff team. Parents/guardians will be informed when necessary. Serious infractions such as violence, defiance and verbal abuse will include suspensions.

Inappropriate behaviour typically has the following consequences:

- Review of expectations and a timeout
- Review of expectations, written assignment and/or loss of privileges
- Parents are informed (major behaviours and repeated offences)
- Meeting with parents
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days)- will be referred to district discipline committee
- Consultation with police and/or fire department

Safe & Caring School Environments:

Are Free from Acts of:

- Bullying, cyber-bullying, harassment and marginalization
- Threat and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form including race, colour, gender identity, religious beliefs, sexual orientation, ancestry or national origin
- Retribution against a person who has reported incidents

Do Not Tolerate the Presence of:

- Theft and vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers – All new visitors to the school must first report to the office.

Notification:

As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- Parent of student exhibiting major behaviours (in every instance)
- Parent of student on the receiving end (in every instance)
- Superintendent, Safe Schools team member and/or other District Staff
- Ministerial agencies and/or School Liaison Officer (Police)

The Nakusp Elementary School Code of conduct has been structured to align with and adhere to the standards outlined in:

The School Act 85(1.1) 168(2) (s.1) Provincial Standards ministerial Order 276/07, effective October 17, 2007

B.C. Human Rights code, (SD 36 Policy No. 10900 and Regulation No. 10900.1)

B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov.2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc/sco/>

Definition of Bullying:

“Bullying...is a pattern of repeated aggressive behaviour, with negative intent, directed from one child to another where there is a power imbalance.” – Dr. Dan Olweus

Bullying

- Is done on purpose, intentionally causing intimidation or harm;
- Keeps happening – or feels like it could happen again at any time;
- Makes the person who is bullied feel overpowered or scared;
- May leave victims feeling like they can't talk about it to anyone;
- Can't be solved without adult assistance.

Not all fighting, name-calling, or threatening behaviour is bullying.

It is important to take everything into consideration – the type of behaviour, the intent of the child doing the bullying, and the relationships of the children involved in the incident – and teach children to do the same, before defining an incident as bullying.

We are making a difference when everyone speaks up against hurtful behaviour and reports bullying, harassment and intimidation to school staff and other adults.