

### **MISSION STATEMENT:**

At English Bluff, we believe that with the support of school, home and community, students become inquisitive, thoughtful and caring learners with a strong sense of integrity. Our aim is to nurture global citizens, equipped to solve problems with the ability to realize their full potential through the engagement of life-long learning.

### ***'Soaring Toward Success'***

### **STATEMENT OF PURPOSE:**

English Bluff's *Code of Conduct* is created to provide guiding principles of conduct for all students enrolled in the school district and is in accordance with Section 6 (1) (a) and (b) of the School Act, which states:

6 (1) A student must comply

(a) with the school rules authorized by the principal of the school or Provincial school attended by the student, and

(b) with the code of conduct and other rules and policies of the board or the Provincial school.

The Purpose of the *Code of Conduct* as referenced in Delta School District Policy #1131, Student Conduct and Discipline, is to:

- Provide and maintain a safe, caring, and orderly environment for students to develop to their full potential
- Ensure that the rights and responsibilities of individuals are appropriately balanced to uphold the collective well being of all
- Communicate the expectations of student behaviour to all members of the school community.

### **SUPERVISION**

There is supervision from 8:30 – 8:50 a.m. at recess, lunchtime & from 3:00 – 3:15 p.m. Outside of these times, it is a parent's responsibility to make arrangements for the care and supervision of their child.

### **DRESS CODE:**

The following words apply to our dress code: *Modesty, Cleanliness, Consideration, and Respect.*

- Consider the weather and dress appropriately including proper outerwear. Students should be prepared for any kind of outdoor activity, including emergency evacuations. Please plan wisely.
- Ensure that clothing is respectful of self and others.
- Cleanliness and hygiene are important.
- Modesty means having self-respect, valuing yourself with quiet pride, having a sense of respectful privacy about your body, and setting healthy boundaries.

To be more specific, we want to maintain an age-appropriate dress code for all grades, respectful of the learning environment. The following are **not allowed** and students may be given a cover up or asked to change.

- Strapless, spaghetti strapped, haltered tops or tops that expose/reveal the midriff, too much cleavage or underwear. (Tank tops must have straps with at least 3 adult-finger widths).
- Too short shorts or mini skirts. Hems must come pass the fingertips. Dark/opaque tights underneath these items are acceptable.
- Too low riders or underwear exposing bottoms.
- T-shirts with contentious or suggestive slogans.

These guidelines are intended to maintain a wholesome environment where children can be children without the pressures to hurry up and be adults (including the pressures of Hollywood and the media).

### **ENTRANCES AND EXITS**

All visitors and parents are required to sign in at the office and wear a "VISITOR PASS". Parents are asked to report to the office every time you enter the building. The staff will ask you to come to the foyer to sign in if you do not have a pass, so we can ensure your safety in the event of an Earthquake or Fire.

Students are to enter through their assigned entrances – under-covered area or west-side entrance. Kindergarten students will use the front entrance. At recess and lunch, students are expected to:

- Line up by division in designated areas
- Enter the building in an orderly manner
- Move through the hallways quietly
- Stay to the right side when passing oncoming traffic.

## **STUDENT SAFETY**

**ABSENCE:** Please contact the school 604-943-0201 before 8:52 a.m. to report a child's absence. Leave a message with the student's name, teacher's name with the reason for your absence or delay. Otherwise, the school administrative assistant will try to contact your home to make sure you are safe.

**LATE ARRIVAL:** Students must report to the office directly and pick up a late slip. Students are expected to be in their desks ready to learn by 8:52 each morning.

**EMERGENCY CONTACT:** If you move or if any information changes (phone numbers, work information, etc) please contact the office as soon as possible.

Students must not leave the school grounds during the lunch hour unless their classroom teacher has received a note from their parent. No child will be dismissed during the school day without permission from his/her parent/guardian.

**HELMETS:** Protective helmets are mandatory when riding bicycles in British Columbia and must be worn on the school grounds. We also recommend proper protective gear such as wrist guards, elbow pads and kneepads when skateboarding or skating.

**STRANGER DANGER:** Students and parents need to be aware of their surroundings, especially if they are walking or biking alone. We recommend students:

- Try to buddy up
- Keep a good distance from any unknown adult
- Do not go with them even if they ask for your assistance; tell them to get help from another adult
- Do not get into a stranger's car

## **GYM STRIP**

All students must have gym strip and a pair of gym shoes with soles that have traction and do not leave marks on the floor. Shoes should fit properly so that students are able to run. Students are expected to look after their own gym strips/shoes, and not leave them in the change rooms.

## **CELLPHONES AND OTHER ELECTRONICS**

We understand that some students have cell phones for safety reasons when walking to and from school. However, these **cell phones MUST BE TURNED OFF and NOT USED at school** unless being used under direction of the teacher. Students **MUST** go through the OFFICE PHONE and the OFFICE if they require assistance. It is important that the office is kept aware of any emergency need.

- Teachers will be in touch with families if devices are going to be used to support Education and Learning in the classroom. The teacher will take measure to keep the device safe.
- When students bring their electronics (ipods, mp3's, etc) to school without prompting from the staff, they will not be given permission to use the device and are required to keep it in their backpack.
- We are concerned about the safety and privacy of our students. Cell phone cameras or personal cameras are not to be used around the school without the permission of the classroom teacher and the subjects in the photo.
- Parents will be notified if their child is not following our guidelines on electronic use.

## **PARENT ADVISORY COUNCIL**

All parents/guardians of EB students are members of the PAC, which meets about once a month. All parents are invited to attend meetings and reminders will be posted on the PAC page on our website. There is also a PAC bulletin board located in the entrance window to the right of the main school door. We are very grateful for the work the PAC does on our behalf to enhance programs here at EB and to help build community. Our PAC Co-Chair's again this year are Mrs. Heidi Surman and Mrs. Kristina MacLellan. They can be reached through the office or by email ([ebpac@deltasd.bc.ca](mailto:ebpac@deltasd.bc.ca)).

## **PLAY AREAS**

Students have several options for free play during recess and lunchtime. There are at least 2 supervisors at these times. Students are expected to play with respect and responsibility, being kind, safe and fair. Off-limit areas for play are at the front of the school and anywhere near or in the parking lot. Bicycles, skateboards, inline skates, and "heelie" shoes are not to be used on the playground during school time and must be walked on the playground for the safety of all.

**LUNCH GUIDELINES:**

At noon, children who bring their own lunches are expected to eat in their classrooms. Proper manners such as:

- Sitting down to eat
- Using inside voices
- Not talking with one's mouth full
- Walking (not running) to dispose of litter
- Cleaning up after, etc
- behavior expectations demonstrating Respect and Responsibility

Students will be dismissed at 12:15 p.m. for outside play. Students who need more time to finish eating will be allowed to stay until the 12:25 bell.

We have provided a table in the foyer for lunches that arrive after the am bell.

It is important to note that children who do NOT go home for lunch are expected to stay on school grounds during the lunch hour, unless they bring a note from their parents authorizing off-site activities, this includes going to a friends home for lunch.

**LOST AND FOUND:**

Part of demonstrating Respect and Responsibility is being able to look after our own things. Students should pay attention to the items they wear or bring to school and make sure these are returned home at the end of the day. Small found items should be turned into the office and found articles of clothing will be placed in the Lost and Found bin. Any pieces left unclaimed at the end of each term will be donated to charity.

**PARENT-TEACHER COMMUNICATIONS**

Each year, three written report cards are sent home in December, March and June. In addition, there are 2 informal reports in the form of Parent/Teacher and Student-Led conferences.

Occasionally, parents may have concerns about issues in the classroom, which may include educational programs or trying to find information about something that may or may not have happened. Parents are to make an appointment to speak directly with the teacher to clarify the issue.

The Delta District policy states that parents are expected

1. To play a supportive role in affirming District and school expectations
2. To maintain contact with the school
3. To ensure care and appropriate supervision of their children when parents are absent from the District
4. To be available on short notice to attend a school interview when deemed necessary.

**NEWSLETTERS AND OTHER HANDOUTS**

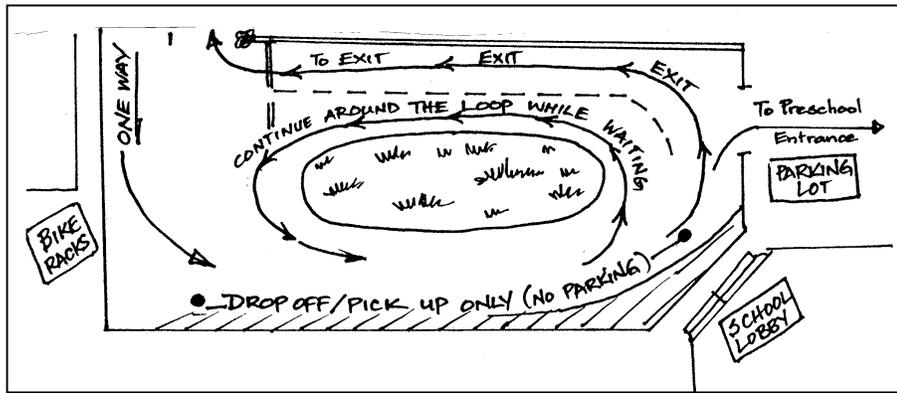
When hard copies need to be sent home to families, they will be sent with the YOUNGEST CHILD of each family. However, as we are reducing our photocopying and paper use, items such as the newsletters and monthly calendars can be viewed with a link to the website. A reminder email will be sent out when it has been posted. Therefore, remind your parents to please bookmark our website (<http://schools.deltasd.bc.ca/eb>). Every family should provide us with their email address to keep the communication lines open.

**DRIVEWAY HAZARDS:**

Our most important concern is safety of our community. Please follow these guidelines carefully:

- The traffic circle is for drop off and pick up only. It does not provide room for parking! Please pull up as far ahead as they can within the drop off area for you to exit.
- When picking you up, continue driving around, so as to prevent "gridlock". Do not block the circle
- Students SHOULD NOT RUN ACROSS THE CENTER OF THE CIRCLE. They are to use the pick-up zone only.
- PLAYDATES: should be arranged before coming to school. Please do not hold up other families in the traffic circle.
- If a child requires the driver's assistance to enter your vehicle and/or get into booster seats, please park in the parking lot. There is usually space in the back half.

- Walk or bike to school – it helps our environment and gets you exercising.



### **EXTENDED VACATIONS**

While we appreciate that families cannot always plan and work around the same schedule as the school, the teacher is not expected by the School District to provide work for a student to do while he/she is away. Most lessons that teachers do in class involve explanation, discussion, group work and handouts cannot adequately cover the many layers of planning that are involved in teaching. Sometimes, lesson plans change. It will be the student's responsibility to find out what was covered while he/she was away. We suggest instead that students take along age-appropriate reading material and they write a daily journal or keep a holiday scrapbook in order to apply their literacy skills.

### **IN THE EVENT OF EMERGENCY SCHOOL CLOSURES**

Especially during the winter months with possible heavy snowfall or violent windstorms, please listen to AM 1130, CBC AM 690 or local TV stations. The Delta Board of Education will make a CLEAR announcement if there are any closures. You can also check the Delta School District website (<http://web.deltasd.bc.ca>).

### **BEHAVIOUR EXPECTATIONS:**

At English Bluff, we want to have a safe, caring and orderly environment, without a long list of do's and don'ts. Instead, all students are expected to abide by the "Code and Conduct" statements as listed here and on the District website. English Bluff students are expected to exercise respect for others, for themselves, for our environment, for our property and the property of others, taking responsibility for their behaviors, such as:

- Striving to do their very best in all school work;
- Being aware of and demonstrating appropriate behaviors in the school, on the school grounds, on the buses, on field trips and in the neighboring community;
- Listening to announcements and instructions;
- Working cooperatively with special helpers such as playground helpers and noon hour supervisors
- Ensuring that all school notices are delivered to parents/guardians;
- Attending classes regularly and punctually;
- Dressing in accordance with our dress code;
- Bringing needed materials to school in time for instruction (including library books, homework, special projects, etc.)

We believe that corrective action should be educative and restorative. This means that we recognize there will be a wide spectrum of misbehavior ranging from minor infractions to very serious and dangerous actions. Supervising adults will take into account the context of the behavior – including the child's age and ability to understand the expected behavior, the severity and frequency, and the child's background experiences. Our goal is to help children learn from their mistakes and make improvements to be successful and happy learners at school.

According to the Delta District Code of Conduct, *all students must comply with school rules and codes of conduct*. It also lists the following as **unacceptable behaviors**:

- Interfering with the learning of others
- Noncompliance with school rules/expectations and disrespecting school staff

- Using inappropriate or abusive language
- Threatening, harassing, intimidating, assaulting, discriminating against or bullying others including cyber hate messaging or websites created along these lines
- Possessing weapons or dangerous articles, or illegal substances
- Stealing or damaging property
- Gang related behaviors
- Acts of retribution toward a person who has reported incidents

For minor infractions, corrective action will be mild and instructional in nature.

For more serious infractions, and repeat offences, students will be referred to the Principal. However, if we all exercise Respect, Responsibility, Self-Control & Integrity, there should be minimal problems and lots of opportunity for fun and learning.

#### **CONSEQUENCES:**

When determining consequences, and in compliance with Delta School District Procedure #1131.1, consideration is given to the maturity as well as the intellectual, social and emotional capacity of the student along with the severity and frequency of the misbehavior.

Consequences should where appropriate, follow district procedures and will:

- Be thoughtful, consistent and fair
- Seek to prevent a recurrence of the offense
- Teach acceptable social behaviour rather than be merely punitive

And, where appropriate

- Provide means for restitution and restorative actions
- Involve the offender in determining a corrective plan of action

#### **NOTIFICATION –FAIR NOTICE:**

It is understood that communication is essential to the home and school partnership. Notification will be given to the school's community of the school's Code of Conduct. As well, notice will be given to the parents and students within each school of the range of responses that schools may apply to breaches of the Code of Conduct including threat making behaviours.

Therefore, for breaches of the Code of Conduct, notification may occur as follows:

- Parents of student in breach of the Code of Conduct
- Parents of student victim(s)
- School and District personnel - where appropriate
- Police and/or other agencies - where deemed appropriate or where required by law
- All parents of the school community - when deemed important to reassure members of the school community are taking appropriate action to address it
- When the breach of the Code of Conduct is criminal in nature, police will be consulted prior to public notifications

#### **STUDENT THREATS TO SAFETY:**

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs it is taken very seriously and a student threat assessment is started.

As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing the intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.

#### **What is Bullying ?**

Not all unkind behaviours are Bullying. The most widely accepted definition comes from the work of Dr. Dan Olweus.

*"Bullying is a pattern of repeated aggressive behaviour with negative intent, directed from one child to another where there is a power imbalance."*

Aggressive behaviour includes physical or verbal behaviour and is intentional and purposeful, meant to inflict injury or discomfort on the other person. Olweus' definition identifies 3 critical conditions that distinguish bullying from other forms of aggressive behaviours, including:

- POWER: children who bully acquire their power through physical size and strength by status within the peer group, and by recruiting support of the peer group.

- **FREQUENCY:** bullying is not a random act. Rather, bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the child being bullied and can result in debilitating long-term effects.
- **INTENT TO HARM:** children who bully generally do so with the intent to either physically or emotionally harm the other child.

Bullying can start out in seemingly playful ways, consisting of pranks, jokes and some “roughhousing.” The incidents soon become more hurtful, degenerating into name-calling, ridicule, personal attacks and public embarrassment. Rough and tumble play gives way to punching, kicking, restraining and beatings (Ross 1998). The Bullying Behaviours chart provided here outlines the various forms bullying can take. Please note that this is not exhaustive. When determining whether a specific behaviour is bullying, consider whether or not it is repeated over time, is intended to hurt and involves a power imbalance.

<b>FORMS OF BULLYING BEHAVIOURS</b>		
<b>Behavioural Category</b>	<b>Of Concern</b>	<b>Of Serious Concern</b>
Physical Aggression	<ul style="list-style-type: none"> <li>• pushing</li> <li>• shoving</li> <li>• spitting</li> <li>• kicking</li> <li>• hitting</li> </ul>	<ul style="list-style-type: none"> <li>• threatening with weapon</li> <li>• defacing property</li> <li>• stealing</li> <li>• assault</li> </ul>
Verbal Aggression	<ul style="list-style-type: none"> <li>• name-calling</li> <li>• dirty looks</li> <li>• teasing</li> <li>• mocking</li> </ul>	<ul style="list-style-type: none"> <li>• intimidating phone calls</li> <li>• racist, sexist or homophobic</li> <li>• taunting</li> <li>• daring another to do something dangerous</li> <li>• verbal threats against property</li> <li>• verbal threats of violence or inflicting bodily harm</li> <li>• coercion</li> <li>• extortion</li> </ul>
Social Alienation	<ul style="list-style-type: none"> <li>• gossiping</li> <li>• embarrassment</li> <li>• setting up a student to look foolish</li> <li>• spreading rumors</li> <li>• excluding from a group</li> </ul>	<ul style="list-style-type: none"> <li>• inciting hatred</li> <li>• racist, sexist or homophobic alienation</li> <li>• setting up someone to take the blame</li> <li>• public humiliation</li> <li>• malicious rumor spreading</li> </ul>

