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Semiahmoo Trail Elementary School

**Parent Handbook & Code of Conduct – 2023/2024**

At Semiahmoo Trail, we foster a positive atmosphere in the pursuit of learning. We believe that all children have the right to learn in a safe, caring, and supportive environment. Students, staff, and visitors are expected to maintain an attitude that is positive, inclusive, and respectful. Our Code of Conduct outlines the responsibilities of students and possible actions that may be taken to ensure the health and safety of everyone. Students are expected to follow these guidelines in classrooms, in the school building, on school grounds, at school functions and on field trips. Staff will support students in developing skills for resolving conflicts peacefully, problem solving and decision making appropriate to their age. The school will notify parents of any serious breaches of the Code of Conduct.

**Code of Conduct**

***SAFE & CARING SCHOOLS …***

# Are Free from Acts of

* Intolerance and discrimination in any form (based on an individual or group’s race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age)
* Retribution against a person who has reported incidents.
* Bullying (including cyber-bullying)
* Harassment, threat, intimidation, and marginalization
* Violence in any form
* Abuse in any form (verbal, physical, sexual)

# Do Not Allow

* Intoxicating or banned substances (including alcohol, cigarettes, e-cigs and drugs)
* Theft and vandalism (or damage to personal property)
* Weapons or replica (toy) weapons (including laser pointers); explosives (including fireworks) and pepper or other obnoxious sprays.
* Intruders or trespassers (all visitors must first report to the office)
* Inappropriate clothing or unacceptable slogans printed on clothing.

# Monitor the use of Electronic Devices:

* School computers and other electronic devices are only to be used for **school/education related activities.** They are not permitted for social networking, gaming, illegal, or inappropriate purposes (such as an attempt to vandalize, gain unauthorized access to data, and sharing of data without consent as appropriate).
* All recording of visual images requires permission from a teacher/staff member and students that may be in a video or picture.
* Students may only bring personal devices to school with permission from parents and teachers. **Devices may not be used in hallways or during recess & lunch without permission from school administration.** This includes cell phones, iPads and other electronics including an Apple Watch
* Students may face consequences such as loss of personal property or access to school technology if technology is not used in accordance with the above
* Misuse of district technology that negatively impacts the school community may lead to suspension of user privileges and possible disciplinary or legal action.
* *Where students have permission and choose to bring personal devices to school, we will not assume responsibility for any devices damaged or stolen, to, at, or from school.*

# CONSEQUENCES:

The staff at Semiahmoo Trail believes that a discipline model should develop self-awareness and self-discipline while maintaining the dignity and respect of all concerned. Consequences will consider the age, maturity, and special needs (e.g., intellectual, physical, sensory, emotional or behavioural disability), severity and frequency of actions. Consequences will be progressive and will focus on being restorative rather than punitive in nature. Depending upon these and other factors, one or more of the following actions may be taken:

* Review of expectations and a warning or timeout
* Review of expectations, written assignment and/or loss of privileges
* Recess/lunch restriction
* Loss of extracurricular activities
* Community Service
* Parents informed
* Meeting with parents
* Short-term (in-school or at home) suspensions up to 5 days
* Long-term suspension over 5 days or referral to a district program
* Consultation with police and/or fire department
* Expulsion

## School administration will advise parties through email and/or phone call as follows:

* Parent/guardian of student exhibiting major behavior problem.
* Parent/guardian of student on the receiving end of an incident
* Assistant Superintendent, Safe Schools Department and/or other District Staff
* Ministerial agencies and/or School Resource Officer (RCMP)

# SCHOOL DRESS CODE:

The dress code has been developed in conjunction with our Safe Schools department and applies to both students and staff. The key principles of our clothing guidelines are *safety*, *suitability for a learning environment*, and *respect*.

Specific expectations for appropriate dress include:

* Clothing must be appropriate to a school setting:
* Short shorts or micro-mini skirts are not permitted.
* Tops that expose a bare midriff or mesh shirts are also not acceptable.
* Items of clothing that are provocative or offensive, such as t-shirts with inappropriate sayings, logos, or graphics, are unacceptable.

**ATTENDANCE & LATES**

Students are expected to attend school regularly as their attendance is key to effective learning and overall success at school.  If frequent absences do occur, the teacher and/or principal may request a meeting to help remedy the situation.  Also, school district policy 9320.1 states “the school is not obligated to hold a position for a student absent due to travel for a period that exceeds 25 school days”**.**Teachers are also not required to provide schoolwork for students absent due to vacation.

Students are expected to arrive at school on time for the first bell (8:25 am) and to be in their classrooms prepared for the day by the second bell at 8:30 am.

**SAFE ARRIVAL PROGRAM**

Our Safe Arrival Program adds to the protection and security of our children and, we hope, increases peace of mind for caregivers.

* If your child is to be absent or late, please telephone the school before 8:30 a.m.  Information regarding your child’s absence can be left on the answering machine outside of the regular office hours.
* If your child is not at school for the morning or afternoon attendance the school will phone your home to make sure the child is safe.
* If your child arrives late to school, they are required to check in at the office and obtain a late slip.

# SAFETY CONSIDERATIONS

* No child is to leave the school grounds during school hours unless they have permission from the teacher and caregiver.
* The following are not to be used as play areas: driveway/parking lot, areas around the garbage/recycling dumpsters and construction staging zones.
* When walking to and from school, students are asked to use the walkways and crosswalks.
* Students bringing bicycles, scooters, or skateboards to school are asked to walk their bicycles/scooters/skateboards while on the school grounds, as well as from the crosswalk at 30th Avenue and 145A Street. This includes electric bikes and scooters.
* Helmets are to be worn with all bicycles, scooters, and skateboards.
* All visitors to our school are required to sign in at the office and receive a visitor badge. The School District has detailed procedures in place should an intruder or trespasser enter the building. Staff and students are familiar with these procedure

# REFERENCES:

## This Elementary 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 (m276/07), effective October 17, 2007
* BC Human Rights Code, as depicted in Surrey Schools Anti-Discrimination and Human Rights Policy No.10900; and Regulation No. 10900.1
* BC Ministry of Education: Safe, Caring and Orderly Schools, A Guide (November 2008) and Developing and Reviewing Code of Conduct: A Companion (August 2007), both found at <http://www.bced.gov.bc.ca/sco/>
* Surrey Schools – Safe and Caring School Handbook – policies, procedures and guidelines for schools found on [http://www.surreyschools.ca](http://www.surreyschools.ca/)
* Ministerial Order No.M 208: (a) a reference to each of the prohibited grounds of discrimination set out in section 7 *(discriminatory publication)* and section 8 *(discrimination in accommodation, service and facility)* of the *Human Rights Code,* RSBC 1996, c. 210