

Code of Conduct • BETTY HUFF ELEMENTARY • 2020-2021

Rationale for the Code of Conduct with a focus on safe, caring and orderly school environments.

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while on school grounds or at any school-sponsored event. Our Code of Conduct is based on “Three Things”:

- ✚ Taking Care of Yourself - caring about your learning, safety, self and hygiene
- ✚ Taking Care of Others – being considerate of others’ feelings, property, and their right to learn
- ✚ Taking Care of This Place – caring about your school and your environment

Behaviour Expectations

We expect our Betty Huff students to exhibit the following behaviour:

- ✚ Be aware of, and follow the school and district’s Code of Conduct
- ✚ Act in a manner which does not interfere with the rights of others
- ✚ Act in a manner at school, and when travelling to and from school which does not endanger the health and well-being of themselves, any person or the environment
- ✚ Treat oneself and others with dignity and respect
- ✚ Become actively and productively involved in his/her own academic learning
- ✚ Arrive at school on-time
- ✚ Look after school property and keep classrooms clean and orderly
- ✚ Use buildings, furnishings, supplies, and equipment with care and respect

An example of expected behaviours include:

- ✚ Playing and acting safely
- ✚ Safe, orderly behaviour while walking down hallways
- ✚ Enter the school at the appropriate times only (if students are in a classroom, they MUST be supervised by a staff member)
- ✚ Use designated doors for entering and exiting the building only
- ✚ Remain seated in the classroom during the eating period. Food to be eaten in designated locations only. **NO FOOD IN THE GYM.**
- ✚ Clear desks of food, wrappers, and containers before going outside
- ✚ Clear desktops and floor of personal items at the end of each day
- ✚ Use the appropriate bins depending on what you are discarding (eg. Organics, recycling, garbage or refundables)
- ✚ Stay in the school boundaries at recess and lunch
- ✚ Walk bikes, scooters, hoverboards, skateboard on the school grounds and always wear a helmet when riding. That is, only ride those devices to and from school, not AT school.
- ✚ Refrain from walking through the parking lot, except with an adult
- ✚ Arrive at school no earlier than 8:20am unless requested to come earlier by a staff member, engaged in Breakfast Club, or attending a sports practice.
- ✚ Students entering early must check-in at the office.

Safe & Caring Schools

Are Free from Acts of:

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

Do NOT Tolerate the Presence of:

- + Intoxicating or banned substances (including alcohol, cigarettes, e-cigarettes/vapes, and drugs)
- + Theft and vandalism (or damage to personal property)
- + Weapons or replica (toy) weapons (including laser pointers, airsoft guns, explosives (including fireworks/firecrackers), and pepper spray, mace, or other obnoxious sprays.
- + Intruders or trespassers (all visitors must first report to the office)
 - o A visitor is defined as any person who is not scheduled to be learning or working in the building at the time.
- + Inappropriate clothing or unacceptable slogans printed on clothing. For example: undergarments must be covered completely by pants and regular clothing. Clothing is to be free of inappropriate language, symbols and may not advertise drugs, profanity, tobacco, alcohol, or vaping. Clothing must meet the threshold for discrimination, mentioned above.

Misuse of Electronic Devices / Computers:

- + We recognize many students may have mobile phones/iPods. These devices must remain secured and in "silent mode" during the instructional day (8:30am to 2:30pm)
- + Bring Your Own Device is at your own risk. The school is not responsible for damage/loss.
- + Adults will use devices for work only. Personal use must be on break time.
- + 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 obscene or inappropriate purposes. Inappropriate use includes, but is not limited to, attempts to vandalize, gain unauthorized access to data or another person's account or resources, and sharing of data without personal or parental consent, as appropriate.
- + Recording of AUDIO and/or VISUAL images is not permissible at school unless permission has been received by the classroom teacher with respect to a classroom project.
- + Students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of any technology, if it negatively impacts the school, its constituents or the environment
- + Misuse of district technology services will lead to suspension of user privileges and possible disciplinary or legal action.

Consequences

Consequences will take into account the developmental age of the perpetrator, as well as the severity and frequency of action(s). Consequences will be progressive. Depending upon these and other factors, one or more of the following actions may be taken:

- + Completion of a Behavioural form
- + Review of expectations and/or loss of privileges
- + Parents informed
- + Meeting with parents
- + Short-term (in-school or at home) suspensions of up to 5 days
- + Long-term suspension over 5 days or referral to a district program
- + Consultation with police and/or fire department
- + Expulsion from Betty Huff Elementary

Notification

School Administration will advise parties as follows:

- + Parent/guardian of student exhibiting major behaviour problem (every instance)
- + Parent/guardian of student on the receiving end of an incident (every instance)
- + Assistant Superintendent, Safe Schools Department and/or other District Staff
- + Ministerial agencies and/or School Liaison Officer (RCMP SLO)

Emergencies, Accidents, Illness(es)

Emergencies and accidents do occur in spite of careful supervision of activities. School personnel handle routine cuts and scrapes. However, there is no nurse at the school and schools are not equipped to look after ill or injured students beyond the bandage or cold compress stage. If an injury is more severe, and requires parent supervision or treatment beyond the school's capabilities, the parent or guardian will be contacted. We contact parents re: all head injuries as well. **STUDENTS MAY NOT ATTEND SCHOOL IF EXHIBITING ANY SIGNS OF ILLNESS. Refer to the district's DAILY HEALTH CHECK.**

Parking / Student Drop-Off

Mid-day visitors and volunteers to the school may use the parking lot for school business. Please do not park and leave your vehicle in the student drop-off area, even for short periods of time. **Do not STOP or PARK in the painted BUS ZONE.** Similarly, for the safety of all, do not use the parking lot for dropping off and picking up your child. If you have a handicap parking card, an ailment or a temporary injury, please see the Principal for temporary parking privileges. The parking lot is very full at bell times and it is very unsafe to have students in the parking lot. As well, we have staff members who begin and end immediately near the bell. It is imperative they are able to access parking and/or leave the school grounds respectively.

Parent Advisory Committee (PAC)

Our school has an active Parent Advisory Committee which helps enrich your child's education and helps you become involved in the school. All parents are voting members of this group and are encouraged to attend monthly meetings.

Parent Volunteers

At Betty Huff, parent volunteers assist us in enriching the children's educational experience. There are many ways to volunteer at school. Individual teachers may request your help or our PAC may ask for help with special projects. If you are interested in helping, please contact the school to leave your name and number.

Students Arriving Late

Students arriving late in the morning or afternoon MUST report to the office. Late arrivals are expected to be kept to a minimum as they disrupt the classroom. Please call (604) 585-3104 if you are expecting to be late or absent.

Vacations During Instructional Days

Vacations during instructional days are discouraged due to the disruption of your child's learning process. However, should a child need to be away from school, we encourage all of our students to read daily, keep a detailed written journal, practice basic math facts. We also encourage parents to purchase store-bought workbooks for students to use. Teachers will not be providing work for children on extended vacations during the school year.

Lost and Found

All items brought to the school should be labeled with the owner's name and division number. Unlabeled items that are found are turned into the office or given a home in our lost and found box. Students may check for lost items at any time. Periodically, unclaimed articles will be put on display for a short period of time before they are donated to charity. Please feel free to check the contents of our Lost and Found Box located in the gym hallway, if your child has items that have gone missing. Small items such as keys, watches, etc., are kept in the office.

Expectations of Student Dress

A respectful and safe atmosphere is important to academic achievement and citizenship at Betty Huff Elementary. Clothing is expected to be functional and appropriate to a working and learning environment and respectful to colleagues and students. The school's dress code is not intended to stifle freedom of expression; however, attire should not be distracting or offensive

Inappropriate attire includes:

- ✚ drug and alcohol references or logos
- ✚ sexually explicit or suggestive designs
- ✚ profanity
- ✚ threatening language
- ✚ derogatory and discriminatory language

Clothing must cover:

- ✚ underwear
- ✚ cleavage
- ✚ bottoms
- ✚ midriffs (front and back)
- ✚ upper thigh

(above are only some examples and not an all-inclusive list)

Fun Items with Wheels (Bicycles, Skateboards, Scooters, Rollerblades, etc.)

Our students are welcome to ride or skate to school (following local laws and regulations). However, in order to ensure safety and security for both the rider and people around, a few rules are to be observed

- ✚ Students are not to ride or skate anywhere on the school grounds during school hours
- ✚ Students are not to interfere with the bicycles parked in the bike rack
- ✚ Students MUST have a helmet to protect themselves and a bike lock in order to secure their bike to the rack. Items go missing when they are not locked up. The school is not responsible for personal belongings.

Rules pertaining to skateboards, scooters, rollerblades (and other similar devices) are generally the same as those for bicycles with the following exceptions / additions:

- ✚ Skateboards, rollerblades, scooters must be carried to and stored in the student's classroom.
- ✚ Teachers may decide individually to restrict the use of skateboards, scooters, rollerblades due to a lack of storage space in the classroom

Telephone Use

The school telephone is a business telephone. Use by students will be kept to a minimum. It is not available to make social arrangements or playdates. Although student use for emergencies will be allowed, all other use will be discouraged. Students are encouraged to take responsibility for their actions by remembering to bring in permission slips and by notifying their parents of after school events well in advance of the occasion.

Fire / Earthquake / Building Security Drills

Betty Huff School conducts regular fire/earthquake drills. All students are advised of the procedures at the beginning of each school year. These procedures are reviewed periodically to ensure that students are prepared for the regular drills. Ask your children about our fire / earthquake drills. Please contact the school if you have any questions about these procedures. From time to time, the school will run a Building Security Drill as well – this is to ensure students know what to do in the event of a Lockdown, or “Hold and Secure”.

Emergency School Closure

An emergency could arise during the school day which may require the closure of the school. A decision to close the school is made by the Principal, in consultation with the Area Superintendent. Students should know where to go in the event of such an emergency. Students will not be dismissed until contact has been made with the parent or emergency number. For this reason, it is very important that the school has up-to-date emergency phone numbers and contacts.

Crisis Response Team

Betty Huff Elementary School has an established Crisis Response Team to provide thoughtful responses to and appropriate actions for potentially damaging situations such as fires, earthquakes and death or injury due to accidents, illness, or violence. In the event that Betty Huff School is closed due to snow, power failure, fire, etc., radio station CKNW 980AM will be contacted to broadcast the situation. Please ensure that you have informed the school as to where your children should go in the event that they must be sent home for emergency reasons.

Head Lice

When someone is found to have head lice, they should be treated as soon as possible. However, this by itself will not go far in eliminating the problem. Other members of the family should be treated as well. The school should also be notified because classmates of the child may need to be examined. The Boundary Health Unit recommends that all parents check their children's hair at least once a week for head lice. If this is done, the problem can be effectively controlled. Checking is quite easy, remembering that one is looking for crawling lice and eggs very close to the scalp. The whole scalp should be looked at by parting the hair in segments. Treatment procedures are available at the office.

School Meal Program

Betty Huff has a Ministry-funded school lunch program. Parents may sign their child(ren) up for one month at a time. Lunches are basic, nutritious and take allergies into account. Parents are encouraged to pay what they can up to a maximum of \$3.50 per meal, the actual cost. All contributions are confidential and very much appreciated