

<p align="center"><u>Instruction Hours – Gr. K-7</u></p> <p>Start Time: 8:57 Recess: 10:25 - 10:40 Lunch: 12:05 - 1:00 Dismissal: 3:00 Office Hours: 8:30 - 3:45</p> <p align="center">BE KIND ... BE SAFE ... BE FAIR</p>		<p align="center"><u>PINWOOD ELEMENTARY 2017 - 2018</u></p> <p>11777 Pinewood Drive Delta BC V4E 3E9 Phone: 604-590-3357 Fax: 604-597-4881 Absentee Line: 604-597-8557 Mr. Jim Hope, Principal Ms. Marie Van Camp, Administrative Assistant Twitter: @PinewoodDelta Website: pw.deltasd.bc.ca</p>
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MISSION STATEMENT:

At Pinewood, our mission is to work as a team to guide, support, and challenge children within a safe and caring school community. We will encourage the development of skills and attitudes needed to become thoughtful and responsible members of a changing society.

STATEMENT OF PURPOSE:

Pinewood'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 the School Act: Section 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 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, orderly environment to develop 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

VISITORS:

All visitors and parents are required to check-in at the office every time you enter the building. A staff member will assist you. During school time, we will not permit a parent or visitor to go to a classroom, unless it is pre-arranged with the teacher. All visitors wear a VISITORS badge. If you do not have a badge, the staff will ask you to come to the foyer to check-in so we can ensure your safety in the event of an Earthquake or Fire.

PICKING UP STUDENTS DURING THE SCHOOL DAY:

On occasion, parents come to school to take their child home early. The office calls into the classroom and the child comes to the office where they are signed-out. At recess and lunch this process takes longer. A staff member must be called to locate the student on the playground and bring them to the office. This can take a considerable amount of time. If at all possible, we would appreciate students being picked up before the recess or lunch break. We ask all families to have their child bring their lunch to school in the morning. If you are dropping off a lunch, please place it on the Lunch Table in the entrance-way. In order to promote independence, we ask you to not stay. Your child will be called down to retrieve their lunch if they do not arrive in a timely manner.

INVITATIONS:

Please arrange to hand-out invitations to birthday parties without involving the school staff during school hours.

SUPERVISION:

There is supervision from 8:42–8:57, at recess, lunchtime, and from 3:00–3:15. Outside of these times, it is a parent's responsibility to make arrangements for

the care and supervision of their child. Please do not send children to school early unless there is a supervised event.

DRESS CODE:

Students need to dress in clothing suitable for a workplace environment:

- Consider the weather and dress appropriately including proper outerwear. As true western Canadians, we go out in all weather conditions including rain and snow. A winter/rain jacket, boots, toque, and mittens/gloves should be considered (please label these items with your child's first and last name).
- Students should be prepared for any kind of outdoor activity, including emergency evacuations. Please plan wisely. Most recess and lunch breaks are outside days.
- Cleanliness and hygiene are important.
- Dress with a sense of respectful privacy about your body.

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, halter tops or tops that expose/reveal the midriff, too much cleavage or underclothing (including bra straps).
- Too-short shorts or mini skirts. Hems must come past the fingertips. Dark/opaque tights underneath these items are acceptable.
- Too-low riders or underwear-exposing bottoms.
- T-shirts with contentious or suggestive slogans.
- Flip-flops or beach shoes

These guidelines are intended to maintain a respectful environment where children can be children without the pressures to hurry up and be adults.

ENTRANCES AND EXITS:

Students are to enter through their assigned entrances. 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 on-coming traffic.

IN THE EVENT OF EMERGENCY SCHOOL CLOSURES:

Especially during the winter months with possible heavy snowfall or violent wind storms, 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 (www.deltasd.bc.ca).

PLAY AREAS:

Students have several options for free play during recess and lunchtime. Students are expected to play in a kind, safe, and fair manner. Off-limit areas for play are at the front of the school, anywhere near or in the parking lot, and on the west side of the building. Bicycles, skateboards, inline skates, and "healie" shoes are not to be used on the playground during school and supervision hours and must be walked on the playground for the safety of all.

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.

ABSENCE:

Please contact our Absentee Phone Line at **604-597-8557** before 9:00 am to report a child's absence every day they are away. Leave a message with the student's name, teacher's name, the reason for the absence or delay, and if it will be a multiple-day absence. Otherwise, the school Admin Assistant will try to contact your home to make sure your child is safe. If you notify a teacher of the absence, please also contact the office.

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:

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

LATE ARRIVAL:

Students must report to the office directly and pick up a late slip if they arrive after 8:57 am. A warning bell goes at 8:52 am. Students are expected to be in their desks, ready to learn, by 8:57 am each morning.

EMERGENCY INFORMATION:

If you move or if any information changes (phone numbers, work information, etc.) please update the email information on Parent Connect or contact the office at **605-590-3357** as soon as possible for assistance.

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 materials that are not easily assigned as independent study. 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.

STUDENTS LEAVING THE SCHOOL GROUNDS:

No child will be dismissed during the school day without permission from his/her parent. Parents are required to sign-out their child from the office. Play-dates need to be arranged before the school day begins.

CELL PHONES AND OTHER ELECTRONICS:

We understand that some students have cell phones for reasons determined by their parents when walking to and from school. However, these **cell phones MUST BE TURNED OFF once on the school grounds and NOT USED at school** unless being used under direction of the teacher. **Students must go through the school staff for a phone pass and the office phone 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. Students will bring home a user agreement to be signed and returned to the school.
- When students bring their electronics (ipods, mp3's, phones, 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. The school is not responsible for the device's safe keeping.
- 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. Students may be asked to keep their devices at home.

HANDOUTS:

Handouts will be sent home with the YOUNGEST CHILD of each family. However, as we are reducing our photocopying/paper use, items will viewed with a link to the school website. A reminder email will be sent out when it has been posted. Therefore, please bookmark our website: pw.deltasd.bc.ca. The school also communicates through monthly reminders, newsletters, notices, and twitter. Every family should provide us with their email address to keep the communication lines open. The school will make every effort to send or post correspondence on Wednesdays to make it more predictable for families to receive important information.

LUNCH GUIDELINES:

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

- Staying seated while eating
- Having quiet conversations
- Cleaning up recycling, desks, and food on the floor
- Returning lunch bags to backpacks
- Demonstrating Respect and Responsibility

Students will be dismissed at 12:25 p.m. for outside play. Students who need more time to finish eating will be allowed to stay until the 12:30 bell.

We ask all families to have their child bring their lunch to school in the morning. If you are dropping off a lunch, please place the named lunch on the Lunch Table in the entrance-way.

We ask that parents not stay to visit with students as we are promoting student independence and the hallways become too congested for staff and students. Your child will be called down to retrieve their lunch if they do not arrive in a timely manner.

It is important to note that children who do NOT go home for lunch are expected to stay on school grounds. Students are not to go to a friend's house without a signed and dated letter from all parents involved.

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 articles of clothing will be hung on the Lost and Found rack. Any pieces left unclaimed at the end of each term will be donated to charity.

STRANGER DANGER:

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

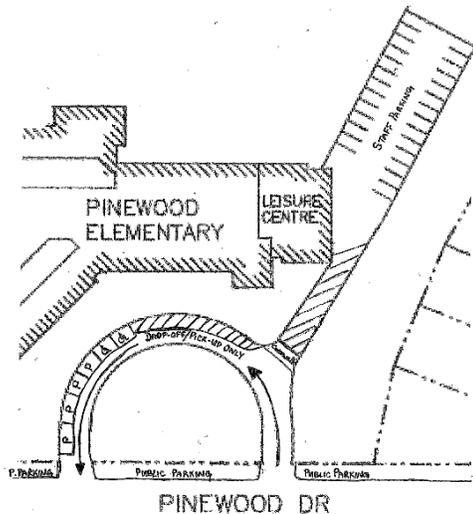
- Try to buddy up
- Keep a good distance from any unknown adult
- Do not go with them even if they ask for your assistance; tell them to get help from another adult.
- Do NOT get into a stranger's car.

PARKING & DRIVEWAY GUIDELINES:

Traffic and parking are concerns at every school. Our most important concern is the safety of our entire community (students, parents, staff, and visitors). Pinewood parking procedures have been developed through a lengthy process of consultation including the PAC, staff, Delta Police, Delta Parks & Rec, and the Corporation of Delta.

Please follow these guidelines carefully:

- The parking lot is for staff only.
- The traffic circle is for drop-off and pick-up. There are two Handicap parking spaces and four spaces for visitors. Do not park in the Bus/Fire Zone. There is also parking on both sides of Pinewood Drive and on Alderwood Crescent.
- Please do not block the traffic circle or driveways for any reason.
- **PLAYDATES:** should be arranged before coming to school.
- If a child requires the driver's assistance to enter or exit the vehicle (including booster seats) and parent supervision walking to the building or class line-up, please park safely and give yourself extra time to walk to the campus. We are especially busy at 8:40-9:00am and 2:50-3:15pm.
- Whenever possible, walk or bike to school.
- **Please remember your children are watching you follow or not follow these guidelines. It can be uncomfortable for everyone involved if a staff member has to remind a driver of these guidelines; it is very important that everyone sets an example of good citizenship for our students.**



BEHAVIOUR EXPECTATIONS:

At Pinewood, we want to have a safe, caring, and orderly environment without a long list of do's and don't's. Instead, all students are expected to abide by the "Code of Conduct" statements as listed here and on the District website. Pinewood students are expected to exercise respect for others, for themselves, for our environment, and for our property and the property of others, taking responsibility for their behaviours 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, band instruments, special projects, etc.
- Telling the truth at all times; being respectful, kind, and fair in all communication.

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.

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; 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.

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 an 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.

At Pinewood, staff have developed a system of behavior support that takes into consideration many activities and locations in the school intended to supplement the Code of Conduct. The emphasis of the support is to provide common language and expectations for students so that their choices are kind, safe, and fair. The matrix below is posted throughout the school as a reminder for students:

	HALLWAYS	ASSEMBLIES	LUNCHTIMES	WASHROOM	INSIDE DAYS	PLAYGROUND
Be Kind	Greet others politely Open doors for others Be quiet & respectful of classrooms	Listen attentively with eyes on speaker Contribute thoughtfully Respect personal space of others	Use friendly words Enjoy quiet conversation Respect other peoples’ food choices	Respect the privacy of others Quietly wait your turn Always flush	Include others Help clean up Share and take turns	Take turns and share Use kind words Keep playground clean
Be Safe	Keep right, eyes ahead, hands and feet to self Keep hallways clear Keep steady pace	Keeps hands and feet to self Follow staff instructions Enter and exit respectfully	Stay seated while eating Walk when the bell rings Wash hands before and after eating	Leave washroom tidy Wash hands with soap	Stay in the classroom Walk Keep hands and feet to self	Keep hands and feet to self Use equipment safely Stay in assigned area
Be Fair	Use soft voices and feet Take turns in the cloakroom Keep your spot in line	Sit on your bottom Use washroom before or after Respect instructions of speaker	Take turns going to the washroom (1 at a time) Clean up eating area Take one trip to the recycling station	Be quick and quiet Limit use of washroom supplies One person at a time	Start quiet clean up with the first bell Use inside voices At second bell, show you are ready for class	Line up quietly and quickly with bell Include everyone Follow the rules