

WELCOME TO STAVE FALLS

This handbook is intended to be a useful reference for families for the duration of the school year. You are asked to review the information and to pay special attention to the Conduct Expectations section. *Please review this section with your child(ren).*

Included in this handbook is the school calendar. Please note: any changes to our calendar will be announced in regular newsletters which are sent home at the end of each month. Additional information about our school can be found on our website: <http://stavefalls.mpsd.ca>

STAVE FALLS CODE OF CONDUCT

The Stave Falls Code of Conduct has been created to maintain a safe, caring and harmonious environment.

The purposes of the Code of Conduct are:

- To encourage the development of socially responsible behaviour resulting in a positive reputation for students and the school community.
- To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
- To clearly communicate behavioural expectations to the school community.

The Code of Conduct applies to all members of the school community at school, travel to and from the school, at any school-related activities at any location, on social media, or any circumstance/activity that will have an impact on the school environment.

In congruence with the BC Human Rights Code, Canadian Human Rights Act, and Canadian Charter of Rights and Freedom, Stave Falls Elementary is committed to providing a safe, caring and socially responsible school environment in which all learners can achieve academic excellence, personal growth and responsible citizenship. Safe, caring and socially responsible schools are free from acts of harassment, threats, intimidation, violence, abuse (verbal, physical or sexual), discrimination, theft and vandalism. Safe schools do not tolerate the presence of weapons, banned substances, or intruders.

Discrimination will not be tolerated based on (but not limited to): appearance, capacity, disability, colour, ethnicity, religion, sexual orientation, gender identity, or gender expression.

CONDUCT EXPECTATIONS

The school maintains high expectations for student behaviour and manners based on these principles:

Safety Respect Responsibility

The school's code of conduct is designed as a tool to help students make personal and socially responsible decisions, demonstrating expected behaviours in a variety of situations:

- Being helpful to others by thinking and play safe
- Being respectful to yourself, others and property
- Reporting to an adult if you think someone needs help
- Thinking before you act
- Taking pride in your accomplishments and strive for your personal best
- Being positive and kind

At Stave Falls we are also guided by our school motto: OWLS Take Care of the EARTH. We focus on positive behaviour supports for students guided by our collaborative core values of:

E Being Environmental
A Being Awesome
R Being Respectful
T Being Truthful
H Being Helpful

RESPONSES TO CONDUCT ISSUES

Responses to unacceptable conduct will be thoughtful and fair. The goal of discipline at Stave Falls Elementary is to strengthen students and to teach them that each situation is an opportunity for learning. The focus of any intervention will be preventative and restorative in nature. Our goal is to create conditions for the child to fix their mistake and return to the group strengthened. Wherever possible, students will be encouraged to participate in the development of meaningful interventions through discussion and mediation. Our school counsellors and youth worker help students with skill building and conflict resolution. The severity and frequency of unacceptable conduct, as well as the age and maturity of students, is considered in determining appropriate actions. At Stave Falls we believe that as students progress through maturity, we expect increasing personal responsibility and self discipline. Students who violate the Code of Conduct will begin by having a discussion with the teacher and or the principal/vice principal. Often students will be asked to complete a reflection sheet to explain the details of the specific event and help them reflect upon a better way to deal with the situation the next time. Other consequences include, but are not limited to a warning, loss of recess/lunch hour privileges, restorative actions, school community service, in school suspension, and possibly out of school suspension. The goal in each situation is to repair the relationships, learn from the situation and return strengthened.

STUDENT ATTENDANCE

It is important that students arrive at school on time each day. Valuable learning occurs in the morning hours. Students arriving late are to sign in at the school office and receive a "Welcome Slip". If your child will not be attending school, please telephone the school at (604) 462-9982 to inform us if your child will be away from school. The school has a 24-hour voicemail system in place for messages; these messages are checked regularly throughout the day. Notifying the school office of your child's absence prior to school beginning will help avoid unnecessary calls to home or work.

If your child needs to leave the school for medical or dental appointments, please notify the office and write a note to your child's teacher. Students must be signed out at the office by the parent/guardian.

MORNING & AFTER SCHOOL STUDENT SUPERVISION

Student supervision begins at 7:45 a.m., when the first bus arrives. Students arriving before that time will not be supervised. Students line up by the outside door of their classroom to enter the school when the first bell rings. Students are supervised until 2:15 p.m.

ILLNESS OR INJURY

If a student becomes ill or injured while at school, parents are contacted and asked to take the child home. If parents cannot be reached at home or at work, the school will contact the person designated as your emergency contact. Children will not be allowed to go home unless they have signed out at the office and the parent or emergency contact has given the child permission to leave the school. In case of an injury requiring medical attention other than first aid, the parents or the emergency contact will be called immediately.

SCHOOL DRESS CODE

Our school dress code is intended to support a safe respectful learning environment, while still allowing students freedom of choice and individual expression. Clothing is expected to cover shoulder, back, and midriff. Clothing with offensive slogans, graphics, or profanity (including those that promote alcohol, tobacco, and other drugs) are not acceptable.

WEAPONS (REAL AND TOY)

In accordance with our School District Code of Conduct, no weapons, real or toy, are permitted at school. Laser pointers are considered in this class, due to the potential for serious eye damage.

TOYS

Students who choose to bring toys to school for classroom Show and Tell activities are expected to assume responsibility for their toys (expensive or special toys should be left at home.) Toys are not to be brought out on the playground during the recess or lunch breaks.

CELL PHONE USE

Generally, our expectations are that cell phones are not used or turned on during the school day from 8:10 am to 2:08 pm. After school students should use their cell phones outside of the building. However, a staff member may grant a student permission to use a cell phone for educational purpose during class time. Students bringing devices to school do so at their own risk.

USE OF TECHNOLOGY

Technology can serve as a powerful tool to enhance education, communication and learning. Stave Falls is committed to ensuring that all students who utilize technology, including computers, laptops, iPods, iPads, and other electronic devices to access the internet and social media, do so in a safe and responsible manner.

Students are required to be under adult supervision when using any technology during the school day. In classrooms where technology is used regularly for educational purposes, students and parents will be required to sign an acceptable authorization. Students are not permitted to use any electronic devices or form of technology during recess or lunch, unless they are under the direction and supervision of a staff member.

SCHOOL VISITORS

Except for the regular drop off and pick up for students by parents and caregivers before and after school, **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE**. We require visitors to sign in and a visitor's pass will be issued at this time. We believe it is extremely important to be aware of all school visitors and their purpose for being at the school. If parents are picking up their child from the office, we will call into the class and have your child collect their items and come to the office. Thank you for your assistance with picking up your child during school hours.

SCHOOL VOLUNTEERS

We value the contributions that parents make through their volunteer work at our school. All volunteers must complete a Criminal Record Check. This check is good for five years. Volunteers will complete the School Volunteer Application form and submit it to the school principal. If planning to drive, a Volunteer Driver form must be completed at the school.

PARENT ADVISORY COUNCIL (PAC)

Stave Falls has an active Parent Advisory Council. All parents and guardians are welcome to attend the monthly PAC meetings and become involved in your child's school activities. Volunteers are always needed. The PAC is represented by an elected Executive who is elected each year to the following positions: Chairperson, Vice-Chairperson, Treasurer, and Secretary. The PAC is a nonprofit society that follows a nonprofit society constitution and bylaws. The PAC is involved in many areas of the school: various fundraising, monthly hot lunch, fruit and vegetable program, school decision making on District PAC.

NOTES:

APPROPRIATE CLOTHING FOR OUTDOOR LEARNING INCLUDES:

- Rain pants
- Waterproof jackets
- Rubber boots/Snow boots
- Hats and gloves
- Change of clothes at school
- Extra socks
- Water bottle – labelled
- Layers – wearing several layers with a waterproof layer on the outside
- Sunscreen
- Closed toed shoes in dry weather
- Long sleeved shirts