

**Blue Mountain Elementary
Handbook**

I have read Blue Mountain
Elementary's School Code
of Conduct pages 1 – 5, and
I agree to abide by it.



Signed by Student

Signed by Parent /
Guardian

At Blue Mountain Elementary our mission is to foster lifelong learning that guides each of our students to reach, and celebrate, their full potential as ethical and valuable contributors to the global community.

Believing in yourself
Love of life-long
learning
Understanding diversity
Empathy for others

Making friends
Offering a helping hand
United together
New experiences
Taking chances
Aiming for success
Inspiration for
learning
Never give up!

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Blue Mountain Elementary

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Our staff recognizes the importance of school-wide behaviour supports to ensure a positive school climate and culture and implementing the code of conduct. We believe that students behave responsibly most of the time and that students desire to do well when they can.

While many factors affect a child's education, there is one that can be of paramount importance – communication. Frequent and open communication between parents and teachers leads to a greater understanding and appreciation of the educational process, as well as each child's participation in it.

Code of Conduct

Statement of Purpose

The Blue Mountain Elementary School Code of Conduct has been created to maintain a safe, caring and orderly school environment. The purposes of the Code of Conduct are:

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

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

Six Pillars of Character

The way for our students to become responsible for their actions and to develop respect for self, others and the environment is expressed in BME's Six Pillars of Character.

Fairness

Respect

Responsibility

Caring

Citizenship

Trustworthiness

Conduct Expectations

As members of the school community, we believe that all students have the right to learn in a safe and caring environment and for this to happen, we all have a responsibility to create a comfortable, positive school climate. We believe that home and school must share the responsibility for teaching children appropriate behaviour. By working together we can increase the likelihood that students will become aware of their actions and will develop respect for self, others, and the environment.

At Blue Mountain Elementary we promote a climate of understanding and mutual respect where all are equal in dignity and rights. All members of the community are entitled to the accommodations, services and facilities they require. We do not tolerate discrimination towards others that prevent them from having their needs met. We do not allow any publication or display of signs, symbols or other representations that discriminate against others because of their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age.

Any language (oral or written) or behaviour that deliberately degrades, denigrates, labels, stereotypes or incites hatred, prejudice, discrimination or harassment towards students or employees on the basis of their real and/or perceived sexual orientation, gender identity, gender expression, appearance, capacity, disability, colour, ethnicity or religion, will not be tolerated.

Rights and Responsibilities:

Students have a responsibility to respect the rights of others and the right to become actively and productively involved in their own academic learning. With this comes:

- the right to learn freely and fully at school and the responsibility to be on time, to listen to instructions and to participate without disruption.
- the right to hear and be heard
- the right to be respected and the responsibility not to knowingly tease or annoy other people, nor to hurt their feelings.
- the right to feel safe in the school and the responsibility to treat others with respect by not being rude through actions or words, by not threatening or physically harming anyone else, and by reporting anyone who is harming self or classmates.
- the right to privacy and personal space and the responsibility to respect the personal property of others and to accept their right to privacy.

Expectations for student conduct for younger students differ from those for older students as they do for students with special needs who are unable to meet expectations due to a disability (visible or invisible). It is expected as students move through successive grades, become older and more mature that they will be more socially responsible.

Responses to Conduct Issues

Responses to unacceptable conduct will be thoughtful, consistent and fair.

The focus of any intervention will be preventative and restorative in nature, rather than punitive. Wherever possible, students will be encouraged to participate in the development of meaningful interventions through discussion and mediation.

Decisions will be made with respect to the individual. Responses to conduct issues will take into consideration the student's age, maturity and past conduct. Interventions will not discriminate against a student who cannot meet an expectation because of a disability, visible or hidden. Every effort will be made to support students. However, if there are ongoing conduct issues after having implemented interventions, progressive discipline may include but not limited to, referral to an intervention committee, suspension, change of program, change of school, referral to an intervention committee, or involvement of the police when behaviour includes a criminal code violation. When responding to breaches in the Code of Conduct, school officials may inform a student's parent(s), the parents of other students who were involved, school district officials, the police or other agencies or the parents of all students when the whole school community needs to be reassured that a serious situation is being addressed. School District 42 offers an appeals process for school based decisions, available under the parent tab at www.sd42.ca

Student Expectations

It is our expectation that students will behave in responsible, ethical ways that will contribute to their own well-being and that of other students in our school. All staff will strive to help students become able to monitor and adjust their own behaviour, so that responses to behaviour or restorative, meaningful, thoughtful and effective. Being punitive is not an effective discipline strategy, but rather we seek to build capacity when skills lag for children. Individual classroom rules are generated in the classroom. We appreciate your help and support in making our school an enjoyable and safe place for your child to develop and learn.

W.I.T.S. Program

A suggested program for parents to discuss with their child is the WITS program, a prosocial, positive program that encourages students to make safe and positive choices when faced with peer conflict. The WITS acronym [Walk Away, Ignore, Talk It Out and Seek Help](#) provides a common language that children and the adults in their environment to solve social problems.

Please visit the WITS Program website for more information. <http://www.witsprogram.ca/kids/>
<https://witsprogram.ca/families/using-wits-with-your-child/wits-parent-toolkit-helpful-resources/>

Guidelines for Student behaviour

Expectations for our Students to exercise courtesy and good manners.

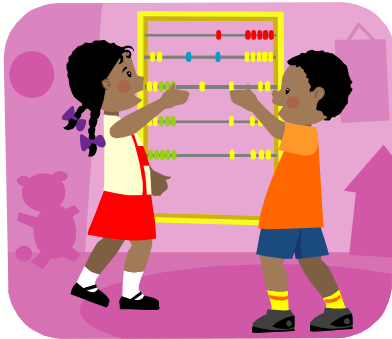
- to apply themselves diligently to their studies
- to cooperatively obey the rules of the school and to follow instructions of the school staff
- to respect the feelings, rights and property of others

Unacceptable behaviour

1. Profanity
2. Fighting
3. Behaviour which is disruptive or which may be considered detrimental to the school or the welfare of others. We take very seriously any form of bullying or cyberbullying at Blue Mountain Elementary. Bullying is defined as repeated, ongoing and unkind targeted behaviour towards another.
4. Possession of weapons or replicas, Possession of or being under the influence of alcohol or drugs
5. Abusing or destroying property
6. Cheating, stealing or lying
7. Leaving the school grounds without the consent of staff

Expectations for our Parents

- To be aware of the expectations and requirements of the school
- To work as a team with the school staff to develop and support the learning and well-being of their child
- To ensure that your child attends on a daily basis and is punctual
- To provide materials necessary for school as able
- To be available to conference with school staff
- Review the Code of Conduct with their children
- Assist school staff in dealing with issues of behaviour requiring intervention and discipline.
- Demonstrate respect for all members in the school community
- Model expectations of appropriate conduct



**Progressive Discipline Procedures
for dealing with behaviour problems**

Initial Stages

A pupil may be sent home immediately in the case of serious misconduct. In that case, a request for an interview would accompany the letter home from the school. Normally, however, a procedure similar to the one described below will be followed:

1. Counselling by the teacher
2. Counselling by the principal
3. Initial contact with parents
4. Conference with parents, teacher and/or principal
5. Consultation with District and/or Community Resource Personnel (where appropriate).

Decisive Action Stage

1. Telephone call possibly followed by a letter to parents informing them of continued misbehaviour and outlining the consequences if child persists.
2. Send child home if the problem continues and their dysregulation is impacting their ability to function at school .
3. In the case of an imposed suspension, parents will be notified by phone and a letter outlining reasons for the suspension will be sent to parents, with a copy to the Superintendent.

Follow Up Stage

1. Conference with parents and child. The child will be required to make some commitment with regard to improved behaviour in the future before being sent back to class.

2. Inform parents and staff of progress, or lack of progress, so they can encourage and support child with their demonstrated needs.

Final Stage

1. A full cycle repeat may be necessary.
2. A transfer to another school in an attempt to provide the student with an opportunity to try a fresh start, in some instances, may be appropriate.
3. If all else fails, it is hoped that the school would be in a position to recommend some alternative to regular classroom instruction in consultation with District and/or Community Resource Personnel.

School/Home Communication

Classroom Expectations

Each teacher has developed routines and expectations unique to his/her classroom. Students will become familiar with these routines and expectations during the first weeks of school and the expectations will be communicated to parents through class newsletter or a communication platform preferred by the teacher. Please discuss expectations with your child(ren) and contact the teacher if you have any questions.

How Can Parents Help?

Learning is not confined to the classroom. Parents are vital partners in the educational process. Some ways in which parents might help are:



- taking an interest in what the student has learned that day
- asking the student what activity or homework he/she has each day
- helping the student set aside a particular time and place to study
- listening to their child read or reading to them; a very powerful activity
- keeping in touch with the classroom teacher as to the routines, expectations, assignments and projects, etc.

Parent Opportunities

Parent Advisory Council (PAC)

Purpose

The purpose of the Parent Advisory Council (PAC) is to promote and support education and to contribute to a sense of school community.

Objective

The objective of the Parent Advisory Council is to open up two-way communication between the school and home to allow for constructive input and recommendations regarding

- Budgetary Matters (fundraising and needs)
- Curriculum Aspects, especially regarding new programs and learning resources
- Safety, Emergency Preparedness
- Book Fairs & School Spirit

Members

All parents and guardians of students registered at Blue Mountain Elementary shall be voting members of the group. Meeting dates will be published in each school newsletter.

School Closures

In the event of power failures or severe winter weather conditions, please listen to our local radio station CKNW 980 or CBC 105.7 FM for information regarding school closures. Also, visit the school district website – www.sd42.ca.

Reporting Absences

Advise the office by calling the school before 8:30 a.m. at 604 463 6414. An answering machine is available 24 hours a



day. You may also email your child's absence to bm_reception@sd42.ca. Remember you or your emergency contacts will be contacted by the school if you have not notified the school of your child's absence. Please ensure someone is available to contact during the school day in the event of an emergency.

School Visits

When visiting the school or a classroom, we request that you sign in at the office as you arrive. All visits should be preceded by an appointment or phone call, unless it is a quick drop off of forgotten items.

When Children are Ill

In fairness to all, please do not send your child to school if there are signs of ill health in the morning. Good health is necessary for effective learning. Students who are ill should not attend school until their health is reasonably sound. Students who become ill during the day are to let us know right away. Our policy is to get students who are ill home as soon as possible. Our practice will be to call parents and ask that the student be picked up. For this reason, it is important that parents keep work and emergency contact phone numbers current.



Medication for Students

On occasion, we have been asked by a parent to ensure their child receives prescribed medication. Administration of medication is only recommended for students in the school environment where no other options are available and the designated school personnel have received complete information from the parent/guardian about the medication.

If we simply store the medication for the child to administer, we ask that it be brought to school in a properly labelled prescription container and we will store it in a locked place inaccessible to students.

If your child requires school personnel to administer medication on a regular or emergency basis, please be aware that in order to do so, we require the completion of the form, Request for Administration of Medication at School, and all medication to be in the labelled prescription bottle.

Playground Supervision

At recess three teachers are on duty for supervision. During lunch, supervision is provided by two adult noon hour supervisors and the school principal. Please remind students that the supervisors are district employees and deserve the same respect given all other school staff.



Lunch Time Eat First 12:00 – 12:20
Then Play 12:20 – 12:40

For students who enjoy the privilege of staying for lunch, staff members ask that they abide by some simple guidelines. When students are eating their lunch in the classroom, we expect them to:

- talk quietly
- remain seated while eating
- treat each other and the school with respect
- clean up after themselves
- not visit other classrooms



We expect the same manners and behaviour that would be expected of students while eating in a restaurant.

Leaving the Grounds at Lunch

Unless students regularly go home for lunch (note from parents on file), we expect all students to remain on the school grounds. If you wish your child to be allowed to go home sporadically, please write us a note.

Lunchtime Rules

Outdoor play



Playground rules:

- ✚ Swings – Sitting on swings only
- ✚ Slide – slide down only – no going up the slide
- ✚ Playground equipment – no standing or walking on top of the bars

School grounds:

- ✚ Children are to stay on Blue Mountain school grounds and off of the high school grounds.
- ✚ Children are not to go in the back corner of the school grounds behind the hill as it is difficult to see them and therefore they cannot be kept safe.



- ✚ Children must be able to be seen by the staff and supervisors at all times.
- ✚ Children are to stay away from the back fence on the school grounds.
- ✚ Please make sure all food and wrappers are put in the garbage.

General play:

- ✚ Children should not participate in rough play or physical contact. Touch tag, touch football only.
- ✚ No throwing of sticks or stick fighting
- ✚ On snow days, there are to be no snowballs made or thrown in any direction. Making snowmen is a fun alternative.

“Remember, rules are made to help keep everyone safe and prevent injuries”

Weather

Unfortunately, in our climate our weather is rarely perfect. Our students are generally requested to be outdoors at recess and lunch breaks at every possible opportunity. Children will be asked to stay indoors only in extreme weather conditions.

Otherwise we follow the west coast recess’ mindset and children should be prepared for being outdoors in our variable weather. Poor drainage on the fields, large puddles, and enthusiastic play in wet conditions



often lead to wet and muddy clothing. Please send a spare set of clothing to have on hand in the event such accidents occur.

Generally, students are not let into the building until the first bell and they are encouraged not to arrive at school before 8:25 a.m. In bad weather students are able to wait under the roof overhang. In special circumstances students may be let in earlier than the first bell (extreme cold, wind, etc.)

Washrooms

Student washrooms are for student use only and so they should be used properly.

During class time, students will need to obtain permission from their classroom teacher to use the washroom.

Entering and leaving the school

All students are to enter and leave the building through the designated classroom doors unless directed otherwise by their classroom teacher. Hallways need to be kept clear. Parents and visitors are requested to meet their children by the outside the designated door. Thank you for your cooperation.

School Grounds

Please keep Blue Mountain Elementary clean! We take pride in how our school looks and it is our responsibility to put garbage in garbage containers.

Dress Code

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activity;

- Do not represent or promote alcohol or drugs;
- Use respectful language;
- Do not depict or promote violence, racism, sexism or discrimination; and
- Are not intimidating to others.

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school district guidelines.

Use of Personal Technology

While staff members recognize that technology can be a useful learning tool, students have demonstrated that they can struggle with utilizing the technology at appropriate times. The temptation to use social media and/or taking pictures/videos without consent during class and/or unstructured times such as recess and lunch can be problematic. Also, research indicates that children who engage in physical activity and positive social interaction with peers, improve their capacity to learn.

Our expectation is that cell phones are not used or turned on during the school day from 8:30 am to 2:25 pm. However, a staff member may grant a student permission to use a cell phone for educational purposes during class time. Students who bring devices to school do so at their own risk. Some classroom agreements may include keeping devices secured in a locked cabinet for safekeeping

Please note that parents and guardians are able to access their child(ren) throughout the day by contacting the school at 604 463-6414.

School Phone Use

Our school phone lines are very busy, especially in the mornings and after school. We encourage students to use their home phone for social arrangements.

Summary

All consequences for challenging and disruptive behaviour will be directed towards assisting students to consistently grow in their capacity to understand their role in the community and their responsibility towards others. When it is apparent that a student needs further assistance, we will contact the parents in order to create an action plan. We know from experience that when parents and the school work together, student development becomes positive, and this in the long term is in the best interest of the school and the student. We appreciate your support in making Blue Mountain Elementary a truly meaningful place for our children to develop their capacity and ability learn in every area of their life.

Hours of Operation

Monday – Friday

Warning Bell	8:25
School Starts	8:30
Recess	10:20 – 10:35
Lunch – Eat First	12:00 – 12:20
Lunch – Play	12:20-12:40
School Dismissal	2:20