

**FAIRVIEW ELEMENTARY HANDBOOK  
2019-2020**

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Maple Ridge, BC, V2X 1T8  
Phone: 604.465.9331

School Website: <http://elementary.sd42.ca/fairview>

**WELCOME STUDENTS AND PARENTS  
TO FAIRVIEW ELEMENTARY**

I am pleased to be the acting principal of Fairview Elementary. As a school community we believe that all children have the right to experience success in all areas of development and therefore, as staff members we will strive to work collaboratively to foster personal achievement and a sense of belonging for everyone. We believe that effective communication between students, their families and our staff is essential for a happy and healthy learning environment and for this reason, sincerely invite and welcome your participation. We look forward to sharing many exciting and rewarding learning opportunities.

Sincerely,

*Mrs. J. Gallop*  
Acting Principal

## Table of Contents

INTRODUCTION .....	3
2019-2020 - SCHOOL HOURS OF OPERATION/BELL SCHEDULE .....	3
<b>SAFETY AND SECURITY POLICIES/PROCEDURES .....</b>	<b>3</b>
Student Entry/Exit.....	3
Student Absences and Late Arrivals .....	4
Leaving School Grounds at Recess or Lunch .....	4
Visitors .....	4
Parent Release for Photographs .....	4
First Aid Procedures.....	4
School Nurse.....	5
Medical Information: Medical Intervention Policy.....	5
Hospital Homebound Support .....	5
Emergency Procedures .....	5
Volunteers .....	5
Volunteer Driver Requirements.....	5
Emergency Closing.....	6
Supervision of Students During Recess/Lunch Break.....	6
Traffic and Parking Regulations.....	6
<b>COMMUNICATION .....</b>	<b>7</b>
School Newsletters .....	7
Telephone Use By Students .....	7
Parent Advisory Council .....	7
<b>GENERAL INFORMATION .....</b>	<b>7</b>
Curriculum Planning.....	7
Library Policies and Routines .....	8
Classroom and Lab Computers .....	8
Labeling Personal Possessions .....	8
Homework .....	8
What Can Parents Do To Help?.....	9
Field Trips.....	9
Non-Instructional Days .....	9
Gymnasium.....	9
<b>CODE OF CONDUCT .....</b>	<b>9</b>

## INTRODUCTION

At Fairview Elementary School we believe that exceptional learning is best achieved when there is true collaboration and cooperation between administrators, teachers, students and parents. We plan to do everything possible to establish and strengthen effective home-school relationships.

The Parent Handbook has been prepared for you in the hope that it answers some of the many questions you might have about the school.

### 2019-2020 - SCHOOL HOURS OF OPERATION/BELL SCHEDULE

(295 instructional minutes per day as per School Act requirements)

8:25 a.m.	Warning bell – students “line up” at the designated entrance door for their class group. The teachers meet their students outside and walk them in an orderly manner to class.
8:30 a.m.	Instruction begins
10:20 a.m.	Recess begins
10:33 a.m.	Warning bell – if outside, students “line up” at their designated doorway and wait for their teacher; if students are inside, they are expected to clean up from their indoor activity.
10:35 a.m.	Recess ends; instruction begins
11:50 noon	Play time begins
12:10 p.m.	Bell rings to proceed inside
12:10-12:30	Eating time
12:30 p.m.	Instruction begins
2:20 p.m.	End of day dismissal

*We request that students not arrive in the morning any earlier than 5-10 minutes before the 8:25 a.m. bell, unless they have a specific responsibility or task to perform for their teacher. (Our library is open for students in the library club at 8:15)*

*This request is made out of concern for your child’s safety and security as school staff are not assigned to supervision duties prior to 8:15 nor after 2:35 each day.*

## SAFETY AND SECURITY POLICIES/PROCEDURES

### Student Entry/Exit

As outlined on the “Bell Schedule”, all students are required to ‘line up’ at their designated doorway upon the sounding of the warning bells at 8:25 a.m., and 10:33 a.m.. Shortly after, each teacher meets their students and invites them in or walks the group in an orderly and controlled manner to class. As an added safety measure for students during morning entry, we respectfully request that parents and other caregivers not bring children to their classroom in the morning; please wait with them at their designated entry doorway. We also request that parents or caregivers meet children at predetermined locations outside the school at dismissal time. Having a number of adults and preschoolers in the hallways at morning start-up and afternoon dismissal poses a challenge with respect to safe

and comfortable passage during these very busy and congested periods. In situations of extreme inclement weather, an announcement will be made at 8:20 a.m. permitting students to enter the building and report directly to their homeroom classroom.

### **Student Absences and Late Arrivals**

***We request that parents inform the school prior to 8:30 a.m. to let us know if your child will be late or absent from school.*** You can phone the school (604-463-3035) and leave a message on the answering machine if a staff member is unable to take your call or you may wish to simply send an email informing us of your child's circumstance ([fv\\_reception@sd42.ca](mailto:fv_reception@sd42.ca)) or use the parent portal. If your child is absent and we haven't received a call or email from you, office staff will make every effort to contact you to confirm that your child is safe. It is absolutely essential (for safety reasons) that parents inform the school of any changes to their contact or emergency contact information.

We believe that students have the best opportunity to succeed when they arrive at class on time. Being on time allows the student the chance to be involved in all aspects of the lessons being taught. Students who arrive late for school (i.e. they are not present in their classroom when the teacher takes attendance at 8:30 a.m. and 12:30 p.m.) must report to the office for a welcome slip, which in turn, must be presented to their classroom teacher. Please do not send your child (ren) to school if they are ill and notify the school if they have a contagious illness such as fifth disease, chicken pox etc. so we can insure staff and vulnerable students are safe.

### **Leaving School Grounds at Recess or Lunch**

Only those students who routinely go home for lunch may leave the school grounds ***after advising office staff of their departure (AND HAVING A 'YEARLY' NOTE FROM THEIR PARENT ON FILE).*** Otherwise, children may not leave the school grounds during the school day without being picked up by a parent or designated adult, *with* prior permission being granted via telephone call or note handed into the office. We ask that all parents report to the office to sign-out their child before leaving the school grounds. We are responsible for the whereabouts of each student particularly in the case of an emergency.

### **Visitors**

**ALL VISITORS ARE EXPECTED TO REPORT TO THE OFFICE BY WAY OF THE MAIN ENTRANCE.** This is a safety and security measure as it is important for us to know who is in the school. Visitors are also expected to sign the Visitor Log in the office and collect a "Visitor" or "Volunteer" identification tag that must be worn and visible while in the building or on the grounds outside.

### **Parent Release for Photographs**

From time to time, we receive requests from newspaper and television reporters to visit our school to do a story about some aspect of the school or exciting programs/opportunities that are taking place. Requests of this nature are given careful consideration by the School Principal and/or the Superintendent of Schools. As part of their story, reporters may want to photograph students and/or their work. Photographs of students and samples of their work may also be used in District brochures, publications, or presentations for the purpose of informing staff and the community about School District No. 42 programs and services. While we attempt to cooperate with the media wherever possible, we recognize there may be instances where publicity of this nature is not welcomed by some parents or guardians. Each September all parents are required to complete an Outside Media in Schools Notice form on the parent portal indicating their consent/no consent regarding the use of student photos.

### **First Aid Procedures**

The School Act gives teachers the same responsibility as that of prudent parents. "Prudent practice" varies from parent to parent but we try to be very cautious. When, in our judgment, an injury or an illness is something more than minor or casual, we phone the home. If there is no answer, we call the parent's place of work. If we are unable to reach a parent at their place of work, we try the emergency/cell numbers that you have provided to the school. If we are unsuccessful in contacting you or your designated contacts, we may call your doctor or simply

proceed with having the injury/ailment checked by a clinic doctor. In obvious emergency situations, we will call 911 and request an ambulance.

### **School Nurse**

A school nurse, working through the District Health Unit, is assigned to our school. Part of her duties include coordinating the Grade 6 immunizations, offering advise on health issues at the school, reviewing student records, and highlighting serious medical alert cases.

### **Medical Information: Medical Intervention Policy**

A “Medical Intervention” form must be completed on a yearly basis if your child has an existing medical condition that we at the school should be clearly aware of and have documented. The “Medical Intervention” form must also be completed if your child will be taking any form of prescribed OR over-the-counter medication at school. Please note that students may not be in possession of *any* medication at school unless specifically authorized by the Principal. Staff may not administer medication to students unless the required form is completed and signed by a parent. For students requiring the need of epi-pens at school, parents will be required (in consultation with their physician) to complete an Anaphylaxis Individual Student Emergency Procedure Plan and return it to the office for signature of the School Principal.

### **Hospital Homebound Support**

Do you have a son or daughter who is ill or injured and unable to attend school? School District No. 42 provides support to students who are unable to attend school for medical reasons. The Hospital Homebound teacher works with elementary and secondary students who have not been allocated support teacher time through a special needs designation. Students may be absent due to a non-contagious illness or they may be recovering from surgery or an injury. Instruction is provided in Ridge-Meadows Hospital or in the student’s home.

### **Emergency Procedures**

Emergency drills (e.g. fire, earthquake, and lockdown protocols) are held to teach the children how to respond in the event of an emergency in order to maximize safety for everyone. Responsible behaviour and a serious attitude are expected from all students during the drills. The evacuation plan posted in each room of the school has been reviewed and approved by the Maple Ridge Fire Department.

### **Volunteers**

Many parents, and occasionally others from our community, volunteer in classrooms or assist teachers and students in a variety of ways. School District No. 42 Board Policy requires that ALL volunteers in schools complete a “Volunteer Safety Check Application” form. If you anticipate that you may be volunteering during the school year, please request a form from the office. The completed forms will be maintained in a confidential file in the school office. Parents who have completed the “Volunteer Safety Check Application” form in any of the previous four school years need not complete another. In addition, volunteers who are working more *directly* with students require a Criminal Record Check. Please come to the office to get the required paper work. It is not our intent to discourage volunteering; the intent of the policy is to better ensure the safety and security of all children.

It is important for parents and caregivers to inform teachers or staff of any student discipline issues for staff to handle. Parents should not interact in a disciplinary way with children other than their own.

### **Volunteer Driver Requirements**

The staff and students of Fairview Elementary rely on parent drivers for a variety of class outings. As per requirements mandated by School District No. 42 Policy, prospective volunteer drivers are required to provide the school Principal with a current copy of their Driver’s License Abstract for approval. Prospective volunteer drivers must also complete and sign the School District form entitled “Volunteer Driver Application”. Driver’s License Abstract requests can be made in person at any Government Agent office or by phoning their toll-free line at 1-800-

950-1498 and having the agent fax it to the school @ 604-463-0667; the Volunteer Driver Application form is available upon request in the school's office.

Consistent with District Policy, parents who were 'approved' as volunteer drivers during the previous two school years retain their 'approved' status. However, if your vehicle information has changed, you must complete a new Volunteer Driver Application form; if your driving record has changed you MUST submit a current copy of your Driver's License Abstract to the Principal for consideration. *Note: Per School District No. 42 Policy, all children under 12 years of age MUST ride in the back seat, including your own child, on any school-related fieldtrip/outing. Child passengers who weigh at least 18 kg (40 lbs) must be restrained in a booster seat until they are at least nine years old or reach 145 cm (4'9") tall. Children who reach the upper weight limit of the booster seat but are still under nine years old and 145 cm (4'9") tall, will need a new booster seat with a higher weight limit.*

### Emergency Closing

On the rare occasion, school may be cancelled due to *extreme* weather conditions. Public announcements affecting the closure of schools will only be made by the Superintendent of Schools. For the purpose of announcing emergency closures prior to opening of schools, the radio stations listed below will be contacted. Announcements on these stations will be made between 6:00 a.m. and 8:30 a.m.:

<i>CKNW (980AM)</i>	<i>CKWX (1130AM)</i>	<i>CBC (690 AM)</i>
604-331-2832	604-873-6397	604-662-6900

The most reliable source of information is the school district website: <http://www.sd42.ca/>

### Supervision of Students During Recess/Lunch Break

During the recess break, four teachers are assigned to supervise students. During the lunch break four paid Noon Hour Supervisors assume responsibility for the supervision of students. In addition, we have Administrators and Special Education Assistants supervising students during break times. On most given days, we have approximately 10 adults on the playground assisting our students.

We have **West Coast recess** so all children are expected to play outside at recess, *even if it is raining*. If we experience torrential rain or highly adverse weather at lunch, we may have an inside or a "choice day". On a "choice day" students can choose to play outside only if they have appropriate clothing to change into or proper raingear. It is recommended that ALL students have a change of clothes at school, as our field can be muddy during winter/wetter weather. Students will not be permitted to phone home for a change of clothes. Please be sure to plan accordingly.

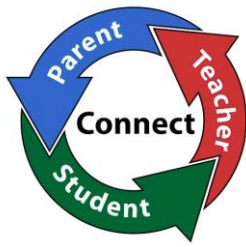
On occasion, parents request that their child be allowed to stay inside on an 'outside day' during recess and/or lunch. We ask that this type of request NOT be made, as doing so leaves the student in an *unsupervised situation* for the duration of the break. If there are extenuating circumstances, please discuss them directly with your child's classroom teacher.

### Traffic and Parking Regulations

Please consider walking to school; we have traffic congestion so your assistance with this is important. It is expected that vehicles be driven in a safe manner at all times. It is also expected that drivers abide by the clearly posted traffic and parking regulations. Please be advised that School District No. 42 Board Policy EEC states, "In the interest of student safety, Administrative Officers [Principals and Vice-Principals] shall report drivers who refuse to obey school traffic regulations to the appropriate Municipal authorities."

The drop off area at the front of the school is marked with **NO PARKING**. We are permitted to use it for drop off and pick up of handicapped STUDENTS ONLY. Please do **NOT** park your car there. You must pull into the curb and quickly pick up your child.

## COMMUNICATION



It is important to establish good communication between home and school. We have an open door policy and welcome your questions and input. When you have a concern, it is important to discuss it *first* with your child's teacher. It is the teacher's responsibility to keep the Principal and/or Vice-Principal informed. If parent and teacher concerns are not resolved, the Principal or Vice-Principal will be consulted and involved. The priority for all of us is what best meets the student's needs. You can be assured that all matters will be treated confidentially and that we will make every effort to work cooperatively for student success. Our School District website offers valuable information for parents and staff when working to resolve conflict (<http://www.sd42.ca/>).

Please do NOT try to contact teachers by phone or in person *while they are teaching* unless there is an emergency. A "quick word" with the teacher as they are trying to get to class may not result in positive communication. Please phone before or after school when the teacher is free from classroom responsibilities and/or make an appointment to discuss the matter with the teacher. Some parents and teachers find email to be convenient for routine communication. However, it is generally more beneficial to meet in person, when there are concerns.

### School Newsletters

The monthly Fairview Elementary School Newsletter is typically issued on the first Friday of each month. All newsletters, fieldtrip permission forms, announcements, etc. will be shared with families via our school district Parent Portal. Please ensure that you are "linked in" to ensure that you do not miss important information. Our newsletters are also available on our school website: <https://elementary.sd42.ca/fairview>.

### Telephone Use By Students

Students are permitted to use the office telephone only when they have a permission slip issued by their classroom teacher or have permission granted by school administration. Please note that the phone lines and the office staff are *very* busy at the end of the day so **we respectfully request that parents *pre-arrange* all details such as lunch plans, after school arrangements, getting home on rainy days, etc.**

### Parent Advisory Council

Fairview School has an active, Parent Advisory Council that meets monthly. Those involved in the Parent Advisory Council find that it provides a meaningful opportunity for involvement in their children's education and in the life of the school. Parents are actively encouraged to participate. Scheduled meetings are noted monthly in the School Newsletter.

## GENERAL INFORMATION

### Curriculum Planning

Curriculum planning at Fairview will follow the provincial guides for curriculum as outlined in the B.C. Ministry of Education.

Instructional strategies implemented by teachers will be guided by the Principles of Learning. These principles recognize and respect that:

- learning requires the active participation of the student
- students learn in a variety of ways and at different rates
- learning is both an individual and group process

### Reporting Student progress

The Ministry of Education requires that student progress be reported to parents in formal written reports three times each school year. At Fairview we follow the student and parent-inclusive conferencing model. Conferences

will take place in Terms 1 and 2. Conferencing days are as shown in the attached calendar. There will be no school for students on those days except for their personal conference time. Please keep in mind that conferences can also take place any time during the school year. If concerns arise, or if you would like to discuss your child's progress, please contact the teacher to make arrangements to meet.

### **Library Policies and Routines**

Students are able to sign out library books during class book exchanges or other times when the librarian or a monitor is present. Books are due after a week but can be renewed if desired. Borrowing privileges will be temporarily restricted when overdue items are not returned. For lost or damaged material, the librarian will assess an amount payable appropriate to the situation and to the condition of the material. If your child may be transferring to another school, the school would appreciate knowing *at least two weeks in advance*, so that outstanding library books and other classroom textbooks can be returned before departure.

### **Classroom and Lab Computers**

We are very fortunate to have technology available for student use at Fairview. We have a class set of laptops, two upper intermediate classes with one-to-one iPad programs, and iPad in some primary programs, projectors as well as several iPad for student use. When students are using technology at school, we expect them to follow their respective teacher's rules regarding use. At Fairview, we encourage students to be actively engaged at recess and lunch and expect that no photos be taken at any time without the directly permission of a staff member. Students who fail to comply with these expectations will lose their user privileges and/or face disciplinary action. In order for students to be able to access web-based resources, parents must provide permission annually by completing the Policy and Procedures: Information Technology and Communication System Appropriate Use Policy.

### **Labeling Personal Possessions**

All possessions should be labeled with the student's name and possibly, division number. This will allow possessions to be returned if they are misplaced. Students should NOT bring valuable items unrelated to their educational program to school unless permission from their teacher or the administration has been obtained. School staff cannot be responsible for items that go missing.

### **Homework**

At Fairview, we expect all students to work diligently on their schoolwork. Quality education is carefully planned and we depend on parent involvement and support in the learning process.

#### **Grades One through Three:**

While we do not assign official homework, spending some time on schoolwork is recommended (about 15 minutes). The school may assign activities or parents could:

- read and discuss stories together
- discuss math problems or review math facts (1+1=2, 6+3=9)
- play a board, memory, card or matching game
- go for walks together, looking for traffic signs, specific colours or seasonal signs
- have children dictate or write letters to their friends or relatives
- talk to them about your day, then ask about theirs

#### **Grades Four through Seven:**

Recommended activities include:

- continuation of activities listed in grades one through three
- reviewing school work
- studying for exams
- silent reading as well as reading together
- preparing reports



### What Can Parents Do To Help?

1. Designate a nightly study time.
2. Provide the proper environment and tools such as:
  - a quiet place such as the kitchen table or their bedroom (some children work well with music playing, others do not)
  - good lighting
  - pencils, paper, pens or other equipment as needed.
3. Be available but don't intrude.
4. Provide access to information, knowledge or research sources for themes and projects.
5. Get your children to explain their assignment to you.
6. Help break the assignment down into manageable tasks when your children are overwhelmed.
7. Focus on success, not failure. Encourage them to try their best.
8. Do not allow television, and limit phone calls/texting etc. during homework periods.
9. Teach your children to start with the hardest or least-liked work.
10. Encourage a short break if your children are not concentrating. Explain that they will feel refreshed and ready to work after a rest.
11. Never do your children's homework for them.

### Field Trips

Field Trips are an important part of education as they provide real life and enriching examples of learning. These complement the curriculum and provide a connection between the formal learning in the classroom and very practical first-hand experiences within the community.

Whenever a class or group of students goes on a field trip, teachers provide the Principal with a review of the objectives of the field trip, transportation needed, costs and safety procedures. Parents will receive notification and information regarding the fieldtrip via our Parent Portal. In order for a student to participate in the fieldtrip, parents must provide permission by completing the necessary on-line form. Driver authorization forms are required for all drivers and we must have obtained a driver abstract for each driver. Forms are available from the office. These procedures are set up to ensure student safety.

No student will be denied the right to participate in a field trip due to financial constraints. In such cases, parents are encouraged to speak to the teacher or principal (such information is kept in confidence).

### Non-Instructional Days

Under the School Act, the school staff is provided five days in a school year for professional development and one day for school growth planning. These are days that have been allocated in addition to the regular instructional days. Students will not attend on these days. Please refer to the 2016/2017 School Year Calendar.

### Gymnasium

It is expected that all students wear clean 'indoor' running shoes in the gymnasium. Intermediate students will also be REQUIRED to change into 'gym strip' for Physical Education classes and extra-curricular activities. Food and drinks are not permitted in the gym.

## CODE OF CONDUCT

### Code of Conduct for Fairview Elementary

Fairview's 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 reputation for students and the school community.

2. To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
3. To clearly communicate behavioural expectations to 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. As members of the school community, we believe in supporting our children and developing their compassion, respect and care. We believe children want to be helpful, that positive behaviours can be learned, and that teaching socially responsible behaviours requires modeling, time, consistency and practice. Behavioural expectations held for students rise as they become older, more mature and move through successive grades.

Our Code of Conduct is based on our rocks mascot...

**At Fairview students show that they are ROCKS:**

**Respectful**

- Respectful of everyone's feelings
- Respectful of everyone's property
- Respectful of everyone's bodies and personal space
- Respectful of everyone's learning

**Ownership**

- Taking ownership for actions
- Taking ownership for learning
- Taking ownership for the classroom and school community

**Cooperation**

- Cooperation with others and being friendly, kind and welcoming
- Cooperation with adults and others in authority

**Kindness**

- Kind to our friends and to everyone in the school community
- Kind and welcoming to those who might be different than we are
- Kind to those who need help

**Safety**

- Safe in work and play
- Safe arriving and leaving school
- Safe in the halls, classrooms, playground and activities.

**The following are guidelines for acceptable behavior:**

**RESPECT:**

Respect everyone's feelings:

- speak to others using kind and polite language - no put downs, name calling, prejudice, gossip, insults or swearing.
- use good manners – please, thank you, excuse me
- if something is bothering you – use “I” statements

Respect everyone's property:

- ask before you borrow someone's property
- treat the school respectfully – no graffiti on walls, books, desks, etc.

- keep a clean school
- respect our trees and bushes by not climbing in the trees or pulling off the branches

Respect everyone's bodies:

- keep your feet, hands, etc., to yourself
- no fighting (includes play), pushing, poking, spitting, hitting

Respect everyone's learning:

- stop and listen when announcements are being made
- do your best work
- be on time for school

**OWNERSHIP:**

- Clothing must be appropriate (e.g. shirts with rude pictures, drug/alcohol advertisements, or inappropriate slogans).
- Use good manners when eating your lunch at school. While you are eating, stay seated, chat quietly with your classmates, use appropriate language, put garbage and lunch bags away.
- Please leave equipment such as toy guns, lacrosse balls and sticks, laser pointers at home.
- The use of electronic games, MP3 players, pagers, cell phones, and watches with alarms should not deter from the learning of students while at school. The school will assume no responsibility for their loss or damage when at school. Some parents do want students to have a cell phone for safety reasons. We encourage the use of the school phone for emergency purposes. If cell phones need to be brought for use after school they are not to be brought out during school hours and should be turned to silent during class time. Teachers can request from time to time that students use hand-held devices for specific learning objectives.

**SAFETY:**

- Walk appropriately on the right side in the hallways (don't run, jump up, or skip, etc.)
- Line up and wait with your class at the designated spot. Your teacher will invite you to enter the school after the first bell rings.
- Students are permitted to leave the school grounds only with an adult. Students are NOT to leave the school grounds without permission during school time. Students that regularly go home for lunch must have a note from home on file in the office.
- All equipment must be used appropriately and safely, and students need to be sure they are not putting themselves or others at risk or injury.
- Play outside in a way that neither you nor your friends get hurt. Examples of play that we find too rough for the school grounds includes play fighting, wrestling, piggyback fighting, tackle football, table topping
- Carry skateboards, and walk bikes or scooters on the school grounds. Roller blades/shoes can be only used to and from school only, and NOT on the school grounds. Lock your bike in the rack rather than leaving it leaning against the school and remember to wear mandatory safety equipment like helmets.
- Do not throw any objects that may injure another person or damage the school (rocks, sticks, bark mulch, sand and snowballs).
- Be responsible about the use of deodorant and perfume.

**WITS:**

We encourage students to use their **WITS** when someone is bothering them or they are faced with a problem. WITS stands for:

Walk Away  
Ignore  
Talk it out  
Seek help

We have been impressed with how our students remember and use the WITS strategy. This website has excellent resources <https://witsprogram.ca> The picture books and lessons can be very valuable.

Certain behaviours will be considered unacceptable, including but not limited to:

- Unsafe behaviour (such as physical violence, possession or use of weapons or replicas, possession, use or distribution of drugs and/or alcohol, tobacco or fireworks or explosives, smoking, sexual abuse)
- Violent behavior in any form, physical, verbal, written, electronic,
- Disrespectful or threatening language or behaviour (such as racist, homophobic, or derogatory comments to those who identify as “LGBTTIQ” or discriminatory comments, threatening/intimidating language or behavior, cyber bullying, harassment of any kind)
- Disrespectful behaviour toward property or the environment (such as damage, vandalism or theft)
- Deliberate defiance, disrespect towards or misleading adults in authority
- Bullying of any form.

Bullying is defined as: **repeated physical aggression, name-calling, threats or exclusion in a context where there is intent to harm and an imbalance of power.** The bullying of members of the school community, by physical, verbal, written or electronic means, is not permitted at Fairview School, on any school event and with any student from the school via the internet on or off school hours.

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. It is expected as students move through successive grades, become older and more mature, that they will be more socially responsible. Responses to unacceptable conduct will be thoughtful, consistent and fair. The focus of any intervention will be preventative and restorative in nature, rather than merely 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. Reasonable steps will be taken to prevent retaliation against the person who reported a code of conduct issue. Every effort will be made to support students. However, if there are ongoing conduct issues after having implemented interventions, progressive discipline may include, but is not limited to, referral to an intervention committee, suspension, change of program, change of school, 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.

**Consequences** may include:

- a letter of apology, acts of kindness, community or school service
- establishing a behaviour contract
- self-evaluation using the Social Responsibility Performance Standards rubric
- a regular, formal review of behaviour together with parent/student/teacher conferences
- completion of a problem-solving paper
- time away from class, an in-school or formal suspension (Parents receive written notification regarding formal suspensions. A copy of the letter for a formal suspension is kept in the student’s file). Police can be included when the incident presents significant risk to the safety of others.

References: BC Social Responsibility Performance Standards, Safe Caring and Orderly Schools: A Guide, BC Ministry of Education, March 2004 (Updated: November 2019)