

# KANAKA CREEK ELEMENTARY SCHOOL

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Principal: Mr. Chad Raible  
Vice-Principal: Ms. Jugana Bikic

## STUDENT & PARENT HANDBOOK

Student Name: \_\_\_\_\_

### Term 2

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| Goal:                                    | How I am going to achieve that goal:     |
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### Term 3

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| Goal:                                    | How I am going to achieve that goal:     |
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### MISSION STATEMENT

To develop a community of responsible learners  
who strive to attain their potential in a safe, cooperative and healthy environment.



## CODE OF CONDUCT

The Kanaka Creek School Code of Conduct has been established to ensure a safe, caring and orderly environment exists at our school.

The purposes of the Code of Conduct include:

- To encourage the development of socially responsible behaviour resulting in a positive reputation for, and the well-being of, students and the school community;
- To foster a safe and welcoming learning environment for all students, staff and parents;
- And, 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.

**Respect for Human Rights:** In fostering a community of respect, inclusion, fairness and equity, we expect students to not be discriminatory towards others because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

The following **Human Rights Codes [RSBC 1996, c. 210]** will be respected:

**Excerpt from Section 7 • Discriminatory Publication**

1. A person must not publish or display, or cause to be published or displayed, any statement, sign, or other representation that
  - a. indicates discrimination or an intention to discriminate against a person,
  - b. is likely to expose a person to hatred or contempt

**Excerpt from Section 8 • Discrimination in accommodation, service and facility**

1. A person must not, without a bona fide and reasonable justification,
  - a. deny to a person any accommodation, service or facility customarily available to the public, or
  - b. discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public

Discipline is essential when building accountability, responsibility, and respect for others and self. Long term changes in children's behaviour are achieved with instruction that has consistent expectations and consequences.

**Using WITS:** We expect students to strive to apply problem-solving strategies, that maintain the dignity of every person and resolve disagreements in a peaceful manner. To help students understand respectful behaviour and appropriate problem-solving staff actively teach students to use **WITS** and reinforce what respectful behaviour looks, sounds, and feels like on an ongoing basis.

- Walk Away – students are encouraged to avoid problems before they have a chance to develop.
- Ignore – students can defuse situations by not responding to the inappropriate behaviour of others.
- Talk It Out – students state how others' behaviors are making them feel and ask them to stop.
- Seek Help – students tell an adult at any stage and can get assistance for any problem.

## GUIDING PRINCIPLES

**Be Safe.** Work and play in a manner that is safe for ourselves and others. This means we:

- Keep hands and feet to ourselves.
- Work and play safely. Walk in hallways at all times.
- Stay on the playground and only leave if going home for lunch with permission or picked up by a caregiver.
- Refrain from throwing objects that could cause injury or damage to property (rocks, sticks, snowballs, wood chips).
- Walk bicycles, scooters, skateboards on the school grounds.

**Be Kind.** Demonstrate care through our words and actions. Consider how other peoples' feelings and well-being at school. This means we:

- Speak and act towards each other in a peaceful and non- threatening ways.
- Use welcoming language. Refrain from swearing and making hurtful or discriminatory remarks or gestures (e.g. name calling, or language putting down a particular person, ethnicity or group, etc.).
- Invite others to play with us.

**Be Respectful:** Be courteous and polite to other people. This means we:

- Respect and care for school equipment, our neighbourhood, and personal property.
- Avoid disturbing others during their work time.
- Use common areas quietly.
- Exercise courtesy, respect and good manners at all times.
- Keep our school and grounds clean. Pick up litter / garbage.
- Follow recess and lunch hour school rules and listen to supervisors.

**Be Responsible:** Show respect towards all members of the community. This means we:

- Arrive at school on time, are ready to learn, and complete work to the best of our ability.
- Before and after school use assigned entrances and don't loiter in hallways or washrooms.
- Leave expensive and valuable items at home.
- Choose to dress in a manner which is appropriate for school and school-related functions, and respects the following:
  - Conforms with established health and safety requirements for the intended activity;
  - Does not represent or promote alcohol or drugs;
  - Uses respectful language;
  - Does not depict or promote violence, racism, sexism or discrimination; and
  - Is not intimidating to others.

## UNACCEPTABLE BEHAVIOURS:

Certain behaviours will be considered unacceptable while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment. Examples of unacceptable behaviours include, but not limited to:

- Threatening or violent behaviours.
- Physical altercations of any kind.
- Continuous repetitive disruptive behaviour.
- Defiance towards teaching staff or supervisors.
- Theft, vandalism, or mistreatment of school or others' personal property.
- Wearing clothing which is inappropriate for a school and learning (e.g. featuring offensive, vulgar, derogatory language or images, referencing drugs, alcohol, sex or foul language. See comments in previous section).
- Teasing (hurtful remarks, gossiping, inappropriate gestures).
- Bullying, cyberbullying, harassment or intimidation, including communication via phones, computers, social media, emails or text messages to members of the school community at or away from school.

- Unauthorized use of phones and electronic devices in the school.
- Disregard of School District #42 policy regarding no weapons, replica weapons, matches, lighters, laser pointers, cigarettes, violence, alcohol and drugs.

**Bullying and Intimidation** have a negative effect on the learning climate of the school. Every student has the right to an education and the right to be and feel safe in and around the school. Therefore, everyone has rights and responsibilities in cultivating and maintaining a safe environment where all have the right to belong. Although the nature of the school community is a very positive one and we have very few incidents of bullying, it may still exist. Bullying is defined as “a pattern of repeated aggressive behaviour, with negative intent directed from one person to another where there is a power imbalance” (*Focus on Harassment and Intimidation: Responding to Bullying*). Bullying may include:

- Physical Intimidation or Assault;
- Extortion or stealing money or possessions;
- Oral or written threats, teasing put-downs, name calling;
- Threatening looks, gestures or actions;
- And, cruel rumours, false accusations and social isolation.

Anyone who witnesses bullying is encouraged to respond safely, promptly and appropriately. Any member of the school community who has concerns is encouraged to speak with school administration, teacher, counselor, etc.

Consequences for the person who is bullying could range from:

- Discussions with all students involved with proactive solutions decided upon.
- Discussions with students’ parents.
- Completion of assignments that focus on school responsibility such as, problem solving sheets, essays, and school service.
- Referral to school counselor, behaviour plan development, additional support/supervision.
- Suspension.
- RCMP Involvement.

## **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR:**

Responses to unacceptable conduct will be thoughtful, consistent and fair. Staff regularly encourage and recognize students who act safely, respectfully and responsibly. When a student’s behaviour infringes upon the rights of others there will be follow-up so students understand the rules of our community. Staff strive to teach students to make positive decisions and peacefully resolve conflicts.

**Rising expectations:** Expectations for student conduct for younger students differ from those for older students as they do for students with special needs. Consequences for student misbehaviour are determined on an individual basis. Responses will take into consideration the student’s age / developmental level, the seriousness of the incident, and past conduct. Special considerations may apply to students with special needs if they are unable to meet expectations due to a disability of an intellectual, physical, sensory, emotional or behavioural nature. It is expected as students move through successive grades, become older and more mature, they will be more socially responsible.

**Restorative Approach:** The focus of interventions will be restorative in nature. 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. Serious rule infractions may result in withdrawal of privileges or suspension from school.

**Minor Misbehaviour** will be handled immediately by a staff and consequences appropriate to the misbehavior will be given. Consequences may include loss of privileges, recess/lunch suspension, school community service, apology or problem-solving.

**Moderate Misbehaviour** will be referred to school administration and recorded in a student file in the office. Moderate behaviour is sometimes difficult to define and typically requires a closer examination of the specific situation, the past history of the student and repeat offenses. As a result, infractions will be both situation specific and appropriate to the infraction and may result in a phone call to parents/guardians, the loss of school/classroom privileges, the completion of appropriate essays, problem solving sheets, recess/lunch suspension, and/or school based community service.

**Major Misbehaviour** is defined as the most serious of behaviour infractions and will be dealt with by the school administration. Examples of major misbehavior are: physical harm or threatening behaviour towards others, open opposition towards authority, stealing, vandalism, or continuous repetitive disruptive behaviour, bullying / cyber bullying. This misbehavior may result in an in-school suspension or an out of school suspension. The parents/guardians will be contacted and work will be assigned for the duration of missed class time. With documented cases of bullying there will be follow-up with the victim's parents. The victim may be given additional support through counseling and a proactive plan.

Parents/Guardians are reminded that the school district practices a violence free policy with regards to weapons, drugs and alcohol. Infractions of this policy may result in an out of school suspension, or indefinite suspension, where a child and parent appear before a committee to decide on re-entry.

**Parent support:** Parents play an important role in the education of children and can help support school staff in maintaining a safe and positive learning environment for all members of the school community:

- Monitor and show active interest in their child's work, progress, and conduct.
- Communicate regularly with the school; respecting the confidentiality of others.
- Provide necessities for quality learning: regular meals, appropriate levels of sleep, hygiene, medical needs, appropriate dress and classroom materials.
- Ensure student punctuality and promptly reporting reasons for tardiness or absences.
- 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 school community.
- Model expectations of appropriate conduct.

## ROUTINES AND EXPECTATIONS

### SCHOOL SCHEDULE

#### Altered Calendar – School in July

Students are in session during July as Kanaka Creek is on a modified calendar. In July, your child is still being taught the provincial curriculum required for completion of his or her grade level.

We do not recommend that you take your child out of school for extended weekends or vacations during this time or any other time in the school year.

#### Start Times and Bells

|               |               |
|---------------|---------------|
| 8:28          | Warning Bell  |
| 8:30          | School Starts |
| 10:20 – 10:35 | Recess Break  |
| 11:50 – 12:30 | Lunch         |
| 2:20          | Dismissal     |

### FREQUENTLY ASKED QUESTIONS

#### Absence(s)

- If your child is absent advise the office through the parent portal, by emailing [KC\\_Reception@sd42.ca](mailto:KC_Reception@sd42.ca) OR by calling the school before 8:30 am (604-467-9050). Information is on the school website.
- As a safety precaution, office staff will contact you if there is no notification of your child's absence. Communication must be with an adult.
- If your child has an appointment during the day send a note to the teacher so your child can be picked up and signed out at the office.
- If your child is absent for an extended period of time due to illness or surgery, contact the office as they may be eligible for the Hospital/Homebound Program.

#### Bicycles, Roller Blades, Skateboards And Scooters

- The school does not assume responsibility for the safety of bicycles, roller blades, skateboards, or scooters. For safety reasons, students are to walk their bicycles and scooters and carry skateboards once they enter the school grounds. Roller blades are to be taken off and put on in a designated area.
- All bicycles must have a good lock if they are brought to school. Record the serial number of your child's bike in a safe place, and write the child's name in the helmet. The School District does not carry insurance to cover bike theft.

#### Camera / Video

- In accordance with privacy rights students and visitors are not permitted to take pictures, video or recordings with electronic devices (or otherwise) of students or staff at school or at school-based functions unless under the direction of a teacher or administration. Please note this includes assemblies, fields trips, and special presentations.

#### Cell phones and the use of other electronic devices

- Cell phones, ipads, cameras, and other electronic devices are not to be used during school hours without teacher permission. Please do not send expensive electronic devices to school with your child.

## **Counselling**

- If you want to speak with the school counsellor make a request through the office or classroom teacher.

## **Emergency Procedures - Fire Drills, Earthquake Drills, And other Situations**

- Fire drills are held to teach children how to vacate the building quickly and in an orderly way in case of an emergency. Proper behaviour and a serious attitude are demanded from all students during fire drills. The evacuation plan is posted in each room.
- An Emergency Procedures Manual developed for all schools in SD42 is also posted in classrooms. Information is tailored to our site and covers all potential emergency situations including evacuations, lock downs, earthquakes, threats, suspicious persons, etc.

## **Illness or Accident**

- To minimize risk to other students and staff, who are not well should stay home. Students who become ill during the school day will be monitored in the office until parents or a designated emergency contact can be reached.
- 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 overly cautious. When, in our judgment, an injury or illness appears to be more than "minor or casual", we will contact parents. If there is no answer, we call the parent's place of work or cell phone number. If we are unable to reach a parent we try the emergency number(s) provided. In obvious emergency situations we will call 911 and request an ambulance.
- All parents must notify the office whenever there is a change of number either at home, work, or with emergency contact. Parents must keep numbers up-to-date on the *Student Information Verification Form*.

## **Leaving School Grounds**

- In the interest of safety, students are not permitted to leave the school grounds during lunch or recess without specific written consent of parents and knowledge of their teacher.

## **Lost And Found**

- Items such as gym strip, lunch kits, or binders are frequently mislaid. If items are labeled with names, it greatly assists in a speedy return. A lost and found rack and box is in the main hall, and we encourage students and parents to regularly check. Smaller items such as keys and watches are kept in the office.

## **Medical Alerts and Requests For Administration Of Medication**

- A Medical Intervention Form must be completed if your child has an existing medical condition. Clear documentation about the medication your child takes must be on file at the school and must be updated at the beginning of each school year. Separate forms are needed for anaphylaxis and diabetes.
- A request for Administration of Medication Form must be completed and medication provided if your child requires medication at school. Please note students may NOT be in possession of any medication at school unless specifically authorized by the Principal, and staff may not administer medication to students unless the form has been completed and signed by a parent.

## **Moving**

- If you are moving to a new home, or attending a new daycare, inform the office of the new address and/or phone number.
- If you are moving to another school during the school year, let the office know one week in advance so the necessary forms can be completed.

## **Remaining After Regular Dismissal**

- Students may be required to remain after school to complete work, to help with after school activities, or to serve a detention. Students doing so will be given the opportunity to phone home.

## School Closure

- In the event of power failures or severe weather conditions, visit the following sites for information regarding school closure:

|              |                |                        |
|--------------|----------------|------------------------|
| CKNW(980 AM) | CKWX (1130 AM) | SD42Facebook           |
| CBC (690 AM) | www.sd42.ca    | SD42 Twitter @sd42news |

## School Phones

- School phones are used for school business and are in constant demand. Therefore, use of the phone by students is restricted to emergencies only. Students needing to use the phone must have a permission slip from their classroom teacher.

## Supervision of Students During Breaks

- During the recess break four or five teachers and the Administration assist in supervising students. At lunch break five paid Noon Hour Supervisors and the Administration supervise students.
- On occasion, parents request that their child be allowed to stay inside on an 'outside day'. We ask that this type of request not be made, as the student is left in an unsupervised situation. If there are extenuating circumstances, please discuss them directly with the school administration.

## Vehicles and Parking

- Due to the large number of students our parking lot is a very busy place; caution needs to be exercised at all times. All vehicles must enter and exit the parking lot as indicated by the arrows.
- The area adjacent to the school is only for quick 'drop off and pick up'. Vehicles should not stop longer than one minute. Please remain in your vehicle and move forward as cars exit.
- If you need to exit the vehicle (e.g. to open doors, look for your child, enter the school, etc.) you must use designated parking areas. Everyone working together will help make our parking lot a safe place.

## Visitors & Volunteers

- All visitors are asked to report to the office to sign-in and pick up a visitor tag if volunteering in a classroom. Report first to the office if you have a message or something to drop off.
- SD42 Policy requires all volunteers in schools complete a Volunteer's Safety Check Application. All drivers must complete a *Volunteer Driver's Application* and submit a Driver's Abstract form.

## Weather

- Unless the weather is extremely adverse, students will be expected to go outside at recess and lunch.
- During the rainy and muddy season it is helpful to provide adequate rain gear, and an extra set of clothing to be kept in the classroom. Children should also have a separate pair of inside shoes.