



# Lavington Elementary School

## Growing Together As a Caring and Compassionate Community of Learners

### Code of Conduct

(Revised November 2016)

#### Purpose

Our school promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law-prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, gender identity, expression and age in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. We expect all members of our school community to treat others with respect and to promote a safe and positive school learning and working environment. We believe that everyone working and learning at Lavington Elementary School needs to follow the Code of Conduct as we interact with one another. The school will treat seriously behavior or communication that discriminates the values expressed in the **BC Human Rights Code**. Special considerations may apply to students with special needs.

Students and staff are expected to act in a manner that enables everyone to participate effectively in the educational community. Every student shall be subject to the Code of Conduct while on school premises, going to and from school and at all school sponsored games and functions whenever and wherever held as well as behavior beyond these times (including on-line behavior) that negatively impacts the safe, caring for orderly environment of the school, and/or student learning.

It is important to note that school officials may have the responsibility to advise other parties of serious breaches of the Code of Conduct 'parents, school district officials, police and/or other agencies. Written notice of community members to state that ALL members of the learning community have a duty to report serious violent or threat making behaviour. In the event of serious violence or threat making behaviours, Violent Threat Assessment (VTRA) protocol will be offered.

## **Belief Statements**

### *We believe*

- ✓ all people can learn
- ✓ all people have the right to feel safe and to be safe
- ✓ all people are responsible for their own actions and the consequences of those actions
- ✓ all people are to be treated with respect
- ✓ all people need to respect the property of others
- ✓ all people need to accept individual differences

### *As a member of our school community I will*

- ✓ be friendly, caring and respectful
- ✓ make sensible choices and respect those made by others
- ✓ celebrate my successes and encourage others to do their best

### *Students and staff will be expected to*

- ✓ attend school on a daily basis except in cases of illness
- ✓ be on time and prepared for classes
- ✓ work to their ability level
- ✓ demonstrate a respect and acceptance of the rights of others
- ✓ resolve conflicts in a peaceful way
- ✓ respect others' property
- ✓ clean up their personal space
- ✓ students will respect and listen to bus drivers, EAs, custodians, parent volunteers, secretaries, supervisors, teachers-on-call, teachers and administrators

## **Lavington Elementary School Beliefs**

**BE RESPECTFUL**

**BE RESPONSIBLE**

**BE SAFE**

## **Lavington Student Rights and Responsibilities**

1. I have a right to hear and be heard.  
It is my responsibility to listen, not to talk, shout or make loud noises when others are speaking
2. I have a right to have my property respected.  
It is my responsibility to respect the personal property of others.
3. I have a right to learn.  
It is my responsibility to listen to instructions, and work on my studies in a way that does not interfere with other people's learning. It is my responsibility to complete class and homework assignments to the best of my ability.
4. I have a right to be treated with dignity and respect.  
It is my responsibility not to tease or bug other people, or to hurt their feelings. It is my responsibility to discourage acts of disrespect by others.
5. I have a right to be safe.  
It is my responsibility not to threaten, kick, punch, or physically harm anyone else. It is my responsibility to help others when they need help.

**Developmental and Age Appropriate Progressive Discipline** is the model used at Lavington. We implement restitution as the method that guides us to make responsible choices. We believe that whenever possible and appropriate, consequences for breaches of a code are restorative in nature rather than punitive. Parents/caregivers are notified of inappropriate behaviors with a phone call home and asked to sign a completed mediated reflection form by their child. If the child receives three mediated reflection forms in a short period of time for the same behavior the teacher will refer the child to administration where further consequences and/or plan will be determined and parents/guardians will be contacted. Unacceptable behavior at Lavington Elementary includes bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours 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.

# LAVINGTON SCHOOL RULES

## Use of Telephone by Students

Students **must have a pass** from a teacher or the office in order to use the phone during school hours. The phone is to be used for important reasons, e.g. forgot lunch, check in for safe arrival with parent, feeling sick, etc. **Arrangements to go to a friend's after school should be done the night before at home with parents, and the school informed with a note, particularly if bus transportation is involved.**

## Hallways

Students will walk and move in an orderly and calm way when in the hallways. Students will keep to the right side of the hallways.

Hallways are to be used for moving from one place to another, not as a place for congregating and socializing.

## Before School

The school is open at 7:30 a.m. in the morning.

Students may drop off their backpack in the classroom. Students are expected to go outside unless they are completing school work and their teacher is in the classroom or due to inclement weather.

We ask that parents not drop students off at the school prior to 7:30 a.m. as no supervision can be provided.

## Recess

All students are expected to go outside for recess. They may take their recess snack outside with them. Teacher's permission is needed to stay in the classroom during recess. Teachers will remain in the classroom to supervise those students. For severe or inclement weather, the principal may designate the day as an "in day".

## Lunch

Students will go outside (weather permitting) at 12:00 and return to their classrooms at the 12:30 bell. Students are expected to sit at their desks and eat their lunch.

## After School

Students will leave the school unless they are involved in a school activity or have the permission of their teacher to remain in the classroom. Students may go outside and remain outside if they

are waiting for a bus, or in case of inclement weather, may wait in a designated area. All students must go home and check in with their parent or guardian.

### **Poor Weather**

Our guideline for making a decision for “IN” days during cold weather is “common sense”. We take into account wind chill and any other weather related factors for that day. Also an “IN” day may be designated for inclement rainy weather. Students should come to school properly dressed for the weather.

### **Skateboards, etc.**

Students are not permitted to use skateboards, scooters or ride bikes, on school property.

### **Problem Areas**

Students are not to bring items that create a mess to school. Examples include gum, sunflower seeds, dried noodles, or ‘whiteout’. Games or activities that result in recurring problems between students are not appropriate and students will be expected to leave such games or items at home.

### **Electronics**

Students should not be bringing electronics (cell phones, cameras, hand held game systems, iPods, etc.) to school. We know that these items can be expensive and are treasured by the students. There are times when items are lost, damaged, or borrowed. They then become the cause of disputes. Realizing that for some children, the bus ride to school can be a long one, if a parent feels their child needs an electronic device during that time, the expectation is that it goes into their backpack as they leave the bus, and it remains there until they get back on the bus. Some parents feel the need for their child to have a cell phone for safety reasons, however, the expectation is the same for cell phones. If children need to contact their parent it should be done before or after school. If they need to call their parent during the school day, they need to ask permission from their teacher to use the school phone. The school has a student phone that is available for important calls.

**School cameras are to be used for learning activities only. Students do not have permission to post online or share any photos of students or staff of School District 22.**

**The school is not responsible for lost or stolen items.**

### **Dress Code – Kindergarten – Grade Seven**

At Lavington Elementary we feel it is important that students dress appropriately for a learning and working environment.

Clothing with offensive words or pictures, rude sayings or slogans, as well as any clothing that promotes alcohol, drugs or tobacco, or which distracts from student learning is not appropriate.

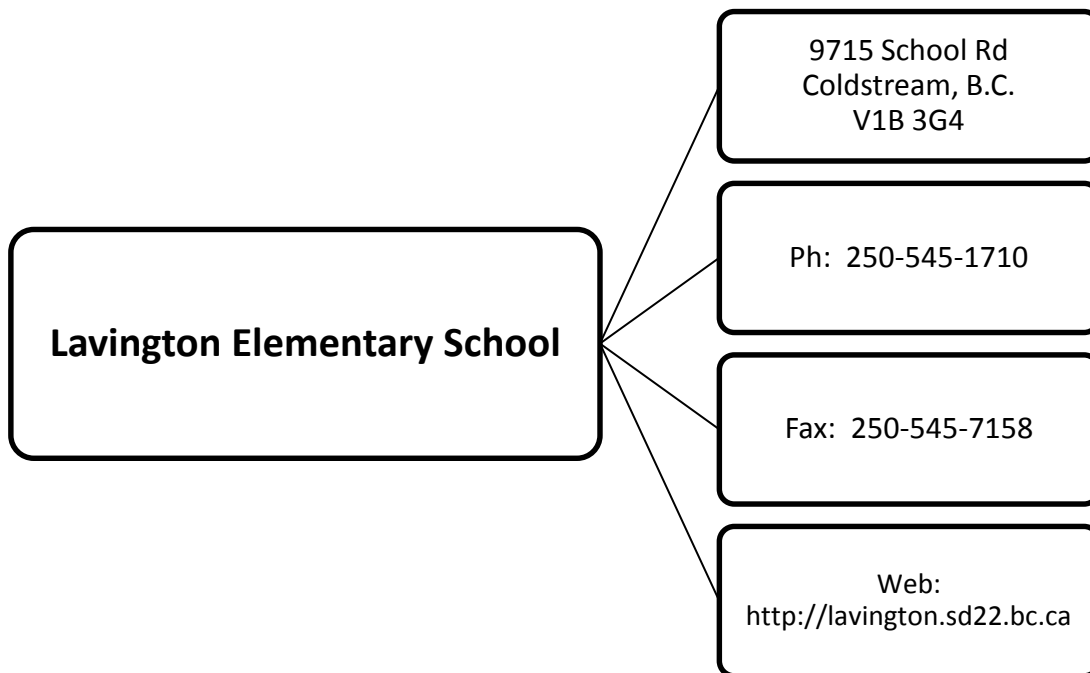
This includes clothing where a negative or inappropriate message is sent through an optical illusion.

Summer wear such as halter tops, spaghetti straps, or other “beach” clothing is not appropriate for school wear. Tops should go to the waist with no midriff showing. Necklines should be appropriate.

Undergarments should be fully covered (“outerwear should cover underwear”). We have a “hats off” policy in our building. During wet or snowy weather, students, staff and parents are expected to be safe and respectful by removing wet and winter footwear at the door. Also, parents are required to provide their children with a second pair of non-scuffing footwear for gym and inside school use.

### **Bussing**

Students will wait for their buses in a safe manner, in the appropriate area, and will follow the instructions of the supervisors. School buses are considered to be part of our school, just like a classroom, and bus drivers and supervisors are members of our school staff. Inappropriate behaviour on the bus, or while getting on or off the bus at bus stops may result in not being able to ride the bus.



## Playground Rules:

1. Students are to take pride in Lavington School and show respect for the property by not littering or vandalizing.
2. Students will follow the instructions of all supervising adults.
3. Rough play is not allowed. There will be no games involving pushing, tackling or wrestling. This includes “play fighting”.
4. Students will stay within designated play areas. Students will not play in the parking lot, in the bicycle rack areas, or off of school grounds.
5. Students are expected to show respect for others. This includes taking turns and sharing, and inviting others to join in. **Bullying, Intimidation, Fighting, Racial or Gender Slurs, Teasing, Humiliating, Aggressive Play, Swearing, Gossiping and Overt Defiance** are not acceptable behaviours at Lavington School.
6. Students will take turns on equipment and use the designated fields.
7. Students will leave dangerous objects on the grounds alone (rocks, bark, branches, sticks, pinecones, broken glass, needles, etc.)
8. Students will leave unsafe objects at home (knives, hard balls, etc.)
9. There will be no snowballing or “face washing”.
10. Students are to return into the school quickly and quietly when the bell rings.
11. Students will use crosswalks when crossing streets to enter or leave school grounds.
12. Students within walking distance are to leave the school grounds after dismissal and not return until after 3:00 pm.
13. During school hours, students will not leave the school or playground for any reason without direct permission from the principal. If a ball should go out of the school grounds, students must get permission from a supervisor/teacher before going to retrieve it (over the fence, across the road, etc.)
14. All students riding bicycles to and from school must wear a helmet on and have a working lock for their bike, or they will be asked to leave their bike at home.
15. All students riding skateboards to and from school must wear a helmet or they will be asked to leave their skateboards at home.
16. Skateboards and bicycles will be walked across school grounds.

**AT LAVINGTON WE ARE CARING AND COMPASSIONATE LEARNERS**

**LAVINGTON ELEMENTARY**  
*Home of the Lavington Lynx*



***Mission Statement***

*“Growing Together As a Caring and Compassionate Community of Learners”*

**BELL SCHEDULE**  
**Monday - Friday**



7:30	Supervision Begins
8:15	First Bell
8:20	Classes Begin
10:15	Recess
10:30	End of Recess
12:00	Students go outside
12:30	Students return to class to eat
12:44	Warning Bell
12:49	Afternoon Classes Begin
2:20	Dismissal

**Bus Departures from Lavington**



**All bus students must be registered with Transportation Phone: 250-549-9281**

2:40	Bus Route #39
2:45	Bus Route #35

**Office Hours**  
**Monday to Friday**  
**8:00 a.m. to 4:00 p.m.**  
**Phone: 250-545-1710**



## **Student Supply Fees**

Kindergarten/Grade 1	\$40.00
Grades 2-3	\$45.00
Grades 4-7	\$50.00
Agendas	\$12.00

At Lavington Elementary each classroom teacher chooses a year's worth of the necessary supplies needed for each student. Teachers do this as the school is able to purchase top quality supplies at low prices through the district bulk purchase program and parents enjoy the convenience of not having to continually shop around to find the needed supplies. Teachers also benefit from having all students working with the same type and quality of supplies.

Student supply money is due between Tuesday, September 6<sup>th</sup> and Friday, September 30<sup>th</sup>. Please pay by cash or cheque. Cheques are made out to Lavington Elementary school.

## **Nut and Fragrance Allergy Awareness**

As a proactive measure we ask our parents/caregivers to be mindful of including nuts and nut based products in their children's snack and lunches. Your child's classroom teacher will notify the class of any extreme nut allergies in the classroom. As well, some students, staff and community members are allergic to fragrances. Thank you for helping make our school community a safe and healthy environment for all.

## **Curricular Support Services and Activities**

### **Library Services**

All students are encouraged to use the library and its facilities throughout the school day. The library offers a variety of fiction, non-fiction, reference and other resource books in a wide range of reading levels. The loan period is for two weeks.

Please ensure that your child returns their borrowed book/s on or before their scheduled book exchange day. Students will incur charges for damaged or lost books.

## **Student Support Services**

Student Support is designed to provide services to the school, based on the needs of our students. Learning Assistance, Special Education, Counselling, High Potential Learning are part of Student Support. Assessment, direct instruction and consultation guide the way we offer support. Student Support Services is intended to support students who have academic, social and/or emotional needs.

## Counselling

Counselling services are offered to students through one-on-one counselling, small group and classroom sessions. The services provide counselling for prevention and crisis situations. Parents may contact the school counselor for services for their child.

## Volunteer Criminal Record Check and Driving Policy

It is mandatory that all volunteers have an up to date criminal record check as well as a volunteer drivers from with the appropriate insurance coverage. The criminal record check is at no cost to you through the Ministry of Justice. Your completed eCRC will be sent to you directly to the District Office via e-mail to be forwarded to the school. If you have an existing Criminal Record Check with another organization you volunteer with please use the same link and choose the share option.

If fingerprinting is required by the Ministry of Justice, the cost is the responsibility of the volunteer.

Online Line: <https://justice.gov.bc.ca/eCRC/>

Access Code: E556H654FV

## Emergency and Evacuation Procedures

Each year our students and staff practice emergency procedures. Parent/caregivers that may be in the school are to follow directions given by administration. Trained staff are responsible to direct students whether in or out of the building during any emergency situation. If vacating the school grounds is necessary, students will be escorted by staff to the Lavington Fellowship Baptist Church. The local radio station, RCMP and Fire Department will all be notified. Any parent/caregiver who arrives to pick up their child **must notify their child's teacher and the office.**

## Sign In/Sign Out Book

To alleviate any anxiety or worry on behalf of the school or home we have established a Sign In/Sign Out book which is located at the office.

## Attendance and Tardiness

Regular attendance and being on time are key factors in your child's school life. A note to your child's teacher explaining an absence is appreciated, especially if your child is leaving during the school day. **It is an expectation that students be on time to school and class each day.** If your child is ill he/she should remain at home to rest and recover.

If your child is going to be late or absent it is important that you assist us by phoning the school and leaving a message on the school answering machine. If your child is absent and we are not notified the school secretary will be phoning your home, cell phone and/or business before 9:00 a.m. If a student arrives late to school or is leaving early from school he/she is required to come to the office to make sure the necessary information is recorded. If arriving late the student must also bring a signed late slip from the office to the classroom.

### **Medication**

Medication will be administered by staff at the office, only if a proper office form has been signed by a doctor. (Forms are available at the office).

### **Anaphylactic Procedures**

It is the responsibility of the parents/caregivers to inform the office and your child's teacher. The office will provide you with documentation that needs to be completed by your doctor and submitted to the office. Parents/caregivers must supply **2** current **epipens**, one housed in the medical room, which is located in the office and one on the child. The parents/caregivers and the child need to be proactive by ensuring that the teacher is aware that an epipen is being carried.

### **Accident and Injury**

The school First Aid attendant will treat any minor injuries. All head injuries are reported to the parents/caregivers.

### **Visitors and Parents/Caregivers**

Parents, community members, district employees and guests are asked to check in at the office before proceeding to any other school location.

### **Parking**

Please keep the bus lane open and give busses the right of way. Please park in vehicle parking stall. When exiting the parking lot onto Jeffers Drive please adhere to the stop sign and look both ways.