



SEAVIEW ELEMENTARY SCHOOL

STUDENT HANDBOOK

7000 Lantzville School Road
Lantzville, BC V0R 2H0
Phone: 250-390-4022
Fax: 250-390-1302

EMERGENCY CONTACT INFORMATION:

Mom

Cell: _____

Work: _____

Daycare: _____

Dad

Cell: _____

Work: _____

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



OFFICE HOURS

Secretary 8:15 AM - 2:45 PM (24 hour answering machine)

SCHOOL HOURS

Students are not encouraged to arrive before 8:30 a.m. unless special arrangements have been made with the student's teacher.

Morning Bell	8:40 a.m.
Morning Session	8:45-10:30 a.m.
Recess	10:30-10:45 a.m.
Long Recess	12:00-12:45 p.m.
Eat and Listen	12:45-1:00 p.m.
Dismissal Bell	2:30 p.m.

EARLY DETECTION SYSTEM

Early Detection was initiated for the safety and protection of your child(ren). The purpose of the program is to detect as soon as possible the whereabouts of each student not in class. For the system to operate successfully, if your child is going to be late or absent, parents are requested to:

- Phone the school in the morning before 8:45 a.m. Please leave a brief message if no one is available to answer the phone.
- Send a note with another child in the family, or
- Give advanced notice, preferably written, of dental or medical appointments, or any changes from the normal routine.

STUDENT ACCESS TO THE BUILDING

As a student your presence in the building prior to 8:45 a.m. is:

1. Subject to the approval of your classroom teacher, through their side door.
2. Permissible if you are participating in a teacher-sponsored activity, e.g. sporting practice in the gym.
3. Students who have received their Self-Manager Cards.

Note: It is our school's policy that students, not in the company of an adult, enter and leave through exits other than the front door. This helps ensure the ease of access to the school for the general public.

SUPERVISION OF STUDENTS

Supervision will be provided from 8:30 a.m. to 2:45 p.m. Supervision of students during the non-instructional times of the day is more difficult. Often students are in many areas of the building and playground and will be supervised by teachers/supervisors circulating these areas. It is necessary that a student be able to circulate in a manner suiting his age level and be reasonably self-disciplined for the safety of all concerned.

LATES

It is a matter of common courtesy to arrive for classes at the proper time and students are encouraged to develop lifelong habits of promptness. Students who arrive late often disrupt the classroom environment by requiring the attention of their teachers or classmates to assist them in getting started on their assignments or to re-teach all or part of a lesson. Students must report to the office for a "Late Slip" when they are late. Arrivals after 9:30 AM are recorded as half-day absences.

FIRE DRILL

All schools conduct fire drills several times throughout the year. Any continuous ringing of the fire bell must be treated as a real emergency (as it well could be). Pupils evacuate the school in an orderly fashion and gather at a designated place, a safe distance from the building. At Seaview, we go to the lower field.

EARTHQUAKE DRILL

Earthquake Drills are conducted during the school year. Students have a practiced procedure to follow. Teachers and students move to the soccer pitch away from buildings and overhead power lines.

In the event of an earthquake requiring closure of the school, the following procedures will be followed:

- No student will be dismissed from school unless a parent (or guardian designated by the parent) comes and signs for him/her.
- No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency form in our files.
- All parents or designated guardians who come for students must have them signed out at the office or at the alternative Student Release Station at the entrance to the school yard. Signs will be posted if this alternative location is being used.
- We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school. Unclaimed children will be kept at the school for up to 24 hours. Subsequent arrangements will be posted at the school.

EMERGENCY CLOSURE PROCEDURES

Occasionally, schools are temporarily closed on short notice for emergency reasons. A heavy snowfall is the most frequent reason for emergency school closure, but individual schools can also be closed because of a power outage or furnace breakdown.

Parents should be aware that all schools, or individual schools, can be closed due to an emergency at any time. The following emergency school closure situations are possible:

- School bus morning runs may be canceled but school may stay open. Announcements will be on local radio stations by 7:00 a.m.
- Both schools and bus runs may be canceled in the morning. Again, this will be announced by 7:00 a.m. on local radio stations.
- Schools closed in the morning may reopen in the afternoon if conditions improve. Announcements will be broadcast by 11:00 a.m.
- Schools may be dismissed during the day, and students sent home. Radio stations will have announcements.

Individual schools will attempt to notify parents. Parents should make sure the school has current telephone numbers and that students have an alternate place to go, if necessary.

In case of a major earthquake or disaster, please:

- Do not call the school; we must keep the lines open for emergency calls.
- Do not immediately drive to the school; the school access route and street entrance areas must remain clear for emergency vehicles.
- Park away from the school.
- Turn your radio to Wolf 106.9 & Wave 102.3 on the FM dial; information and directions will be given over the radio.

It is absolutely necessary that we have your instructions as to the release of your children if you are unable to reach the school due to the severity of the earthquake. Please complete the Emergency Release form and return it to your child's teacher as soon as possible. The alternate person should be someone within walking distance of the school, as it is likely that driving will not be possible in the hours after a severe earthquake.

MEDICINE AT SCHOOL/MEDIC ALERT

Children at times require prescription drugs while at school. Others come to school with non-prescription drugs such as aspirin or Tylenol. There are regulations that must be adhered to for these circumstances.

Drugs can be dangerous. Please do not allow pupils to carry or leave drugs at school. If a child requires special medication consideration of any kind, please advise the school on the pupil information form.

STUDENT EXPECTATIONS

1. The wearing of hats and the chewing of gum will not be permitted in the school.
2. Participation in physical education classes is expected, with proper gym strip unless for medical reasons and there is a written reason from the parents. A note from a physician may be requested for non-participation for extended periods.

PHONE USE

Pupils may use the school phone when their teacher determines that the use is appropriate. The phone is not to be used to arrange for rides home, or for permission to play at a friend's house. These plans should be made in advance. Students must get a "phone pass" from their teacher.

LOST AND FOUND

Pupils lose a large number of articles each year. As numerous people use this school, we cannot accept responsibility for lost articles. Items found are put in the Lost and Found and we try to locate the owners *but unless the articles are clearly marked with the child's name, this is often an impossible task.* Parents are invited to come to school at any time to look through the Lost and Found. Lost articles are periodically taken to the Thrift Shop.

CARE OF SCHOOL PROPERTY

Pupils borrow library books and are issued textbooks. They use school supplies and equipment. It is the pupils' responsibility to take care of any item that is on loan to him/her. As the school has only limited resources for replacement of materials, any pupil who carelessly or willfully loses, defaces, or destroys books and other school property, including desks and chairs, will be required to pay the replacement cost. Every pupil is encouraged to carry books to and from school in a suitable bag.

PARENTS

Parents having concerns regarding their child should call ahead for an appointment. Teachers are always willing to discuss your concerns when notified in advance.

ELECTRONIC DEVICES POLICY

As our society's use and reliance on new technologies continues to evolve and expand, so have the implications of using personal electronic devices in schools.

At Seaview School, our focus is on healthy, active living and we encourage active, physical play and positive social interactions. Electronic devices limit the opportunities that children have for social interaction and physical activity.

Electronic devices, including hand-held games, iPods, DVD players, cell phones, MP3 players, etc. that are brought to school must be **turned off** and **kept in backpacks** during the school day (8:30 – 2:45).

The school shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

SCHOOL CODE OF CONDUCT

A. Statement of Purpose

- To establish and maintain safe, caring and orderly environments for purposeful learning
- To clarify and publish expectations for student behaviour while at school, while going to and from school and while attending any school function or activity at any location.

Discriminatory publication

7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that:

- a. Indicates discrimination or an intention to discriminate against a person or a group or class of persons, or
- b. Is likely to expose a person or a group or class or persons to hatred or contempt because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons.

8 (1) A person must not, without a bona fide and reasonable justification,

- a. Deny to a person or class of persons 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 because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

B. Conduct Expectations

Acceptable Conduct

- Respect self, others and our environment
- Help to make the school a safe, caring and orderly place
- Report to an adult, in a timely manner, incidents of bullying, harassment or intimidation
- Accept responsibility for your own learning
- Act in a manner that brings credit to the school

Unacceptable Conduct

The following points are examples only and are not an all-inclusive list.

Behaviours that:

- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe conditions

Acts of:

- Bullying, harassment or intimidation
- Physical violence
- Retribution against a person who has reported incidents

Illegal acts, such as:

- Theft of or damage to property
- Possession, use or distribution of illegal or restricted substances such as firecrackers
- Possession or use of weapons (Note: This includes possession of replica weapons!)

Bullying

Seaview Elementary School believes that all students, staff, and volunteers should be provided a safe, secure, and welcoming learning and working environment. To that end, acts of bullying and harassment will not be tolerated.

Bullying is defined as an intentional action on the part of an individual which causes emotional or physical distress of victim.

Bullying implies a power difference of one individual over another. It may involve a single incident or a series of incidents over time.

Barbara Coloroso, the author of, The Bully, The Bullied and The Bystander", says, "bystanders are the supporting cast who aid and abet the bully through acts of omission and commission. It is important that kids recognize that they are all responsible for helping to create a safe, caring, respectful and bully-free environment." Bystanders will have consequences if they don't accept the responsibility of reporting incidences to teachers or supervisors.

Cyberbullying

Cyberbullying is the act of sending or posting electronic messages that are abusive, obscene, threatening, harassing, or damaging to or about another person. Cyberbullying is prohibited at Seaview Elementary. This prohibition applies to conduct off school property if it affects the educational environment and well-being of students at Seaview Elementary. Students participating in cyberbullying may, in certain circumstances, be reported to law enforcement.

Bullying takes three main forms:

- **Physical bullying** - involves hitting the victim in some way or taking or damaging a victim's property.
- **Verbal bullying** – using words to hurt or humiliate others.
- **Relational bullying** – trying to convince their peers to exclude or reject a certain person or people and cut the victims off from their social connections.

C. Rising Expectations

Expectations will increase for students as they become older and more mature and as they move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline and there will be increasing consequences for inappropriate behaviour.

D. Consequences

- Responses to unacceptable conduct are pre-planned and consistent and fair – e.g., 3 steps (below)
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct, e.g., participating in working through a “Problem-solving sheet”

Step 1: Minor Infractions of the Code of Conduct

Discussion between student and staff member. When students choose not to meet behavioural expectations, there will be natural, logical and consistent consequence. Minor indiscretions are handled by staff. Frequently the consequence will be in the form of a time-out. It may also involve completion of a “Think Sheet” where students can reflect upon their actions and consider better choices next time. Parents are often informed and are required to sign the “Think Sheet”.

Step 2: Repeated Minor Offenses or More Severe Offense

In classrooms, students will be sent to a designated buddy classroom with work, to remain there until the next natural break (i.e. recess, lunch, end of period). If the student needs to be sent to the BUDDY CLASSROOM twice within a month, or at the teacher's discretion, the classroom teacher will contact the parents to inform them and discuss possible remedies. Student Conduct Sheets will be issued. Student Conduct Sheets are issued for major offenses (i.e. rough play, bullying, fighting, physical abuse of others, throwing objects, defiance of authority, disrespectful/abusive language) and continual defiance of school rules. Students are referred to the Principal. Parents are informed.

Step 3: Major Offenses or Continued Inability To Respect the Code of Conduct Go Directly To Step 3

Parents are contacted for serious incidents of misbehaviour or if minor incidents persist beyond step two. Depending on the severity or frequency of the misbehaviour, students are given in-school or home suspensions for:

- Persistent inappropriate behaviour, which disturbs, interrupts or disquiets the usual, orderly operation of the school
- Inappropriate behaviour judged to have a harmful effect on the safety of other pupils

For the following, students can expect to be suspended immediately, from between one to five days: fighting, overt rudeness, alcohol and/or drug use, stealing, vandalism and any action that deliberately endangers the health and safety of others. The student may be suspended from school under the authority of School District and Ministry of Education policy. While the student will be provided with work to complete during suspension, it is expected that upon returning to school, the student will make up time for any academic areas missed. This may be done at noon hour or after school.

In addition to applying natural and logical consequences for misbehaviour, our discipline procedures include such methods as developing behaviour contracts and counseling for pupils.

An action plan focusing on acceptable behaviour will be developed with the student and parents. This plan may include a modified time table permitting the student only partial attendance in regular classes for a specified time or until acceptable behaviour can be assured.

Where appropriate, Seaview staff and administration will employ additional disciplinary strategies designed to enhance the "educative nature of our disciplinary approach." Such additional disciplinary strategies for the student being disciplined might include:

- a. Being interviewed by community, police or fire safety authorities
- b. Being required to undertake the intervention of a counselor or social worker
- c. His/her family being required to pay restitution for damage done
- d. Being required to perform school or community service consistent with the offense

- e. Being required to perform an educational task appropriate to the offense; for example, a research assignment on the dangers of tobacco use.
- f. Being required to meet, in a controlled setting, with the “victim” of his/her offense, hearing of the impact of the offense on the victim and to provide specific restitution, apology, etc.
- g. Counseling

E. Notification

In case of serious breaches of the Code of Conduct, the school will advise other parties, including:

- Parents of student offender(s)-in every instance
- Parents of student victim(s)-in every instance
- School district officials – as required by school district policy
- Police and /or other agencies – as required by law
- All parents – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

DRESS CODE FOR ALL

Students are expected to dress in a manner that is appropriate and conducive to a positive and safe learning environment.

Appropriate dress is considered to be that which is safe and is free of any reference to alcohol, drugs, gangs, hate, obscenity, profanity, racism, discrimination, and/or violence. It is also dress that is not disturbing or distracting to others within the school setting.

At school we rely on the good sense of students and their parents rather than a strict code as to what is suitable to wear to school.

These are some general guidelines that the staff, students, PAC committee and parents have developed:

- a. Hats are not worn in the building
- b. Beach wear/leisure wear or clothes that are revealing are not acceptable (ie low cut tops, spaghetti straps, muscle t-shirts, halter tops, bare midriffs, bare backs)
- c. Items of clothing that display offensive graphics/writing not appropriate for school
- d. Shorts/skirts at a reasonable mid thigh length

HOMEWORK

- a) **Primary** - There will be no formal homework in the primary grades. This follows Ministry of Education guidelines. This is, however, a good time to establish the importance of a regular, quiet routine and a suitable place of work.
- b) **Intermediate** - The assigning of homework is recommended for pupils in Grade 4 and up. Ministry guidelines indicate 30 minutes on average. This matter, however, is at the discretion of the teacher. Parents should avail themselves of the opportunity to look through pupil’s books whenever they are brought home. Feel free to initial planners and/or books you have inspected. Comments or suggestions can also be added if necessary. When assigning homework, the instructions or intent should be definite and the purpose obvious.

HOME-SCHOOL COMMUNICATION BOOK

All students in Grade 2 through Grade 7 are asked to purchase a Student Planner available at school. The price may change from year to year.

Students will regularly write assignments and deadlines. Often teachers communicate with parents in this manner. Don’t hesitate to set up communication with your child’s teacher in this manner. See helpful hints to make the “Communication Book” as useful as possible. This is part of the curriculum known as Personal Planning.

THE PARENTS ROLE IN THE STUDENT PLANNER PROGRAM

- Ask to see the Student Planner daily. Provide encouragement and guidance to help the child use the Planner properly and fully.
- Communicate with the teacher or child through the Memos/Reminders section occasionally: e.g. “Won’t be home till 4:00 p.m.” “Remember to get key from next door.” “Mrs. Jones, could we meet briefly Wednesday or Thursday of next week?”
- Help the child to keep track of important out of school activities and special days in the Plans for Today section. e.g. Dental appointments, family birthdays and events, chores.
- Use the Planner to communicate with the teacher and student.
- May initial daily or weekly (depending on the need of the child) until child is using Planner well on his/her own.
- Please do not sign the planner unless you have checked if required work is complete.

ASSESSMENT OF STUDENTS PROGRESS

Pupil progress is measured through continuous teacher observation of day-to-day performances and through regular teacher-chosen/created tests. Parents are encouraged to contact the school at any time to discuss the progress of their child.

Three formal written reports will be issued to each child in a school year; November, March and June.

Conferences with the teacher are scheduled for all parents in the first term, while either party may request a meeting at other times during the year. Good communication between school and home and vice versa is an essential part of a student/child’s progress

STUDENT SERVICE

As in previous years, the Grade 6 and 7 classes at Seaview will work throughout the year on the theme of Leadership and Service. We are very proud of the efforts of our students in these two areas. This year, students will meet with their teachers/sponsors to discuss the importance of academic responsibility in connection with leadership opportunities throughout the school.