

Upper Lynn Elementary School

2011 - 2012 Handbook



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This agenda belongs to:

Name _____

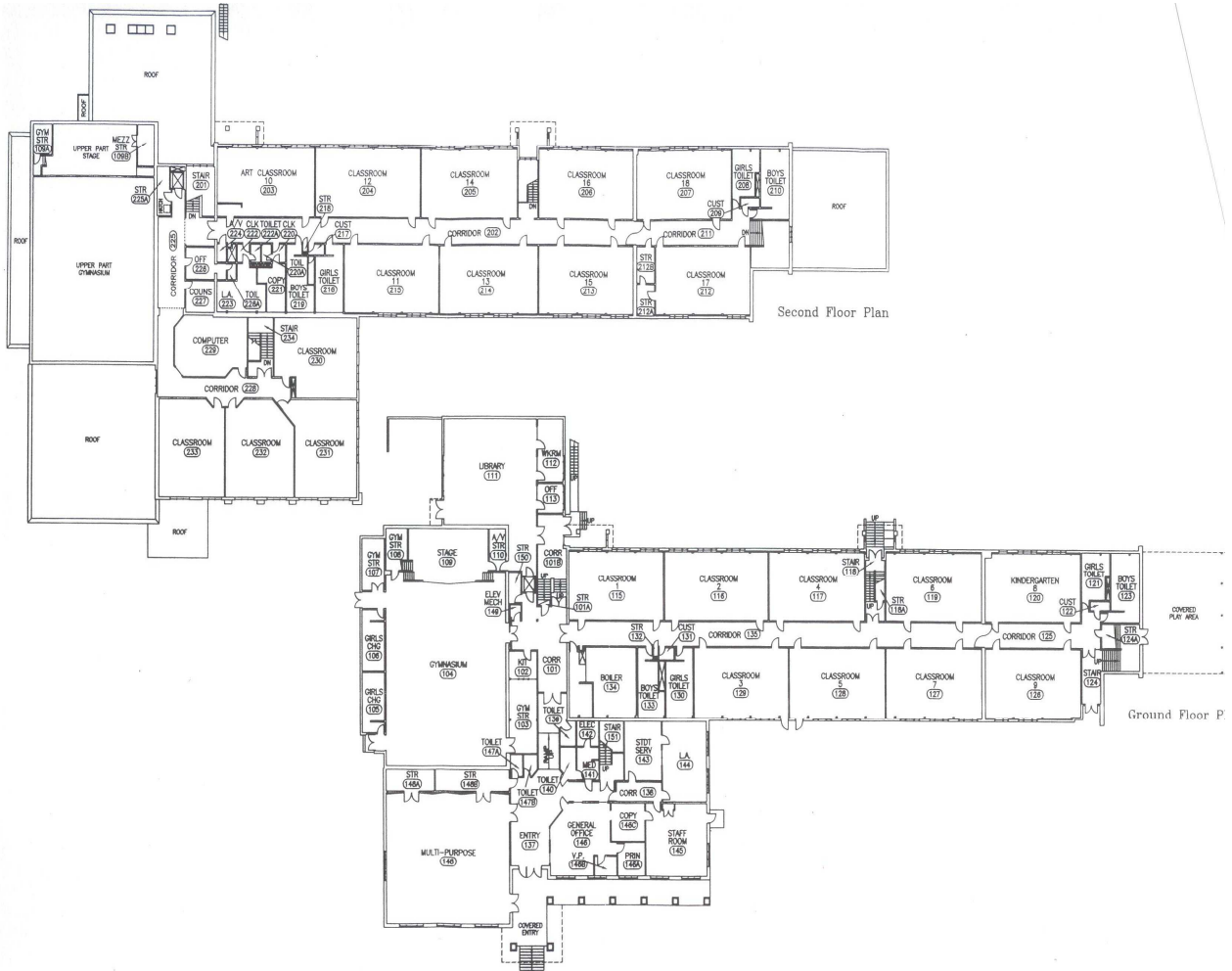
Address _____

Phone _____ Teacher _____

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SCHOOL FLOORPLAN



MISSION STATEMENTS

Mission Statement For The B.C. Education System

The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy.

North Vancouver School District Mission Statement

The purpose of the North Vancouver Public Schools is to ensure that each learner has opportunities to succeed in a challenging educational program.

Upper Lynn School Mission Statement

The Upper Lynn School Community serves to assist each and every student in realizing their full potential in an atmosphere that promotes healthy intellectual, emotional, social and physical growth.

Code of Conduct

North Vancouver School District

"The Board of School Trustees believes that all schools should be secure places for safe, purposeful learning."

The Board of School Trustees believes that appropriate student conduct which is based on respect for oneself and for others is essential to the development of responsible citizens. Student behaviour, dress and decorum shall be in accordance with generally accepted community standards and appropriate for the educational environment. Appropriate behaviour is a shared responsibility among the students, their parents and the school system.

The Board of School Trustees expects students to:

- * attend school regularly,
- * observe school rules and codes of student conduct,
- * respect the rights of others and their property,
- * respect the health and safety of others,
- * respect the educational process and the learning environment of others,
- * conduct themselves in a manner that brings credit to their school and community at all times,
- * act with due regard to the authority vested by the School Act and the Board in School District Employees,

and encourages initiatives in schools to reinforce these responsibilities. Further, the Board authorizes administrative officers, teachers and other appropriate personnel to discipline students when discipline is warranted.

Each school shall, consistent with Board policy, establish written rules regulating student behavior and shall clearly communicate these rules and the consequence of unacceptable behavior to both students and their parents. School rules should give due consideration to the following:

- * fostering, appropriate to age, a sense of personal responsibility and self-discipline,
- * encouraging and promoting educational opportunities for students,
- * maintaining a positive and safe learning environment,
- * respecting the dignity of others, their rights and properties,
- * providing positive guidelines for student behavior,
- * fostering cooperation with other students in the achievement of their intellectual, social and career goals.

The Board of School Trustees forbids physical violence and verbal abuse; the possession, use or distribution of illegal drugs, tobacco or alcohol; and the carrying or possession of weapons. (School Board Policy #301-302)

UPPER LYNN ELEMENTARY SCHOOL CODE OF CONDUCT

The Upper Lynn School Code of Conduct is based on three fundamental behavioural responsibilities;

- 1. Students are expected to RESPECT the rights of others**
- 2. Students are expected to be considerate of the SAFETY of others**
- 3. Students are expected to CONTRIBUTE to the efficient operation and administration of the school**

All Staff at Upper Lynn School will be responsible for the implementation of the School Code of Conduct, and are also involved in the active modeling, teaching, and promotion of acceptable behaviour and conduct. It is the intent of this code to always encourage and reinforce positive behaviour, to be consistent and fair, preventative and restorative, and to clarify expectations for student behaviour. The Code of Conduct is also intended to establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities. The Code of Conduct has been developed with input from students, parents, and staff, and the expectations of acceptable conduct are reviewed regularly within our school community.

There are certain fundamental expectations for acceptable conduct that all students are expected to meet. These include:

- Engaging in purposeful learning activities as provided by the school,
- Arriving at school ready, willing, and prepared to participate in purposeful learning activities,
- Always acting in a manner that brings credit to the school,
- Respecting themselves, others, and the school,
- Informing a responsible adult in a timely manner of incidents that violate the code of conduct.

At Upper Lynn, there is also an expectation that as students become older, more mature, and move through successive grades there is an expectation that their behaviours will demonstrate increasing levels of personal responsibility and self discipline, and that failure to meet these expectations will therefore result in increasing levels of consequences for their actions.

At Upper Lynn, we also have a responsibility to notify parents of all students directly involved in serious breaches of the code of conduct, of the incident and the consequences. Parents of other students may also be notified if there is a need to reassure members of the school community.

Additionally, as required by district policy and law, certain breaches of the Code of Conduct may require notification of school district officials and/or the police.

In accordance with School District #44 Policy #302, students at Upper Lynn Elementary School are expected to meet the standards set out in the *BC Human Rights Code* that include the prohibited grounds of discrimination.

Inappropriate Behaviour :

The following rules and standards of student conduct were developed pursuant to the School Act (Sections 6, 10, 103, 191), School Act Regulation and the North Vancouver School District Policy on Student Conduct. They are intended to ensure that time for teaching and learning is optimized and that students are allowed to learn in a safe environment free from ongoing physical and/or emotional abuse.

Student Conduct

1. Students are expected to respect the rights of others.

Students must not:

1.1 Physically, verbally, emotionally or psychologically abuse another individual. This includes fighting, bullying, punching, threatening, retribution against a person reporting an incident, chronic misbehaviour, belittling or intimidating.

1.2 Steal from another individual or the school.

1.3 Litter, damage, destroy, vandalize, or deface property of the school or of another individual.

1.4 Disrespect the authority of an employee of the School Board.

1.5 Participate in any conduct unbecoming of school and community standards, whether at school, traveling to or from school, or attending any school function at any time.

1.6 Inhibit a safe and positive learning environment for all students. This includes the playing or viewing music or material with profane or inappropriate lyrics or images.

2. Students are expected to be considerate of the safety of others.

Students must not:

2.1 Use or possess at school any dangerous device or item that threatens the welfare of others. This includes but is not limited to, matches, lighters, knives, slingshots, toy weapons, and any items intended to be used as weapons.

2.2 Possess and/or discharge fireworks.

2.3 Use safety equipment including fire extinguishers, fire alarms, and fire doors in an inappropriate manner.

2.4 Engage in any activity that poses a threat or danger to another individual. Examples would include throwing objects, running in hallways or classrooms, pushing others.

3. Students are expected to contribute to the efficient operation and administration of the school.

Students must not:

3.1 Be absent, tardy or unprepared for class without legitimate reason.

3.2 Disrupt regular class routines.

3.3 Dress in a manner disruptive to an educational environment, (see Guidelines for Appropriate Dress, below)

3.4 Disturb or interrupt the proceedings of a school function.

3.5 Fail to comply immediately with a direction given by an employee of the School Board

Guidelines for Appropriate Dress

In the interests of all students feeling safe, welcome, and free to work in an atmosphere conducive to learning at Upper Lynn School, the school has adopted a number of guidelines that will identify what the staff, students, and parents feel are appropriate clothing choices for our educational environment.

Implementation begins with effective communication regarding these guidelines and expectations. Opportunities have been provided for all groups to provide feedback on the following guidelines. The school feels the guidelines are reasonably based on accepted standards of the school community and the community at large. These guidelines have been created with the input and support of the school staff.

In the interests of:

- a) providing an atmosphere conducive to work and study,
- b) limiting distractions to successful participation in an educational program,
- c) embracing 'common sense' clothing standards,
- d) concern for the comfort, safety, and sense of modesty of our students,

We would like to create the best learning environment for Upper Lynn students. Therefore, the following clothing and dress guidelines have been established as the standards for all staff and students:

- 1) Hats and hoods are for wearing outside,
- 2) Undergarments shall not be visible,
- 3) Bare midriff, low cut clothing, and very short skirts or shorts shall be kept to an acceptable level,
- 4) Clothing shall not be offensive or distracting to others,
- 5) Clothing will have no offensive language, images, or acronyms,
- 6) Clothing will not have drug, violence, racist, or sexist related messages,
- 7) 'Beach' type clothing shall not be worn, except in special circumstances.

School staff and administration, with parental consultation if possible, will make a decision whether clothing is in violation of these guidelines, and ask a student to change an offending article of clothing, cover it with another piece of clothing, or to go home and change the clothing before being permitted to return to class.

The guiding principle of the guidelines is that the school has a mandate to ensure that the working and learning environment is safe, orderly, and conducive to learning. We want to ensure the highest quality learning environment for all students.

Consequences

Prior to applying consequences for violation of School Rules and/or Student Code of Conduct the nature of the infraction, the intent behind the infraction, the frequency of the infraction, and the age, maturity, and grade level of the students will be considered when determining the level of

consequences. However, it should be noted that all disciplinary decisions are made in consideration of the individual circumstances.

Consequences may include, but are not limited to, one or more of the following which will be applied by the appropriate administrator:

- Confiscation of any offending or contravening material, images, or music,
- Suspension from classes or from school for a period of between one and five school days,
- Suspension from classes or from school for a period exceeding five school days,
- An extended period of community service work,
- In cases where damage to property has occurred, financial restitution may be assessed.
- Requirement of written or verbal apology,
- Written, official record of the incident, placed in a student's permanent record file,
- Referral to School Board's District Placement Officer with the view of finding placement in another school,
- Referral to the School District's Safe and Caring School coordinator for district level sanctions,
- Referral to a community or law enforcement authority.

Consequences applied by an employee of the school board are subject to appeal in accordance with the School Board Bylaw - Appeals of Employee Decisions Regarding Students.

The possession or use of a weapon or any item intended to be used as a weapon, with the intent to inflict injury upon or to intimidate another person on or near school property or at school events is considered to be a criminal act, as well as a serious infraction of the school rules and may lead to severe and immediate disciplinary action and/or criminal charges. (See School Board Policy 301)

GENERAL INFORMATION

School Entry:

We ask parents to remember that students who arrive at the school before 8:45 am will not be supervised. Exceptions to this guideline apply to students who are participating in extra-curricular school activities which are supervised by teacher sponsors e.g. band, school sports teams, teacher request for student presence, computer lab helpers. There is NO supervision of students provided before 8:45 am.

Personal Property:

The personal safety of all students on the school grounds is a clear priority, therefore students may not bring any personal possessions to the school that might jeopardize their personal safety and the safety of others. The following apply:

Bicycles, skateboards, rollerblades, and scooters may be ridden to and from school for transportation only. Areas around the perimeter of the school are out of bounds except when arriving or departing. Students are reminded to use safe procedures at all times when riding to and from school. Inappropriate use of bicycles, skateboards, rollerblades, and scooters to and from school and while on school grounds will result in one warning. Further violations may result in the student being asked not to ride to and from the school or the equipment being confiscated until the end of the day.

Inside Days / Outside Days / Recess / Lunch

Students may not leave the school ground at recess without permission from the appropriate authority. All students are encouraged to go home for lunch. Eating lunch at school is a privilege that students must respect. Students who wish to leave the school grounds must submit written permission from parents or guardians to their classroom teacher. Students must also make prior arrangements with their parents if they are inviting friends home for lunch. Violation of the above rules will result in the student losing these privileges and the parents being informed.

Students are encouraged to go home for lunch if at all possible. Throughout the year, students that stay at school for lunch are required to stay in their classrooms until the 12:15 bell sounds, indicating the end of mealtime, and the beginning of their activity / free time. On rainy days, an announcement will be made indicating that it is an INSIDE day, and then students will be free to participate in quiet activities in their classrooms, OR any other activity that is organized or sponsored by school staff or parents. They are encouraged to go outside to play, but appropriate clothing is required. All students are expected to bring appropriate clothing for the weather every day. On dry days, all students are expected to go outside for the remainder of the lunch period. Whether an inside or outside day, supervision aides are provided to monitor student activity.

Hours of Instruction (2010-2011)

Grade K to Grade 7

8:45	warning bell	8:50 - 10:20	1 st instructional period
10:20 - 10:40	recess	10:40 - 12:00	2 nd instructional period
12:00 - 12:50	lunch	12:50	warning bell
12:55 - 3:00	3 rd instructional period		

Parents are requested to have their children arrive NO EARLIER THAN 8:45 a.m., unless the children are involved in supervised activities.

Other Information

Call Back System

Parents are requested to notify the school at any time prior to their child being late or absent for a morning or all day. If a child will be away in the afternoon we request notification by 12:55 p.m. The call back telephone number is 903-**3822**. If the school does not receive such a notification a staff member or call-back volunteer will attempt to advise the parent, or emergency contact person, that the student is not at school.

Parking, Traffic, and Safety

For the safety of all students the Staff Parking Lot is out of bounds to all students, therefore PARENT DROP OFFS ARE STRICTLY FORBIDDEN IN THIS AREA.

A few traffic concerns to keep in mind:

- Please make every attempt to have your child(ren) walk to school. The number of cars dropping off at the school cause extreme traffic congestion at arrival and departure times.
- Please obey all marked traffic and parking signs.
- Please assist our traffic patrollers, who supervise students crossing on Coleman