

# École Élémentaire Richardson Elementary School



**Community, Citizenship, Well-Being, Balance, Lifelong Learning**

## STUDENT HANDBOOK 2023-2024

11339 83 Avenue, Delta, B.C. V4C 7B9  
Phone: 604-596-7481 Fax: 604-594-3164

<https://ri.deltasd.bc.ca>



Richardson's Vision Statement:

Richardson is a shining example of Learning, Caring and Diversity

**This agenda belongs to:**

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Division \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_



## **Richardson Values, Mission, and Vision**



During the 2014-2015 school year, staff, students and parents were consulted in regard to our values, our plan moving forward and our future aspirations. The following shows our plan and commitment in words.

### **Our Values**

1. **Well-Being** (including emotional, social and self-regulation)
2. **Community** (including connectivity, collaboration, inclusion and celebration)
3. **Lifelong Learning** (including curiosity, passion, literacy and numeracy)
4. **Citizenship** (including empathy, respect, responsibility and gratitude)
5. **Balance** (between the individual and the group; between work and play)

### **Our Purpose and Mission Statement**

The mission of L'école élémentaire Richardson Elementary is to nurture the **heart, mind, body** and **spirit** of each member of our school family.

### **Our Vision**

Richardson is a shining example of learning, caring and diversity.

### **Student Expectations**

- try their best
- ask for assistance when it is needed
- visibly show Richardson's values in action
- follow Richardson's Code of Conduct.



### **Staff Commitment**

- help students to achieve their best
- offer guidance and support as needed
- provide a safe and healthy learning environment
- provide a balance between group and individual needs
- help students work through social challenges in a healthy way
- provide innovative and progressive teaching in order to help each child reach their full potential
- model Richardson's values.

### **Parents**

- communicate regularly with the school's staff in regard to their child's needs
- ensure the school has up-to-date family contact information
- assist their child with their school work when it is appropriate to do so
- play an active part in the life of the school (e.g., field trips, participating in the PAC, helping with fun days for students like "hot lunch")
- speak respectfully about the school and the school's staff in front of their children
- send their child to school each day on time, well rested, with healthy food and wearing clothing conducive to learning (e.g., weather appropriate, comfortable)
- model Richardson's values.



# ÉCOLE ÉLÉMENTAIRE RICHARDSON ELEMENTARY SCHOOL

## 2023 / 2024 SCHOOL CALENDAR

Days in Session	187
<b>Hours of Instruction in School Week</b>	<b>Kindergarten to Grade 7: 24.55 hours</b>
Number of Days of Instruction <b>Minutes of Instruction in School Day</b>	180 <b>Kindergarten to Grade 7: 295 minutes</b>
Number of Non-Instructional Days	6 (District Wide)
Professional Learning Day – Staff Only (School not in session)*	Wednesday, August 31 <sup>st</sup>
Schools Open (9:00 a.m. – 12:00 p.m.)	Tuesday, September 5 <sup>th</sup>
Non-Instructional Day (District Wide)	Friday, September 22 <sup>nd</sup>
Day for Truth & Reconciliation – Statutory Holiday	Monday, October 2 <sup>nd</sup>
Thanksgiving Day – Statutory Holiday	Monday, October 9 <sup>th</sup>
Parent Teacher Interviews (2:00 p.m. Dismissal)	Wednesday, October 18 <sup>th</sup>
Parent Teacher Interviews (2:00 p.m. Dismissal)	Thursday, October 19 <sup>th</sup>
Non-Instructional Day (District Wide)	Friday, October 20 <sup>th</sup>
District Closure *(In Lieu of Good Friday on March 29 <sup>th</sup> )	Friday, November 10 <sup>th</sup>
Remembrance Day – Statutory Holiday	Friday, November 13 <sup>th</sup>
Non-Instructional Day (District Wide)	Monday, November 27 <sup>th</sup>
Term 1 Report Cards Posted	Thursday, December 14 <sup>th</sup>
Last Day of School before Winter Vacation	Friday, December 22 <sup>nd</sup>
Winter Vacation Period	December 25 <sup>th</sup> – January 5 <sup>th</sup>
Schools Reopen after Winter Vacation	Monday, January 8 <sup>th</sup>
Non-Instructional Day (District Wide)	Friday, January 26 <sup>th</sup>
Non-Instructional Day (District Wide)	Friday, February 16 <sup>th</sup>
Family Day – Statutory Holiday	Monday, February 19 <sup>th</sup>
Parent/Teacher Interviews by Request (2:00 p.m. Dismissal)	Thursday, March 7 <sup>th</sup>
Term 2 Report Cards Posted	Wednesday, March 13 <sup>th</sup>
Spring Vacation Period	March 18 <sup>th</sup> – March 28 <sup>th</sup>
Good Friday – Statutory Holiday	Friday, March 29 <sup>th</sup>
Easter Monday – Statutory Holiday	Monday, April 1 <sup>st</sup>
Schools Reopen	Tuesday, April 2 <sup>nd</sup>
Student-Led Conferences (2:00 p.m. Dismissal)	Thursday, April 18 <sup>th</sup>
Non-Instructional Day *(In Lieu of Professional Learning Day on August 31 <sup>st</sup> )	Friday, May 17 <sup>th</sup>
Victoria Day – Statutory Holiday	Monday, May 20 <sup>th</sup>
Last Day for Students (Term 3 Report Cards Posted Online)	Thursday, June 27 <sup>th</sup>
Schools Close/Administrative Day	Friday, June 28 <sup>th</sup>

**Office Hours:** 8:30 a.m. – 4:00 p.m.

### Instructional Hours for Grades K – 7:

**Opening Time:** 9:00 a.m. (8:55 a.m. Warning Bell)

**Lunch:** 12:10 – 1:00 p.m. (12:55 p.m. Warning Bell)

**Recess:** 10:30 – 10:45 a.m.

**Dismissal:** 3:00 p.m.

## School Hours

Our school office is open from 8:30 a.m. until 4:00 p.m.

*Students should arrive at school between 8:45 a.m. and 8:55 a.m., unless they are attending a special teacher sponsored activity.*

8:55 a.m.	Students enter their classrooms. To prevent congestion in the cross-hallways, each classroom has been designated a special entrance and exit door.
9:00 a.m.	Classes begin If students arrive after this time, they must report to the Office to sign in.
10:30 a.m.	Recess begins
10:45 a.m.	Recess ends
12:10 p.m.	Lunch hour begins
12:25 p.m.	Students go outside
12:55 p.m.	Students enter their classrooms
1:00 p.m.	Classes begin
3:00 p.m.	School day ends
3:30 p.m.	School building closes, unless students are attending a special teacher sponsored activity.

## Supervision of Students

Supervision is provided on the school grounds during the following times:

8:45 – 9:00 a.m.	Before School
10:30 – 10:45 a.m.	Recess
12:10 – 1:00 p.m.	Noon Hour
3:00 – 3:15 p.m.	After School

## Library

Students are welcome to come in and visit the Library Monday through Thursday after school from 3:00 to 3:30 p.m., except on the first Monday of each month when we have our Staff Meetings. On Friday mornings and afternoons, the Library will be closed.



## Absentee Phoning Program

One of our Office Staff or an Absentee Phoning Volunteer calls the home of every unknown absentee to ensure the safety of our students on the way to school. Every child in the school is accounted for each morning and each afternoon.

If a child is going to be late or absent from school, it is the parent's responsibility to telephone the school before 8:55 a.m. Please give the following information:

- first and last name of your child, and his or her Teacher's name
- date(s) of the absence, or expected arrival time in the case of lateness
- reason for the absence.

For your convenience, we have a message line integrated with our phone system. Therefore, you can call anytime. Please call our school number, **604-596-7481**, then press 1 to leave your message. The messages will be listened to just after 9:00 a.m. each morning.

## School Visits

As a safety precaution, when visiting the school or a classroom, ***all visitors, including parents, must enter by the front door and check in with the Office. After school, please wait outside the building exit doors for your children.***



## When Children are Ill

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We do not have the facilities or the personnel to care for sick children. Moreover, **good health is necessary for effective learning.**

Students who become ill during the day are to go directly to their teacher. Our policy is to get students who are unwell home as soon as possible. It is our practice to telephone parents and ask that the student be either picked up or given permission to go home. For this reason as well, **it is important that parents ensure work and emergency phone numbers are up-to-date on Parent Connect.**

## Student Pick-Up

If someone is coming early to pick up your child, please inform the classroom teacher or the Office of this intent.

## Lunches

We strongly encourage all of our students to bring their lunch with them each morning. If a lunch does need to be left for a student, please make sure the child knows that it will be left at the Office, and print his/her first and last name on the lunch. Please park on the road and walk in as we need to keep our fire lane free of vehicles in case of an emergency. There is also a Visitor's parking space that you may use if it's available. Thank you for your help in growing your child(ren)'s sense of personal responsibility.

## Use of School Telephone and Personal Cell Phones



The school phones are for use by the staff and parents only. Students are allowed to use the school phones for emergencies, or if they are being detained after school and parents are unaware. **Students are not permitted to use the telephone to make after-school play arrangements.** For security reasons, the only available telephone for student use is at the Office. All other phones are strictly for staff use.

Use of cell phones is not permitted during school hours. If parents require their children to have a cell phone, we request that the cell phone be turned off, stored in their backpack, and only be used before and after school (unless otherwise directed by their Teacher).

We often receive calls from parents requesting us to give messages to their children or to have them come to the Office for early dismissal. We do not mind doing this if there is an emergency situation, but *reminders, such as after school pick-up, play dates, and appointments should be given to your child before they leave for school if at all possible.*



## Parking and Drop-off

The parking lot immediately in front of the school is not a pick-up nor drop-off zone. It is only for staff parking, and drop off by school bus and day care providers displaying their daycare logo. **Emergency vehicles must be able to negotiate the**

**circle driveway without hindrance.** Please pick up and drop off your children in the back parking lot or on the street in front of the school (and supervise your child crossing safely onto school property). Thank you!

**If parents would like to escort students to their entrance door, they should park on the roads surrounding the school, or in the paved parking lot at the nearby North Delta Evangelical Free Church.**

\*If you are dropping off an item for your child, please do not park in the fire lane. Instead, park on the road in front of the school, and walk in.

The crosswalks at the back of the school on 84<sup>th</sup> Avenue, and at the intersections of 116<sup>th</sup> and 83<sup>rd</sup>, as well as 112<sup>th</sup> and 83<sup>rd</sup> Avenue are patrolled by paid adult crossing guards.

The crossing guards have been trained to record the license plate number of offending drivers. This number is then turned over to the Delta Police.

## Entering, Exiting and Playtime Expectations

Here is how we keep Richardson a safe and happy place to be:

**Before School** – Students should wait outside on the playground until the 8:55 a.m. bell, unless they have been invited to be in the school early by a staff member. (Playground supervision is provided for 15 minutes prior to the start of school.) Students should enter at their designated door. The front door is generally reserved for visitors and parents. We encourage students to be on time, but if late, students should report to the office. The first bell goes at 8:55 a.m. For sport team practices, students should enter by the outside gym door, not the front door.

**Recess** – On most days, students will play outside from 10:30-10:45 a.m. The staff provides supervision. Students usually eat recess snack either before or after recess in the classroom. Students should dress for the weather.

**Lunch Hour** – If students do not go home for lunch, they eat their lunch in their own classrooms, **subject to their acceptable behaviour during the noon hour period.** At 12:25 p.m., students go outside to play. If the weather is particularly inclement, students will be asked to stay inside playing, reading or doing a quiet activity.



For safety reasons, students must remain on the school grounds at all times. Students are not allowed to eat at a friend's house, unless both families have given written permission to the classroom teacher.

**After School** – Unless students have been requested to stay by a staff member, students should go home right after school. Play dates should be made the day before, as students are not permitted to use the phone for this purpose. Students meeting others after school should find a spot on the back playground at which to meet. The office is very busy at the end of the day, so this is not a place where students should be waiting, unless there are extenuating circumstances. (Playground supervision is provided until 3:15 p.m.) If your child does not arrive home at a reasonable time, please contact the school.

### **Bike Lock and Bike Helmets Mandatory**

If your child cycles to school, they **must wear a bike helmet**, and always lock their bicycle in the bike racks. It is a provincial law that children wear bike helmets at all times. Once on school property, bikes must be dismounted and walked, for the safety of all.



### **Scooters, Skateboards and Rollerblades**

We ask for parent support in keeping children safe.

1. When you enter the school grounds, you must stop and walk.
2. Bikes, skateboards and roller blades should not be played with on the playground.
3. *Scooters* must be folded to be stored in the coat areas. *Skateboards* must be stored (upside down) on the shelf in the coat area. *Rollerblades* must be stored in the coat area with the outdoor shoes.
4. The school cannot accept responsibility for loss or damage to scooters/skateboards/rollerblades.

As with bicycles, students must **wear appropriate safety gear**, including helmets. It should also be noted that students who are not proficient with these modes of transportation may be asked to keep them at home.

### **Electronics, Toys and Valuables from Home**

Students are not to bring electronics, valuables, or toys from home, unless requested by their teacher. Some of the reasons for this are preventing loss or damage of items, encouraging active play, protecting student privacy, and monitoring appropriateness of

content. Please note that the school is not responsible for lost/stolen items.

### **Clothing Guidelines**

Students should come to school appropriately dressed for their day. Clothing should not promote drugs or alcohol or display offensive language or images that denigrate a person or persons or encourage discrimination. Students should come to school wearing safe, activity appropriate footwear. (This is especially important on days when they have P.E. class or are participating in athletic activities.) Student dress should not obscure the face, except as appropriate for religious reasons, health and safety, or to accommodate a disability.

Any concerns about student dress are addressed with individual students in a discreet and respectful manner.

### **Gym Strip**

To participate in Physical Education classes in the gym, all students must wear athletic or running shoes, e.g., cross-trainers (no “skater” shoes, crocs, sandals, etc.). Students with long hair are encouraged to tie it back.

Primary students should wear comfortable clothing on their scheduled gym days – no dresses for girls if possible.

In Grades 4 through 7, students have the following strip expectations for PE class:

- athletic shorts or sweatpants (no pockets preferred for safety reasons)
- t-shirt, and a change for after class
- athletic shoes (see above description).

All students are encouraged to bring a water bottle.

### **Extra-curricular Activities**

Programs offered vary from year to year, but may include activities, such as cross country (Grades 3-7), volleyball (Grades 6-7), basketball (Grades 6-7), and track and field activities (Grades 4-7).

We may also have a Chess Club, Magic Club, Lego Club, Beyblade Club, and Knitting and Crocheting Club. Parent help can be an extremely valuable addition to the extracurricular program. If you would like to sponsor or participate in an activity, please contact Mme Wilson in the office.



## **Lost and Found**

Our Lost and Found clothesline and box are located beside the gym. Please feel free to come to the school to look for lost articles. Small items, such as jewellery, watches, etc., are kept in the office. Periodically, we lay out all of the lost articles in the downstairs hallway for all students and parents to view, and hopefully, pick up their items.

\*Please ensure that your children's school supplies and clothing are properly labeled with their name. Unclaimed items are donated to charity at the end of each term.

## **Enrichment Education Support**

Currently, the School District provides gifted education support through three programs – STEMStretch (grades 5-7), WriteStretch (grades 5-8) and ArtStretch (grades 5-7). Each program is unique in its ability to “stretch” our gifted students. The programs are offered at the District level and supported at the school. The referral process for these programs is different for each course. Please talk to your child's teacher for more information.



## **Allergies – No Scent Policy**

For many people, being exposed to scented products, such as perfume, aftershave, hair spray, cologne, shampoo, soap or other scented personal care products can pose a serious health risk. Migraine headaches, nausea and breathing problems are common symptoms for anyone who is affected by fragrances. Due to the health concerns arising from exposure to scented products, Richardson Elementary endeavors to provide as scent-free an environment as possible. Please encourage your growing student to use an unscented or very mildly scented deodorant.

## **Reporting to Parents**

Report Cards are posted online three times each year – December, March and June. In addition to these

formal reports, we arrange for two other informal reporting conferences in October and April.

Parents are encouraged to contact their child's teacher whenever they have a query about his/her progress. Parent/teacher conferences should be held whenever necessary at the initiation of the teacher or the parent. Please know that teachers are happy to speak with you about your child, but may be unable to do so at certain times of the day. Such times include during class time, and just before or just after class when the teacher is supervising the entry or exit of children or making their way to their classroom.

To ensure a teacher's undivided attention, **please phone or email the teacher, or write a note in your child's planner to arrange for an appointment.** The teacher needs to prepare for a conference, and he/she may have other duties or appointments already scheduled.

## **Parental Consent for Disclosure of Personal Information**

In accordance with the Freedom of Information and Protection of Privacy Act, parental consent is required to use personal information for purposes unrelated to educational programs.

There are occasions when the school would like to have contact with parents to consult directly about school issues or meetings, or to plan school related activities. Unless we hear from you to the contrary by October 30<sup>th</sup>, we will provide your name, email address, and phone number to the Richardson Parent Advisory Council or others responsible for organizing **school related** activities.

Personal information will be used for the above purposes only, and will **not** be disclosed to anyone for business or commercial use.

## **Parent Advisory Council (PAC)**

All parents are invited to attend regular PAC meetings. Watch for dates of meetings on the PAC and school websites, as well as posted on the school doors. Please come and get involved. You don't have to be a coordinator to make a difference! We appreciate all voices so don't let language be a barrier. Working together, we can make Richardson an even better place for our children!

The PAC website is found at

<https://richardson.hotlunches.net>



## How the Home Can Support a Child's Education

### **Regular Attendance and Being On Time for Class**

When children are absent from school, the continuity of their educational program is often disrupted, resulting in gaps in learning. It is sometimes difficult for teachers to send work home as children often lack the understanding gained through teacher discussion and direction.

If your child is absent for a few days, please contact the teacher to find out what your child needs to do in order that he/she does not fall significantly behind in their work.

Please try your very best to have your child(ren) at school on time. The first minutes of the school day are usually when teachers outline the day's activities and discuss their expectations. Arriving late also interrupts the teacher and the class during this important time.

All students arriving after the 9:00 a.m. bell must first report to the Office. This ensures that their attendance is recorded, and that there is no phone call home to check on the absence.

## Medical Alert

Please notify the school in writing about any child who has a “life-threatening” condition, for example, a severe allergy to bee stings or nuts, asthma, diabetes or epilepsy. There is a School District form that must be filled out and approved by your doctor. Please also make sure that your contact numbers are always up-to-date.

## Medication

Medication will not be administered at school, unless absolutely necessary. If, however, your child requires medication at school, written approval from your family doctor must be provided. Forms for this purpose are available at the office. Students may not self-administer medication, unless that is part of their signed medical plan.

## Injury and Medical Treatment

The school has trained staff to provide emergency first aid treatment only. We are happy to provide band-aids or ice for minor cuts and bruises, but if for any reason our staff is concerned about your child,

the school will contact you or your designated emergency contact on file (Parent Connect). The safety and well-being of our students is very important and we want to ensure that parents are kept informed.

## School Health Services

The North Delta Public Health Unit provides school health services. Our School Nurse may be contacted by phoning the Health Unit regarding any health concerns (604-507-5400). An excellent source of information about any school health issue from allergies to lice may be found at <https://www.fraserhealth.ca/>

## Hearing

Regular screening and testing is not automatically provided for all students. The only annual screening is for Kindergarten children. Parents will be notified when this is about to take place. Throughout the year, parents and teachers may refer any student for screening. Screening is done by Health Unit personnel. Parents are then contacted if there are any concerns.

## Vision

Parents are reminded to make an appointment with an optometrist or ophthalmologist if they have any concerns during the school year regarding their child's vision. Parents do not require a referral from their family doctor, and since a child's eyes change as they grow, the provincial medical plan pays for a check-up once each year up to the age of 16. We recommend that all children have their vision checked at least twice during their elementary years.

## Immunization

Children should be immunized before they enter Kindergarten. This includes a booster of Diphtheria, Tetanus, Pertussis, Polio (Tdap-IPV) and MMRV (<https://www.healthlinkbc.ca/tools-videos/bc-immunization-schedules>). Appointments for immunization can be made at the Health Unit. A universal program, with grade 6 as the target group, is offered to protect students against Hepatitis B. Parents will be notified when this is about to take place.



## Head Lice

Outbreaks of head lice are not uncommon at school. In fact, lice like to live on clean heads of hair. Please notify the school office if your child has head lice.

The school will then inform all parents in the classroom that they should carefully check their child's head for nits. The school will not identify the affected child on the notice for privacy reasons. Thank you for your understanding and help with this.

## **Home Study and Support**

Home study can be a valuable part of your child's educational program. It provides extra learning time to reinforce skills learned at school, as well as the opportunity to develop independent work and study habits, and self-discipline.

The goal of teachers is to help each child reach his or her individual potential. It is important for children to recognize that their family also places a value on learning, and is interested in their work at school. By developing a regular routine for home study or homework, this value is realized by the child. Parents can also reinforce school skills through fun informal games, such as card and board games at all levels.



## **Guidelines**

These guidelines seek to find some common ground on the issue of 'Homework at Richardson.' There will no doubt be some exceptions to these guidelines, but they represent the ideal for which we strive. We ask that you discuss this issue with your child's teacher at the beginning of each year.

### ***Homework should...***

- reinforce taught skills and review material covered
- foster time management skills
- take a reasonable amount of time, and consider a student's learning needs
- not be every day (an exception may be a reading/spelling program)
- support review of basic concepts
- consist of unfinished classroom work
- involve preparing for tests.

### ***Students should...***

- ensure that they have the materials required for home and understand the assignment criteria
- complete work to the best of their ability
- use the planner / communication book to keep parents informed
- use time effectively and avoid distractions at home
- review material covered each day
- read every day (independently or with an adult).

### ***Parents should...***

- show an interest in their child's work
- support their child's learning without doing the work for them
- create a quiet work space, and establish homework routines in order to foster time management skills
- read regularly with their child
- monitor assignments using the planner / communication book
- review assignment criteria from their teacher
- advise the classroom teacher if homework is becoming overwhelming.

### ***Teachers should...***

- ensure that the work is important for learning
- provide clear expectations and work that students are able to complete independently
- provide feedback on the homework when needed
- use the planner / communication book to record tasks
- provide written criteria / instructions for take-home assignments
- provide substantial notice with regard to projects
- avoid, whenever possible, assigning homework for long weekends and holiday breaks
- check that the homework was completed.

## **Student Planners**

It is expected that Grades 3 through 7 use a student planner. Planners are used to record homework assignments, and upcoming classroom and school activities.

Parents should regularly check the planner for notes from the teacher, and are encouraged to use the planner as one means of communication with the teacher.

## **BE SCHOOL AWARE**

All links to school newsletters and school bulletins can be found on the Richardson Elementary School website at <https://ri.deltasd.bc.ca/>



### **“Second Step” Problem Solving**

#### **How to Solve Problems:**

1. Identify the problem.
2. Find some solutions.
3. Evaluate each solution. Ask:
  - Is it safe?
  - How will it make people feel?
  - Is it fair?
  - Will it work?
4. Choose a solution and use it.
5. Ask:
  - Is it working?
6. Change to another solution if you need to.

### **Good Tips for Joining a Group of Kids**

1. Think about which kids are friendly. Try to join them.
2. Think about which kids like the same things you like. Try to join those kids.
3. It is easiest to join one person or a group of four or more.
4. Remember “no” does not always mean “never.” It could mean “not right now,” or “try again later.” So, try at least three different times to join a group of kids (not always on the same day).
5. Observe the activity you want to join. Try to fit in by joining what the others are doing. Do not try to change what the other children are playing.

## **WITS Bullying and Peer Victimization Program**

~ Walk away, Ignore, Talk it out, and Seek help ~

- Provides strategies children can use when faced with peer conflict
- Supports safe and positive choices.
- Empowers children to stand up for themselves
- Shows children we are available to help solve problems
- Teaches children the skills they need to solve problems before they escalate.

### **Suggestions for Bully-Proofing Your Child**

#### **Don’t React Emotionally**

Assist your child in knowing who the safe people are within the school to go to when bullied. Help them practise not showing strong emotions in front of the bully as this may only excite the bully more. Instead, tell them to quickly go to someone identified as safe.

#### **Be Assertive**

This works best if the bully is alone, and not with a group of children who will give him or her strength. If assertiveness is appropriate, tell your child to simply state that he or she does not like the bullying behaviour, that it is not allowed, and that he or she intends to tell someone if it does not stop.

#### **Stay with Others**

Reinforce for your child that bullies are most likely to act aggressively with a child who is alone.

#### **Do Something Unexpected**

This is especially effective if the child can turn the bullying situation into something humorous. Encourage your child’s sense of humour and creative problem-solving skills.

#### **Own The Put-Down**

Remind your child that a bully often does not know what to do or say next if the victim simply agrees with him or her.

Suggestions taken from *Bully-Proofing Your School*



# **Richardson Elementary School Code of Conduct**

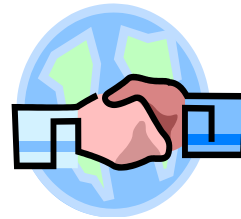
## **Rights + Responsibilities = A Great Place to Learn**

At Richardson, we strive to create and maintain a safe, caring and orderly environment for students to develop to their full potential. From the time students leave home in the morning to the time students return home after school, they are responsible to the school for their actions. The students at Richardson are a wonderful group of children, and we are very proud of their excellent behaviour. That being said, if there were a case in which a student's inappropriate behaviour was of concern, this would be individually addressed.

As a school community, we have developed behavioural procedures and expectations. Our staff offers consistent, supportive guidance to help our school be a happy, healthy and friendly place in which to learn and grow. We believe that if there is clear communication between home and school about what our expectations and consequences are, we can support the students in becoming even stronger socially responsible citizens.

Students come to school with certain **rights** such as:

- to be safe, physically and emotionally
- to receive instruction
- to gain reasonable assistance as needed
- to be treated fairly, with respect and care
- to be given reasonable expectations.



Students, along with their rights, also have **responsibilities** to the school, such as:

- to be responsible to the school for their actions from the time they leave home to the time they return home after school
- to come to school prepared to learn
- to act toward others and the school with respect and care
- to follow the school's expectations for behaviour and learning, and to follow the direction of any staff member.

Parents have the **right** to:

- be informed and consulted in regard to their child, when their child is involved in an incident
- inform themselves in regard to school procedures and district policies
- be heard if their child is being affected by another person.

Parents have the **responsibility** to:

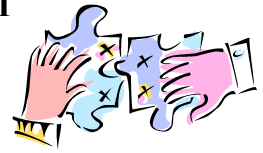
- respect the need for the school to keep information about other people's children confidential
- work with the staff in resolving issues that involve their child.
- focus on their child when an issue is being resolved, rather than interacting with other people's families.

The school's Code of Conduct maintains the rights and responsibilities of people in the school culture. It aligns with our values, purpose and mission.

The Richardson school Code of Conduct aligns with Delta's District Code of Conduct. The District Code may be viewed from our District Website at <https://www.deltasd.bc.ca/policies-procedures/code-of-conduct/>



## BEHAVIOURAL GUIDELINES – CODE OF CONDUCT



### A. Safety

- Illegal or unsafe items may not be brought to school. (This also includes toy weapons used in play, e.g., guns, knives.)
- Potentially unsafe games and activities are not permitted, e.g., play-fighting, poking with sticks, tackle football and doubles on swings.
- Throwing items, such as rocks, sticks or snowballs is inappropriate.
- Fighting or intentionally hurting others is considered a serious breach of the School Act.
- Students may not leave the school grounds (during instructional hours, recess or lunch) without permission; students are to go straight home from school, so parents know they have arrived safely.

### B. Orderly Conduct

- Students have specific times and doors from which to enter and leave.
- When in the school building, students will conduct themselves in a quiet and orderly fashion.
- Students are to eat lunches at their desks and to keep their areas tidy. (Eating and playing at school during the lunch break is a privilege.)
- When walking in the halls, it is expected that students will move quietly and respectfully, so as not to interfere with the learning in other classes.
- The library can be a busy place. Students may use the library to read, do homework, study, build and create, and explore their curiosities.

### C. Respect

- Students are expected to be polite to each other and respectful toward all adults.
- Appropriate language is to be used at all times.
- Students are to use the phone only in cases of emergency, or when they have been given permission by a teacher.
- Technology is to be used appropriately at all times.
- Students are to help keep the school clean of litter and graffiti, and refrain from chewing gum.
- Certain areas are for staff, and are therefore out-of-bounds for students, including all equipment storage areas, photocopy rooms, and the gym, except when under the direct supervision of a staff member.
- Bike racks are to be left alone, except when students lock up their bikes or pick them up.

### D. Responsibility

- Students should come to school ready to learn, e.g., well rested and with the supplies needed.
- Students should arrive on time.
- It is the students' responsibility to take pride in their appearance, and with parental assistance, to a standard that is considered appropriate.
- Students should act appropriately in shared spaces, such as hallways, washrooms and change rooms.

### \*E. Consequences

The age and maturity of the student, as well as the severity and frequency of the unacceptable conduct, will be taken into consideration when determining appropriate consequences.

- Responses to unacceptable conduct will be consistent and fair-minded.
- Disciplinary action, when possible, will be preventative and restorative, rather than merely punitive.



## **\*F. Notification**

The Administration and/or teacher will advise parents of serious breaches of the Code of Conduct. Examples include the following:

- 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.

\* References: The Ministry of Education – Safe and Caring Schools

<http://www.bced.gov.bc.ca/sco/>

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/safe-and-caring-school-communities>

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## **Student Threats to Safety – Fair Notice**

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs, it is taken very seriously and a Student Threat Assessment is started.

As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing an intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.