



*School District No. 44 (North Vancouver)*  
**COVE CLIFF ELEMENTARY SCHOOL**

*1818 Banbury Road, North Vancouver, BC V7G 1W4  
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## **Code of Conduct & School Expectations**

### **Cove Cliff Cares**

The student population at Cove Cliff is consistently inclusive. Students accept others and are respectful of one another. Older students at Cove Cliff take pride in their school community and are seen as leaders by the younger students. Students respect and look out for one another, regardless of age, and even take the time to know each other's names.

Teachers at Cove Cliff provide an inclusive and differentiated learning community. Overall, the staff is valued in the community as caring individuals who work hard and are committed to building positive relationships.

Cove Cliff school community is one that is deeply rooted in respect and support with an extremely supportive parent community.

### **Shared School Values**

Shared values set the tone for how we relate to one another in pursuing common goals. Our values guide us in working collaboratively to realize our vision.

#### **Trust**

We act with integrity. We are open and honest in our communication with one another.

#### **Respect**

We relate to each other with care and appreciation. We honour diversity and recognize the exceptional in everyone.

#### **Responsibility**

We are accountable for our actions. We support positive change, continuous improvement and the pursuit of excellence.

#### **Collaboration**

We develop relationships and affiliations to achieve shared goals and consider each other in our actions.

## **Cove Cliff Code of Conduct**

The code of conduct has been established to ensure a respectful and safe learning environment for all students, staff and visitors at Cove Cliff Elementary.

At Cove Cliff we believe in fairness, consistency, and promoting student self-awareness, self-regulation, co-operation and consideration within a purposeful learning environment. We expect all students to follow our school Code of Conduct both on and off the school grounds so that their behavior reflects favorably upon them and the school at all times. Through our Code of Conduct we are able to establish a safe, respectful and responsible environment in which there is an appropriate balance between individual and group rights.

As set out in sections 7 and 8 of the Human Rights Code the Cove Cliff Community must respect the feelings of others by:

- being courteous in words and actions to others
- Not discriminating against others based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender identity, sexual orientation, or age

Anti-bullying measures will ensure all students, regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment.

Student discipline will be dealt with in a progressive, fair, and logical manner. There are rising expectations for behaviour as students become older and more mature, become more personally responsible, and progress through the grades.

### **Cove Cliff's Code of Conduct:**

#### **Be Kind**

- Invite others to join
- Encourage and be open to the ideas of others
- Accept others as they are

#### **Be Respectful**

- Play by the rules that are agreed upon before you start
- Model appropriate behaviour
- Speak politely to others with your words, tone and body
- Be responsible for your own garbage and recycle
- Follow adult directions
- Be aware of other people who are sharing the learning environment

#### **Be Safe**

- Help others in need
- Problem solve conflicts and seek help from an adult if needed
- Use equipment appropriately
- Be aware of other people who are sharing the same place

## **Additional School Expectations**

### **Dress Code**

Students should be dressed appropriately for the elementary school workday. Shoes and clothing should allow students to move around the classroom and playground safely and with self-respect. Clothing should not be offensive to others by absence of coverage or appearance (slogans or pictures), or cause distraction to the learning environment.

Physical activities are an integral part of the school day. Clothing should allow students to fully and safely take part in these activities both in class and during recess and lunch.

### **Supervision**

All students are encouraged to arrive at school shortly before the 8:45 bell in the morning and enter the classroom through their outside classroom door. Parents should be aware that there is no supervision of students on the playground prior to the start of school. In order to foster independence, parents are encouraged to say goodbye to students outside the school, and allow them to enter their classroom on their own.

### **Recess and Lunch Supervision**

Education aides, administrators, and office support staff provide supervision of students during the recess and lunch breaks.

Students need to be dressed for the weather as it is our expectation that all students will play outside even in inclement weather. Please ensure proper footwear for all seasons of play.

### **Out of Bounds Areas**

At Cove Cliff, we have a wonderful and unique location. We are fortunate to have our very own salmon stream, which runs through our property. To protect this habitat, we have designated this area "Out of Bounds" during regular school breaks. In an effort to keep students safe, the roadway, driveways, parking lots, creek and areas beyond fence lines are out of bounds areas.

### **Bicycles/Skateboards & Scooters**

Once on school property between the hours of 8 am and 4 pm, bicycles, scooters and skateboards should be walked and stored appropriately.

### **Indoor Traffic**

Children enter and exit through their external classroom doors. The front entrance is reserved for adults and students and who may be late.

### **Litter**

All students are encouraged to bring all garbage or recyclables home or use the bins provided in and outside of the school.

### **Leaving School**

In order for students to leave the school the following procedures must be adhered to:

#### **During instructional Hours 8:50-12:00 & 12:55-3:00**

- Parents must provide a note to the teacher outlining the details of the absence

- A call into the absence line would be very much appreciated
- Parents must sign-out their child in the sign-out book at the school office

### **During Lunch hour**

- Must be pre-arranged (phone calls home on the day of will not be permitted)  
A parent signed note including where the child will be on that day must be provided to the office
- We respectfully request that students only go home for lunch and not to the Cove  
If students are planning to leave for lunch together notes are required from both families.
- -Students must present the signed parent note and sign-out in the sign-out book at the school office when leaving and sign-in when returning to the school grounds.
- students must return on time

We will not be allowing students to leave the school unless proper procedures are followed. ***Parents are reminded that the school is not responsible for the safety of students once they leave the school grounds.***

### **Chewing Gum**

Students are not to chew gum at school.

### **Hats**

Although appropriate for outside, hats are not to be worn anywhere inside the building.

### **Electronics**

Student use of personal electronic devices on the school site is not permitted during instructional hours. At times, a teacher will give a student(s) explicit permission to use an electronic device to support instruction. During these times, the students must adhere to the NVSD Acceptable Use of Technology Agreement. Electronics that are being used during non-instructional times, or without staff permission, will be held in the office until the end of the day and parents will be contacted. Please note that the school is not responsible for items brought to school.

### **Valuables**

Students are encouraged to leave items of personal value at home. As a reminder the school is not responsible for lost, stolen or damaged items. As there is no locked storage area for instruments, band students are encouraged to keep their instruments at home. **Student toys must stay at home.**

### **Volunteers**

Parents and community members who are working in classrooms or volunteering in the school are reminded that they need to sign in at the office and receive a visitor's tag to wear while they are in the building, or on the school grounds. This helps with the safety and security of students. Parents are asked not to be on the playgrounds during recess and lunch breaks as this makes supervision more difficult for staff members.

### **Meeting with Teachers**

Teachers welcome communication with parents and work hard to establish strong partnerships between home and school. If there is something of importance that you feel your child's teacher should know, please email the teacher. Please schedule a time to meet with a teacher if there is something that you need to discuss. Teacher emails are listed on our web-site.