

# **BLUERIDGE ELEMENTARY SCHOOL**

**2012 - 2013 PARENT / STUDENT HANDBOOK**



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**Principal – Ms. Katherine Kee  
Vice-Principal – Mr. Scott Sutherland**



## ADMINISTRATOR'S MESSAGE

*Welcome to Blueridge Elementary School! We are a community of learners - students, staff and parents - working together to provide a safe, respectful, and caring environment where students can realize their full potential in all areas of the curriculum.*

*At Blueridge, we respect individual differences, celebrate accomplishments, take responsibility for our learning and strive to be our best every day. We take pride in ourselves, in our school and in our community.*

*This handbook has been prepared to make you familiar with our school's organization, policies, procedures, and services. Through our newsletters, bulletins and web-site we endeavour to keep you well-informed of events and activities as they arise and encourage you to contact or visit the school should you have any concerns, questions or accolades! Positive communication between home and school is an essential component of our philosophy, and an open dialogue will enhance your child's success at school.*

*The staff joins me in wishing you and your family success at Blueridge!*

*Sincerely,*

*Katherine Kee  
Principal*

*Scott Sutherland  
Vice-Principal*

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## **A. PHILOSOPHY**

The Blueridge staff believes that a cooperative environment fosters the best possible academic, personal and social development of each student. Every child is encouraged to become an independent, self-motivated student with an inquiring mind, a positive attitude towards learning, a sense of responsibility and empathy for others.

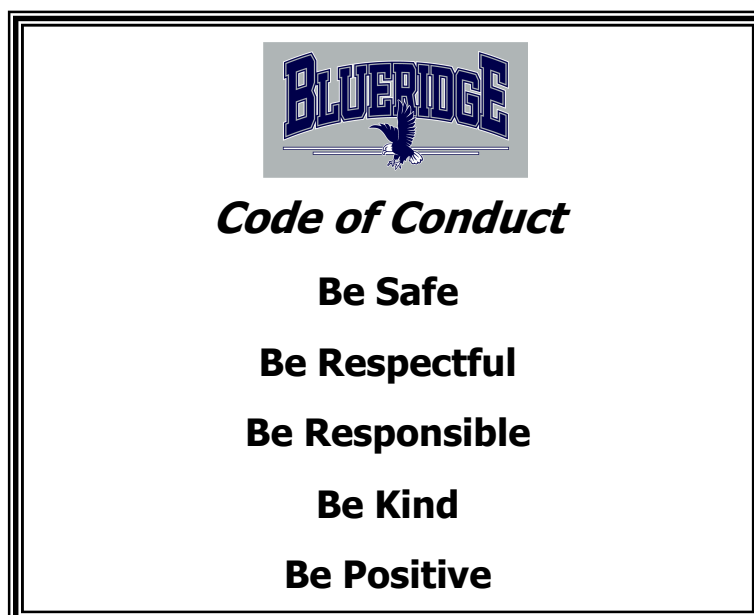
We recognize that education is a partnership between home and school, and we encourage parents to become involved through the Blueridge Parent Advisory Council (BPAC).

## **B. BLUERIDGE ELEMENTARY SCHOOL CODE OF CONDUCT**

At Blueridge we believe that a safe school environment promotes social, emotional and intellectual development. To that end, we have developed a school code of conduct with input from students, parents and staff based on the principles of safety, respect, responsibility and cooperation. These principles are congruent with those of the elementary and secondary sites in the Windsor Family of Schools and meet both district and ministry guidelines.

It is each student's responsibility to follow the Blueridge Code of Conduct while at school, travelling to and from school, and while attending school sanctioned curricular or extra-curricular activities, at any location. Similarly, in accordance with School District #44 Policy #302, students at Blueridge Elementary School are expected to meet the standards set out in the *BC Human Rights Code* that include the prohibited grounds of discrimination.

Blueridge works in partnership with parents to ensure that a fair and consistent approach to student discipline is maintained. The Code of Conduct is explicitly taught, promoted and reviewed and is regularly revised to reflect current needs. Conduct expectations are communicated to all members of our community and to visitors and volunteers. It is displayed publicly in our building, published on our school-maintained website and sent home at the beginning of each school year. It is expected that families review the Code with their children and that the child and parent sign the Blueridge Code of Conduct Contract, agreeing to abide by the expectations.



**STUDENTS' CODE  
STUDENT RIGHTS AND RESPONSIBILITIES**

**Students have the right to:**

- ✓ be safe at school
- ✓ be treated with kindness and respect at school by students and adults
- ✓ learn in a supportive, orderly environment
- ✓ be included

**Students have the responsibility to:**

***Be Safe:***

- ✓ follow the school and classroom rules
- ✓ be aware of and follow emergency procedures

***Be Respectful:***

- ✓ accept differences in others
- ✓ demonstrate respect for themselves and others
- ✓ use respectful language
- ✓ use respectful behaviour

***Be Responsible:***

- ✓ attend regularly and respect school hours
- ✓ arrive at school prepared for the day
- ✓ work to their potential
- ✓ respect school property
- ✓ respect their own property as well as others
- ✓ leave valuables and inappropriate items at home
- ✓ report incidents of bullying, harassment or intimidation in a timely manner

***Be Kind:***

- ✓ set an example and act as a role model for others
- ✓ share and include others

***Be Positive:***

- ✓ accept differences in others
- ✓ demonstrate respect for themselves and others

**CONSEQUENCES FOR MISBEHAVIOUR**

Student behaviour is always considered in the context in which it occurs. The age of the child, frequency of the behaviour, its seriousness or intensity, and the circumstances are taken into account. It is expected that students' sense of personal responsibility and self-discipline will increase as they become older and more mature.

Our goal is to help students see that they are responsible for their behaviour and in control of themselves. Students are involved in the development of meaningful consequences which, whenever possible, are preventative and restorative.

### **Level 1**

- Handled by staff member
- Incident may be documented\*
- Parents may be contacted
- *Consequences will involve one or more of the following:* problem solving, warning, Think Sheet, restriction, detention, community service

### **Level 2**

- May involve Principal or Vice-Principal
- Student may be removed from the situation
- Incident is documented\*
- Parents will be contacted
- *Consequences will involve one or more of the following:* problem-solving, in-school suspension, supervision, restitution in addition to the Level 1 consequences

### **Level 3**

- Principal or Vice-principal involvement
- Student is removed from the situation
- Incident is documented\*\*
- School District officials, police and/or other agencies may be involved
- Parents contacted immediately
- *Consequences will involve one or more of the following:* suspension, mediation, legal action, referral, contract between the school and the student in addition to the Level 1 and Level 2 consequences

\*At level 1 and 2 the incident is recorded on a student information database which allows the school to track behaviours for the school year and to implement strategies to effect change.

\*\* In addition to tracking it on the student information database, at Level 3 a record of the incident may be placed in the student's file.

***The examples listed below show where a misbehaviour may lie on the scale of a Level 1, 2 or 3 incident. This list is meant only to provide examples; it is not exhaustive.***

<u><b>Level 1</b></u>
Swearing School Disruption Teasing Disrespect

<u><b>Level 2</b></u>
Multiple Level 1's Out-of bounds Pushing and kicking Theft Non-compliance

<u><b>Level 3</b></u>
Multiple Level 2's Possession of a weapon Fighting Defiance Threats & Intimidation

## **Policies and Procedures Related to Suspension**

Students may be suspended for

- ◆ Acts of violence against a person or property. Violent incidents include written or verbal threats, bullying, intimidation, inciting others to violence, and physical or sexual assault (North Vancouver School District Policy 302)
- ◆ Possession or distribution of illegal or restricted drugs, tobacco or alcohol
- ◆ Possession of a weapon
- ◆ Willful disobedience and/or disrespect to others
- ◆ Theft
- ◆ Retribution against a person who has reported incidents

The level of the suspension will depend on the infraction. Students may be suspended for 1/2 to 5 days. A meeting with the Principal and/or Vice-Principal, teacher(s), parent(s) and the child to review the expectations of the school must occur before the suspended child is permitted re-entry to class.

## **Policies and Procedures Related to Personal Property**

The personal safety of all students on the school grounds is a priority. Therefore, students may not bring any personal possessions to the school that might jeopardize their personal safety and the safety of others. Inappropriate clothing, valuables (e.g., expensive jewellery, money, electronic items, cell phones, etc.), music with inappropriate lyrics, drugs, tobacco, alcohol, weapons, toy weapons, slingshots and items which are intended to be used as a weapon (including pocket knives), are not permitted at the school. Any student who is found in possession of any of these items will have it confiscated immediately; items that are not weapons-related will be returned to the student at the end of the day to take home.

Any weapons or items intended to be used as weapons will be held until a meeting between the parent, student and the school administrator has taken place. In addition, the student may be suspended, police involvement may be required and a Serious Incident Report filed with the School District (District Policy 302).

## **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).*

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. Sandals and short skirts can prevent students from engaging in activities they would normally enjoy during the school day.

*These fundamental obligations are intended to ensure that students learn in a safe environment free from threats to their physical and emotional welfare and that the time for teaching and learning is optimized. This Code of Conduct was developed in consultation with the school community and references the School Act (Sections 6, 10, 103, 191), the School Act Regulations and The District of North Vancouver's Policy on Student Conduct (Policies 301 and 302).*

## **C. SCHOOL ORGANIZATION**

### **Band and Strings**

The Blueridge School Band Program is comprised of both a “beginning” and “continuing” band. Students in grades 5 to 7 may participate in this program for an annual fee. The North Vancouver School District also provides a strings program that is offered to students in grades 4 to 7 in our family of schools area.

### **Counsellor**

The Elementary School Counsellor is both qualified and experienced in supporting students within the context of schools and families. This support is offered in a number of ways, including:

- individual counselling
- family support / counselling
- small-group work
- staff and parent in-service
- classroom work
- case management
- consultation with teachers, parents, district staff, community agencies and professionals

Students may be referred by their parents, teacher or through self-referral. When a recommendation seems appropriate, parental agreement is required and a referral form is completed.

The Elementary School Counsellor may provide students, families and staff assistance in coping with:

- self-esteem
- death in the family
- neglect or abuse
- suicidal behaviour
- peer relationships
- witnessing violence
- depression
- addiction
- conflict resolution
- parent separation
- special needs
- parenting
- decision making
- anxiety
- school avoidance
- critical incidents

### **English Language Learner (ELL)**

The ELL Teacher assists students who are learning to speak English and supports classroom teachers of ELL students with program requirements.

### **Extra-Curricular Programs**

The Blueridge School staff offers a variety of extra-curricular programs for older students, which are run by teacher and parent volunteers. Although the activities can change from year to year, some of what may be offered include: Volleyball (Grades 6-7), Basketball (Grades 6-7), Track and Field (Grades 4-7), Cross Country (Grades 4-7), Kilometre Club (Grades K-7) and Choir (Grades 4-7).



## **Health Services**

The Community Health Nurse liaises with school staff, parents and students to support the healthy growth and development of all school-aged children. He/she may be contacted through the Central Community Health Centre of Vancouver Coastal Health (604-983-6700). The Community Health Nurse works within a multidisciplinary team model and can access different levels of support for children, as is required.

## **Learning Center**

The Learning Assistance Teacher provides educational support to students at Blueridge. When a learning difficulty is identified, parents are informed and involved in the remediation process. The Learning Center provides:

- cooperative teaching in an integrated classroom setting
- an alternative learning environment
- support for the classroom teacher by providing programs, strategies and materials for classroom use and space for individual or small group instruction
- coordination with district student services for the school (referrals to services)
- data for assessing educational or learning difficulties
- support to teachers and resource team members in programming for students' individual needs

## **Learning Support Teacher**

The Learning Support Teacher assists teachers with program requirements and Individual Educational Plans (IEP's) for children designated with special needs that are often more complex than what are handled solely by our Learning Centre.

## **Library**

Blueridge School has a bright, spacious and fully automated library with a variety of resources to meet educational needs. The primary function of our library is to serve as a resource centre for classroom programs. In addition to resource materials, there is a large variety of fictional and non-fictional works for recreational reading. The loan period for borrowers is two weeks.

The Blueridge Parent Advisory Council has audio, video and print materials on parenting skills available in the Library office.

Parent volunteers provide invaluable assistance in shelving materials and helping students find books. If you can help, please leave your name and number at the office.

## **D. POLICIES AND PROCEDURES**

### **Accident Procedures**

Basic first aid can be given by a staff member. It is very important that families notify the school office staff if there are any changes in telephone numbers, emergency numbers or family doctor. This information could be important in the event of an injury.

## **Administering Medicine**

Medications may not be given at school without written medical and parental authorization. Please check with the school office to ensure the consent form is on file. In emergency situations, and with no written consent form on file, parents will need to come to the school in person to administer medication to their child(ren). North Vancouver School District employees cannot legally perform this task without the proper paperwork in place.

Parents should also be aware that sending any medication in a lunch kit to school for their child to self-administer poses safety risks for students in the classroom should medications be left unattended. All medications, permanent & temporary, needs to be administered through the school office.

## **Attendance**

Students who are absent from school miss out on valuable learning time. It is the parents' responsibility not only to show respect to the teacher, the class and the students by ensuring that their child attends regularly and is prompt, but also to contact the **Call Back Line (604-903-3252) or email [blueridgeattendance@nvsc44.bc.ca](mailto:blueridgeattendance@nvsc44.bc.ca)** and leave a detailed message reporting their child's absences. All lates and absences are recorded by Call Back volunteers. Chronic lates and absences will be followed up by the administration.

Absences due to illness are unavoidable, and parents are asked to respect the health of others in the classroom by keeping sick children at home. Parents may be asked to pick up their sick child during the school day.

When family vacations are taken during the school term, students are expected to take the responsibility, particularly in the intermediate grades, to prepare for their absence by gathering unfinished work and completing those items while they are away. Upon their return to school, students must also determine what material they may have missed. Please note that teachers cannot be expected to prepare vacation assignments or re-teach previously delivered lessons.

## **Emergency Procedures**

Blueridge Elementary has implemented a number of safety procedures to deal with a variety of emergencies: earthquakes, fires, and violent incidents. Students practice safety drills for each of these emergencies on a regular basis throughout the year. Parents are reminded of their responsibility to follow the school's procedures should they be in the school during the drills.

### **a) Earthquake**

1. Immediately follow the **Drop, Cover, Hold** procedure: **Drop** under a sturdy desk or table; **Cover** your head, neck and face; **Hold** onto legs of furniture and if the furniture moves, move with it
2. Repeatedly count out loud to 60 or sing A, B, C's and when the shaking stops, repeat again
3. Follow the instructions of your teacher
4. Students may be asked to leave the building by the nearest and safest exit
5. If there is a school evacuation, students should report to their class meeting area and wait for further instructions

## b) Fire

Students are required to follow the instructions of their teacher:

1. Line up quietly at the designated exit door – **Do Not Retrieve Personal Belongings Prior to Leaving the Classroom or other Area**
2. Using the established fire evacuation routes, follow your teacher out of the building to the class meeting place
3. At the class meeting place remain quiet until told to re-enter the building
4. Those who are NOT in their classroom at the time of a fire or drill should:
  - a) follow the directions of the teacher in charge; or,
  - b) leave the building as quickly as possible by the nearest exit and report to their class meeting area

## c) Suspicious Persons Alert - Lockdowns

There are two types of lockdowns: **Level 1 – danger present in school; Level 2 –danger close to, but not inside school.** Level 1 and 2 lockdowns are initiated with the “**Initiate Full Lockdown**” announcement.

1. Level 1 and 2:
  - a. Staff inside rooms quickly check hallways for students and staff before closing and locking doors – hallways should be cleared as quickly as possible
  - b. Students and staff inside building go to the closest supervised room, than lock and close doors
  - c. Students and staff outside of the school quickly move as far away from the building as possible, assembling as directed by RCMP, remaining in place until further instructions are provided by police or school staff.
2. Staff inside rooms :
  - a. Level 1 – internal intruder: **Lights ON – Curtains OPEN**
  - b. Level 2 – external intruder: **Lights OFF – Curtains CLOSED**
3. Students take the **DROP, COVER, HOLD** position
4. All individuals remain absolutely **QUIET**
5. Students follow all teacher instructions

Levels 1 and 2: Students and staff in rooms remain on floor until uniformed police escort them out of the building. During a drill, the “**ALL CLEAR**” direction will be given.

## Homework Policy for Students

Homework contributes to the educational growth of the student and should be undertaken on a regular basis. Work that is not finished during class time is to be completed at home or after school (at teacher discretion). Some excellent forms of self-initiated homework are nightly reading, math drills, subject reviews, project research and studying for tests.

The amount of homework will vary according to the need and productivity of each student. More time may be needed on some nights than others.

## Lunch at School

The school encourages students to eat lunch at home. Students bringing lunch to school may **not** go to a friend’s home to eat unless the families have already made arrangements and the teacher has been fully

informed in writing. At Blueridge, students play during the first part of the lunch period (11:55 a.m. – 12:30 p.m.) and eat at the end (12:30 p.m. – 12:45 p.m.). All students staying for lunch must go outside at 11:55 a.m. unless Rainy Day Privileges have been announced over the P.A. system.

### **Personal Property**

Please note that the North Vancouver School District is unable to insure any and all personal property owned by students such as musical instruments, calculators and computers. The School District will therefore, not accept any liability for loss or damage of personal property under any circumstances. Students should refrain from bringing personal belongings of value to school, unless necessary. Items brought to school should be adequately insured by parents for loss or damage. For more information regarding insurance, please contact your insurance agent providing home owner coverage.

### **School Hours**

Team, partner or area planning is time consuming and requires a regular block of time (Wednesday afternoons) when all team members are available. Such a block of time enables teachers to meet and discuss the academic, social and emotional needs of individual students and allows the school-area teams to integrate school-wide programs, policies and curriculum.

#### **Grades Kindergarten to Seven**

8:40 First Bell - Arrival Time  
8:45 First Instructional Period  
10:20-10:35 Recess  
10:40 Second Instructional Period  
11:55-12:30 Lunch (Play)  
12:30-12:45 Lunch (Eat)  
12:45 Afternoon Bell - Arrival Time  
12:50-3:00 Third Instructional Period  
**\*Note Wednesday 2:10 Dismissal**

Students may be in the building before school from **8:30 AM** and during the lunch hour for specific purposes. Students must remain on the school grounds during school hours, unless written permission has been brought from home.

School hours may be extended for one half hour beyond the regular dismissal time of 3:00 p.m. for the completion of work or for behavioural infractions. Students will be asked to phone home for permission when they need to stay at school after 3:00 PM. Students are always granted the use of the phone to inform parents of an unexpected delay.

### **School Parent Communications**

**Newsletter** – Our newsletter is one of the ways Blueridge informs parents of school policies, programs and activities. It is e-mailed to parents and guardians and posted to our web site on the first Friday of each month. Those without access to the Internet can pick up a hard copy at the office. Our web site will also serve as a primary source of school and district information.

**General Conferences** – Conferences may be arranged at any time during the school year with the teacher and/or the Principal and can be initiated by either the parent or the teacher. Please phone the school office with your request, and you will be contacted to arrange a mutually agreeable time. Parents are encouraged to maintain a close level of communication with the school.

**Parent Concerns** – District procedures state that when a parent has a concern, they should first meet with the person most directly involved. While most issues are usually parent-teacher matters, you may wish to involve the counselor, the LAC teacher, the learning support teacher, the librarian or the Principal. Experience has shown that a direct and open discussion resolves most concerns.

**Classroom Notices** – Classroom notices are sent home when necessary and will provide you with details of activities involving your child.

**Blueridge Parent Advisory Council** – The BPAC holds executive and general meetings once a month to discuss issues, organize activities and to host speakers. It prepares a newsletter for parents and staff, typically on a monthly basis

### **Student Safety**

Student safety is a high priority at Blueridge. Students are reminded to follow the traffic safety rules when traveling to and from school. Children riding bicycles and/or using skateboards, rollerblades or scooters on their way to and from school must wear helmets. These activities may not be done on school property.

### **Student Sign-Out and Sign-In Procedures**

**For safety reasons, parents are required to sign their children in and out at the school office if their son/daughter must leave and/or re-enter the school any time between 8:40 AM and 3:00 PM.** Our office staff will assist you with this procedure.

### **Telephone Use**

Students may use the office phone with their teacher's permission for any **important** reason. They may not, however, use the phone to inform parents or friends of after-school plans. The phone is always available for emergency use.

## **E. PARENT PARTICIPATION**

### **Blueridge Parent Advisory Council (BPAC)**

BPAC is a non-profit organization, comprising all parents of Blueridge School children. It is run by an elected board of executive officers. BPAC's goals are to inspire parent involvement in the school and to assist the principal and staff in providing Blueridge children with the best possible educational experience.

Please go to the BPAC's web-site at [www.blueridgepac.net](http://www.blueridgepac.net) for up-to-date information