

Peden Hill Elementary School



PEDEN HILL ROCKS!

It's true! Peden Hill really "R.O.C.K.S." The "R.O.C.K.S." acronym sums up the qualities we expect from our students:

RESPECT AND RESPONSIBILITY • OWNERSHIP • COOPERATION • KINDNESS • SAFETY

- Students demonstrating these qualities are recognized for their contributions to a positive school through the "Gotcha" recognition program, and by regular "special event" rewards.
- "Yellow Tickets" are used as formal behaviour warning slips, to help students who are not practising R.O.C.K.S. behaviour to deal with problems and get extra support from home and school.
- At Peden Hill we believe it is essential for students to know the behaviour expectations and be recognized for their positive contributions. Even in difficult Code of Conduct issues, we will maintain a "teaching" approach to help students learn from their mistakes and take greater responsibility for themselves in the future.

BELL SCHEDULE

8:33	First bell
8:38	Morning classes begin
10:10	Recess begins
10:25	Recess ends
12:05	Lunch begins
12:20	Students dismissed to Playground
12:45	Warning Bell
12:50	Afternoon classes begin
2:30	Classes dismissed

SAFETY AND SUPERVISION

Ensuring the safety of all students is our most important goal at Peden Hill. Morning supervision begins at 8:20am and after school supervision ends at 2:45pm. Supervisors on the playground are easily identifiable in their fluorescent vests. Although there are generally two or more supervisors on the playground, it is not possible for them to be aware of every problem.

We work hard to build positive behaviour, but from time to time, there will be problems or conflicts. Any student who cannot deal with a problem by walking away or using respectful language is asked to seek help from the supervisors wearing orange safety vests. We know some children are reluctant to report behavior which may be dangerous to themselves or others. But in order to deal things effectively, we need parents and students let us know as soon as possible if there are on-going difficulties for anyone on our school grounds.

GENERAL INFORMATION

Cell Phones

Cell phones are to be turned off and kept out of sight during instructional times. Students who are distracted by their phones during class will have them stored in the principal's office for the remainder of the day. Students who have repeated problems may be asked to keep their phones at home.

Absences and lates from school

Please contact the school (250-562-5822) if your child is going to be absent or late for any reason. Your call letting us know your child is going to be away is a courtesy which will explain the absence and give you the opportunity to tell how missed work may be sent home. If you do not call, you will likely be contacted to confirm that your child is legitimately absent.

Indoor Shoes for Classroom and Gym Use

Children are required to remove outside footwear when entering the school and to have suitable shoes for inside the school building. Running shoes which do not mark the floor are required for physical education activities in the gym.

Gym Strip

For activities in the gym., students in some of our Gr 5-7 classes are expect to have runners, shorts or sweat pants, T-shirt, and a gym bag. All items should to be clearly marked with students' names. Gym strip is to be used for gym classes only and not for general class wear. Children will be reminded to take their gym clothes home regularly to have them washed.

Labeling Personal Belongings

Please put your children's names on school supplies, shoes and other clothing items so they can be easily identified and returned if lost. Any found items which cannot be returned to the owner are put in the "Lost and Found" for a period of time and then donated to the Salvation Army twice per year. Small/valuable items like jewelry and watches are kept at the office.

School Newsletters and Website

Newsletters will be sent home via email and posted on our website once each month. They are our way of keeping you informed of current events and other special dates and activities in our school. The most current information will be located on our school webpage. You will also find useful links and documents on the website.

Sending Cheques Or Money to School

On occasions where it is necessary to send money to school, please place it in a sealed envelope or ziplock bag and label it with your child's name and information regarding what the money will be paying for with the amount enclosed. Please only send exact change. Cheques should be made payable to Peden Hill Elementary.

Electronic toys, personal sound systems, and other valuable items

We strongly advise students to leave expensive electronic devices and other valuables at home, unless it is for a specific purpose requested by the teacher. The school will not be responsible for these items if they are lost or stolen.

Field Trips

Students usually have the opportunity to take part in class field trips related to curricular or extra-curricular activities. Information regarding these trips is sent home in advance, along with consent forms. **Students are allowed to participate in field trips if the parent/guardian has signed the proper consent form and returned it to school.** Field trips are optional. Students may be expected to help pay for the cost of the activities. Parents and guardians having trouble paying for any school event should contact their children's teachers or the school principal to discuss options. We want all students to participate in all school events. Students who CHOOSE not to participate will be assigned other activities to ensure learning outcomes are met.

Parent volunteers and Criminal Record checks

Volunteers are welcome at Peden Hill. If you wish to volunteer in your child's classroom, please contact the teacher directly. SD57 Policy requires all people volunteering in schools to complete a criminal record check before they work with children. This includes volunteer parent drivers.

To obtain a criminal record check, you must pick up and complete the necessary forms from the school office, then take completed forms, in person, to the RCMP detachment office with a driver's license or other acceptable photo identification. Generally, the process can take a few weeks. Volunteer drivers need to complete some paperwork at the school office as well.

Winter Weather

Schools in SD57 are never closed because of cold or inclement weather. Each winter there are a few days of severe weather conditions. The decision to keep a student at home for the day because of winter weather is up to parents and guardians. Students attending school on days with lower enrolment due to severe weather will work on modified educational activities.

In Days

"In days" will be determined by the Principal for the time before school, recess, and at lunch. One option for "in days" is to have students outside for recess and the last twenty minutes of the lunch hour (keep in mind that there may be exceptions to this practice due to the severity of the weather conditions). "In days" will be called when the temperature is below -20° C or if conditions outside are dangerous or very uncomfortable.

- During an "*in day*" all students must be inside the building for supervision.
- Students are to be in an assigned area for "*in days*".
- Students are to remain in their appropriate boot rooms before school on an "*in day*."

Eating Lunch at School

Students are welcome to eat lunch at school provided they

1. Talk and behave in an appropriate manner.
2. Remain at their desks while eating their lunch.
3. Be in the hallways only if they have asked the supervisor to use the washroom or in the event of an emergency.
4. Remain in the room at the 12:15 bell unless dismissed by the Supervision Assistant.
5. If students are going home for lunch, they must have parent permission and notify the office upon leaving and returning.

School Sports: Philosophy and Expectations

Extracurricular sports at Peden Hill Elementary are intended to build a spirit of team play and sportsmanship and enhance students' playing skills in a healthy, competitive atmosphere. Coaches will do their best to provide players with receive equal playing time in games.

Playing on a school team is a privilege. Students may participate as long as they maintain acceptable levels of academic performance and ROCKS behavior in other school activities.

Players on school teams must:

- Attend scheduled practices on time, with required gear/clothing.
- Play and behave with respect, safety and sportsmanship.
- Maintain an appropriate standard of academic achievement and school behavior.

Students who do not follow these guidelines may lose the privilege of playing for part or all of the season.

PEDEN HILL DRESS CODE

Rationale

One goal of Peden Hill School is to help students develop the skills, attitudes and abilities necessary to succeed in school and life. Students should understand that our culture has certain expectations related to styles of dress. Most importantly, clothing appropriate for one social situation may not be appropriate for another.

Expectations

Clothing worn should be appropriate for a public school environment. This means that students should not wear "short shorts", half T-shirts, halter tops, or other clothing which is overly revealing. Clothing should not have sayings or graphics that promote the use of alcohol or drugs, or which are violent, sexual, or racist in nature. We also ask for hats to be removed when indoors, except for special theme days and activities.

Students wearing clothes that are not appropriate may be asked to change or put on a jacket, sweatshirt, or team shirt while at school. Parents or guardians may be contacted and children sent home to change if these options are not workable.

STUDENT CODE OF CONDUCT

Peden Hill R.O.C.K.S.! The "R.O.C.K.S." motto sums up our expectations for the behavior students will practice at Peden Hill: Respect and Responsibility, Ownership, Cooperation, Kindness, and Safety. Staff, parents, and students developed Peden Hill's Code of Conduct to help maintain a safe and caring learning environment. It provides guidance and clarification regarding our school's behavior expectations, and the consequences for misbehavior. Our plan adheres to the District Code of Student Conduct (Policy 5131) while reflecting the uniqueness of Peden Hill school community.

1 Students are expected to:

- 1.1 Approach all school experiences with a positive attitude and use common sense at all times.
- 1.2 Show responsibility and participate to the best of their ability by:
 - 1.2.1 attending school on a daily basis
 - 1.2.2 being on time
 - 1.2.3 having all necessary materials for class

- 1.2.4 completing all work assigned
- 1.3 Show respect and care for personal and public property.
- 1.4 Show respect for different ethnic groups and their cultures.
- 1.5 Use language and behavior which is socially acceptable at all times.
- 1.6 Show kindness and cooperation toward others.
- 1.7 Demonstrate respect for the feelings, opinions, ideas, and abilities of others.
- 1.8 Show cooperation and respect to all providing instruction, supervision or assistance in the school.
- 1.9 Wear clothing that is neither offensive to others nor inappropriate in a school setting.
- 1.10 Refrain from smoking, having or using tobacco products while participating in any curricular or extracurricular event.
- 1.11 Practice safety by never having in their possession those items that are dangerous or harmful to themselves or others (i.e., lighters, knives, chemical substances or any form of explosive).

PART 2 – Serious Behaviour

- 2 Student actions and choices that interfere with school activities or cause harm are a problem. Peden Hill staff will not tolerate the following behaviours:
 - 2.1 Behaviors that repeatedly interfere with the learning of others or the orderly environment, or create unsafe conditions.
 - 2.2 Acts of bullying (including cyber-bullying), harassment, intimidation, threats, or physical violence.
 - 2.3 Acts of retribution against a person who has reported incidents.
 - 2.4 Acts which are illegal, such as theft, vandalism, the possession of weapons, or the possession of illegal or restricted substances.
 - 2.5 Possession of, or being under the influence of, drugs, alcohol, or any other illegal or restricted substance.

PART 3 - Consequences

- 3 When consequences for problem behaviour are required, we strive to be logical, realistic and consistent. Each case will be dealt with individually. However, there are rising expectations for students as they move into higher grades. As students mature, a higher level of personal responsibility and self-discipline will be expected, which may result in more serious consequences.

Minor infractions are handled on the spot in the classrooms and playground. Serious or repeated infractions will be referred to the office and documented. Parents/guardians of student offenders will be notified by the school Principal, upon serious breaches of the Code of Conduct and/or the repetition of unacceptable behavior by their child. Similarly, parents/guardians of student victims will be notified when there has been a serious breach of the Code of Conduct involving their child.

Code of Conduct infractions will be dealt with in one or more of the following ways, as deemed appropriate for the infraction and the maturity level of the child. These are not listed sequentially.

- 3.1 A warning and/or counseling regarding the inappropriate nature of the action, and what a more appropriate behavior would have been.
- 3.2 Issuing a “yellow ticket” - an office referral/behavior warning slip.

- 3.3 Issuing, for repeated misbehavior, a letter to parents detailing the misbehaviors and requiring the formulation of a behavior improvement plan
- 3.4 The assignment of a think paper to think and write about the behavior and develop a plan for improvement.
- 3.5 A loss of privileges related to the behavior.
- 3.6 The assignment of “community service” tasks to provide a kind of restitution
- 3.7 An assignment of an in-school suspension.
- 3.8 A placement on a behavior contract (which may include mandatory counselling, behavior modification programs, partial day attendance, etc.).
- 3.9 An assignment of an out-of-school suspension (1-5 days).
- 3.10 An alternate placement within the school.
- 3.11 A report or referral to the Student Conduct Review Committee of SD#57, a committee established by the School Board which has extensive disciplinary powers.
- 3.12 A report to the RCMP of incidents involving the possession or use of a weapon, or any illegal act.
- 3.13 A report to the Fire Department of incidents involving the possession or use of fireworks, explosives, toxic or noxious substances, smoke or “stink bombs”.

PART 4 – Authority of Code of Conduct

- 4 As per Policy 5131, the Code of Conduct is in effect for students:
 - 4.1 During any activity occurring during a regular school day on school property.
 - 4.2 During any activity that is sponsored by, or organized by the school, regardless of time or place.
 - 4.3 When incidents occur outside the regular school day, on school property, if in the opinion of the principal circumstances warrant.
 - 4.4 On school buses or transportation contracted or arranged by the Board.
 - 4.5 While travelling to school and returning home from school, if in the opinion of the principal circumstances warrant.

Underlying Principles for the Application of Consequences

- 1. Each case is decided on its own merits after a full investigation.
- 2. The intent of consequences is to reduce problem behaviour and teach positive life skills, not to punish.
- 3. The severity of the consequences depends on the seriousness of the misbehavior. Severity also depends on the circumstances as well as the student’s history, attitude, and level of remorse.
- 4. Fair treatment does not mean equal treatment. This means no single “rule” or consequence will always be appropriate.
- 5. The application of consequences is progressive – with more serious consequences as misbehaviors are repeated.
- 6. Most misbehavior results from students’ deficits in social emotional learning. With this in mind, consequences should include opportunities to improve interpersonal skills and increase positive relationships.