



**MCBRIDE CENTENNIAL
ELEMENTARY
SCHOOL**

STUDENT HANDBOOK

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McBride, BC

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NAME _____

TEACHER _____

SCHOOL MOTTO

**Work Hard • Show Respect
Be Good Citizens
How to Get Hold of the School**

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CODE OF CONDUCT

Note: This is not the complete code of conduct. A complete code of conduct is available at the office.

Purpose of the Code of Conduct

This code of conduct intends to create an environment where all who enter feel safe, cared for, and respected. This code will also establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities. It will also assist in upholding our school as a place of learning.

McBride Centennial is a Restitution School. As such, this code reflects the basic principles of restitution.

When is This Code Used?

The expectations of behaviour identified in this code of conduct are to be upheld while students are at school, while going to and from school, and while attending any school function or activity at any location.

What is Acceptable Behaviour at McBride Centennial?

Acceptable conduct at McBride Centennial is behaviour that reflects our School-Wide Agreement which is reviewed annually by parents, students, and staff. Our School Wide Agreement follows:

BE SAFE

Act in ways that keep ourselves and others safe.

BE RESPONSIBLE

Accept that we are in control of our own actions

SHOW RESPECT

Respect ourselves, others, property, and the learning environment.

BE KIND

Make others feel like they belong.

HAVE FUN

Have "deep" fun, not "cheap" fun that is hurtful.

What is Unacceptable Behaviour at McBride Centennial?

Unacceptable conduct at McBride Centennial is behavior that works against our School-Wide Agreement. The following are examples only, and not intended to be an exhaustive list.

Examples of Unsafe Behaviours

- ~ playing with others by pushing, pulling, or holding (hands on the other person)
- ~ roughhousing
- ~ crawling on the roof of the playground equipment
- ~ running in the school
- ~ pushing/hitting to get one's way.
- ~ snowballs

Examples of Irresponsible Behaviours

- ~ not completing work to the best of one's ability
- ~ blaming others for one's own action
- ~ maintaining a "code of silence"

Examples of Disrespectful Behaviours

- ~ talking back to an adult
- ~ swearing/foul language/put downs
- ~ littering
- ~ inappropriate dress

Examples of Unkind Behaviours

- ~ name-calling
- ~ "secret" groups

Examples of Cheap Fun Behaviours

- ~ insulting others/put downs
- ~ laughing at others' mistakes
- ~ behaviours that disrupt a class

BOTTOM LINE BEHAVIOUR

A second type of unacceptable conduct at McBride Centennial are behaviours that are called bottom-line behaviours. They are the following:

- ~ Harassing, Intimidation, & Bullying (purposeful aggressive behavior meant to hurt or cause discomfort – involves a power imbalance)
- ~ Physical hurt
- ~ Illegal substances such as drugs or alcohol
- ~ Direct defiance of an adult (Not doing what an adult asks)
- ~ Fighting
- ~ Weapons
- ~ Repeated Misbehaviour
- ~ Theft
- ~ Threats

Rising Expectations

Rising expectations means that as students progress through the grades and become older and more mature, increasing expectations are placed upon them.

- ~ there is increasing personal responsibility and self-discipline
- ~ there is increasing severity of consequences for inappropriate behaviour

What Happens If I Behave in Ways That Go Against the School Agreement?

As a restitution school, we understand that we all try to be the best people we can be.

Sometimes, as we go through the day, we may make a mistake in how we treat people, in how we act, and in things we say. A restitution school believes that when we make a mistake, we should have the opportunity to fix it and learn from it.

HOW DO WE MAKE MISTAKES?

Needs

A restitution school believes that we behave in a certain way to meet one of our needs: SURVIVAL, FREEDOM, BELONGING, POWER, & FUN.

Mistakes

When we try to meet our needs, we choose a certain behaviour. When that choice hurts another person, or takes away from another person's needs, we've made a mistake.

HOW DO WE FIX MISTAKES?

Restitution Triangle

The process of fixing a mistake is something called the Restitution Triangle because it has three parts to it. 1) We recognize that we made a mistake 2) We identify what we really wanted or needed 3) We make two plans a) to make the situation better b) to make a plan to do better next time we are in the same situation.

WHAT ABOUT CONSEQUENCES?

At a restitution school, we'd rather have everyone take responsibility and fix their mistakes instead of giving consequences when a mistake is made.

However, if the same mistake is repeated several times, consequences will be applied.

Consequences

If you have been given opportunities to "fix your mistake," but you keep making the same mistake, a consequence will be applied. Type of consequence depends on a student's age, as well as on how serious or how often the behaviour happens.

Consequences may be one or more of the following:

- ~ Restrictions from recess or lunch
- ~ School community service
- ~ Catching up on school work after school
- ~ Removal of privileges (i.e. field trips)
- ~ Suspension from regular classroom activities

BOTTOM LINE BEHAVIOUR

Bottom line behaviours automatically result in removal from the group. Depending on a student's age and maturity level, as well as on how serious or how often the behaviour happens, one of the following will be applied.

- ~ Supervision (being with a staff member at recess, lunch, after school - one day or over a series of days)

~ Work in an alternate area
~ In School Suspension (includes alternate recess and lunch from the rest of the school or a supervised recess and lunch)
~ Formal Out-of- School Suspension
NOTE: Some bottom line behaviours such as threats, drugs, and weapons will be dealt with according to School District Policy.

How are Threats Dealt With?

School District #57 has a zero tolerance for not responding to threat-making (or threat related) behaviour. Any type of threat (even a joke) will be taken seriously. The School District policy will be followed when a threat occurs.

Who May Be Informed of My Behaviour?

At times, the school may have the responsibility to advise other parties of serious breaches of the code of conduct. Advisement may be the result of school district policy, legal requirements, and student safety. Notification will occur to

- ~ parents of the offender in bottom line violations
- ~ parents of the victims in bottom line violations
- ~ the classroom teacher of the offender
- ~ the School Based team when violations begin to show a pattern
- ~ school district officials as required by district policy
- the Student Conduct Review Committee
- ~ the RCMP, Fire Department, or other agencies as required by law
- ~ all parents when it is deemed important to reassure members of the school community that school officials are aware of a serious situation and are taking appropriate action to address it.

ASSESSMENT IN THE NEW BC CURRICULUM (curriculum.gov.bc.ca)

The new curriculum follows a Know-Do-Understand model - what students are expected to know, be able to do, and understand.

Assessment and curriculum are interconnected. Curriculum sets the learning standards that give focus to classroom instruction and assessment. Assessment - involves the methods or tools that educators use to identify student learning needs, measure competency acquisition, and evaluate students' progress toward meeting provincial learning standards.

3 Levels of Assessment – Classroom, Provincial, and National and International

REPORTING IN THE NEW BC CURRICULUM (curriculum.gov.bc.ca)

Communication with parents: Parents will receive communication about their child's learning a minimum of five times during a school year according to the following guidelines:

- Except for the summative report, communication could be any of the following: – a summary of student learning based on a student's collection of work or portfolio – a summary of a student-led teacher-parent conference – an interim report – a summary of the progress toward specific goals in their IEP where applicable.

- Local policy on student reporting will outline the process for providing letter grades as required in Grades 4–9.

- Final written summative report:
The purpose of the summative report is to outline and summarize the child's achievement, in the required areas of learning outlined in the curriculum, for that school year. The summative report may contain information about the child's strengths, areas the child is working on, and ways the parents can support learning at home.

Letter grades and performance (proficiency) scales:

Specific performance (proficiency) scales can be used as an alternative to letter grades. Districts can determine in local policy how letter grades are provided to students in Grades 4–9. District policy may determine different procedures for different grades. Letter grades must be provided if parents request them.

Intermediate

SD 57 PERFORMANCE INDICATORS:

Grades 4-7

Emerging

- Moving toward readiness
- needs direct, ongoing support to practice learning strategies/competencies
- with prompts may show/tell learning

Beginning

- shows progress toward understanding learning goals
- needs some guided support to apply learning strategies/competencies
- with prompts, shows/tells learning

Developing

- On TRACK - Meeting grade level expectations-approaching proficiency
- understands concrete learning goals
- applies known learning strategies and needs support to find new strategies/competencies
- shows/tells learning following some criteria

Applying

- On TRACK - Meeting grade level expectations-proficient
- understands more abstract learning goals
- applies known learning strategies and tries new strategies/competencies
- shows/tells learning following most criteria

Extending

- challenges self to understand learning more deeply
- has a rich set of strategies/competencies across all situations
- shows/tells learning to a high quality extending criteria

A	Excellent or outstanding performance in relation to learning standards.
B	Very good performance in relation to learning standards.
C+	Good performance in relation to learning standards.
C	Satisfactory performance in relation to learning standards.
C-	Minimally acceptable performance in relation to learning standards.
F	No demonstration of minimally acceptable performance in relation to the learning standards for the course.

WHO DECIDES THE GRADES?

While your teacher is the person who puts the mark on your work, YOU are the one who has control over the quality of the work. The teacher takes your work and assesses it according to the learning standards. If you hand in good quality work, you will receive a mark that says that. If you hand in poor quality work, your teacher will let you know with the grade. A grade is not a reward or a punishment from the teacher.

PLANNERS: All classes except K/1 class

Students will have planners to help them be organized. They are expected to be checked and signed **daily by parents**. Students will be **responsible for writing assignments on their due date and other important information in their planners**.

SCHOOL PRACTICES AND GUIDELINES

BELL SCHEDULE

8:30	Busses arrive; supervision begins
8:40	Warning Bell
8:45	Classes Begin
10:15	Recess bell (students are expected to go outside during recess and lunch so students should dress accordingly.)
10:30	Recess ends
12:00	Lunch
12:15	Students go out to play
12:40	Students line up
12:45	Classes begin
2:37	Classes end
2:50	Busses leave

EXTRA CURRICULAR PROGRAMS

A variety of lunch hour or after school activities are sometimes offered throughout the year. These are called extra-curricular activities. Whether or not they happen depends on teacher time and expertise.

Parents and community members (with current criminal record checks are welcome to lead extracurricular activities – please contact the school if you are interested. Events will still require a staff sponsor.

Since these are volunteer activities, student cooperation is essential. **Students who do not cooperate, or are falling behind in their school work may not be allowed to participate.**

Only children registered at McBride Centennial as regular or home school students are eligible to participate in extracurricular activities. However, home school students may not “bump” a regular full time student from an event.

In the past these activities have been offered:

- Volleyball, Basketball
- Track and Field
- Choir, Homework club, Chess Club
- L'il Mudder Challenge

LUNCH TIME

Non-bus students who stay for lunch are expected to behave in an acceptable manner. Those who have difficulty with their behaviour may lose the privilege of remaining on school property during the lunch period. In this situation, parents will be responsible for making alternate arrangements for their children.

BUSSING

Students who wish to ride the bus to a friend's house after school must have a note from their parents. The note is taken to the office, and a permission note to use the bus is given to the student. **This is a courtesy from the bus company so please do not take it for granted.** Students should get this note from the office in the morning before classes start. The office is often busy after school, and you may not get your permission note from the school in time to catch the bus.

LEAVING THE SCHOOL GROUNDS

Students who eat lunch at school are expected to remain on the school grounds until they return home at the end of the day. **If a student needs to leave school during the day, a note that is dated and signed by the parent must be given to the supervisor.** Students with permission notes from parents must inform a supervisor when they leave and report to the same supervisor when they return. **Students who abuse their uptown note privilege will not be able to go uptown for 5 days and will need to bring a lunch.**

WINTER WEATHER POLICY

School will be open and instruction will continue regardless of the weather conditions. Individual bus runs may be cancelled for the day because of dangerous road conditions. Cancellations will be announced on the radio as soon as possible after the decision is made. Students are not expected to wait for a school bus more than 15 minutes beyond scheduled pickup time. If a bus has not arrived by that time, students should return home or to another prearranged place of shelter. If a bus does not run in the a.m. then it will not run after school, so if you have brought your child in then you will have to make arrangements for them to get home.

ATTENDANCE AND ABSENTEEISM

When a student is absent or late, a phone call to the office or note from the parent is requested indicating that your child will not be attending school. There is an answering machine in the office which is left on all the time should you need to call before or after office hours.

A successful school year is based on regular attendance and punctuality. Students who are absent miss valuable classroom instruction. This makes "catching up" difficult to do. Students are expected to complete schoolwork that was done the day(s) they were missing. Please get the work after the absence and catch up as quickly as possible.

It takes time to get homework together so please phone in the a.m. if you want homework. If homework is requested, it will be ready for after school pick up. Teachers are in class all day so they are not able to get homework together on short notice. Thanks for respecting this request.

Even if schoolwork is sent, lesson plans may change so it is important to check in with the teacher to see if anything else has been missed.

CLOTHING

Students are expected to be neat and tidy in appearance at school. As well clothing which is very brief, too tight, or carries offensive slogans or pictures is not considered appropriate. Students wearing inappropriate clothing to school may be asked to change or cover up. Clothing is expected to cover the 3 B's: belly, breasts, and buttocks, (including when bending over and playing.) No bra straps should be showing and shirt/dress straps should be 4 cm or more.

SHOES

All students are expected to remove their outdoor shoes and have other footwear for inside the building. It is also very helpful to have rubber soled (non-marking) running shoes for use in the gym.

LOST AND FOUND

The lost and found for clothing is beside the change rooms. All other lost and found valuables such as watches are kept at the office. It is the responsibility of students to check for items that are lost. Parents are welcome to look too. From time to time, and with notice, items that remain will be sent away to charity.

DETENTIONS

The School Act allows the school to detain students for up to 30 minutes after school. Detentions may be required for discipline reasons, or simply to allow a student more time to complete the day's work with extra help or attention from the teacher. If it is necessary to detain a student for more than 30 minutes after school, parents will be contacted for permission.

FIRE DRILLS

At the beginning of each school year the students will be instructed in fire drill procedure. They are taught how to evacuate the building and what to do in unusual circumstances. Students are expected to take fire drills seriously and follow instructions carefully so that in the case of a real emergency the risk of injury is reduced. We also practice various other emergency procedures

BICYCLES, IN-LINE SKATES AND SKATEBOARDS

Students may ride their bicycles, skates and skateboards to school. However, between the hours of 7:45 a.m. and 3:30 p.m. riding/skating on school grounds is not permitted. Students are asked to walk their bicycles to the racks, remove their skates or carry their skateboards once they enter school property at those times. For safety reasons, we ask that students walk their bikes on the sidewalk when the busses are at the bus stop.

Helmets are required by students for school skating days.

TELEPHONE USE

Cell phones are to be turned off upon entering and until leaving the school grounds.

Students are not permitted to make personal telephone calls during the day. However, a phone is available for students who have an urgent need. They may use the phone inside their classroom with permission from their teacher.

ELECTRONIC GAMES ETC.

Students are asked not to bring electronic game boys, iPod or other valuable equipment to school or on school field trips.

PARENT VOLUNTEERS

Volunteers are welcome at our school. District Policy requires all volunteers to have completed a Criminal Record Check before they can volunteer with students. Forms are available at the office.

CLASSROOM VISITORS

School policy at this time is that we do not allow non-enrolled students at McBride Centennial to visit in classrooms.

RECOGNITION OF STUDENT ACHIEVEMENT

The area of awards will be reviewed this school year 2020-21.

If you have any ideas/thoughts, please let us know.

SCHOOL PARENT ADVISORY COUNCIL

Our school has a very active PAC. This group meets once a month, to discuss school related issues. All meetings are advertised in our school newsletters and minutes of each meeting are attached to a newsletter. New parents are always welcome to attend and share ideas.

A successful school year is greatly supported by students, staff and parents working together in ways that reflect our school-wide agreement. We are all the eyes and ears of our school community.

