



District Code of Conduct

THE ABBOTSFORD SCHOOL DISTRICT EXPECTS ALL STUDENTS TO:

- treat others with respect and courtesy,
- respect the property of others,
- attend regularly and punctually,
- work to the best of their abilities,
- refrain from committing a reprisal for a reported transgression,
- conduct themselves in a manner worthy of the respect of others, in order to promote and maintain a positive school climate free of prejudicial behaviour, discrimination of gender identity or sexual orientation, racism, harassment, intimidation, violence, weapons, illegal substances or substances that can be abused.

DAVE KANDAL'S SCHOOL GUIDELINES AND EXPECTATIONS

We at DAVE KANDAL believe that students are to feel **safe, secure, and welcomed**. Appropriate behaviour is expected. DAVE KANDAL stresses Courtesy, Acceptance, Responsibility and Respect. **Good manners and use of appropriate, polite language is expected.**

Expectations of Students

The following list of behavioral expectations is not all inclusive, but it does provide some guidelines as to what we expect of our students at Dave Kandal Elementary.

We expect students:

- to wear our Student Dress Code,
- to be courteous, polite and well mannered,
- to complete all homework within the given time and to the best of their ability,
- to walk and move about quietly in the halls,
- to use washrooms appropriately. Loitering and fooling around in the washrooms is unacceptable,
- to play safely, respectfully and appropriately,
- to stay on the school grounds during school hours,
- to eat their lunch at their own desk and clean up after themselves,
- to secure bicycles in appropriate areas. To walk bicycles, skateboards and scooters (helmets mandatory) while on school grounds,
- to remove their hats when they enter the school,
- to wear non-marking indoor shoes while in the school,

- to come to school prepared with the necessary materials,
- not to chew gum,
- to follow good personal hygiene practices and bring the proper clothing for Physical Education.

The staff at DAVE KANDAL is committed to providing the highest standard of instruction and to promoting student achievement in a safe, cooperative atmosphere. We recognize that the vast majority of our students share this vision and work hard to maintain these standards.



Student Dress Code

A dress code is in effect for all students at Dave Kandal Elementary. It consists of the following:

- Black dress pants (or dress shorts, capris, skorts, and jumpers)
- White polo shirt (long or short sleeved)
- Wine sweater or cardigan
- Black or white socks (no patterns)

The sweater/cardigan will have our school crest on the left side. Sweaters/cardigans, skorts and jumpers must be purchased from Able Cresting.

Able Cresting
31281 Wheel Ave
Abbotsford, BC V2T 6K7
604 864 9728
www.ablecresting.com

Parents should ensure that all clothing items are labeled with the name of their child. This will assist us in returning lost items to your son/daughter.

Parent Advisory Council

The purpose of the Parent Advisory Council (PAC) is to promote and support education and to contribute to a sense of school community. By having a student at the school, all parents are automatically part of the PAC. The first P.A.C. meeting for the school year will be arranged in the new school year.



Why Do Students Need an Agenda?



DAVE KANDAL School students use Agendas to help them learn to manage their time and plan their days, and to keep you as parents/guardians informed of your child's school activities.

We require that students keep their Agendas with them throughout the school year. Individual teachers may ask parents to sign or initial the Agendas on a daily or weekly basis.

Your child can also carry home his/her school work in the envelope provided for this purpose in the Agenda. **Please check this envelope daily for other communications from the school (such as our newsletter, notes from your child's teacher, etc.).**

Discipline/Behaviour

In the classroom, in the halls and at school functions, standards for appropriate behaviour are based on mutual respect and cooperation. Students who display inappropriate behaviour must understand that there will be consequences for their actions.



Our goal is that the discipline process should be a learning situation.

In order for us at DAVE KANDAL to ensure the safety of our students and provide them with an environment that promotes learning we use a progressive discipline model when dealing with students who display unacceptable and/or inappropriate behaviour. For most infractions, the student will be counselled by the teacher. If necessary, the parent will be informed. The following steps outline our discipline model and procedures.

Step One:

Students are informed that their behaviour is inappropriate and unacceptable and that it is to cease immediately.

Step Two:

If the student continues to display unacceptable behaviour, step one is repeated and the discipline is recorded on a **YELLOW SLIP**. Consequences may include detentions, time-out bench,

restitution of damages, and removal of extracurricular privileges.

Step Three:

Should misbehaviour continue, discipline is once again recorded, and the parent is advised of the child's misbehaviour(s). Parental input and support regarding the discipline of the child at this stage is requested. Parents may also be contacted by the Principal (letter or phone) advising them of any further disciplinary action which may be deemed necessary.

Step Four:

Should misbehaviour(s) continue and more severe disciplinary action needs to be taken, the student is sent to the Principal. The Principal will contact parents either by phone and/or letter advising them of the disciplinary action being taken. Parental support is required and encouraged to assist in modifying the child's behaviour to a level that is both appropriate and acceptable. A Parent-Teacher-Principal conference may be requested.

Step Five:

Should student behaviour(s) continue to be a problem, the Principal of the school will seriously consider in-school and/or out of school suspensions.

Parent Concerns

Should you have a concern regarding your child, please see the classroom teacher first. They are in the best position to address your concern. If necessary, an appointment may be made with the principal. If you feel your concerns are not resolved, please contact an Assistant Superintendent.

DAVE KANDAL POLICIES, SERVICES AND PROCEDURES

School Arrival Time

Students may enter the building at their assigned entrance door when they hear the bell (8:25 a.m.).

Please ensure that your child does not arrive at school prior to 8:20 a.m.

Students who arrive late, after the second bell at 8:30 a.m., need to report to the office for a late slip.

Reporting Absences

Each morning we verify all unaccounted absences. Your



cooperation in telephoning in any absences, or sending a message with a sibling is requested.

Visitors to Our School

When visiting the school or a classroom, we require that you sign in at the office and wear a visitor badge. Visitors are not to be knocking on classroom doors or windows.

When Children are Not Well

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health has improved.



Students who become ill during the day are to come directly to their teacher.

1. ***Our policy is to get students who are ill home as soon as possible.*** Our practice is to call parents and ask that the students be either picked up or given parental permission to go home. For this reason, it is important that parents keep their work and emergency phone numbers current.
2. If your child is sent home for being sick, they need to ***stay home for at least 24 hours*** to ensure they are healthy enough to return.

Medication for Students

On occasion we have been asked by a parent to ensure their child receives emergency medication. Please be aware that in order to do so, we require the completion of the ***Request for Administration of Medication at School Form***.

Parent Volunteers

Parent volunteers help make our school a better place. Please let us know if you can volunteer some of your time in the classroom, in the office, or with any kind of fundraising. We have one to two Book Fairs per year which help us obtain new books for the library. Parents help with running these events.

Picking Up Students

If you are sending someone to pick up your child, please inform the office (and the teacher).

School Closures

In the event of power failures and/or severe winter conditions, please listen to our local radio station FM 107.1 or view the District's website for information about the school at www.sd34.bc.ca.

Leaving the School

Students may not leave the school premises during school hours without written permission or parent pickup. Students are expected to go directly home after dismissal time.

Textbooks

Students are loaned textbooks during the year. Intermediate students often have individual books worth \$60. Students are asked to treat these books with care as they will be charged for textbooks that are damaged or not returned.

Lost and Found

Frequently items such as gym strip or binders are mislaid. If the items are labelled with names, it greatly assists in their speedy return. A Lost and Found Box is kept in the foyer for mislaid items and we encourage students and parents to check this box if something has been misplaced. Smaller items, such as keys and jewelry, are normally kept in the office.

Entrance/Exit Doors

Each classroom has an assigned entrance/exit door to be used: morning, recess, lunch, and after school. If you need to meet a brother or sister after school, meet them at their entrance door.

Indoor/Outdoor Days

Outdoor days: students should be outside for the entire recess and lunch unless they are involved in a supervised indoor activity. Please make sure your child is dressed appropriately for the colder, wet weather.

Indoor days: students should find a quiet activity to do in their classroom. A P.A. announcement will tell you when it is going to be an inside day.

Counselling

Our school counsellor works with students, staff and parents addressing preventative, developmental, and crisis issues. Our counsellor works with students as individuals, in small groups or in whole classes and is available to parents and staff members for in-service.

Playground Supervision

- Teacher supervision starts at 8:20 a.m. Please do not send your children to school before that time, except for before-school sports team practices.
- Children must go home as soon as they are dismissed by the classroom teacher or sports coach. A teacher is on duty until 2:40 p.m.
- Children are not allowed to play on the Adventure Playground equipment after 2:40 p.m. unless supervised by a parent.



Lunch Time

Lunch time supervision is provided by paid parent supervisors and Teacher Assistants. ***Eating lunch at school is a privilege. If there are any behaviour problems,***

students will lose this privilege and must go home at lunchtime.

- We expect proper manners and behaviour from students when eating in class. We expect students to:
 - talk quietly
 - remain seated until dismissed
 - clean up after themselves
 - treat each other and the school with respect
- Send a good balanced lunch with the children so they have the energy to do good work at school in the afternoon.
- Do not send dry noodle packages for lunch as they may cause children to choke.
- No gum or soda pop at school.
- Please pack children's snacks in reusable containers. This will help reduce the litter around the school.
- We emphasize a litter-free environment and expect each student to take responsibility for maintaining it.

Procedure/Policies - Harassment and Bullying

Harassment or Bullying is against the District Code of Conduct and will be dealt with severely and quickly.

Harassment or Bullying includes inappropriate remarks, jokes, taunts, comments, gestures, sexually suggestive comments or actions

that create an uncomfortable or hostile environment.

A Bully is someone who:

- uses power to hurt others or damage their possessions.
- purposely scares or intimidates others
- is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.

If you feel you are being bullied at school, tell a parent/guardian, teacher or another adult whom you feel comfortable discussing the incident(s) with.



We believe that students should do some kind of homework after school or in the evening to help them build their skills and develop good study habits. However, they also need time to play and participate in community activities such as sports teams, clubs and music programs. Teachers assign homework to practice a skill, to complete work or projects and to read regularly. School District Policy recommends the following homework schedule:

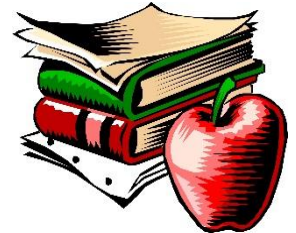
- Kindergarten to Gr. 3: Parent support of the home reading program, (at least 10 to 15 minutes per night). Try not to skip a day; make reading a habit.
- Grade 4 to 5: an average of 20 to 45 minutes of steady work per night.



Parents can help by:

- setting aside a particular time and place to study
- taking an interest in what the student has learned that day.

Parents are expected to go over their child's planner to make sure the child understands the homework assignment, and check to see that it is done to her/his best ability.



If signing the planner is a requirement in your child's class, please do so.

The planner also serves as a communication log between school and home. Please feel free to write notes to the teacher in the planner.

Shoes

Students are required to have two pairs of shoes: one outdoor pair and one "inside only" pair with non-marking soles to be used as indoor shoes

and gym shoes. Due to health concerns, bare feet are not permitted.

Telephone Use by Students

We discourage student use of our school phone in all but **EMERGENCY SITUATIONS** because we feel it is important that lines be left clear for school business.

Only for very important reasons will students be permitted to use the school telephone.

School phones cannot be used by students to make plans for after school activities with their friends; this should be done at home the day before.

Toys and Money at School

Toys and expensive items should not be brought to school, since they often lead to problems between students. We ask your cooperation in having children keep such items at home unless they are specifically requested by the teacher. Children should not bring money to school unless specifically required by the teacher or to purchase an item during a bake sale or popcorn day. The students cannot bring more than five dollars. Lending and borrowing money is not allowed.

WEARING OF THE KIRPAN

Court and Human Rights decisions affirm the right of Sikhs to wear the Kirpan. Former Superintendent of Schools, Mr. Harry Sayers, originally developed the following guidelines in 1988 in conjunction with the elders of the Sikh temple. These conditions will apply to Sikh students who wear a Kirpan at school:

- The Kirpan should be worn discreetly, under clothing, and safely secured in such a fashion that the blade cannot be withdrawn.
- It must be of a size that is obviously ceremonial, and firmly attached or bound to the body so that it is not moving around.
- It should not be shown off to other students or other persons.

LEARNING SUPPORT SERVICES

Learning Support Services (L.S.S.) supports students who are working in the regular classroom and need extra help from a specialist teacher. Referrals are made by the classroom teacher to the School Based Team, which includes teacher representatives and the principal, to determine Learning Assistance placements.

The English Language Learners (E.L.L.) program helps children develop their English language skills in the following areas: oral, reading and writing. E.L.L. and classroom teachers collaborate regularly to ensure student success by:

- discussing learning outcomes for the year
- planning lessons with scaffolds according to students' needs
- providing in-class and pull-out support
- assessing student progress

Library Program

All classes have regularly scheduled library periods for book exchange and research projects.

Students can take out one, two or three books at a time depending on their grade level. Books may be kept out for one week. Lost and damaged books will have to be paid for so they can be replaced.



Physical Education program

Dave Kandal's Physical Education Program emphasizes active living through participation in a variety of movement activities and team sports to build flexibility, strength, and endurance along with good sportsmanship behaviors.

These are the P.E. guidelines:

- Kindergarten students do not change clothing for P.E. However, they are expected to dress comfortably and to have proper indoor runners with non-marking soles. When P.E. is held outside, children wear their outside shoes, which should be sturdy runners (no sandals).
- Students in Grades 1-5 are expected to have proper gym clothing to change into: T-shirt, shorts, track pants and **indoor runners with non-marking soles**. Students must keep their gym clothing in a cloth bag at school from Monday to Friday.
- Students are expected to remove jewelry before class for safety reasons. Small stud or post-style earrings and small hoops are acceptable for most activities. Religious bracelets may be worn for most activities - they should be as thin as possible.

Full participation in all aspects of the curriculum is expected. If medical reasons prohibit your child from participating, please send a brief note with your child on that day or for the time involved.

After School Sport Events at Dave Kandal

- The school team games usually start around 3:00 p.m. and end at 4:00 p.m.
- Team members can stay at school until game time as long as they are well behaved.
- We encourage other students to watch the games, however, spectators must go home first, and check in with their parents.
- Arrangements for team games at other schools are made by the coaches.
- When students go to other schools, they are representatives of our school; we expect excellent behaviour and sportsmanship.
- If parents are driving students to the game, they must have a seat belt for every child. Parents -- please be on time to take students to the game, and to pick them up after the game.

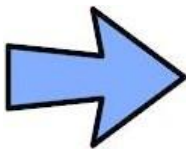
Spectator Expectations

When students are watching a game at our school or other schools they are encouraged to cheer on the teams that are playing. Students will be asked to leave if they show poor sportsmanship or are disrespectful. Your cooperation in reinforcing this at home would be appreciated.



Parking

When needing to come into the school, parents may use the school parking lot or park along Crestview Avenue adjacent to the park. **Do not park alongside the school, as this is a drop-off lane only.** Parking in a drop-off lane before and after school creates unsafe conditions for our children. The drop-off lane is also used by our buses which cannot get through when cars are parked in this lane. Thank-you for your cooperation.



HAVE YOU READ THIS INFORMATION?

Students are expected to read and discuss this information with their parents. Please sign below to show that you and your child understand Dave Kandal Elementary's rules and expectations. Here's to another great year!

Parent Signature

Date

SCHOOL BELL TIMES



- 8:25 Warning Bell
- 8:30 Classes Begin
- 10:25 Recess
- 10:40 Classes Resume
- 12:03 Lunch
- 12:25 Playtime
- 12:50 Warning Bell
- 12:55 Classes Resume
- 2:30 Dismissal

"TEAMWORK WITH PRIDE"



S	• Success • We strive for Success.
O	• Organized • We are Organized.
N	• Nice • We are Nice.
I	• Integrity • We have Integrity.
C	• Creative • We are Creative.
S	• Service • We provide Service.