

**COLUMBIA ELEMENTARY  
SCHOOL  
2016 - 2017**



**Student and Parent  
Handbook**

**School Address:** Columbia Elementary School  
1437 Allison Street  
Penticton, B.C. V2A 3X5

**School Website:** <http://sd67.bc.ca/schools/columbia/>

**Telephone:** 250-770-7676

**Office Hours:** Monday – Friday 8:00-3:15

**Principal:** Lloyd Lindsay **Vice-Principal:** Kent Percevault

**Secretary:** Gladys Sismey

**School Trustee:** Barb Sheppard

---



## **Welcome to Columbia School**

↪ Welcome to Columbia School!! The purpose of this handbook is to help the students and parents of Columbia Elementary School be aware of the objectives and procedures of the school. This information is intended to assist parents in understanding what the school expects of students and what the parents and students can expect of the school. The handbook is included in your planner to be used as a handy reference. If there is a topic that isn't covered, or you need clarification on an issue, please call the school. Our administration, our secretary, or any of our staff would be pleased to help.

## **Columbia's Guiding Principles and Code of Conduct**

**At Columbia Elementary, we believe that in order for students to reach their full potential, all community partners need to work together to create a caring, nurturing, and safe learning environment.**

↪ **At Columbia, we believe in:**

**5 C's: Common sense, Courtesy** to others, **Consideration** of others' rights and property, **Co-operation**, & **Commitment to Learning** are encouraged as part of Columbia's 5 C's program. The Columbia staff is proud of all students at Columbia and of the manners and behaviour that they exhibit in their interactions with others.

**Positive Language and Actions:** At Columbia Elementary School, we use our words and actions to build others up, not to put them down. We feel that our mouths and actions can be just as dangerous and hurtful as hands and feet. We promote positive, uplifting actions and words that help others grow and flourish.

## **Columbia Elementary School Inquiry Question**

↪ Columbia's inquiry question was developed by staff to help our students think about and better understanding their own learning. The school district uses the inquiry process to facilitate the pursuit of continuous improvement in our schools as we strive to find ways to best serve our students. The inquiry question we are currently exploring is: **"If we focus on teaching and modeling self assessment, what effect will this have on student achievement and learning engagement?"**

## **What We Believe for Our School Community**

- **School should be fun and engaging.**
- Students need a climate which promotes self-esteem, a sense of accomplishment and a commitment to seek excellence. **We build people up with our words and our actions, not put them down.**
- Students need a safe, positive, and orderly environment in which to learn.
- Students should feel good about themselves and work towards being the best that they can be.
- Discrimination towards others will not be tolerated. Discrimination is the unfair treatment of a person or group on the basis of prejudice. This may include any perceived difference (i.e. gender, socio-economic status, race, or age.)
- All students can develop excellent work habits and strong thinking skills that are important for lifelong learning.
- All students can experience success and develop a positive self image.
- All students can be responsible, as well as respecting and encouraging the rights and responsibilities of others.
- Education is a shared responsibility among staff, students, parents and the community; the greater our enthusiasm, dedication, and teamwork is, the more complete the student experience in school will be.
- Communication between the school and the home is essential.
- Learning activities need to be developed with clear criteria and relate to Ministry expectations.
- Schools must always work to improve.
- Students need to be able to think independently, or in groups, and to solve problems creatively.
- Students need to be responsible for their own behaviour, in terms of their learning and in their interactions with others.

### **1. School Expectations**

The following regulations, governing student behaviour in the school and school yard should be observed. Every student approaches or reaches maturity at different age levels; however, expectations of student behaviour related to these regulations generally increases as the students reach the higher grades.

1. We attend classes regularly and on time, with the necessary materials for class.
2. We are actively involved in our own learning, and assignments are completed to the best of our ability.
3. We show good manners and behave responsibly, regardless of the setting (ie., class, assemblies, field trips, etc.)
4. We show respect for the rights and property of others, including our school and grounds.
5. We are honest.
6. We move safely and courteously in the school.
7. We remain on the school grounds at all times, except when written permission of the parents is given.
8. Students' clothing needs to be appropriate for school. If a students' clothing or appearance is deemed inappropriate by staff members they may be asked to change, and/or the parent/guardian will be contacted.
9. Cell phones, walkmans, ghetto blasters, MP3 players, iPods, electronic games, etc., are not encouraged at school. The school does not accept any responsibility for the loss/damage of these items. Student cell phone use in a K-5 school is not encouraged. Students have access to a student phone with a pass from the classroom teacher.

### **2. Classroom Expectations**

Each classroom teacher, together with the students, will develop a list of reasonable expectations and consequences for their classroom. These will be communicated clearly to students and parents.

### **3. Consequences and Procedures**

#### **Our school approach to discipline will:**

- Help the student identify his/her problem(s)
- Help the student solve the problem he/she has
- Leave the student's dignity intact

In keeping with this positive approach to behaviour, the staff of Columbia Elementary School will continue to ensure that students regularly receive assistance, encouragement, praise and specific feedback regarding their positive behaviours and academic gains.

#### **A. Classroom Consequences and Procedures:**

Classroom behaviour is dealt with on an individual classroom basis, for minor behaviour issues. We normally base our consequence on a 1,2, 3 philosophy:

1. Warning
2. Minor sanction (time out, etc.)
3. Major sanction (detention, referral to office, call home etc.)

#### ***Some consequences for minor offences in the classroom may be:***

- Warning
- Removal of privilege
- Time out
- Detention
- Request for apology
- Small task in line with misbehaviour

These infractions may include contact with parent or guardian, especially if repeated. Major offences (fighting, hitting, repeated defiance, insolence, etc.) and repeated minor offences will be referred to the office.

#### **B. Referral to School Office**

Students who commit major offences (including, but not restricted to: intimidation/threats, repeated hands-on activity, violence/fights, insolence, severe defiance) will be referred to the office. Depending on the severity and frequency of the offence, the following continuum will be used at the office:

First offence: - Verbal warning and problem-solving discussion

Second offence: - Think paper to be sent home and signed, or administrator contact with parent, with consequences outlined

Third offence: - Meeting with parent/guardians with follow-up disciplinary action both at school and at home

Fourth offence: - Maximum penalty, including but not limited to at-home suspension, in-school suspension, etc.

***\*Please note that the above represents a guide for parents, students, and staff to understand the continuum for discipline, and that the disciplinary action will need to have flexible boundaries depending on the severity of the offence and the timing. For example, if a student engages in dangerous activity that is harmful to another, the consequence will be severe and immediate (not just a warning).***

## **Other Important School Information**

### **Leaving the School Grounds**

↪ Students are not permitted to leave school grounds during school hours without written permission from parents. Students with medical appointments should check out through the office. (See School Regulation #7)

### **Bicycles**

↪ Students bringing bicycles to school should know how to ride the bicycle safely, and wear a helmet. They should also bring a lock to secure the bicycle. Bicycles may be ridden to and from school, but not while at school. For everyone's safety, students must walk their bikes at all times on the school grounds.

### **Skateboards, Scooters, Heelies, and Roller Blades**

↪ Skateboards, scooters, heelies, and roller blades may be used on the way to and on the way home from school. However, they must be stored in student's lockers during the school day and not used on school property.

## **School Safety**

↪ **At Columbia Elementary, we want all of our students to feel safe at school. Here is some information related to school safety.**

- **Hands-Off Rule:** The most important rule in our school is the "Hands-Off" rule. The rule is imposed for safety, courtesy, and respect. It includes not only fighting, but "play fighting" and the like, which can easily lead to bullying and real fighting.
- **Supervision:** Limited supervision is provided before and after school. Students should not arrive before 8:40 a.m. unless they are participating in a supervised activity. Students should leave for home immediately after dismissal at the end of the school day, unless they ride the school bus.
- **Reporting Absences:** The school provides a "Safe Arrival Program." We would request your cooperation by reporting student absences by telephoning the school office at 770-7676 before school commences in the morning. A message can be left on extension 6027.
- **Arriving Late:** Students who are late are requested to report to the office before going to class. Although we understand there are legitimate reasons for being late, we encourage all students to be on time, so as not to disrupt their learning or the learning of others.
- **Change of Address/Emergency Contact:** Should it become necessary to contact the home or a designated contact, it is important that the school maintains current information about a student's status. Please keep the school apprised of all important changes, such as address, phone number, change of physician, emergency contact, etc.
- **Fire, Earthquake, and Lockdown Drills:** Throughout the year, we hold six fire drills, one earthquake drill, and one lockdown drill to ensure students and staff are familiar with safety procedures.

## **SCHOOL ACCESS POLICY**

**Columbia School’s access policy is designed to provide a welcoming and safe environment for our students and others visiting our school.**

- 1. At 8:45 am (first bell) students will enter the school by their outside classroom door (primary wing) or the nearest outside door to their classroom (intermediate wing).
- 2. Students will enter and exit by these same entrances at recess, lunch hour and at the end of the school day.
- 3. Students arriving before 8:45 am may enter by the front entrance if they are attending a planned, supervised school function.
- 4. Students may exit through the main entrance if they are in the office area for an acceptable reason, if they are using the student phone or if they are in the front entrance area for any acceptable reason (ie, have been asked to meet their parent there.)
- 5. All students arriving late must enter through the front entrance and check in with the school secretary.
- 6. All individuals, apart from school staff and students, must enter by the main entrance and check in at the office.

**SCHOOL TIMES**

8:45 am . . . . .	Morning bell
8:50 am . . . . .	Classes begin
10:20 – 10:35 . . . . .	Recess
12:15 – 12:55 . . . . .	Lunch period
2:45 pm . . . . .	Classes end