

## CAMPUS VIEW CODE OF CONDUCT

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### École Campus View Elementary School Code of Conduct – Our Guiding Principles For Working Together

#### *“Today’s Learners, Tomorrow’s Leaders”*

École Campus View Elementary School, in partnership with its community, is committed to providing a safe, nurturing, respectful environment where all students strive to reach their full potential as citizens in our community.

We will accomplish this by choosing to:

- **be safe**
- **be cooperative**
- **be kind**

#### SAFE

- remain in supervised areas
- know emergency procedures
- notify an adult if there is a problem
- listen to the instructions of all adults
- honour personal space

#### COOPERATIVE

- be on time
- be ready to learn
- participate in classroom activities
- take turns
- be polite

#### KIND

- be considerate
- be tolerant and forgiving
- work to solve problems
- apologize when necessary
- include others

**Unacceptable Conduct:**

Our guiding principles for working together at Campus view aligns with the B.C. Human Rights Code that, “Promotes a climate of understanding and mutual respect where all are equal in dignity and rights.” Unacceptable behavior at Campus View is defined as:

- interferes with the learning of others
- interferes with an orderly environment
- creates unsafe conditions
- acts of bullying, harassment or intimidation
- physical violence
- retribution or retaliation against a person who has reported an incident
- illegal acts such as possession, use or distribution of illegal or restricted substances
- possession or use of weapons
- theft or damage to property
- not following instructions given by school staff

Whenever possible, consequences will be preventative and restorative, rather than merely punitive.

We consider individual personalities and increasing expectations of responsibility based on age, special needs and goals when dealing with student conduct. Appropriate discipline is positive in nature and involves the active participation of students.

**Rising expectations** – *Guiding children to make good choices by:*

- *Applying appropriate resolution strategies*
- *Increasing personal responsibility and self-discipline*
  - Teachers review our guiding principles with students and develop strategies and skills that lead to children making appropriate behaviour choices.
- *Involving parents with the school to plan the necessary strategies and skills to support the child in making good behaviour choices*
  - When incidents are repeated, teachers, administration, school counselor and parents will come together to form plans to assist the child.

**Consequences** – *Guiding principles of a school consequence are to identify the inappropriate behaviour, to bring understanding as to how the behaviour affects self and others, and to develop strategies and skills that change the child’s behaviour.*

Consequence for violating the code of conduct will vary according to the severity and frequency of actions. Whenever possible, restitution approaches will be applied to support children affected by inappropriate behaviour. The focus of restitution is to change behaviour, fix the problem, restore relationships and maintain the dignity of the child. The restitution model emphasizes working with the student, rather than doing something to the student. Examples of consequences are:

- incident debriefing/restitution
- one-to-one conference with the child (with teacher, counselor, educational assistant, supervisor or administrator)
- meeting with all parties concerned to develop a plan of appropriate restitution
- incident report home, phone call home and/or conference with parent(s) and student
- loss of privileges
- suspension (in school /out of school)

**Notification** – *The school community and school district will be made aware of serious situations or incidents and will be communicated to about how these issues are being addressed.*

- police and/or other agencies within the school community will be informed and team together with the school to best address the conflict
- District Crisis Incident Response Team may also be called upon to form a partnership with the school as an intervention resource
- our school community will promote safety by addressing any and all discrimination directed towards school families, staff or visitors attending Campus View.

## AUXILIARY SUPPORT PROGRAMS

☎ **DISTRICT COUNSELLOR** –Our school counsellor, Mrs. Mary Kelly serves Campus View School on a part-time basis and is available to help students and families if the need arises. Contact may be made through the school office.

🗣 **SPEECH AND LANGUAGE** -District Speech and Language Pathologist Mrs. Laurie Denley assists our students with articulation of speech and language development. If you have concerns, contact your child's teacher.

☐ **LEARNING SUPPORT SERVICES (French and English)** - This program offers small group instruction for students who would benefit from additional academic assistance. Students whose first language is not English can also be supported with small group instruction.

☐ **OCCUPATIONAL AND PHYSICAL THERAPY SERVICES** These specialists assist our students with their fine and gross motor skills and with self-regulation strategies. If you have concerns in this area, contact your child's teacher.

☐ **LIBRARY PROGRAM** -Staffed by a qualified teacher-librarian, Mme Robin Van Gessel, and a library clerk (part-time), we offer a library program for all children. Our collection includes fiction and non-fiction, magazines in English and French, as well as a good reference section with print and online resources.

🎵 **MUSIC PROGRAM** – We provide music for all students at Campus View including classes with the music teachers, Mrs. Jody Onuma Mrs. Dzbik, where they learn songs and to play recorder or ukulele as they get older. Choir is accessible to all students in Grade 4 and Grade 5 on Wednesday mornings before school. There is also a district strings program offered to Grade 5 students twice weekly by Mrs. Barb Eadie.

## 🏠 HOME AND SCHOOL - SHARING INFORMATION

We believe that through a strong parent/teacher partnership the education of children is enhanced. The following outlines some of the methods of information - sharing that exists to maintain this partnership. This list is not under any circumstances meant to preclude less formal means of communication, such as telephone calls, notes, messages, conversations and informal visits.

- **Visit the School District 61 Web site** and click the link for schools, elementary to access Campus View School information such as newsletters, Campus View handbook, calendars, school supply lists, and school and PAC events.
- **School communications** are sent home electronically on a regular basis. These provide information about school or classroom activities; upcoming events and activities at the school; safety procedures, health concerns, parenting tips, etc.
- **PAC Meetings** - announced in advance via the school newsletter by the P.A.C. President. These meetings are usually held once a month and everyone is welcome to attend. Babysitting is available for school aged children for evening meetings. Please sign up on the PAC Hotlunch Website. It is not just for lunch, it is how the PAC gets your permission to communicate directly with you.

## Work at Home / Homework

Students in Elementary grades may be asked to do work at home. A typical Primary classroom (grades k-3) might engage students in a nightly reading program or for a Primary French Immersion student, a French Dictée, while an Intermediate classroom (grades 4-5) may have a greater variety of work assigned.

Homework is typically assigned to allow for:

- completion of daily class assignments
- extra practice or review to reinforce learning

- enrichment or extension of classroom activities

### **Your Family Role in ‘Work at Home’ and Academic Development**

An excellent goal for any family is one that involves daily home reading- research shows reading is one of the most determining factors related to academic success. Reading with your child, discussion about reading, and encouraging daily reading all have *significant* impacts on future achievement and accomplishment. As students carry on in school, their reading ability affects success in nearly every subject area. Additionally, you can help support *numeracy* development by practicing appropriate Math / number facts for your child’s age or by engaging in any games involving numbers, counting and number grouping.

If you have questions about work at home, you should begin by discussing them with your child’s teacher.

### **Regular Attendance / If Your Child Is Absent**

Regular attendance is very important - a student’s over-all growth increases significantly over time when they attend regularly and have strong connections to all aspects of classroom and school learning. Research demonstrates there is a powerful link between successful learning and regular school attendance. While we recognize students may be periodically absent from school, please support your child by working hard to attend regularly and to be on time.

Please contact the school ‘callback line’ at **250-477-6839** if your child will be absent - if we do not hear from you, our callback line should contact you to confirm your child’s absence. Please ensure phone numbers and email addresses are up-to-date. *\*If you change a number or email, please let our office know immediately so we are able to contact you in case of emergency.*

[For safety reasons, all visitors to Campus View are asked to report to the office.](#)

**BEFORE SCHOOL ALL STUDENTS ARE EXPECTED TO:**

- Remain outside until the bell at 8:38 a.m. in order to enable teachers to prepare for class. Students enter through the doors as assigned by their classroom teacher. Teachers will let their class know which door to line up at prior to the morning bell each day. A warning bell will ring at 8:36 a.m. to indicate it is time to line up.

**SIGNING STUDENTS IN & OUT**

- If you take your child out for an appointment, an event or if they have become ill, please sign them out through the school office when you are leaving the building.
- If you are bringing your child to school after the morning bell in the a.m., please sign them into our late attendance book located outside our school office.

**DURING SCHOOL HOURS - ALL STUDENTS ARE EXPECTED TO:**

- walk in the halls quietly so as not to disturb other classes
- keep to the right when moving in the halls or on the stairs
- arrange to meet friends outside rather than in the halls or classrooms

**RECESS TIME - ALL STUDENTS ARE EXPECTED TO:**

- be outside unless there is a note from parents due to illness
- play fairly and use their WITS
- put any garbage, compost or recycling in bins provided
- remain on the school grounds

**LUNCH EATING TIME - ALL STUDENTS ARE EXPECTED TO:**

- eat calmly, and talk quietly, students do not eat at hall tables unless directed by their teacher
- clean area after eating (use recycling tower and classroom compost)
- gain permission of the lunch monitor to leave the room to use the washroom
- dismiss when directed to do so and walk directly outside

**LUNCH PLAY TIME - ALL STUDENTS ARE EXPECTED TO:**

- remain on the school grounds unless going home for lunch and accompanied by an adult.
- sign out at the school office if going out for lunch with a parent/family member.
- play fairly and safely, using their WITS.
- stay on their designated playground (either the primary or intermediate side)
- follow safety guidelines for noon hour games as determined by adult sponsor.
- respect out-of-bound areas as described to them by their teachers and supervisory staff.

**ON RAINY OR 'IN' DAYS - ALL STUDENTS ARE EXPECTED TO:**

- remain in their classrooms or assigned spaces and engage in quiet activities
- cooperate with supervisors/monitors

**MORNING RAIN BELLS**

- At times, we may ring the rain bell in the morning. Rain bells will only be rung when our supervision starts in the morning, not before since we cannot supervise the student body without. If we ring the rain bell, students are expected to come into the building and sit calmly outside their classroom. Students whose classes are outside portables should enter the front door and find a space near the office area. Please dress for 'west coast weather', we do not bring students in in the event of light rain.

**AFTER SCHOOL - ALL STUDENTS ARE EXPECTED TO:**

- exit the building as soon as dismissed
- exit through their designated door
- report to the office if not picked up by a parent or caregiver

## WAITING FOR SCHOOL DISMISSAL

For parents picking children outside, please wait in the designated line up area for the class - of course if you need to, you can visit the class.. Kindergarten parents should pick up their children on the primary playground. It is important to instruct your children what they should do if you are LATE in picking them up.

- a) Ask your child to always wait for you at a pre-determined place for a specific period of time.
- b) If a parent/guardian does not arrive by 2:56pm (at the end of our supervision), students are asked to wait in the school's main entrance until picked up or appropriate arrangements can be made.
- c) Please make sure your child knows the after school plans for getting home or meeting someone to avoid interrupting classes in session. As well, if your child is making playdates, this should, when possible be done in advance.

## DROP OFF PROCEDURES

All parents are asked to ensure their children's safety when bringing them to school in the mornings, whether you walk, ride, or drive to school. Parents are asked not to leave children unattended on the playground until a supervisor is present on school grounds. Supervision is provided on the front playground for 15 minutes immediately before and after school.

Please leave with plenty of time to spare in the morning as our school area is a very busy place and parking is very difficult. Unfortunately, our staff lot is not big enough for staff and so, is not an option for parents. Please respect our signage. As well, our drive through is closed for afternoon pick-up as with the local traffic on Gordon Head Rd., parents picking up, and the daycare busses that pick up students, Gordon Head road traffic stops if we have it open. You will need to park and walk if you are picking up after school. Leave lots of time if you know you will need to park.

## EXPECTATIONS FOR VEHICLES IN CAMPUS VIEW SCHOOL ZONE

- Please respect the 30 km/hr speed limit on the streets around our school.
- Use the pull through for quick drop offs and pickups only. DRIVE SLOWLY IN THE DRIVETHROUGH.
- If you need to get out of your vehicle to pick up your child, please find street parking.
- For safety reasons do not turn left when leaving the pull through.
- Do not park in the staff lot between 8 and 3 as per our signage. Campus View Out Of School Care also has access to our parking lot for their staff. Unfortunately, we do not actually have enough parking even for our staff on some days so there are no additional spaces available for parent parking.
- **For safety reasons - DO NOT DROP CHILDREN OFF in the Staff parking lot between the hours of 8 and 3.**
- Do arrange a place to pick up your child that is not in the pull through zone.
- Students and parents are asked to use our crosswalk and avoid crossing through the staff parking lot to access Gordon Head Rd.

PLEASE KEEP SAFETY IN MIND ESPECIALLY WHEN YOU ARE DRIVING  
WITHIN OUR SCHOOL ZONE.

### STUDENT SUPERVISION

Campus View plans for four to five supervisors to be on duty during our recess and lunch play breaks. Grade 5 student monitors help out by being in Kindergarten to Grade 4 classes while children eat their lunches. Adult supervisors also assist directly and are always close by in hallways when students are eating lunch each day. Supervision is provided on the primary and intermediate playgrounds for 15 minutes immediately before and after school.

### DRESS FOR THE WEATHER

Please remember to dress your children appropriately for weather conditions. Send warm coats, hats, and gloves for cold, windy days labelled with your child's name. We have outdoor recesses whenever possible, even when it is raining unless the rain is very heavy. Check the weather forecast in the morning please.

### BIKES, SCOOTERS, SKATEBOARDS AND ROLLER BLADES

Students who ride bikes, scooters, skateboards or roller blades to school are not to use these items on the grounds from **8:15 a.m. to 3:00 p.m.** Those using:

**Bikes:** dismount bike by the road and walk to bike racks for lock-up

**Skateboards:** dismount skateboard and carry until the bell rings

**Scooters:** dismount at the street sidewalk, fold up scooter and carry until the bell rings

**Roller blades:** sit down and remove roller blades outside school and put on street shoes.



**\*\*\*Roller blades and soccer shoes are not to be worn in the building at any time.**

### ELECTRONIC DEVICES & CELL PHONES AT SCHOOL



Students should leave gaming/music devices at home. If a cell phone is required to be at school for safety reasons it is to remain turned off and out of sight until the end of the day unless specific arrangements have been made with your child's classroom teacher. If for some reason students need to call home while at elementary school during school hours, they should speak with an adult first and we will facilitate calls on a classroom or office phone.. The school will not be responsible for electronic devices brought to school by students.

## FRAGRANCES IN SCHOOL

We aim for a fragrance free zone. Some students and staff are highly sensitive to perfumes and other scented products. Please keep this in mind.



## PETS AT SCHOOL

For safety reasons, please keep dogs leashed at all times while on the school grounds. As pet allergies are very common, please do not bring any animals into the school unless prearranged with your child's classroom teacher.

## TELEPHONE USE POLICY

The school's three-line system is heavily taxed throughout the day. Please note the following guidelines for telephone use at our school:

- messages taken for telephone calls (staff or students) made during instructional time will be left in the teacher's/staff member's mail box
- **'emergency calls' only will be passed along to children - we understand that from time to time, last minute changes are necessary and we will of course help. Please keep these to a minimum.**



## School Assemblies

Assemblies are held on a regular basis.

### Campus View holds events such as:

Guest authors

Guest performers

Fundraising for global causes

Whole School Singing

Terry Fox Run

Jump Rope for Heart

Reading Celebration Week

Sporting Events & Activities

## EXTRA CURRICULAR ACTIVITIES AT CAMPUS VIEW

Extracurricular sports activities and opportunities are designed to support the regular physical education program. Some additional opportunities may be school-wide, such as the Terry Fox Run, and our annual Fun Day, while other opportunities such as swimming, skating, orienteering, etc. may be developed by the classroom teacher. The emphasis for these activities is participation, skill development, team-work and fitness and curricular connections. When participating in team event, commitment, 'doing one's best', accepting/respecting judgments from the referee and coach, self-control and respect for opponents are stressed.

## LUNCH ACTIVITIES & SPORTS TEAMS

Sometimes, there are noon-hour or before/after school activities here at school. Most of our representative sports teams are for grades 4 & 5 and have included the following: cross-country, soccer, basketball, rugby, track. Some of the traditional school district activities of cross-country running and track will be offered to grades 3, 4 and 5. Typically, we also have many music related activities as well.

Letters will be sent home with regard to individual activities being offered, with an explanation of the specifics of practices/games, the commitment required, student expectations and request for parental support where necessary.

## STRINGS



This is a district program and is for grade 5's only. Grade 5 students to perform publicly at assemblies, concerts and occasionally in the greater community.

- LUNCH ROOM MONITORS

Grade 5 students are asked to volunteer the first 20 min of their lunch hour to monitor students in classrooms. These students also supervise and coordinate activities in the classrooms on rainy day recesses and lunch hours. This is voluntary, and is monitored by adults.

## PAC

All parents of students of Campus View School are general members of the Parent Advisory Council. An Executive Committee is elected every January by nominations to drive the group. Meetings are held monthly with prior notice through the PAC hotlunch website and email system. Discussions are held on many topics. Events, activities and programmes are organized with intent to enhance the educational climate and community spirit of Campus View. The PAC e-mail address is [cvpacpres@gmail.com](mailto:cvpacpres@gmail.com)

As stated in the constitution, the purpose of Campus View.'s PAC is to:

- 1) To enhance communication between parents, students, school staff, community and administration.
- 2) To review, discuss and make recommendations to the school staff and administration on any non-confidential matters relating to the school.
- 3) To promote cooperation between the home and the school in providing for the education of children.
- 4) To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

## Section VII - CODE OF CONDUCT

- a) The Campus View School Parents Advisory Council is NOT a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.
- b) An executive member who is approached by a parent with a concern relating to Section VII is in a privileged position and must treat such discussions as confidential.

With regard to individual concerns, the role of the PAC is to advise the parent on how to present his/her concern and to ensure that there is an appropriate procedure to hear about individual concerns or complaints at the school as well as the district level.

## Communication

- Coordinate news to parents via class reps, e-mail lists, etc
- Organize ways to encourage parents to volunteer
- Encourage volunteer sign-up for school events
- Coordinate with office administration

## EMERGENCY/EARTHQUAKE PREPAREDNESS

An ongoing committee of teachers and parents meets regularly to review current supplies, equipment needs, training, response plans and parent education. Parents should ensure that their emergency release information is up to date at all times.

**Pack it in, pack it out and walking to school**

Please consider the packaging waste when you are making lunches and snacks. We are trying to minimize garbage and promote re-useable containers. As well, our recycling ability is limited. Students are expected to take home any recyclable materials for curbside recycling in your home. Think about walking/riding to school, even it if is only one day a week. Every little bit helps!

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# VICTORIA CONFEDERATION OF PARENT ADVISORY COUNCILS (VCPAC)

Campus View's PAC is an active member of VCPAC – a district-wide parent run organization whose purpose is to encourage and promote meaningful parent involvement in the education of all students within the public school system for the Greater Victoria School District and the province of British

Columbia. VCPAC objectives include supporting school PAC's by providing information and leadership; participating in the consultation process within School District #61; advocating equal educational opportunities for all student; providing parent education and liaising with other parent groups and organizations concerned with public education. All parents are welcome to attend BCPAC meetings which are held at different schools on the fourth Tuesday of each month. Each year a parent represents Campus View at VCPAC meetings.

## Fundraising

Fundraising is carried out to enhance the educational environment at the school as listed below.

### Services

Special Lunch days  
School Supplies  
Scholastic Book Fair



### Community Building

Dances  
Fun Fair  
Christmas Craft Fair  
Movie Nights



### Grant Applications

Artstarts  
Healthy Schools Grant



## SAFETY IN THE BUILDING

### STUDENT HEALTH & SAFETY PLANS

Students with diagnosed medical conditions, severe allergies or anaphylactic often have a medical plan in place developed by our administration parent input. If you believe your child requires a medical plan, please contact our school office to make an appointment.

In September you may receive information from your child's teacher regarding possible food (such as tree nuts) allergies in their class. Please be cognisant of the foods you pack in your child's lunch. If your child brings a noted food allergen to class, please inform their teacher to ensure precautions are taken.



### SAFETY DRILLS

Safety drills are practiced as a regular part of our safety plan throughout the school year. Most drills are not announced to parents or students. The more practice students have, the more prepared and calm they will be should a real emergency arise.

#### 1. Fire Drills

- Fire Drills are practiced on a regular basis in conjunction with the Saanich Fire Department who monitors our Fire Drills and inspect our buildings for fire hazards.

#### 2. Earthquake Drills

- Our Earthquake Preparedness Plan combines continuing efforts to ensure that the building is as structurally sound as possible and that non-structural hazards are reduced, as well as making sure that we are prepared to respond appropriately in the event of an earthquake. Earthquake drills are practiced twice annually.

#### 3. Lockdown Drill

- This drill has been added in response to the changing times. There have been occasional incidents in schools in our district when it has been deemed necessary to have children remain secured in their classrooms. Incidences range from a gas leak to a cougar sighting. Parents will be informed of our lockdown drills through the website calendar. It will be practiced by the students on a very limited basis, although the staff will be well versed in the procedures. Students will be aware of it being a "drill" as this word will be used specifically on the P.A. system beforehand.

## EMERGENCY PREPAREDNESS INFORMATION

In the event of a declared emergency, we wish to provide the best possible care for your child. We would like to remind you that if such an emergency occurs while school is in session, the following procedures will be followed:

- As practiced during the emergency drills, students will be evacuated from the building to designated safe areas of our playground.
- No students will be dismissed from school unless a parent/guardian or designated adult comes to the school for the child. Please ensure that your designate(s) agrees to perform this duty, and up-to-date information is on record in the school office.

We hope that an emergency situation does not arise, but in the event of a major earthquake, we ask for your help in the following areas:

- Please do not call the school. We must keep our telephone lines open for emergency calls.
- Please do not drive immediately to the school. The school access route and street entrance areas must remain clear for emergency vehicles. Walk if possible or park walking distance from the school.
- Turn your battery operated or car radio to a Victoria radio station in order to receive information and directions regarding schools and other matters.
- Please remain calm. We will make every effort to protect and provide for each child.
- Once at school, please follow school protocol and direction from staff and/or emergency personnel when signing out your child to ensure safety for all. All children must be signed out by a designate. This ensures all children are safe and accounted for.

Thank you for your cooperation in our efforts to ensure our schools emergency preparedness.

STUDENTS, WHAT TO DO IF YOU . .

- arrive late for school ..... sign in at the office and get a yellow slip
- are being teased or bullied..... use your W. I. T. S. (Walk away, ignore it, Talk it out & Seek adult help). Tell an adult if it continues to happen.
  
- are sick at school..... let your teacher or a staff member know
- lose something..... check with the office or in the lost & found box
- need to use the phone ..... use the classroom or office phone with permission from your teacher
- bring a bicycle..... wear a helmet and lock up your bike
  
- need extra help with school work ..... ask your teacher
- have a problem or need to talk to someone ..... ask your teacher, supervisors, school counsellor or principal / vice principal
  
- have an appointment ..... bring a note or have your parents contact your teacher and the office
- are moving ..... let your teacher and the office staff know as soon as possible
- are having a birthday party ..... please distribute invitations  
Discretely away from the class and those who will not be invited – talk to your teacher about their expectations for this



PARENTS, WHAT TO DO IF YOU:

- have a concern about your son / daughter... speak with / meet your child's teacher - small concerns can sometimes be handled by email or note however, a conversation is best for anything more than 'passing on helpful information'.



CAMPUS VIEW Out-of-School-Care

The Campus View Out-of-School-Care program offers quality child care for children ranging from Kindergarten to Grade 5. From arts & crafts to outdoor excursions and activities, our Out-Of-School Care is a fun and dynamic centre where your child will make new friends and lasting memories. Our hours of operation are 7:30 a.m. to 6:00 pm. C.V.O.S.C. is open for care on Professional Development Days, winter break, spring break and summer vacation. For more information please check out our website at [www.campusviewchildcare.com](http://www.campusviewchildcare.com) or speak to Tracy Frolek at 250-472-0881.

Other after school care programs work to support the Campus View community including: Henderson Recreation Centre, Kids Klub. Please contact these centres for more information and availability.

