



Uplands Park Mission Statement

To develop a safe, caring, inclusive and welcoming environment that promotes the rights and responsibilities of all who learn and work together.

UPLANDS PARK ELEMENTARY SCHOOL STUDENT HANDBOOK

3821 Stronach, Nanaimo, BC, V9T 3X4

Phone: 250-758-3252

School Website: <https://up.schools.sd68.bc.ca/>

Principal: Mike Ingalls

Office Hours: 8am – 3pm (24 hour voicemail)

Admin. Assistant: Tammy Rouanzoin

School Hours

Monday – Friday

8:40 – 10:30 Instructional Time

10:30 – 10:45 Recess

10:45 – 11:45 Instructional Time

11:45 – 12:20 Recess

12:20 – 2:23 Instructional Time

*Morning supervision from 8:25 – 8:40 am

*Afternoon supervision from 2:23 – 2:38 pm

Supervision of Students

At Uplands Park there is before and after school supervision. Morning supervision begins at 8:25. There is after school supervision until 2:38pm. At the end of the afternoon supervision, any students not yet picked up will be brought to the office to call a parent or caregiver. For safety, students should not be sent to school too early or remain long after school unaccompanied by a parent or guardian.

Early Warning Detection System

The Early Detection system was initiated for the safety and protection of your child(ren). The purpose of the program is to detect as soon as possible the whereabouts of each student not in class. For the system to operate successfully, if your child is going to be late or absent, parents are requested to:

- phone the school (250-758-5232). Leave message if no one is available to answer the phone.
- give advance notice of dental/medical appointments or any changes to usual routine, please email the school at info.up@sd68.bc.ca or call the school.

The school will contact parents/caregivers in the event of an unexcused absence. Attendance calls and emails will be sent about 9 a.m..

Late Arrivals

Students must report to the office for a “Welcome Slip” when they arrive after the morning bell. We encourage students to arrive on time to have the best start to their day. Arriving on time allows students an opportunity to check in with their peers and teacher and take part in morning routines. Students who arrive late disrupt the classroom environment by requiring the attention of their teachers or classmates to assist them in getting started on their assignments or to re-teach all or part of the lesson.

Student Information/Contact Information

Please let us know immediately whenever there are changes to:

- phone number(s), address, e-mail
- emergency contacts
- custody orders
- medical conditions
- a significant family situation that might impact your child’s learning at school

Student Access to the Building

Student access to the school building before 8:40 is

- subject to the approval of classroom teacher
- allowed if students are participating in a teacher-sponsored activity e.g. sports practice in the gym
- permissible in emergencies

Attendance

Regular attendance and punctuality are important indicators of social responsibility. Students arriving late miss out on important learning opportunities and disrupt the learning of others. Schools must maintain precise records of attendance and punctuality. Parents sometimes ask whether it's okay for their children to miss school time to go on a family holiday. Please remember that most of a child's learning occurs through face-to-face

discussions in class and group interaction. Time away from school cannot be easily made up by doing worksheets and textbook exercises. Prolonged absences for any reason other than illness are generally discouraged. We fully recognize that certain trips can provide tremendous learning opportunities. Ultimately, we leave it up to the parent to weigh the pros and cons of any extended absence

Code of Conduct 2024-2025

Purpose:

- To promote a climate of mutual respect and understanding where all have equal dignity and rights
- To establish and maintain a safe, caring, and orderly environment for purposeful learning
- To clarify and publish expectations for student and parents/ guardians' behaviour at school, going to and from school, and while attending any school function or activity at any location
- To promote appropriate and respectful digital citizenship for all online activities including research and the use of social media

BC Human Rights Code:

The BC Human Rights Code states that three of its purposes are to:

- (a) foster a society in British Columbia in which there are no impediments to full and free participation in economic, social, political, and cultural life of British Columbia
- (b) promote a climate of understanding and mutual respect where all are equal in dignity and rights.
- (e) to provide a means of redress for those persons who are discriminated against contrary to this Code.

It further states 8 1 (b) a person must not “discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.”

NLPS Inclusion Policy states that all members of our school community ‘have the right to expect that policies, procedures, programs and communications are inclusive and respectful’.

Administrative Procedures that support the school code of conduct include:

- AP 312 – Harassment, Intimidation, Bullying and Discrimination
- AP 344 – Code of Conduct
- AP 345 – Student Suspension
- AP 347 – Sexual Orientation and Gender Identity
- AP 350 – Honouring Diversity and Challenging Racism

Expectations

The Code of Conduct expects students will demonstrate socially responsible behaviours that reflect respect and safety at school and while attending a school function at any location.

Acceptable conduct, reflected in the Core Competencies of Social Responsibility includes:

- contributing positively to one’s family, community, society and the environment
- considering the interdependence of people with each other and the natural environment

- resolving problems peacefully
- empathizing with others and appreciating their perspectives
- creating and maintaining healthy relationships
- developing lifelong learning skills and processes
- valuing diversity
- interacting respectfully with students, staff and community members
- speaking up and reporting incidents that demean others or threaten the personal or emotional safety of individuals or groups
- respecting the law as it applies to yourself and others

Unacceptable Conduct refers to behavior that interferes with the safe and orderly environment of the school, either person to person or through social media including but not limited to:

Behaviours that...

- Interfere with the learning of others
- Interfere with the social-emotional well-being of others
- Interfere with an orderly environment
- Create unsafe conditions

Acts of...

- Bullying, harassment, intimidation or discrimination
- Physical violence
- Retribution against a person who has reported incidents

Illegal acts, such as...

- Possession, use or distribution of illegal or restricted substances
- Possession or use of weapons
- Theft of or damage to property

Bullying

When determining whether a specific behaviour is bullying, consider if it is: targeted, repeated over time, intended to hurt, or involves a power imbalance. Harassment, intimidation and bullying are intentional written, verbal or physical acts that may:

- Harm a person or damage another person's property
- Seriously impact another person's social-emotional well-being
- Have the effect of substantially interfering with another student's education
- Be severe, persistent, or pervasive and create an intimidating environment
- Have the effect of substantially disrupting the orderly operation of the school

Bystanders (to bullying) may have consequences if they don't accept the responsibility of reporting incidences to teachers or supervisors.

Physical Bullying

- Open assault such as: hitting, punching, kicking, throwing things, jostling, poking and spitting
- Damaging a victim's property

Relational Bullying Teasing, criticism, gossiping, spreading malicious rumours, threatening to withdraw friendship, social isolation or exclusion from the group

Cyberbullying

- Using social media/technology for the purpose of using text, graphics or photos to harass, harm or embarrass another student or adult

Rising Expectations

Expectations will increase for students as they become older, more mature and move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline. The BC Core Competencies for Social Responsibility outlines the progression of expectations held for students. The expectations are educative, preventative and allow for many opportunities to teach the same social skills in a variety of ways.

Consequences:

When disciplinary action is required to address unacceptable conduct, the consequences will be preventative, educative and restorative in nature.

Restorative Practices

- focus on helping students learn self-discipline, fix mistakes and return to the group/class/school strengthened
- respond and address the needs of all involved including those who have been harmed
- encourage the students, when possible, to participate in the development of meaningful interventions through discussion or mediation to replace, repair what has been taken, damaged destroyed or defaced
- help students reclaim their self-esteem through self-evaluation, personal effort and restitution
- provide opportunities to model leadership
- emphasize the importance of positive relationships in building community

Participating in a meaningful consequence may include:

- a 'do-over' opportunity
- face to face meetings to address the harm
- group or classroom circles to restore equity, balance and respect
- an act of service to make a positive contribution to the class, school or community
- school/community support to learn and practice problem solving or conflict resolution strategies
- reflective/thinking process that includes the opportunity to create a plan to restore the harm done

Student Suspension

Measures used with students should be viewed in the context of helping students achieve intellectual and social development. Suspension is one strategy in a more complex problem-solving process designed to support the student in changing unacceptable behavior. Suspension can have positive effects including ensuring safety for everyone in the school community, assigning clear consequences for a range of serious breaches of code of conduct; providing time for planning support for behavior change and promoting collaboration among family, school and other community services to solve problems. To be equitable, consequences may vary from student to student where the misconduct appears to be similar. Intervention must be appropriate to the student's age, maturity, needs, exceptionalities, extenuating circumstances and the nature of previous intervention taking in consideration of the needs of the school. Refer to AP 344 Student Suspension.

Notifications:

School administration may have the responsibility to advise other parties of serious breaches of the code of conduct depending on the severity and/or frequency of misconducts and the impact on others and/or the school community. Illegal acts will be reported to the RCMP and/or District Administration to develop a safety plan that will include the

components of education, prevention and restorative action.

Retaliation

Uplands Park and the SD 68 Board will take all reasonable steps to prevent retaliation against a student who has been responsible in making a complaint of a breach of the code of conduct.

Appeal Process

The Board of Education recognizes and respects that students and/or parents/guardians may sometimes disagree with decisions made by employees. The School Act of BC gives parents or guardians and students (with parental consent) the right to express concerns or appeal certain decisions. This right to appeal applies to decisions that significantly affect the health, education or welfare of students. Information regarding the Board's appeal procedure and a copy of the formal appeal bylaw can be accessed at <https://www.sd68.bc.ca/documents/policies-procedures/bylaws/>. Prior to an appeal, it is expected that school administration, students and parents or guardians will work to try to resolve the concerns at a school level.

Student Clothing

It is expected that students will dress in a manner that is appropriate and conducive to a positive and safe learning environment, in accordance with the school district's Administrative Procedure AP 352. Student clothing should conform to the school Code of Conduct requirements for the intended activity and should not promote drugs or alcohol, display offensive images or language or encourage discrimination. Wearing hats is not permitted at school assemblies or at formal school occasions.

Personal Electronic Devices

All student cell phones, and other electronics are to be turned off and placed in the student's backpack when the students arrive at school until dismissal (including recess breaks). If a student needs to use a phone to contact a parent/guardian, they may use the phone at the office. If a parent needs to contact a student during the school day, please contact the school at 250-758-3252. Electronic gaming devices are not to be used at school. It is not permissible for students to use electronic devices to video/record/photograph other students on the school property or field trips unless under the direct supervision of their teacher for a learning activity. Electronic devices may be used in the classroom under the direct supervision of the teacher with the teacher's permission. Students who do not follow the expectations will have their electronic device kept in the office until dismissal time. Repeat offences will involve parents/guardians. Uplands Park is not responsible for any electronic device that is lost, stolen, or damaged while on school property.

Phone Use

Students may use the reception telephone with permission from their teacher. Students are not permitted to make social arrangements via the school telephone. Please ensure your child's pick-up arrangements are made prior to sending them to school and please communicate these arrangements to your child's teacher when they differ from your child's usual routine. We do, of course, understand that sometimes circumstances necessitate last minute changes. In this case, please phone the office.

Homework

Homework refers to any task that a student is asked to complete outside of school hours. This can include unfinished work, projects, reading or practicing math facts and spelling words. Instilling conscientious work habits at home is important for the years ahead. A very

small amount of homework may occasionally be assigned in the primary classes (K-Grade 3). Usually “homework” in the younger grades is just a little bit of nightly reading, math and possibly spelling. Assigning homework in the intermediate grades is at each teacher’s discretion. At the intermediate grades (Gr. 4-7), students may have about 30 minutes of homework on average. It is at the discretion of the teacher. Parents and guardians can help their child by looking at their planner, and the assignments given. It is recommended that students should have a time and place each day for doing schoolwork or to read whether assigned or not. It helps students develop responsibility for their own learning.

Student Planners

Students are asked to purchase a student planner. Students will regularly write in assignments, deadlines and upcoming events. Often teacher communicate with parents through the planner and we encourage parents to do so as well. Parents are encouraged to read their child’s planner each day and provide guidance to help your child use the planner properly and fully to keep track of assignments and school events; communicate with your child’s teacher, and initial the planner daily when you have checked assignments and due dates.

Care of School Property

Students borrow library books and are issued textbooks, use school supplies and equipment (gym equipment and technology). It is the student’s responsibility to take care of any item that is on loan to them. Students who carelessly or willfully lose, deface or destroy books and other school property will be required to pay the replacement cost.

Bicycles, Scooters, Wheelie Shoes and Skateboards

These items should be walked on school grounds. Due to the risk of injury, bicycles, scooters, skateboards and wheelie shoes are not permitted on school grounds during the day. Bicycles should be put at the bike rack and locked up. Please ensure your child wears a properly fitting bicycle helmet when using these items to get to and from school.

Assessment of Student Progress

In Nanaimo Ladysmith Public Schools, we are using a new model of reporting student progress. Students will receive three formal written reports throughout the year. The first written report will be emailed out in November, the second in March, and the third Summative Report goes out on the last day of school in June.

There will also be two informal reports. One of these will be provided during the fall Conferences. These are teacher and/or student led and are scheduled for parents.

Teachers and/or parents may request a conference at other times during the school year.

Parents can also expect at least one more communication regarding student progress at some point during the year. This may be in the form of an email, phone call, or some form of written communication of student learning.

Safety Drills

Fire drills are conducted several times throughout the year. Any continuous ringing of the fire bell must be treated as an emergency. Students evacuate the building in an orderly fashion and gather at the designated space. **Earthquake drills** are also conducted during the school year. Students follow a procedure for this drill. Student Release Forms must be completed and updated by all parents/guardians as in the event of an earthquake, students will only be released to the individuals listed on the forms. All parents or designated guardians who come for students must have them signed out at the office or alternate Student Release Station.

Emergency Closure

Occasionally, schools are temporarily closed on short notice for emergency purposes. A heavy snowfall is the most frequent reason for an emergency school closure, but it can also be because of a power outage or other reasons. Announcements will be made by 7am on local radio stations such as WAVE 102.3 and posted on the school district website as well as Twitter and Facebook.

Medicine at School/Medic Alert

Children at times require prescription or other medications at school. There are regulations that must be adhered to for these circumstances. Arrangements can be made for school personnel to administer medication to students; however, parents must first provide written authorization on the approved School District 68 form. These forms are available at the school office.

Lost and Found

Clothing and other items that are lost at school are put at the "Lost and Found". Students and parents are invited to look through the Lost and Found at any time. Lost articles are periodically spread out in the hallway for students to view and any unclaimed items are donated.