

# At Belmont, We Are One! À Belmont, on n'fait qu'un!

*Belmont offers a bilingual and multicultural learning environment providing strategies for lifelong success in a caring and trusting community.*



## BELL SCHEDULE

	Regular Days	Early Dismissal Days
Supervision Begins	8:17 a.m.	8:17 a.m.
Welcome Bell	8:32 a.m.	8:32 a.m.
Classes Begin	8:37 a.m.	8:37 a.m.
Recess Begins	10:10 a.m.	10:10 a.m.
Recess Ends	10:25 a.m.	10:25 a.m.
Lunch Recess Begins	11:47 a.m.	11:47 a.m.
Lunch Recess Ends	12:20 p.m.	12:20 p.m.
Dismissal	2:20 p.m.	1:20 p.m.
Supervision Ends	2:35 p.m.	1:35 p.m.

## BEFORE AND AFTER SCHOOL

- Students should NOT arrive at school before 8:17 a.m. as there is no supervision.
- Supervision on school grounds begins at 8:17 a.m.
- Students without direct adult supervision are expected to go directly home after dismissal unless they have an after-school activity to attend.
- Supervision ends at 2:35 p.m. and students without direct adult supervision should have left the school grounds by that point.

## **STUDENT DROP OFF / ARRIVAL**

- Students are asked to use their classroom exterior doors when entering and exiting the building.
- Students in Kindergarten to Grade 2 should be dropped off at the door by an adult or older sibling. Please stay with the child until the teacher opens the door.
- People using the school parking lot for drop-off are reminded that there is a designated drop-off location after the crosswalk. Please do not drop off students in front of the crosswalk.
- If the school parking lot is full, please follow parking regulations on local streets to help keep our students safe and our neighbours happy. There is no parking or stopping on 40<sup>th</sup> Ave.

## **STUDENT PICK UP / DEPARTURE**

- Students in Kindergarten to Grade 2 must be picked up at the classroom exterior door at the end of the day by an adult or older sibling.
- Anyone regularly picking up a child must be on the “pick-up list”. The “pick-up list” is also your emergency contact list, provided by you to the school. Please check your contacts carefully to be sure that anyone picking up your child is on the list (including daycares).
- If an individual that is not on the pick-up list is doing a one-time pick-up, please email the office and the classroom teacher or write a note in the agenda.
- Students must obtain permission to leave the school premises during school hours and should be picked up by an adult.
- If you are picking your child up early from school, please send a note to your child’s teacher informing them of the pick-up time. Please come into the school and sign out your child at the office as you pick them up.

## **STUDENT LATES AND ABSENCES**

- Once the second bell goes, students are late for class. They must enter through the main entrance and report to the office for a late slip instead of going directly to class.
- Please inform the office if a student is going to be absent or late more than 30 minutes.
- There is a form that parents can fill out for absences or lates on our website:  
<https://belmont.sd35.bc.ca/our-school/attendance/>
- Parents can also email [besattendance@sd35.bc.ca](mailto:besattendance@sd35.bc.ca) or phone the school at (604)-533-3641.
- The school will contact parents about an unexplained absence to ensure student safety.

## **STUDENT ILLNESS**

- Please do not send students to school if they do not feel well.
- Please remember that students with coughs and colds easily spread those viruses in a school environment.
- Students who have a fever or have been vomiting should be symptom free for 24 hours before returning to school.

## OUTDOOR “WET” COAST RECESS

At Belmont, students must be prepared to go outside for recess and lunch recess in most weather conditions. Rain or shine, students will have the opportunity to recharge outside. Students are expected to have the proper clothing, outerwear, and footwear for the varying conditions. It is recommended that students do not bring umbrellas because they are easily broken.

## FOOD

- **Belmont is a NUT AWARE School.**
- We have quite a few students who are allergic to peanuts or tree nuts. We are a Nut Aware school in order to keep students safe. **Since we are aware that nuts can be dangerous in a school setting, we would ask you not to send nuts of any type (including peanut butter) to school for lunches.**
- Please send a healthy lunch and snacks to school. Fruit and vegetables are always a great choice to include!
- Please help our environment by sending litter-free lunches. It can be hard for students, especially young ones, to correctly sort garbage, compost, recyclables and drink containers. Students should:
  - bring food in re-usable containers
  - bring all snack and lunch garbage home
  - compost food scraps at school
  - bring a water bottle rather than a juice box
- Students should not bring food onto the playground. All eating should be in the classroom.
- Chewing gum is not allowed at school.



## COMMUNICATION

We make every effort to communicate regularly with parents. Newsletters with school and PAC news are sent home via email and posted on the school website. Please make sure that the office has your correct email address. The school calendar can also be found on the website. Classrooms will send home notices and information related to special activities. Staying connected to your community is an important part of your child’s school experience and success. We welcome your calls, suggestions and comments.

## USE OF SCHOOL TELEPHONES

The school telephones are used for school business and are in constant demand. Students must have written permission from their teachers to use the telephone. The phone lines are very busy at the end of the school day, so please pre-arrange after-school activities and rides home.

## **BIKES AND SCOOTERS**

- Students are welcome to ride bikes, scooters, skateboards, or rollerblades to school.
- Helmets must be worn to and from school.
- Students are expected to walk their bikes and scooters on school property, or to carry their skateboards and rollerblades.
- Students should park their bikes or scooters in the racks and stay off them during the day. Locks are recommended.
- Students can store skateboards or rollerblades in their classrooms.

## **LANGLEY SD#35 ADMINISTRATIVE PROCEDURE 506 – HARDSHIP**

The District is committed to ensuring that no student of school age will be denied an educational program due to financial hardship. Within the fiscal ability of each school and the District, no student is to be denied access to programs, events or field trips that are aligned to and enhance the BC curriculum.

### **Procedures**

1. The principal of each school will establish well known procedures to facilitate the participation of students who would not otherwise be able to participate in a course, class or program which is part of a student's educational program due to financial hardship.
2. The procedures must incorporate the principles of fairness, confidentiality and sensitivity, while maintaining family respect and dignity. Students, parents and staff will be advised of the procedure.
3. A statement informing parents of the hardship provision will be included on permission forms for trips, events and programs. The procedure for addressing financial hardship will also be included in the student agendas and parent and staff handbooks.
4. This Administrative Procedure applies to students of school age, who attend a District school and who are ordinarily residents of British Columbia

A family who is unable to participate in an educational program due to financial hardship is encouraged to make an appointment with the principal. The nature of the financial hardship, options, and strategies will be discussed. All information shared will be maintained in the strictest of confidence. The family will be contacted as soon as possible with the school's decision regarding the hardship request.

## **PARENT ADVISORY COUNCIL**

The purpose of the PAC is to promote and support education, and to contribute to a sense of school community at Belmont Elementary. All parents, guardians, and foster parents of students registered at Belmont are voting members of the PAC. We encourage all to attend the General Meetings held once a month. The meetings are normally held early evening to accommodate as many parents' schedules as possible.

## VOLUNTEERS

Parents are valued members of our school and support us in a myriad of ways. When visiting the school or a classroom we request that you sign in at the office as you arrive and wear a Visitor badge. Please sign out when leaving and return the Visitor badge



Occasional volunteers need to fill out a **Volunteer Safety Check form** before volunteering. Regular volunteers in roles working directly with students are asked to obtain a **Criminal Record Check** from the RCMP.

## CODE OF CONDUCT

At Belmont Elementary, our values, conduct and behaviour expectations are guided by our district Code of Conduct (Administrative Procedure 350) which can be found on the school district website.

The Langley School District is committed to fostering safe and caring schools that promote mutual respect, cooperation, and social responsibility, and support optimal learning.

District schools are inclusive environments which value all students and families regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, or gender identity/expression.

Students are expected to learn and mature as they move through successive grades. As such, the expectations and consequences increase with regard to personal responsibility and self-discipline when a student breaches the Student Code of Conduct. Expectations and consequences are student specific and developmentally appropriate.

## EXPECTATIONS OF STUDENTS AT BELMONT

Our three primary values at Belmont are **respect, responsibility and kindness**. We believe that all community expectations grow from these essentials. Our goal is to inspire all learners to be positive and productive citizens who practice these values in all they do and say.

Students are taught and expected to practice respect. We ask that they respect themselves, others and property. All students are expected to demonstrate respect by using keeping hands, feet, and body to self. All students should also use appropriate language and listen respectfully to adults.

Students are taught and expected to practice responsibility. We ask that they are responsible to their learning, by applying themselves diligently in their classes. Responsible students complete their assignments, giving their best effort. We ask that they are responsible to others in their community, by following the Belmont community rules, standing up for the well-being of others, and being accountable for choices that impact people around them.

Students are taught and expected to practice kindness. Excellent citizenry requires a commitment to the well-being of others. Practicing kindness in word and in deed is critical to the well-being of the community.

Some key expectations of **respect, responsibility and kindness** can be seen in the chart below.

### **I Can...**

<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Kind</b>
<ul style="list-style-type: none"><li>- Follow school rules.</li><li>- Follow adult instructions.</li><li>- Listen carefully.</li><li>- Be safe.</li><li>- Keep my hands and feet to myself.</li><li>- Respect other people's personal space.</li><li>- Respect other people's belongings.</li></ul>	<ul style="list-style-type: none"><li>- Be ready to learn</li><li>- Try my best.</li><li>- Follow classroom rules and routines.</li><li>- Use my W.I.T.S.</li><li>- Be a good example to younger students.</li><li>- Take care of my belongings.</li><li>- Clean up after myself.</li></ul>	<ul style="list-style-type: none"><li>- Be helpful in words and actions.</li><li>- Include others.</li><li>- Consider the needs of others.</li><li>- Share.</li><li>- Wait my turn.</li><li>- Be a good sport.</li><li>- Take care of my school and the environment.</li></ul>

## **SCHOOL APPROACH TO DISCIPLINE**

At Belmont Elementary, our approach to discipline is based upon Administrative Procedure 355. The following key principles are the foundation of our approach:

- Students are taught appropriate behaviour and ways to achieve it (including Zones of Regulation and WITS).
- Appropriate student behaviour requires involvement and commitment from students, parents, and staff.
- Mistakes provides opportunity for learning and growth. Addressing mistakes helps students to learn to be successful over time.
- Addressing mistakes involves further teaching and may include restorative action or consequences for behaviour to help students see the effects of their actions.
- The approach to discipline is progressive (as described below).
- The safety of the entire community will be considered when dealing with inappropriate conduct.
- District policies and procedures concerning drugs, alcohol, weapons, threats, and self-harm will be followed.

### **Progressive Consequences**

- Reminders about appropriate behaviour with suggestions for ways to make positive choices. This might include warnings of potential consequences.
- Meeting with staff or admin to discuss behaviour. This would often include a review of Zones of Regulation and/or WITS as ways to help make better choices.
- Completion of a problem-solving "Think Sheet".

- Loss of privileges – for example the use of certain play areas or equipment, use of technology, recess or lunch time, or extra-curricular activities.
- Community service.
- In-school suspension.
- Out-of-school suspension.

### **Connection with Parents**

- Depending on the seriousness of the problem, administrators might contact parents/guardians.
- For major issues, administrators will request a meeting with parents/guardians.

## **TECHNOLOGY GUIDELINES**

The District Administrative Procedure 350 says that cell phones (or other personal digital devices) are not to be used at school from the student's arrival at the start of the day to the student's departure at the end of day. Students are encouraged to keep their personal digital devices at home.

Any devices brought to school should be turned off and stored away in backpacks unless otherwise permitted by school staff for instructional purposes. To reduce the likelihood of theft, cell phones (if at school at all) should be turned off and stored as per classroom procedures. The school is not responsible for any loss, theft, or damage.

In some classrooms, use of devices may be allowed under adult supervision for educational purposes. Staff will guide students on how to integrate these devices into their learning effectively and responsibly.

The use of cell phones or other electronic devices, including cameras, to capture pictures, video or audio that records other students or staff may only be done with specific prior consent from Administration. Possible educational uses of audio, picture or video recording could be to take a picture of notes on a board, to record video for a project or assignment, or to record audio for a music or language class, etc. At no time may cameras be used in washrooms

Please limit contact with students by text or phone call to before or after school hours. Please call the school office if you need to connect with a student.

## **INTERNET USE**

As a school, we recognize the wealth of information and knowledge that is available on the Internet and the valuable benefit it has to enhance and enrich a child's learning. However, we are aware of potential pitfalls and the unknown and inappropriate material that exists on the Internet.

- The Internet should only be used at school for educational purposes only and should be used only with teacher permission.
- Students are expected to follow protocols for safe use of the internet.
- Students are to behave appropriately online – demonstrating respect, responsibility and kindness to other.
- Students are expected to protect their login identification and passwords and not to share this information with others.