

# **Coghlan Fundamental Elementary**

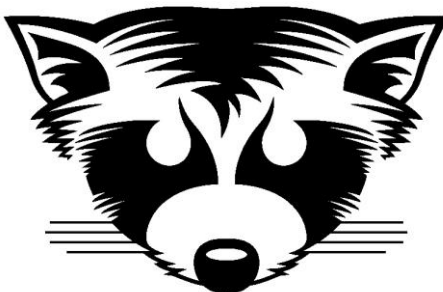
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Phone: 604-856-8539

[coghlan.sd35.bc.ca](http://coghlan.sd35.bc.ca) (website)

Principal: Mrs. Linda Klassen

Admin. Assistant: Mrs. Naomi Laycock



## **School Handbook** (Revised September 2020)

***“a place of learning, a place of belonging”***

*“a place of learning, a place of belonging”*

## **Principal's Message**

*Dear Parents/Guardians,*

*Welcome to Coghlan Fundamental Elementary School. Our school is part of a choice school program that has operated for the last 30 years within the public school system. Our school follows the prescribed curriculum and School Act Regulations of the B.C. Ministry of Education. As an alternate program of the Langley School District, our program is built around three pillars:*

- *Character Education; Leadership & Service*  
*Respect, Responsibility, Purposefulness, Sense of Self-Worth, Concern for Others*
- *Community*  
*School & Home working together, Relationship/Caring, Inclusion, Belonging, Collaboration*
- *Excellence in Education*  
*Building on Strengths, Best Effort, Engagement, Adaptability, Achievement*

*At Coghlan Fundamental we value the interest and involvement of parents/guardians. We believe that when home and school work together, students accomplish more. In order for the partnership between students, parents/guardians and staff to be effective, it is essential that all members of the school community understand and support the philosophical position of the fundamental school. Within the context of a structured, teacher driven approach that emphasizes individual responsibility we encourage parents/guardians to be informed and knowledgeable partners in their child's education.*

*The students at Coghlan Fundamental enjoy a rich learning environment enhanced by many activities. Our Parent Advisory Committee supports their implementation through fundraising and by providing much needed volunteers. Fun food days, technology, library, swimming, fine arts performances, and sports teams are just a few of the areas supported by parents/guardians at Coghlan Fundamental Elementary School.*

*I hope that this handbook will help families to better understand the philosophy of the Fundamental Alternate Program so that we can achieve our goal to establish and maintain a safe, caring and orderly environment for purposeful learning.*

*Current information about bell schedules, staff assignments, and calendars can be found on our school website @ [www.coghlan.sd35.bc.ca](http://www.coghlan.sd35.bc.ca)*

*Sincerely,*

*Mrs. Linda Klassen  
Proud Principal*

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### ***PARTNERS***

*I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind  
And they fashioned it with care.*

*One was a teacher, the tools he used  
Were books and music and art,  
One a parent with a guiding hand,  
And a gentle loving heart.*

*Day after day the teacher toiled,  
With touch that was loving and sure,  
While the parent laboured by his side  
And polished and smoothed it o'er.*

*And when at last their task was done,  
They were proud of what they had wrought  
For the things they had moulded into the  
child  
Could neither be sold nor bought.*

*And each agree he would have failed  
If he had worked alone.  
For behind the parents stood the school,  
And behind the teacher, the home.*

*Anonymous*

# COGHLAN FUNDAMENTAL ELEMENTARY SCHOOL

## SCHOOL MISSION STATEMENT

*Our mission as a school community is to provide a secure, positive and meaningful learning environment where students reach their intellectual and social potential. Coghlan Fundamental School is “a place of learning, a place of belonging.”*

## SCHOOL VALUE STATEMENT

At Coghlan Fundamental Elementary School, we value:

1. Academic achievement and individual responsibility
2. A structured approach to learning and behaviour
3. A culture of respect, honesty and integrity
4. A philosophy based on parents as partners

## SCHOOL VISION STATEMENT

At Coghlan Fundamental School our vision is to provide an environment where our students will develop as empathetic, respectful, responsible and confident individuals, with strong communication skills, who are empowered to reach their full potential as learners and as citizens.



## OUR NATIONAL ANTHEM

As part of the fundamental school philosophy, O Canada is sung each morning.

**Everyone** in the school building stands, faces a displayed flag if possible and sings the Anthem

## STATEMENT OF PHILOSOPHY

*“a place of learning, a place of belonging”*



## FOR COGHLAN FUNDAMENTAL ELEMENTARY SCHOOL

As a school of choice, Coghlan Fundamental Elementary is an integral part of the public school system within the Langley School District. As such it continues to be governed by the Public School Act, following the prescribed curriculum and regulations as set out by the British Columbia Ministry of Education. In addition, as a school of choice, the program follows the fundamental school philosophy.

The program does not teach any doctrinal religious beliefs and shall operate with a focus and emphasis upon the following goals and guidelines:

1. *Education:*

- learning goals are prescribed by the BC Ministry of Education's Provincial Curriculum Model: Content, Curricular Competencies and Big Ideas. As well as skill development through the Core Competencies: Communication, Creative Thinking, Positive Personal & Cultural Identity, Personal Awareness & Responsibility, and Social Responsibility.

2. *A structured approach to learning and academic achievement*

- children are expected to take ownership for their learning
- perseverance and on going best efforts are guiding principles to direct student achievement
- student assignments are expected to be kept up to date and handed in on time
- an emphasis is placed on the basics which are defined as including numeracy, literacy, writing and spelling

3. *Individual responsibility*

- taking ownership for their personal actions
- making the school environment enjoyable for self and others
- developing an awareness of the unique contribution individuals can make to their own well-being, and that of society

4. *Behaviour*

- solving problems in peaceful ways and seeking the support of staff as needed
- exhibiting good manners
- being courteous and polite
- speaking respectfully to adults and fellow students
- exhibiting good sportsmanship
- exhibiting self-discipline
- keeping self and others free from harm
- obeying school rules

5. *A culture of respect, honest, and integrity*

- being helpful
- being supportive
- being encouraging
- being kind
- being understanding
- being cooperative
- being honest
- being respectful
- accepting differences

6. *A philosophy based on parents/guardians as partners*

- parental support for learning at home; strong communication between home and school
- parental support through volunteering and committee work



## **HISTORICAL NOTES**

### **COGHLAN FUNDAMENTAL ELEMENTARY**

September 2004 witnessed the opening of the newest fundamental school in Langley, Coghlan Fundamental Elementary School. This was the result of the hard work of a dedicated group of parents and staff working with the district to expand the existing fundamental elementary program and address the needs of the eastern section of the district. Coghlan Fundamental Elementary is expected to grow to approximately 250 students from grades K through 7.



### **LANGLEY PRAIRIE**

The original two rooms on the north side of Langley Prairie School were completed in 1915. The school housed grades 1 - 8. The southern section of the school was added in 1922. In 1966 a second building was added. It included a staff room, office, library, gymnasium and three additional classrooms. In 1975, Langley Prairie was established as a fundamental school for grades K – 7.

### **LANGLEY CENTRAL**

Langley Central School first opened in 1924 as a three-room high school. In 1948 it became an elementary school when a new secondary school was completed on another site. Langley Central became a fundamental school in September of 1975 as a result of the initiative and energetic efforts of parents who wanted to retain a more basic education with clearly defined academic and behavioral standards.

On February 22, 1993 an arsonist burned the school to the ground. This disaster fast-tracked the planning and building of a new school designed to accommodate the staff and students from both Langley Prairie and Langley Central in September of 1995.

### **LANGLEY FUNDAMENTAL ELEMENTARY**

This school was the result of the amalgamation of the two smaller original fundamental schools, Langley Central Fundamental and Langley Prairie Fundamental. This new school was designed to accommodate over 500 students. As primary class sizes were reduced, portables were added to the new school site. In order to eliminate these, an additional five classrooms were added in 2001. The school's enrollment grew to over 700 students. In September of 2007 it moved to a new site at 21789 – 50 Ave. and become a K to 5 school.

### **LANGLEY FUNDAMENTAL MIDDLE SCHOOL**

In 1998 a Middle School was established to allow students to continue in the Fundamental Program through to Grade 9 while the Elementary School became a school for Kindergarten to Grade 6. In 2004 the grade 7's joined the elementary school so that the middle school could expand to include grade 10 students. The Middle School is considered a continuation of the fundamental program and the vast majority of fundamental elementary students have moved directly to the Middle School. In September of 2007 the middle school was expanded to include a full secondary program.

### **LANGLEY FUNDAMENTAL MIDDLE AND SECONDARY SCHOOL**

In September of 2007 the site at 21250 – 42<sup>nd</sup> Avenue became Langley Fundamental Middle and Secondary School for students from Grade 6 to 12.

## School Procedures

**Arrival:** Students should be arriving up to 15 minutes before the first bell of the morning. During that time staff is outside to help supervise arrivals. All students are required to line up in their designated areas and enter the building under the guidance of the school staff. Attendance is taken in each classroom and sent to the morning parent volunteer and/or administrative assistant for emergency call backs. Each school day begins with the singing of O Canada.



**Late Arrival:** If students arrive after their classmates are in the school, they need to report directly to the office to avoid unnecessary calls to families. We understand that on some occasions there are good reasons for arriving late, however part of demonstrating respect for others is being punctual. **Keep in mind that every late arrival to a class is a disturbance to the students, teachers and our office staff.**

**Absences:** All pupils are expected to be prompt and regular in school attendance unless prevented from doing so by reason of illness or other serious cause. In order that we may be sure your son or daughter is safe at home, you are requested to telephone the school to report any absence or delay in arrival. If you know that your child is going to be away please alert the office. We understand that there are times when a student must be picked up before the end of the school day. In order to minimize disruption and ensure student safety we ask that you go to the office and request that office staff page the classroom. **Mid-day departures must be with a known adult and students must be signed out.**

**Entering/Exiting the school building:** We try very hard to limit the front door to adults who are visiting throughout the school day. All students are to leave at the end of the day by the same door that they enter the building in the morning. This procedure is out of concern for the safety of children. Before and after school are difficult to supervise with students, adults and vehicles moving in many different directions. **All adults entering the building are asked to check in and check out at the office, this information is critical in the case of an emergency.**

**Dismissal:** There is 15 minutes of staff supervision following the dismissal bell. **Students are required to report to the sidewalk at the front of the school immediately after dismissal.** A school bell signals that time and students who have not been picked up must enter the main foyer to wait for their rides.

**Field Trips:** Students are sometimes taken on educational field trips, accompanied by one or more teachers plus parents who would like to participate. Parental/guardian permission forms are required before students are allowed to leave the school for field trips. Please be sure you sign and return these promptly.

**Payment for Field Trips:** Payments for field trips must ALL be paid for with Cash On Line: [www.sd35.schoolcashonline.com](http://www.sd35.schoolcashonline.com). The school District does not wish the school offices to have cash or cheques for security purposes. **Please respect the deadline for payment and pay before the deadline expires as there are accounting functions that must be completed.**

**Indoor Shoes:** All students must have indoor shoes to change into when they enter their classrooms. This helps to maintain our facility and gives students an option when their footwear is wet and muddy. These shoes can be used for PE classes in the gym and need to have non-marking soles.



**Lost and Found:** Students are to be responsible for their own belongings. Labeling, as much as possible, is greatly appreciated. Found items are placed in the “Lost and Found” box in the main foyer. Families are welcome to frequently check for lost items. All unclaimed items are sent to charity in December & July.

**Notice Day:** Tuesday is notice day at Coghlan Fundamental Elementary. This is the evening to check backpacks for notices that come home with the youngest or only child. There are times due to unforeseen circumstances that notices are sent on a different day. School newsletters and PAC newsletters are posted to the school website for easy access and reference.

**P.E. Clothing:** Primary students are required to wear gym shoes for their P.E. classes. These can be the indoor shoes that your child wears each day. Intermediate students are required to change for P.E. classes and need to wear shorts/sweats and a T-shirt (other than the one they are wearing for the day), along with a pair of white-soled sneakers.

**Telephone Use:** Pupils are not called to the phone. Messages will be communicated to them in URGENT cases. Use of the phone by students is restricted to emergencies and only with staff permission.

**Electronics/Cell Phones:** As a general rule, electronics are not allowed at school unless by specific requests by the teacher. Parents may also request for students to keep these items in their backpack for emergency use only.

**School Status:** As winter approaches the likelihood of disruptions due to snowfall or power outages increases. Information on the status of Langley Schools is posted at [www.sd35.bc.ca](http://www.sd35.bc.ca) by clicking the ‘School Status’ link on the district home page. A message is also recorded on the Information Hotline at 604-532-1453. The district also send updates to radio stations CKNW (980 AM), CKWX (1130 AM) and Country Radio (107.1 FM). Parents are encouraged to avoid calling their child’s school or the School Board Office reception desk for school status updates. Further information about procedures during periods of inclement weather can be viewed at [www.sd35.bc.ca/general/schools\\_closure.html](http://www.sd35.bc.ca/general/schools_closure.html)

**Learning Assistance/Resource Room Support:** The School Resource Centre is a combination of resources and services used to support the learning of individual students and to support instructional practices for staff. The resources include materials, media, equipment and facilities. Services include guidance to students in cooperation with teachers and families, planning and developing supportive learning strategies and working with students to optimize learning.

**Library/Learning Commons:** All students receive library classes once a week. Students are allowed to sign out 2 books each week. Books are due back the following week. Overdue notices are sent home to help with returns. In the event of a lost book, a replacement fee is charged at the end of June. During Learning Commons blocks technology is utilized to explore new learning opportunities using multi-disciplinary approaches, inquiry, project-based learning, critical thinking and the development of both traditional and current literacies.

**Music:** Each week most of our students receive one block of music from a qualified music specialist. The music program follows the Fine Arts prescribed learning outcomes for K-7. Our program features, choral, instruments, rhythm, music appreciation etc. Our Grade 6 & 7 students are expected to participate in our band program. Mr. Ablitt, one of the band teachers from DW Poppy Secondary comes to Coghlan twice a week to provide an engaging opportunity for students to improve their music skills.

**Sports Teams:** Our school participates in interschool competition for cross country, volleyball, basketball, and track and field. Practices are usually held at lunch. Our coaches are parent volunteers and/or teachers – a good opportunity to offer your expertise. We encourage maximum participation, good sportsmanship, and development of skills.



**Report Cards:** Report cards are available online. Reports card for each term are issued on the Langley School District Family Portal on MyEdBC. The Family Portal gives parents access to check attendance, check that contact information is up to date, look at your child's current and previous marks, student schedules, and view report cards.

Parents will need to have an email account to be able to access the Parent Portal.

If you need assistance with your Parent Portal:

- Go to the Coghlan school website: [www.coghlan.sd35.bc.ca](http://www.coghlan.sd35.bc.ca) , click on Parent Community and MYEDBC info.
- Use the MYEDBC Assistance Form on that page to get assistance

**To view your child's report card:**

Go to: [www.myeducation.gov.bc.ca](http://www.myeducation.gov.bc.ca) and log in with your username and password. Click on the "Pages" top tab and it is fairly easy to navigate from there. Please keep in mind that items in blue will give you more access to information when clicked on.

## **Coghlan Fundamental Elementary – Our Pillars**



### **Character, Leadership & Service**

- Respect
- Responsibility
- Purposefulness
- Sense of Self-Worth
- Concern for Others



### **Community**

- School & Home working together
- Relationship/Caring
- Inclusion/Belonging
- Collaboration



### **Excellence**

- Building on Student's Strengths
- Always Trying Our Best
- Engagement
- Adaptability
- Achievement
- Effort



## **Health and Safety**

**Nut Aware Classrooms:** The most common cause of a severe allergic reaction is peanuts and other nuts. About 36% of people with food allergies are allergic to peanuts. In “Nut Aware” classrooms:

- The child, family, medical service provider(s), and school work together to develop a reasonable safety plan
- Allergy kit(s) can be on hand: adults know how to use them
- Other Children can be taught about respecting allergies and how to help in an emergency.

“Nut Free” classrooms cannot be guaranteed because schools cannot ensure that the classroom is completely free of nuts and cannot guarantee other parents will not send peanuts/nuts to school.

- Please inform the school **every year** of your child’s allergy and give updated emergency contacts.
- Work with the school & teacher to develop a plan for your child
- Encourage your child to speak out when they feel they are having an allergic reaction
- Encourage your child to carry their own EpiPen, not share foods/utensils and practice good hand washing
- Teach your child that it is okay to say “No” to foods when offered
- Order a medic-alert bracelet/necklace for child (Ask the office about No Child Without Program which will provide medic-alert bracelets at no cost for children)

**Emergency telephone numbers:** Emergency telephone numbers for your child is a must. Occasionally a child becomes ill or is injured and we have to contact either the parent or someone who can advise us. You should keep these numbers up-to-date. Any change in your home/cell numbers should be directed to the office as soon as possible.

**Illness:** When a child becomes ill at school, provisions are made for the child to lie down in the medical room until feeling better or the parent/emergency contact arrives. Students with communicable diseases should not attend school during the time period in which the particular disease can be transmitted to others. *Diphtheria, Meningitis, Mumps, Pertussis (Whooping Cough), Rubella (German Measles) and Rubeola (Red Measles)* must be reported to the Public Health Authority. Please consult the South Fraser Health Authority website for further information on communicable diseases and other health issues:

**www.fraserhealth.ca**

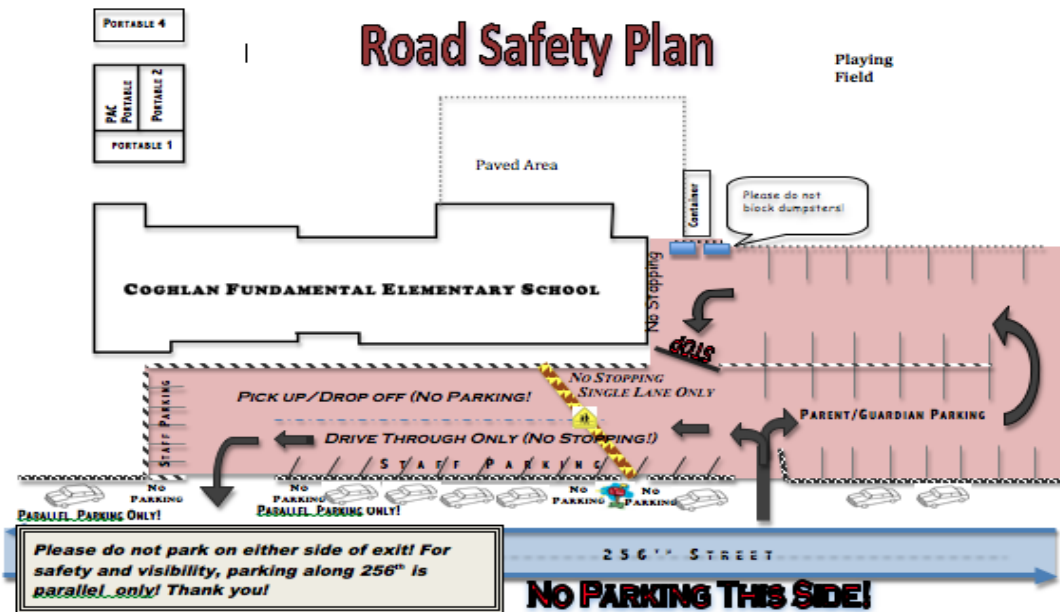
Home/hospital instruction may be provided for students absent for an extended period of time.

**Supervision:** Staff supervision at Coghlan occurs before and after school, as well as during lunch and recess play times. Before and after school supervision occurs for 15 minutes and is directed towards safe student arrival and departure. Students are not to play in the forest area before or after school without direct parent supervision. During lunch and recess a minimum of two supervisors are on the playground to direct safe and courteous play. **After school all students are to report directly to the sidewalk at the front of the school for pick-up.**

**Visitors/Volunteers:** All visitors/volunteers are welcome to our school. Visitors/volunteers must sign in at the office and pick up a visitor tag. In the event of an emergency the sign-in book will be used to determine all individuals who were in the building.

**Traffic and Safety:** Thank you for your cooperation in using the parking lot and for maintaining a parallel parking pattern along 256<sup>th</sup> Street! **There is a NO PARKING zone on each side of the exit.** Please continue to keep the pick-up /drop-off loop moving. It is really helpful if you wait until you can see your child before pulling into the pick-up zone. Please move on as soon as possible. The pick-up zone begins **after the crosswalk!** **It is critical children are visible when entering the crosswalk.** **Vehicles that pull over before the crosswalk prevent drivers from seeing children in the crosswalk.**

Because of the busy parking lot we urge all parents to drive slowly and carefully. Children need to walk and use caution when crossing the parking lot. Waiting parents are encouraged to find suitable parking spots along the north side of the building, or on the street to avoid cluttering the moving traffic lanes. Only stop parallel to the front sidewalk for a very brief time. **Please use the parking lot if you require extra time!**



## **HEAD LICE POLICY # 7038**

Chances are that sometime during the elementary school years your child will be in contact with head lice. Unless everyone is both knowledgeable and co-operative, lice can spread rapidly in a setting such as school where children are in close proximity with one another.

Upon detection of a head lice case, the school will communicate with the child's parents/guardians and provide information as to the treatment recommended by the Fraser Health Authority.

Students with head lice will need to seek appropriate treatment. All stages of infestation need to be remedied before students can return to school.

Please call your Public Health Nurse at 604 539-2900 (loc. 743036) if you have any questions. Please make sure to alert the school if your child becomes infested. Office hours are 8:00 am to 3:30 pm, Monday to Friday.



**fraserhealth**

### **PROTOCOL FOR LICE INFESTATIONS**

Head lice are not a health hazard but are an inconvenience. With reference to the control of lice infestation the health unit staff will be available for advice in helping to identify lice and nits and for consultation to parents and school personnel regarding disinfestation procedures. The public health nurses are available talk to parent groups about preventing and treating lice infestations. They will be available to individuals about difficult cases and can be reached by calling the health unit.

### **TIPS ON PREVENTING LICE INFESTATION**

1. Check your child for lice if he/she is scratching their head or if a friend/classmate has head lice
2. Teach your child to not share hats, brushes, helmets, hair barrettes and towels
3. Keep long hair tied back when lice have been identified in your school

## Student Responsibilities

**Students are responsible for:**



- Observing and following the Langley School District Code of Conduct & Dress Guidelines as listed on pages 16, 17, & 18.
- Attending school on time
- Coming in from noon and recess playtime as soon as the bell rings
- Having the necessary books, school supplies, indoor shoes and in intermediate grades, PE clothing, ready for each class
- Completing all assignments (in school and/or at home)
- Making every effort to persevere and work diligently
- Taking care of personal cleanliness and appearance
- Dressing appropriately for outside times at lunch and recess
- Using friendly and polite words and body language when speaking with others
- Being supportive, friendly and encouraging to others
- Sharing all school play equipment and taking turns
- Playing safely outside and in the gym



- Leaving personal toys, electronics and items at home unless an arrangement has been made with the classroom teacher
- Keeping school furniture, books, lockers, building and equipment in good condition
- Cleaning up and using garbage and recycling containers
- Taking home school notices
- Returning library books each week

## Parent/Guardian Responsibilities

### Parents/guardians are responsible for:



- Becoming familiar with the rules and regulations of Coghlan Fundamental Elementary School
- Committing to and affirming the objectives of the Fundamental Alternate program philosophy
- Supporting regular and punctual attendance of your children
- Reporting your child's absences to the school
- Ensuring that your children arrive at school each day prepared for the day (supplies, homework, gym clothing, lunch, positive frame of mind)
- Requiring that your children conduct themselves in an orderly manner while in school or about the school grounds.
- Encouraging your children to work neatly and to work to the best of their ability
- Monitoring your children's attire to ensure that the school district dress code is being followed
- Providing a nutritious lunch and snack to ensure optimal learning
- Supporting and encouraging the school homework policy on page 15
- Communicating with the teachers and respecting their concerns for your children
- Reviewing and signing daily, the school agenda book
- Responding promptly and co-operatively when informed by school staff that your child is misbehaving or showing attendance problems
- Being informed of school events/initiatives by checking for and reading school notices and newsletters
- Responding to permission forms by the due date
- Participating in school functions and volunteering to help out at school events.
- Providing additional experiences outside the school environment to enrich your children's learning





### **CHILDREN LEARN WHAT THEY LIVE**

If a child lives with criticism,  
He learns to condemn.

If a child lives with hostility,  
He learns to fight.

If a child lives with ridicule,  
He learns to be shy.

If a child lives with shame,  
He learns to feel guilty.

If a child lives with tolerance,  
He learns to be patient.

If a child lives with encouragement,  
He learns confidence.

If a child lives with praise,  
He learns to appreciate.

If a child lives with fairness,  
He learns justice.

If a child lives with security,  
He learns to have faith.

If a child lives with approval,  
He learns to like himself.

If a child lives with acceptance and friendship,  
He learns to find love in the world.

Anonymous

## **HOMEWORK POLICY**

All children should be doing some home study each day. For primary children the focus should be on basic literacy and numeracy skills. Intermediate children will more often have classroom and special assignments, as well as studying for a test.

Homework/home study may be of several varieties:

- Reviewing the day's lesson
- Practicing basic mathematical facts/sight vocabulary
- Competing spelling activities
- Home Reading Program (Reading aloud, being read to, paired reading)
- Completing a classroom assignment
- Doing a special assignment for extra practice
- Completing a long term project requiring out of class work and research
- Completing an enrichment assignment requiring out of class work and research
- Studying for a test
- Practicing a musical instrument (ukulele, recorder, band instrument)



When children are assigned specific homework with a due date, there needs to be a valid reason for not completing homework. Parent/guardian should write a note to explain the incomplete homework. Invalid reasons to excuse homework assignments may include:

- ✚ I forgot it
- ✚ I didn't know
- ✚ It's at home

You can help make homework/home study a positive learning experience. It can be a challenge to fit homework/home study into busy family schedules. Homework/home study is a fact of life. There are ways parents/guardians can help their children make the most of the time they spend on homework/home study. Children who devote time to home study and to completing homework develop sound work habits and routines.

Here are some helpful tips for supporting homework/home study:

1. **Be positive.** Your attitude will affect your child.
2. **Provide a quiet place for homework.** Include a central spot for the necessary supplies and tools.
3. **Help your child learn to manage time.** Set a regular time for homework/home study each day. If that isn't possible because of busy schedules, block out time for homework. Don't leave homework as the last thing your child does before going to bed.
4. **Help your child decide** which homework is going to be hard and which is likely to be easy. Start with the difficult tasks first. That way, your child will be more alert when doing the toughest jobs.
5. **Help your child,** but don't do the homework. Don't answer the questions for you child. Homework is a way to help children learn to be independent. If you do the homework, your child won't learn that lesson.
6. **Stay in touch with the teacher.** Be sure to let the teacher know if everyday your child struggles with homework. Ask what you can do to help the teacher help your child.
7. **Check your child's agenda daily.** This is the main way for teacher's to communicate what has been assigned for homework each day.
8. **Have your child read** aloud to you or you to your child every night. Reading together as paired readers is another way to support reading. Stop occasionally to check that your child understands what has been read.

## **Langley School District Code of Conduct**

The Langley School District believes that everyone has the right to learn and work in a safe, caring, healthy and orderly environment. All members of the school community are expected to maintain an attitude that is

*"a place of learning, a place of belonging"*

cooperative, courteous and respectful. It is a shared responsibility to demonstrate positive conduct while attending any school or District related activity, regardless of time and location.

**Respect Yourself** – care about your learning and yourself

*Some examples include:*

- Make positive choices
- Be on time and prepared to learn and do your best
- Be a positive contributor to the learning environment

**Respect Others** – be considerate of the personal feelings, space and belongings of others

*Some examples include:*

- Be polite, honest and communicate respectfully
- Be responsible for your actions
- Be respectful of personal and cultural diversity

**Respect Property** – respect the school's environment

*Some examples include:*

- Treat school equipment with care
- Clean up after yourself and recycle
- Ask before borrowing property

**Be Safe** – follow school rules and expectations

*Some examples include:*

- Use appropriate hallway etiquette
- Report dangerous situations to staff
- Follow protocols for positive digital citizenship

All members of the school community are expected to comply with the purpose and spirit of the British Columbia Human Rights Code (section 7 and 8), including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, political beliefs, and age.

Discriminatory conduct includes publishing or displaying anything that could discriminate against another based on accommodation, service and facility, or expose them to contempt or ridicule, on the basis of the above grounds.

**The Langley School District encourages positive conduct from all members of the school community.**

**It is not acceptable to directly or indirectly engage in behavior that is considered:**

- Dangerous, including fighting or assault (or play fighting)
- Discriminatory
- Disrespectful, rude or defiant
- Interfering with the learning environment
- Bullying (including cyberbullying), harassment, intimidation, threatening or violent
- Indirect involvement (bystander) in incidents of violence, bullying or harassment
- Retaliatory in nature
- Unsafe, possessing weapons or replicas and explosives (such as fireworks/firecrackers)
- Theft or vandalism
- Plagiarism or cheating
- Unauthorized leaving of school grounds
- The dangerous use of cars, bicycles, skateboards and other equipment
- Possession, use, distribution of any illegal or restricted substances
- Illegal, including smoking on school property

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- Misuse of technology and electronic devices

*Forms of unacceptable conduct cited above are some examples and not an all-inclusive list.*

## **Consequences**

School safety is paramount. Consequences for behavior not meeting the Code of Conduct will be applied in a manner that respects individual differences, age appropriateness and past conduct. Whenever possible, incidents will be resolved by discussion, mediation, restorative action, restitution and if necessary, meetings with parents or guardians. Every effort to support students, staff, parents and guardians, and to determine the root causes of behaviors will be made. While the District hopes that strategies are learning experiences, there are times where the following consequences may apply:

- Review of school and District expectations
- Loss of privileges, (i.e. placement in an alternate setting, detention, modified schedule)
- Community service
- Consultation with School District Staff, RCMP, Fire Department and other community agencies
- Violence threat risk assessment (VTRA)
- Suspension (for both students and staff)
- In the case of students, expulsion
- In the case of staff, termination
- In the case of parents and guardians, application of Section 177 of the School Act

*The consequences cited above are only examples and not an all-inclusive list, and are not necessarily in progressive order. Decisions of District staff are eligible for appeal in accordance with District Policy No. 1205 – Bylaws of the Board – Student/Parent Appeals*

The Langley School District Code of Conduct supersedes all previous District and individual school's Codes of Conduct in whatever form and has been structured to align with and adhere to the standards outlined in:

- The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- B.C. Human Rights Code
- B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at [www.bced.gov.bc.ca/sco/](http://www.bced.gov.bc.ca/sco/)
- The Langley School District Fair Notice Protocol
- School District No. 35 – Policy No. 7200 – Anti-Harassment and Anti-Discrimination Policy
- School District No. 35 – Policy No. 6200 – Workplace Discrimination, Bullying and Harassment
- School District No. 35 – Policy 1205 – Bylaws of the Board: Student/Parent Appeals

*The Langley School District wishes to acknowledge the contributions of Safer Schools Together and the Burnaby School District for their contributions to this document.*

## **District Dress Guidelines**

The intent of a dress guideline is to set expectations to assist students, staff, and parents in decision-making with respect to clothing. It is not intended to be prescriptive nor punitive, but to provide a level of clarity so that correction or discipline is not required.

Dress guidelines are intended to incorporate individual preferences for students and their families to dress in a manner that they choose. Individual choice is however tempered by a

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responsibility to recognize that a school is a learning and working environment, in which there is an expectation of reasonableness.

Staff members have a responsibility to assist students in understanding and abiding by the District dress guidelines. Parents have a responsibility to support appropriate dress for the school and the workplace.

Clothing should be comfortable and allow a student to participate safely in activities such as physical education, science experiments, and/or shop projects. Clothing should demonstrate a respect for the school community. Clothing should meet standards of suitability that are typical of an office workplace and should not be offensive to others.

Articles of clothing that promote alcohol or drugs, that display offensive language or images, or that encourage sexism, racism or bigotry are not acceptable in a school. Clothing bearing direct or indirect message or graphics referring to gang culture, sex or pornography, weapons or violence will not be permitted.

When there are differences in perspective, all involved have a duty to seek common understanding in a mutually respectful manner. Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet the District guidelines.



**Coghlan Fundamental Elementary  
School**

**Family  
Letter of Understanding**

4452-256<sup>th</sup> Street  
Aldergrove , BC  
V4W 1J3

*....the successful learning organization is based on shared values and shared understanding and the agreement by everybody to be focused on the same set of priorities.  
Dr. Rosabeth Kanter, Harvard University*

As a school of choice, C.F.E.S. will provide:

- an emphasis on academic achievement and individual responsibility
- a structured approach to learning and behaviour
- a culture of respect, honesty, and integrity
- a philosophy based on parents as partners

It is vital that every member of the C.F.E.S. family understand and accept the vision and fundamental philosophy that underpins the school so that we are all focused on the same set of priorities.

I the Parent/Guardian of the \_\_\_\_\_ family will support the school and our child(ren)'s education in the following manner.

- 1) I will work with the teachers and my child to ensure that my child behaves in a responsible manner that shows respect to him/ herself, respect for others and respect for the school environment. (Pillar – Character)
- 2) I promise to support assigned homework. I will encourage my child to complete his/her assignments thoroughly and on time. If s/he is having difficulty, I will work with the teachers to develop strategies to help my child complete the assignments. (Pillar - Excellence)
- 3) I promise to keep up on school initiatives and events by reading school notices and newsletters. I will support and participate in school/community events. (Pillar – Community)

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign and return this contract to COGHLAN FUNDAMENTAL ELEMENTARY SCHOOL the first week of September. Thank you.*

Letter of Understanding is subject to revision



**Coghlan Fundamental Elementary  
School**

**Student  
Letter of Understanding**

4452-256<sup>th</sup> Street  
Aldergrove, BC  
V4W 1J3

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- an emphasis on academic achievement and individual responsibility
- a structured approach to learning and behaviour
- a culture of respect, honesty, and integrity
- a philosophy based on parents as partners

It is vital that every student attending C.F.E.S. understand and accept the vision and accepts the responsibilities and expectations associated with attending this school of choice.

I, \_\_\_\_\_ agree to support my school and my fellow students in the following ways:

- 1) I promise, to the best of my ability, to behave in a responsible manner that shows respect for myself, respect for others and respect for the school environment.
- 2) I promise, to the best of my ability, to complete my homework as assigned. I will ask for help from my family and teacher when I need it.
- 3) School is my workplace and I promise, to the best of my ability, to wear clothing that is respectful. The dress code is outlined in my school agenda book.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please sign and return this contract to COGHLAN FUNDAMENTAL ELEMENTARY SCHOOL the first week of September. Thank you.*

Letter of Understanding is subject to revision.