

Tillicum Community School

3155 Albina Street,

Victoria, B.C.

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2018-2019



TILlicum COMMUNITY SCHOOL

Website:

<http://www.sd61.bc.ca/school/tillicum/>

Contents

TILlicum SCHOOL MISSION STATEMENT:	5
BEHAVIOUR SUPPORT	5
WITS	7
TILlicum SCHOOL GOALS	7
DISTRICT MISSION	7
“ONE LEARNING COMMUNITY”	7
DISTRICT GOALS	7
SCHOOL INFORMATION	8
SCHOOL HOURS	8
NO GARBAGE AT SCHOOL - TILlicum SCHOOL RECYCLES	9
STUDENT SUPPORT SERVICES	10
COUNSELLORS	10
SPECIALIST SERVICES	10
LEARNING SUPPORT STAFF	10
PUBLIC HEALTH NURSE	11
SCHOOL LIAISON OFFICER	11
.....	11
PARENT INFORMATION	11
SCHOOL HOT MEAL PROGRAM	13
PICK UP AND DROP OFF LOCATIONS	13
SCHOOL GROUNDS	13
STEPS TO ADDRESS A SCHOOL CONCERN	13
KINDERGARTEN REGISTRATION	14
HOME STUDY	14
HOMEWORK RECOMMENDATIONS FOR	14
GRADES 3-4-5 STUDENTS & FAMILIES	14
HOME & SCHOOL COMMUNICATION	15
NEWSLETTERS	15
SEPTEMBER COMMUNITY SOCIAL (MEET THE TEACHER)	15
REPORTING PERIODS	15
VOLUNTEERS	15
TILlicum COMMUNITY SCHOOL PARENT ADVISORY COUNCIL (PAC) E-MAIL ADDRESS:	
TILlicum.PAC@VCPAC.CA	16
PROGRAMS OF INTEREST	17
THE LORI BURLEY LEARNING COMMONS	17
MUSIC	18
EXTRA CURRICULAR/COMMUNITY	18
SCHOOL ACTIVITIES	18
STUDENT RECOGNITION ASSEMBLIES	18

NON-INSTRUCTIONAL DAYS 2018/19.....	19
AT LUNCHTIME CHILDREN WILL:	19
SUPPORT FOR NON-COMPLIANT STUDENTS.....	19
DRESS CODE: EXPECTATIONS	20
TILlicum SCHOOL IS A SCENT FREE SCHOOL	20
TILlicum STUDENTS' CHARTER OF RIGHTS & RESPONSIBILITIES	20
POSITIVE BEHAVIOUR EXPECTATIONS	21

Welcome to Tillicum Community School



At Tillicum Community School, we value a strong partnership between school and parents to provide an optimum learning environment. This school handbook has been designed to provide you with important information about your school and to enhance our shared responsibility for the safety and the learning for all children.

TILlicum SCHOOL MISSION STATEMENT:

Tillicum Community School staff, in partnership with the students, parents and members of the community, is committed to providing a safe, healthy learning environment which enables children to develop their maximum potential for learning, promotes personal responsibility for one's learning and actions, develops a sense of personal self-worth, social responsibility and global citizenship.

BEHAVIOUR SUPPORT

To achieve our mission, at t Tillicum School we provide Behaviour Support to all our students. We focus on our school wide beliefs:

- **Respect/Responsibility**
- **Organization**
- **Cooperation**
- **Kindness**
- **Safety**

These beliefs apply in three ways: to self, to others, and to property. All of the adults consistently teach what these behaviours look like and sound like within the classroom, the hallways, and on the playground.

We consistently recognize the positive behaviours of individual students and work with all students on improving their effective decision making skills and abilities. Support is provided for students to fix their mistakes, practice more effective ways of making behavioural choices and develop positive, self-disciplined behaviour.

We also have a strong partnership with parents. Watch for newsletter inclusions and parent evenings where you may learn more about our restorative approach to supporting student behaviour. By working together, we can ensure that each child succeeds.

TILLICUM CODE OF STUDENT CONDUCT 2018-2019

The Tillicum Code of Student Rights and Responsibilities and the Code of Student Conduct is presented to you so that you and your child can understand the expectations for behaviour that are held by school administration, teachers, support staff, parents and School District policies and regulations.

BC Human Rights Code:

In line with the BC Human Rights Code, which prohibits discrimination on the basis of an individual's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age. Tillicum's Code of Conduct promotes a climate of understanding and mutual respect where all are equal in dignity and rights.

Acceptable Behaviour:

Students are expected to participate in safe, appropriate and healthy play

Rising Expectations:

As students grow up they have: Increasing responsibility and increasing consequences for unacceptable conduct

School & District policy is ZERO TOLERANCE FOR FIGHTING

Fighting, violence, threats to staff or students, and any behaviour intended to inflict injury WILL NOT BE TOLERATED. Such behaviour will result in one or more of the following:

- **An immediate in-school suspension, a call to parents to remove the student from the school where possible**
- **District out-of-school suspension commencing the day following the incident (suspensions can be from 1 to 5 days in length). Appropriate authorities may be notified to investigate the incident**
- **The student may return to school provided that all work has been completed and parents and the student meet with administration and staff members involved.**

Disciplinary action will be in accordance with district policy & regulations 5131.2 governing these matters. Please review these expectations with your child and if you have any questions please contact the school.

Tillicum School Student Behaviour policy respects that students will:

- Avoid all play fighting, contact games, and activities than can lead to conflict or injury.
- Leave all personal toys or equipment including aggressive toys or weapons, walkmans, Computer games, MP3s, IPODs, skateboards, roller blades, and materials such as matches, lighters, caps or fireworks off school property.

Behaviour Support Plans

Depending on the severity and frequency of incidents, inappropriate behaviour will result in one or all of the following:

- Recording the incident, followed by a warning, planning for change in behaviour.
- In extreme cases removal from activity including field trips, removal from grounds during recess or noon, parental contact, meeting with school personnel/parents and child would be necessary.

WITS

All students receive lessons on the principles of WITS. The common language of - **Walk away, Ignore, Talk it out, Seek help** – is used throughout the school to assist students with safe behavioural choices and peaceful problem solving strategies. Further information on WITS and Positive Behaviour Expectations is outlined later in this Handbook.

TILlicum SCHOOL GOALS

- to improve student literacy, especially to close the gap between struggling and successful readers and writers
- to continue to support the development of social and personal responsibility in students
- to improve student performance in mathematics, especially problem solving and completing all steps leading to a solution.

DISTRICT MISSION

“ONE LEARNING COMMUNITY”

We nurture each student’s learning and well-being in a safe, responsive and inclusive learning community.

DISTRICT GOALS

- Create long-term plan to enhance learner success
- Address the unique needs and build on the strengths of Aboriginal learners
- Provide greater support for vulnerable students with diverse needs
- Actively engage with our communities
- Strengthen District governance practices

SCHOOL INFORMATION

Address: 3155 Albina Street, Victoria, B.C., V9A 1Z6

Phone Numbers: Office (8:00 am – 3:30 pm)	250- 386-1408
School Fax	250-380-2805
Tillicum Out of School Care	250-388-5156

Website: <http://www.sd61.bc.ca/school/tillicum/>

SCHOOL HOURS

Kindergarten to Grade 5
8:45 am to 2:45 pm Monday to Friday



Supervision begins *	8:30 am
Morning classes begin	8:45 am
Recess begins *	10:13 am
Recess ends	10:28 am
Lunch break begins *	11:51 am (Mon) 11:48 am (Tues-Fri)
Dismissal to playground	12:11 pm
Afternoon classes begin	12:41 pm
Dismissal *	2:45 pm
Supervision ends	2:55 pm

Supervision: * indicates supervision times

Education Assistants are responsible for the supervision of children on the grounds and/or the school building before and after school. Supervision is available starting at **8:30** in the morning. Playground supervision ends at **2:55 pm Monday to Friday**. Parents **should not** send children to school before **8:30 am**.



The school is **not responsible for students outside of supervision times**.

NO GARBAGE



AT SCHOOL

Tillicum Recycles

Yes please 	No thanks 
REUSABLE lunch carrier	NO paper or plastic bags
REUSABLE container (Tupperware, plastic)	No plastic wrap, foil, wax or Styrofoam
REUSABLE bring bottle or thermos	NO single-use cans, bottles or cartons
SILVERWARE to wash & re-use	NO plastic forks or spoons
HEALTHY fresh fruit/veggie snacks!	NO over packaged snacks

STUDENT SUPPORT SERVICES

In addition to the learning that takes place in classrooms, children are supported in their growth and development by a variety of specialized services assigned by our School-based Team which consists of the administrators, teachers, counsellors, special student assistants and specialized district staff. Inquiries regarding any of the programs listed below can be made through your child's classroom teacher or the school office.

COUNSELLORS



A part-time **District Counsellor** is available through the school. The Counsellor provides service to classrooms, small groups and individual students.

A **Youth and Family Counsellor** provides service to children and families in the school.

A part-time **First Nations Counsellor** provides service to children and families of First Nations heritage.

The primary function of our counsellors is to facilitate the social, emotional and personal development of children experiencing difficulty in these areas of growth and development. The counsellors also support students who are experiencing a crisis in their lives and recommend appropriate resources in the community for children and for parents.

SPECIALIST SERVICES

The Greater Victoria School District supports schools and students with the following services:

- Speech and Language Therapists
- Occupational and Physiotherapists
- Educational Psychologists
- Teachers of the Hearing and Visually Impaired

Students are identified and referred through the School-Based Team. In all instances, parents or guardians are consulted and authorize any referral.



LEARNING SUPPORT STAFF

Learning support for children who need help with specific academic skills is provided in a variety of ways at Tillicum. In addition to small group instruction, our Learning Assistance Teachers provide assessment and program support for materials, books etc. needed in class or at home. We also offer Reading Recovery to Grade 1 students requiring extra support.

PUBLIC HEALTH NURSE

Some of the services of the Public Health Nurse are immunization, health counseling, vision and hearing screening, and health education. Parents may contact the Nurse by calling the Capital Health Region Saanich Health Unit at **(250) 519-5100**.

SCHOOL LIAISON OFFICER

A police officer is assigned to our school by the Saanich Police Department. This officer works with the staff to provide children with programs in safety, awareness and law enforcement.



PARENT INFORMATION

What if your child . . .

Will be absent?

1. Call the school office to report the absence
2. Advise your child's teacher, in advance, via the communication book, or
3. Send a note to the teacher when your child returns to school.

Is moving?

As far in advance as possible, contact the office so that necessary forms can be completed.

Has lost items?

Check the Lost and Found downstairs by the boiler room or check in the office.

Has an appointment during school time?

Send a note to the teacher so your child can be dismissed at the required time. Parents please report to office – your child will in the office to meet you. All students must sign out at the office either by themselves (with permission) or by a parent.

Brings lunch?

Children eat lunch in the classrooms supervised by student lunch buddies from the senior grades and a circulating adult supervisor. Children are expected to comply with lunchroom expectations to maintain the right to eat lunch at school. Failure to comply will result in parent notification and alternate arrangements will be made.

Needs to leave the grounds at lunch time?

Every child who stays in school for lunch requires a note from their parents giving permission if they need to leave the grounds. Students must sign out at the office.

Needs to use the telephone?

Telephone use by children is restricted to emergency use only. Children must have a permission slip and report to the office prior to using the phone. The telephone may not be used to make personal calls or social arrangements.



Is being picked up by someone else?

Send a note or speak to the teacher. Sign your child out at the office. The health and safety of your child is of prime concern.

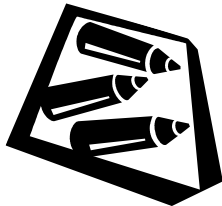
Is late?

Students must enter through the Orillia Street main door and sign in at the office before going to class. ***For safety reasons, parents need to park on Orillia Street and not in the staff parking lot for pick-up or drop-off at any time during the day.***

Educational time is important to your child's success and punctuality is an essential life skill. Chronic lateness will be referred to the office.

What if you need to . . .

Purchase School Supplies?



An opportunity to order pre-pack supplies will be offered through the PAC in June. Students will receive supplies in September. All students are responsible for acquiring their own basic supplies. A list of supplies is included with the student's final report card each June.

Copies of lists are also posted on the District website as well as the Tillicum School website. Additional paper copies are available from the office.

Visit the school?

Please use the main school doors, report to the office, and **sign in the visitor's book.**

Get a message to your child?

Please do your best to make your arrangements at home. In an emergency or if unforeseen circumstances arise, we will, to the best of our ability, pass on messages to students.

However, we may not be able to deliver a message or connect you with your child at the time of your call.

Drop off a lunch or supplies?

Our learning time is extremely important. Please drop these off in the office and we will be happy to see that your child receives them.

SCHOOL HOT MEAL PROGRAM

Greater Victoria School District's CommunityLINK Programs will be offering hot lunches to students at Tillicum School. Your child/ren will have the opportunity to receive hot lunches consisting of a wide variety of nutritious and child friendly food. The School Meal Program is "*Universal*" which means everyone is welcome to join. We ask parents to contribute **only what they can afford to pay**, but if you are using the meal program because it's easier than making a lunch, the monthly fee ranges between \$40-60 based on a cost of \$4.47/meal. The program is supervised by a School Meal Assistant with *Food Safe* certification.

PICK UP AND DROP OFF LOCATIONS

If you drive your child to and from school, use the pick-up/drop-off zone on **Orillia Street** *if there is room and it is safe to do so*. Alternatively, please park your car in a safe and appropriate place on a neighbouring street and walk with your child to the playground. Be aware that the area is very busy and congested, particularly during peak hour. This is a residential area. Please respect our neighbours.

DO NOT BLOCK SPECIAL NEEDS DROP OFF ZONE.

DO NOT PARK IN OR BLOCK DRIVEWAYS.

DO NOT USE ALBINA STREET PARKING LOT FOR DROP OFF OR PICKUP. This staff parking lot is congested and **extremely** dangerous for children.

SCHOOL GROUNDS

Based on a recently adopted District policy, **smoking is prohibited at all times** on all elementary school grounds.

With the exception of working dogs, and in the interest of health and safety for all children, no dogs (or pets) are permitted on school grounds **from 7:30 am to 5:30 pm**.

Report any health or safety concerns, such as garbage, graffiti, or vandalism to the office.

STEPS TO ADDRESS A SCHOOL CONCERN

A process is in place to provide parents with an opportunity to address situations or circumstances that may cause them concern. If you need to have a situation explained or rectified, the following steps should be followed. As in all situations where we seek resolutions, one is encouraged to give each step a chance to resolve the issue before progressing to the next level.

- 1st meet with the teacher or adult involved
- 2nd refer the issue to the Principal

- 3rd contact the Associate Superintendent (Mrs. Shelley Green, 475-4181)
- 4th inform the Superintendent of Schools (Mr. Piet Langstraat 475-4162)
- 5th if the matter remains unresolved, you may wish to contact our Trustee (Edith Loring-Kuhanga - 475-4106 - Secretary Treasurer Office)
- 6th refer the matter to the Ministry of Education (our Trustee should be notified if you intend to call or write the Minister)

KINDERGARTEN REGISTRATION

Registration for Kindergarten children is held in late January, early February. At this time registration information is published on the District website, the School website, in the school newsletter and in the local newspaper,

HOME STUDY



Home study is a critical part of the total learning experience for all children at all levels. Teachers may assign appropriate and specific tasks to be completed at home. Tasks will be based on the age and/or ability level of children and on the professional judgment of teachers.

Home study should be supported by all parents. At the primary levels, home study may include reading with children and taking an active interest in your child's experiences. With older children, it is important to review the day's learning and help your child prepare for the following day. Parents can assist children by helping them establish a regular study schedule and provide a comfortable, quiet spot to work.

HOMEWORK RECOMMENDATIONS FOR GRADES 3-4-5 STUDENTS & FAMILIES

Homework may consist of completion of daily class assignments, review of material taught, review and preparation for tests, long-range project work, leisure reading and writing.

Considerations when developing a schedule:

- Plan a quiet time when all members are usually at home.
- Select a mutually agreeable place for each child to do homework.
- Plan so that the homework will not be rushed.
- Check work together for organization and completeness.
- Have a maximum time allotted to homework.
- Stay within the agreed time unless a major project deadline is looming.
- Have a time allotted – 15 mins. for home reading/ **Gr. 3,4,5** – 30 mins. (max) & additional homework.
- Contact the classroom teacher immediately with any concerns regarding homework – too much, too difficult, no homework, etc

HOME & SCHOOL COMMUNICATION

In an educational partnership, open communication between home and school is essential in keeping you informed about your children's growth and development and in helping us to create a healthy, educationally sound environment that meets the needs of your children. Some of the avenues through which we provide school related information and invite your input and comments include:

NEWSLETTERS

Newsletters keep you informed about school activities and upcoming events. They are emailed to students' homes monthly. Extra copies are kept in the school's office and are also posted on the school website – <http://www.sd61.bc.ca/school/tillicum/>. As well, we send out mass voicemail messages with Synervoice (our parent contacting system). It is imperative that all our parent contact records are kept up to date.

SEPTEMBER COMMUNITY SOCIAL (MEET THE TEACHER)

In September, an evening social is held to provide parents with an opportunity to meet school staff and learn about the school and the school community.

REPORTING PERIODS



Three formal reports on student progress will be issued during the school year. Reporting dates are shown in the calendar. Student led conferences will also be scheduled to coincide with the spring reporting period. Parent/teacher conferences may be scheduled at any time as needed.

In addition to the communication processes established, we recognize the depth of concern that you, as parents, have for the growth and well-being of your child during these significant years in school. Therefore, if at any time you have any questions, concerns or information to share that will help the teacher understand your child better, please call the school at (250) 386-1408 to arrange an interview.

VOLUNTEERS



Volunteers fulfill a vital role in our school. Their involvement enriches the educational experiences of our students and provides significant support to the development and enhancement of our school programs.

Opportunities for involvement are provided through:

- involvement in the Tillicum Parent Advisory Council (PAC)
- involvement in PAC sponsored events (i.e. Fundraising: Christmas Market, Spring Fair etc.)

- helping in classrooms
- helping in the Learning Commons
- providing field trip transportation

Having volunteers in the school is in accordance with District policy which states that tasks performed by volunteers are temporary in nature and not normally carried out by GVTA or CUPE 947 members. For the health and safety of all children, information regarding volunteers is screened by the Principal before volunteers work with children or participate in school activities. Therefore, volunteers are required to:

- complete a volunteer form available at the school
- prior to driving, they need to:
 - complete a driver information form
 - obtain a Criminal Record Check
 - obtain a Driver's Abstract
 - provide a copy of current driver's license and insurance
 - follow **Volunteer's Code of Ethics** as follows:

- I. Respect the confidentiality of the teacher and the children.
- II. Practice tolerance and understanding towards the children and teachers with whom you come in contact. Be sensitive to the teaching role. Strive for acceptance of all the children.
- III. Be dependable. If you must be late or absent, arrange for an acceptable substitute.
- IV. Volunteer form must be completed one week prior to volunteer activities.

TILLICUM COMMUNITY SCHOOL PARENT ADVISORY COUNCIL (PAC) e-mail address: tillicum.pac@vcpac.ca

What? The Tillicum School PAC is the officially recognized voice of parents at the school level. Briefly, its objectives are to promote education within the school's community; facilitate communication; encourage parental involvement and cooperation between home and school; provide additional volunteer resources to the school; and present parental views regarding school policies, programs and activities.

Why? Research has demonstrated that when parents are involved in their children's education, the children experience more success at school and their learning improves. We recognize that effective schools support and promote meaningful parental involvement.

Who? All parents and guardians of Tillicum students are voting members of the PAC. Non-voting members of the PAC include the teaching and non-teaching staff of Tillicum School, as well as members of the Tillicum area community. Officers are elected at the AGM in May.

How? Everyone is encouraged to attend the regular monthly PAC meetings. Please

contact the PAC Executive if you can volunteer.

When? PAC meetings are usually held on the second Wednesday of each month, September to May in the school library. Meetings start at 6:30 pm. Childcare is provided.

Executive Officers for 2018/19:

President: Christine Surridge

Vice President: Nicole Nyvall

Treasurer: Cathleen Kelly

Secretary: Andrew Dunn

VCPAC Rep:

Food for Fun: Lisa Gelling

Fundraising/Events Coordinators: Lisa Gelling, Nicole Nyvall,

Comfort Kits Distribution: Lynea McDowell

Safe Routes to School: Vacant

Earthquake Supplies Coordinator:

Class Rep System: Vacant

School Planning Council:

Members at Large:

PROGRAMS OF INTEREST

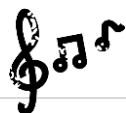


THE LORI BURLEY LEARNING COMMONS



A major goal for Tillicum School has been and is to increase student access to information. We have integrated the Library and Computer Lab and formed the Library Learning Commons. Students are able to access these areas through weekly scheduled blocks and as individuals or in small groups.

The Learning Commons, Chromebooks, and Ipads provide students with opportunities to develop Information Literacy by learning to locate, record, organize, analyze and synthesize information. Students access books, magazines, articles and the internet. The Learning Commons is providing tools necessary to develop lifelong learning skills.



MUSIC

Music has been considered food for the soul! A strong school music program enhances a student's emotional, social and academic development, while providing a positive outlet for students. Musical training builds confidence, self-discipline and performance skills.

Here at Tillicum School, the music program continues to prosper with the support of staff, parents and students. During music class, the students learn how to read and write music, develop singing skills, learn how to play instruments such as the recorder and ukulele, as well as learn about great music composers and music history. There are many activities and performances scheduled for this year. Watch for announcements!

EXTRA CURRICULAR/COMMUNITY SCHOOL ACTIVITIES

In addition to classroom activities, various activities outside of scheduled class time are offered throughout the year. These activities vary from year to year but may include:

- Cross-country running and Track
- Physical Literacy Programs
- Cooperative Games
- Choir / Music
- Arts / Crafts
- Tennis, Rugby, Soccer, Basketball
- Student Leadership



In recognition of the leadership skills and the contribution that students make to our school, we encourage children in Grades 4 & 5 to volunteer their services in various activities. We encourage all children to participate in the activities offered. As a result of student participation we all gain. Please encourage your child to take an active part in school life: their physical, social and emotional health will benefit and our school will be a stronger and a happier place.

STUDENT RECOGNITION ASSEMBLIES

During the school year, we have Recognition Assemblies every other Wednesday (approximately 2/month) at 2:10 pm in the gym. Certificates will be presented recognizing characteristics of one of four Spirit of Alliance Animals.: Raven - Originality and Vision - Respect, Salmon - Navigation - Organization, Wolf - Hunting - Cooperation, and Bear - Community - Kindness, and Safety. The purpose of these certificates is to provide encouragement, motivation, and recognition. Parents are invited to attend assemblies.

NON-INSTRUCTIONAL DAYS 2018/19

Non-instructional days are provided for the purpose of staff professional development. These days do not take instruction time out of the normal school year.

2018/19 calendar

Designation	Calendar
School Opening	September 4, 2018
First non-instructional day	September 17, 2018
Thanksgiving	October 8, 2018
Second non-instructional day	October 19, 2018 (Province wide)
Remembrance Day	November 12, 2018
Third non-instructional day	November 23, 2018
Schools close for Winter vacation	December 21, 2018
Schools re-open after Winter vacation	January 7, 2019
School-based Pro D	January 21, 2019
Family Day	February 11, 2019
Fourth non-instructional day	February 22, 2019
Schools close for Spring vacation	March 15, 2019
Schools re-open after Spring vacation	April 1, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Fifth non-instructional day	May 17, 2019
Victoria Day	May 20, 2019
Administrative Day and School Closing	June 28, 2019



AT LUNCHTIME CHILDREN WILL:

- treat others with kindness, respect and courtesy
- eat in their desk, and talk quietly with neighbours
- follow instructions/directions of monitors and supervising adults
- clean their area after eating
- dismiss when directed to do so and go directly outside, or to the library or extra-curricular activity
- appropriately recycle all recyclable items
- deposit trash in a garbage can while exiting

SUPPORT FOR NON-COMPLIANT STUDENTS

Students having difficulty demonstrating appropriate behaviours at lunch time are referred to the smaller, directly supervised lunch group facilitated by the Youth & Family Counsellor. Here students are provided social skill instruction and practice to develop responsible behaviours to ensure their success at lunch time.

DRESS CODE: EXPECTATIONS

While at the school, children are expected to dress in a clean, neat and appropriate manner. Footwear and outerwear are important to consider as children do enjoy outdoor recess in all kinds of weather. In accordance with District policy 5132 - 3.0 “Students may attend school and school-related functions in dress of their choice under the conditions that the choices: 3.1.1 Conform with established health and safety requirements for the intended activity; and 3.1.2 Do not promote drugs or alcohol; display offensive language or images; or encourage discrimination.

TILlicum SCHOOL IS A SCENT FREE SCHOOL

At Tillicum we understand that some people have allergic reactions to different scents and so we ask that students, teachers and parents refrain from wearing any perfumes or products with a scent. Thank you.

TILlicum STUDENTS’ CHARTER OF RIGHTS & RESPONSIBILITIES

I, the student, have a right to:	I, the student, have a responsibility to:
- learn	- be attentive, to complete all assignments to the best of my ability, and to seek help
- be respected	- treat others with kindness, courtesy and respect
- be safe	- cooperate with others, play safely and avoid harming or threatening others
- learn in a clean, attractive environment	- respect and care for all school property, school equipment and displays
- privacy with my personal belongings	- respect the privacy and possession of others.
- express my ideas and opinions to benefit the student body	- be respectful and understanding of others’ opinions
- take part in the decision making in the school	- accept the decisions that are made
- be able to address an issue which I feel to be wrong	- be aware of the reasons and follow due processes of appeal open to me

POSITIVE BEHAVIOUR EXPECTATIONS

	R	O	C	K	S
Location	Respect	Organization	Cooperation	Kindness	Safety
Classroom	Listen to the speaker Raise your hand Use Your WITS	Be on time Have your tools ready Keep your desk and coat room area tidy	Help others Do what you are asked to do Take turns Share	Use kind words Say Hello Have a positive attitude	Keep your hands and feet to yourself Respect personal space Use your WITS
Bathroom	Put paper towels in the garbage Give other people and yourself privacy	Flush the toilet Wash with soap Leave quickly and quietly	Wait your turn Report problems or accidents Do your business, flush, wash and leave	Use inside voice Use kind words	Keep water in the sink Wash hands for 20 seconds Keep hands and feet to yourself
Assembly	Show appreciation by clapping Stand quietly to sing O Canada Give the speaker your attention Listen	Give your neighbors personal space	Eyes and ears on the speaker Follow any instructions	Sit flat so others can see	Hands and feet to yourself Walk when entering and exiting the assembly
Hallway	Walk quietly Hands by your side	Walk on the right side	Give your neighbor personal space Walk directly to where you need to go.	Be patient Stay behind the person in front of you	Walk Keep your hands and feet to yourself Open doors slowly
Playground	Use Your WITS Put your litter in the trash can	Put equipment back when recess is over	Follow rules of the games Take turns Listen to duty supervisors	Use appropriate language and manners Invite others to play	Keep hands and feet to yourself Use all equipment appropriately – <i>skipping ropes are for skipping</i>
Lunch Room	Use indoor voices Listen to monitors/adults Use table manners	Clean up your space after eating Eat your food Wash hands and use bathroom before eating	Listen to lunch monitors/adults/each other	Use kind words/manners	Keep hands and feet to yourself Sit in your desk while eating Stay in the classroom
Outside line up	Head to your lineup as soon as the bell rings Talk quietly in the line	Put equipment away before lining up Have all your belongings with you	Stay in line Follow the teacher's directions Give your neighbors personal space	Respect personal space of others Be patient	Keep your hands and feet to yourself

USE YOUR WITS: Walk away - Ignore - Talk it out - Seek Help