

# Welcome

Welcome to the 2023 - 2024 school year at William Watson Elementary! We are looking forward to having a great year as our team of students, staff, and parents work together toward excellence in all areas of development. William Watson's pride shines in the many academic, athletic, and artistic opportunities offered throughout the year. Students are encouraged to try their best and participate in the various activities. The information in this handbook should contribute toward having a great school year. All the best!

## SCHOOL PHILOSOPHY

The staff members of William Watson believe in the continuous growth of each child. Our goal is to provide a safe, nurturing and stimulating environment to foster learning and thriving. We recognize that each child is unique and will learn in a variety of ways. We believe a strong and positive relationship between home and school is essential to cultivate respect for others and a lifelong love of learning.

## SCHOOL GOAL

To equip students with the language and literacy skills they will need for success in school, community, career, and life. To provide students with the opportunity to become effective communicators, to develop and express their own ideas, and to think deeply and critically about the ideas of others. To develop a lifelong love of reading, writing, and learning and an appreciation for the power, beauty, joy, and artistry of language and texts. To explore and create written, oral, and visual texts, expand and deepen students' understanding of both real and imaginary worlds, gaining insight into their own lives and the lives of others.

## COMMUNITY VALUES FOR LEARNING AND THRIVING

We believe that students at William Watson should demonstrate the ability to be self-directed and responsible by showing cooperative, independent, safe, and positive behaviours. All students are also expected to observe this code while at school and all school-sponsored functions, including outings into the community. Our guiding principle is the development of a safe, caring and orderly school environment where all members of our school are respected.

Our intent is to ensure a safe and caring school environment for all. Students are expected to conduct themselves in a manner which reflects common sense, safety, courtesy and **respect** for persons and property. The school has increasing expectations for student behaviour in relation to students' age, grade and/or maturity and expect the older students to act as positive role models.

In accordance with our District Policy on safe and caring school environments, and the BC Ministry of Education, the following types of **behaviours are unacceptable**:

- Disobedience
- Racism or Discrimination of any kind
- Bullying, cyber-bullying, harassment, threats, intimidation
- Violence in any form
- Theft and Vandalism (damage to property)
- Verbal, written, or physical abuse
- Retribution against a person who has reported an incident
- Possession of intoxicating substances, weapons, replica weapons, or explosives
- Trespassing or Intruding (all visitors must first report to the office)

## Attendance and Punctuality

To help ensure the safety of your child, the following procedures are in place:

1. If your child is going to be absent, please email [williamwatsonabsentee@surreyschools.ca](mailto:williamwatsonabsentee@surreyschools.ca) or phone and inform the school office at (604) 574-4141. Pupils are expected to be at school in time for the school opening. If for some reason a pupil arrives late, he/she must report to the office before heading to class. Otherwise, the parent(s) will be unnecessarily contacted by one of our office staff.
2. No child will be dismissed to anyone other than his/her parent or guardian or emergency contact, unless otherwise arranged.
3. Children going home during the day are not to do so without the school personnel phoning home first. Parents must come into the school to sign students out at the office.

Regular attendance and being on time are two key factors in your child's school life. Not only is this important to your child's learning, it is an important life skill. The first half hour of the school day is when teachers outline activities and discuss their expectations for the day. It is crucial that students be present for these important instructions, so we urge you to ensure that your children arrive at school on time each morning. Children who arrive late, must check in at the office.

The front door of the school is reserved for staff, parents and guests. Students are expected to enter and exit by their designated classroom doorway. **For student safety please do not use the staff parking lot to drop off students. The parking lot is for staff only.**

## School Bell Schedule

### **No Student Drop Off before 8:20am**

8:35	Welcome Bell (Line up outside Classroom)
<b>8:40</b>	<b>School day commences</b>
10:10 -10:25	Recess
11:45-12:30	Lunch
12:30	Afternoon session commences
<b>2:32</b>	<b>Dismissal</b>
2:47	Warning Bell. <i>Students not yet picked up report to office.</i>

### **No Student Supervision after 2:47pm**

William Watson Office Hours: 8:00am - 3:45pm

## Parents / Visitors

For security reasons **ALL visitors must first report to the school office** and be assigned a visitor badge before proceeding through the school or on school grounds, this includes when delivering lunches for children. We discourage interruptions during instructional time.

# ACCEPTABLE BEHAVIOUR

## A. Safety:

1. Students are expected to remain on the school grounds during recess and lunch breaks. Students must have written permission from their parent and verbal permission from school personnel in order to leave the grounds during school or break times.
2. Students will only play in assigned areas. The Playgrounds, Track, Fields and All weather Field are safe play areas.
3. **The Following areas are NOT safe play areas:** Parking Lot, Front of School, Washrooms, South Ditch, Grass Field North of gym, Treed area and hill west of building.
4. Bicycles or any other items with wheels, such as skateboards, scooters and roller blades, are **not** to be ridden on school grounds during the school day and riders must wear helmets. Bicycles must be placed in the racks and locked.
5. Students are expected to only use electronic devices under the direction and supervision of a teacher. The school will not be responsible for any lost, damaged or stolen personal items. Students are expected to be responsible digital citizens.
6. Play and all other physical interactions are always conducted in a safe and responsible manner.
7. Fellow students and staff are always treated with kindness, respect and consideration. Always treat others the way that you would like to be treated.

## B. Respect:

1. Behavior toward all students, staff, and parents will be courteous and cooperative.
2. Care is taken to avoid damage to buildings, furnishings, supplies, and equipment.
3. Appropriate and respectful language should be used at all times.
4. Chewing of gum will not be permitted at school.
5. Walk and work quietly in the hallways and common areas.
8. Students may only use the office telephone with their teacher's permission. Plans for after school should be made in advance.
9. Students will be required to take certain precautions involving particular food items in order to provide a safe environment for (Anaphylactic Shock) students with allergies.
10. Students are expected to have proper footwear and suitable clothing for daily physical activity and outdoor play (rain or shine) at recess and lunch.

**Be Kind**

## **DRESS CODE**

Members of our school community are expected to dress appropriately for a positive learning environment and treat school as “their place of business”. We want to see clothing worn that will ensure the physical and personal safety of all of our students.

Students will be asked to change their outfit if their clothes display or encourage the following:

- offensive, inappropriate, discriminatory, or derogatory symbols, pictures and/or slogans.
- the use of drugs and alcohol or the affiliation of gangs.
- showing of underpants-private areas should not be visible.
- shorts and skirts must cover the buttocks.
- safe footwear is required for school activities including gym.

## **ACCEPTABLE USE OF ELECTRONIC DEVICES**

- School computers and other electronic devices are only to be used for school/education related activities. They are not permitted for social networking, gaming, or inappropriate purposes, which includes unauthorized access or sharing of data.
- Recording of visual images is not permissible at school unless permission has been received by the classroom teacher with respect to a classroom/school project.
- Students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of any technology tools or services, if it negatively impacts the school environment, or peers.

## **WHEN STUDENTS ENCOUNTER A PROBLEM**

- Recognize
  - When a situation becomes problematic one of our five senses will trigger a response that informs us to be alert to a possible conflict or danger. (Physiological responses: gut feeling, sweating, pulse racing, muscles tensing etc) and cognitive awareness: knowing something is wrong,
- Refuse
  - When we have any of the above responses, refuse to be a part of the problem. Do not contribute to the escalation of the problem or part of the problem, by attempting to manage others, dictate outcomes, demand specific actions or take control in any way.
- Remove
  - When a problem arises remove yourself from the area, or persons who are part of the problem. Put distance between you and the problem
- Report
  - As a positive response to problems, identify the people who can and are responsible for dealing with the problem (adults in the school) and share the information about the problem for them to engage in conflict resolution strategies to resolve the problem
- Reflect
  - When the problem has been resolved find a trusted adult to talk through the steps taken and assess the effectiveness of the process. Plan on using what was effective for future situations.

# DISCIPLINE POLICY

Discipline is progressive and appropriate consequences will vary depending upon the behavior.

A student behaviour problem is first dealt with at its source by the staff member that first sees it. When there is a need, the classroom teacher may ask the principal to assist. Logical, firm, and fair consequences will be issued to students who choose not to follow the rules, at the discretion of the teacher or principal. Staff members will use their discretion in deciding which infractions should be communicated to the parents and in what manner.

*Consequences will take into account the age, maturity and special needs (e.g. intellectual, physical, sensory, or emotional disability), severity and frequency of actions. Consequences will be progressive and will focus on being restorative rather than punitive in nature.*

Following list includes, but is not limited to, the consequences that may be used at school:

1. Review of Expectations
2. Timeout (from playground or classroom)
3. Loss of Privileges (special activities, etc.)
4. Written Assignment or Apology Letter
5. Community Service at School
6. Making Restitution

For more serious, or repeated infractions, the following consequence could be applied:

1. Parents Informed (phone call, written or meeting)
2. Required to participate in counseling or referral to a district program
3. An in-school suspension where student works apart from the class
4. Replacement cost of vandalized/stolen property and/or restitution may be made
5. The student may be suspended out of the school up to five days
6. Required to participate in the Threat Assessment Protocol with team
7. Over 5 Day Suspension and Referral to Student Services

As circumstances warrant, school administration will advise parties as follows:

- Parent/guardian of student exhibiting major behavior problem.
- Parent/guardian of student on the receiving end of an incident.
- Safe Schools Department and/or other District Staff, Assistant Superintendent Ministerial agencies and/or RCMP (School Liaison Officer)

## Threat Assessment Protocol – Fair Notice

### What behaviours initiate a student threat assessment?

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting.

### Duty to report

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

### What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on social media or made by gesture. Threats must be taken seriously, investigated and responded to.

### What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include principal, vice-principal, district resource counsellor, school counsellor and police.

### What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

- ◆ To ensure the safety of students, staff, parents and others.
- ◆ To ensure a full understanding of the context of the threat.
- ◆ To understand factors contributing to the threat makers' behaviour.
- ◆ To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- ◆ To promote the emotional and physical safety of all.



### What happens in a student threat assessment?

All threat making behaviour by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

### Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent / guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

## LUNCH BREAK POLICY

Lunch starts at 11:45am. Students are supervised on the playground by adult lunch hour supervisors. Students must eat their lunches quietly in their own desks and clean up after themselves. The consequences for children who are unable to demonstrate acceptable behaviour during lunchtime may include eating at the office or loss of outside playtime. If your child is going home for lunch, the teacher must be provided a note with written consent.

## HOMEWORK POLICY

Monitoring homework and reminders can give parents information about their child's progress. It is recommended that all students set aside a certain place and time each day for reading and completing any assigned homework. It helps students develop self-discipline and a sense of responsibility for their learning. William Watson Elementary planners are available for purchasing through the school.

## MEDICAL ALERT / MEDICINE AT SCHOOL

If your child requires medical consideration of any kind, parents must advise and update the school annually on the student information form, complete the appropriate Medical Alert form and speak to the teacher. Children, at times, require prescription medication while at school. There is a medical form that needs to be completed. Please contact the office if your child is on medication so that arrangements can be made for medicine to be administered once a form has been signed. Medicine will be stored at the office and should not be left in lunches or back packs.

## EMERGENCY MEASURES

### School Closures:

In the case of an emergency, such as a fire or power failure, students may have to be sent home prior to the normal end of the day. Should such an evacuation occur, you will be notified and your child will be supervised until you or one of your contacts is able to pick them up.

**It is important that the school have on file, alternate names and current telephone numbers for emergency use in the event of an evacuation of the school due to fire, earthquake or other emergencies.**

### Fire and Earthquake Drills:

These happen 8 times a year. The school is evacuated to a safe area of the playground and the attendance is taken. Students are expected to walk silently and in an orderly manner following the teacher. Students who are away from their class at the time of the alarm must proceed to the nearest safe exit and join their class outside.

## HOME & SCHOOL CONNECTION

We encourage all parents to remain in contact with their child's teacher throughout the school year. The teachers at William Watson are more than willing to meet with you to discuss your child's progress. Take advantage of these opportunities, especially during parent/teacher conferences or commenting on your child's electronic portfolios.

### A. Volunteers and PAC:

We welcome positive parent involvement at our school as it helps to create a special community for children to learn. Volunteering time allows you to become more involved in your child's education. Parent Advisory Council (PAC) is a group of parents that works with the staff to enhance learning experiences for students and promote a sense of school spirit through fundraising efforts. All parents are encouraged to attend meetings and get involved on PAC.

### B. Newsletters and Notices:

We keep parents informed by issuing monthly school newsletters and as needed. In an effort to reduce paper consumption, our newsletters are all sent electronically via email; therefore, each parent needs to ensure the school has their correct email information. **Surrey Schools has a new mobile App that is now available in the Apple and Android app stores.** Anytime our school website is updated, you will be notified through the APP! **Anyone can download the app and subscribe to William Watson to receive School Notifications, News and Events.**

Once downloaded, click on Menu, then click on Content Sources and choose your School(s) of choice. In the app store, search for 'Surrey Schools' or use the links below:



**Android:** <https://play.google.com/store/apps/details?id=ca.schoolbundle.surrey>

**iOS:** <https://apps.apple.com/ca/app/surrey-schools/id1611336585>

## **Parking Lot and Traffic:**

The school parking lot is for school personnel and can only be used by parents when they are coming into the school. There is a parent pull through area for drop off and pick-up by parents along 80<sup>th</sup> Avenue. We respectfully request that parents do not block the school gate to the parking lot along 164<sup>th</sup> street. Please do not block other vehicles and obey all posted signs. For the safety of all students, we encourage families to walk to and from school daily without pets. **For student safety please do not use the staff parking lot to drop off students. The parking lot is for staff only.**

## **Summary of Regulation Sexual Orientation and Gender Identity – 9410.2**

### **1. District Responsibilities**

The educational programs in Surrey Schools shall include curriculum topics and learning resources that reaffirm the inclusion of all members of our community regardless of sexual orientation or gender identity. The District shall establish consistent, widely understood and maintained school-based policies and practices to ensure that LGBTQ members and their families are welcomed accepted and included in all aspects of education and school life. This includes the promotion and implementation of respectful and proactive strategies to support students and staff of all sexual orientations or gender identities.

### **2. Conduct**

To ensure the rights of LGBTQ students and/or employees are respected, each school and district worksite's code of conduct will prohibit language or behavior of a discriminatory nature or incites hatred, prejudice or harassment toward staff or students on the basis of their sexual orientation or gender identification. All staff have the collective responsibility to identify discriminatory attitudes and behavior, to intervene, and to convey that it goes against policy. Guideline and practices should include procedures to resolve complaints and policies should be reviewed with staff and students annually.

### **3. Curricular Learning and Library Resources**

Administrations actively support teaching positive images about history and culture of LGBTQ members. Educational Resources will be made available at all grade levels. District encourages the formation of Gay/Straight Alliance clubs at Secondary level and at the Elementary level will encourage development of Social Justice or Diversity clubs.

### **4. In-Service and Education**

Safe Harbour – school will provide at least one staff member who is designated as a contract for students or staff who identify themselves as LGBTQ. In addition, training and resources shall be offered to the Safe Harbour designate. All staff share a collective responsibility of creating safe and supportive learning environments of LGBTQ students and staff.

### **5. Home, School and Community Relations**

The District shall work to support parents to prevent discrimination based on sexual orientation and gender identity. The District shall acknowledge that many students will identify as LGBTQ or live in LGBTQ families and shall be positively recognized and included as such at all grade levels.