



École Woodward Hill Elementary

6082 – 142nd St., Surrey, B.C. V3X 1C1

PH: 604-594-2408 • Fax: 604-594-2336 • www.surreyschools.ca/schools/woodwardhill

École Woodward Hill Elementary – Code of Conduct 2021-2022

At École Woodward Hill Elementary we are committed to the education of our students in a French and English learning environment that reflects our diverse Canadian identity. We strive to foster a safe, caring and respectful community where everyone has the opportunity to reach their full academic, emotional and social potential.

We believe that:

- Everyone deserves respect, and we need to respect ourselves, each other and the school
- Everyone is able to learn, contribute and experience success
- Everyone belongs and has the right to feel safe and happy at school
- Results improve when learners are engaged and there are high expectations for student achievement
- Communication, collaboration and cooperation build strong school communities
- We can help lead the way to environmental responsibility

These belief statements form the Code of Conduct for all members of the school community. As individuals and collectively we strive to:

Show RESPECT, Take RESPONSIBILITY, Be a ROLE MODEL

BEHAVIOUR EXPECTATIONS

Acceptable and unacceptable behavior, while at school, attending school related activities (both on and off school grounds), or in any other circumstances, where engaging in the activity will have an impact on the school environment. There will be rising expectations of behaviour as students mature.

It is important to note that the acceptable and unacceptable behaviours that follow are not all-inclusive lists.

At Woodward Hill, we focus on the three R's: Being **Respectful**, Taking **Responsibility** & Being a **Role Model** for others. The following outlines common expectations for all of our Eagles.

Our students will...

1. Arrive at school on time each day and be ready to work.
2. Use our crosswalks to access school property.

Respect – Responsibility – Role Modeling
Respect – Responsabilité – Être un modèle idéal



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3. Remain on school property unless there is permission to leave from a parent or teacher.
4. Walk bikes or scooters on school property and ensure they are locked during the day.
5. Observe litter free snacks and lunches.
6. Wear inside shoes.
7. Dress respectfully and appropriately for weather conditions.
8. Engage in safe and fair play.
9. Share concerns with a trusted adult at school.
10. Use only the office phone to call home.
11. Take pride in our building and grounds.
12. Take responsibility for personal and school property.
13. Be proud of their choices.
14. Demonstrate a responsible attitude toward learning.
15. Model the three R's in their daily school life.

SAFE & CARING SCHOOLS

ARE FREE FROM ACTS OF:

1. Bullying (including cyber-bullying)
2. Harassment, threat, intimidation and marginalization
3. Violence in any form
4. Abuse in any form (verbal, physical, sexual)
5. Intolerance and discrimination in any form, i.e. based on an individual or group's race colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, or age.
6. Retribution against a person who has reported incidents

DO NOT TOLERATE THE PRESENCE OF:

1. Intoxicating or banned substances (including alcohol, cigarettes and drugs)
2. Theft and vandalism (or damage to personal property)
3. Weapons or replica (toy) weapons (including laser pointers); explosives (including fireworks) and pepper or other obnoxious sprays.
4. Intruders or trespassers (all visitors must first report to the office)
5. Inappropriate clothing or unacceptable slogans imprinted on clothing (short shorts/skirts, spaghetti straps, underwear showing, bare midriffs)

MISUSE OF ELECTRONIC DEVICES/COMPUTERS:

1. School computers and other electronic devices are only to be used for school/education related activities. They are not permitted for social networking, gaming, illegal, obscene or inappropriate purposes. Inappropriate use includes, but is not limited to, attempts to vandalize, gain unauthorized access to data or another person's account or resources, and sharing of data without personal or parental consent as appropriate.
2. Recording of visual images is not permissible at school unless permission has been received by the classroom teacher with respect to a classroom project.
3. Students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of any technology, if it negatively impacts the school environment.
4. Misuse of district technology services will lead to suspension of user privileges and possible disciplinary or legal action.

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CONSEQUENCES/NOTIFICATIONS

Consequences will take into account the age, maturity and special needs (e.g. intellectual, physical, sensory, emotional or behavioural disability), severity and frequency of actions.

Consequences will be progressive and will focus on being restorative rather than punitive in nature. Depending upon these and other factors, one or more of the following actions may be taken:

1. Review of expectations and a timeout
2. Review of expectations and a restorative activity
3. Review of expectations, written assignment and/or loss of privileges
4. Parents informed (incident sheet, phone call)
5. Meeting with parents
6. Short-term (in-school or at home) suspensions up to 5 days
7. Long-term suspension over 5 days or referral to a district program
8. Consultation with police and/or fire department
9. Suspension/Expulsion

Notification: School administration/staff will advise parties as follows:

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

Incident Sheets:

If a student is involved in a situation at school, the student along with the appropriate staff member will complete an incident sheet and it will be sent home. The incident sheet serves several purposes:

1. To inform the parent of the incident.
2. To include the parent in the discussion with their child around the situation.
3. To allow the student the opportunity to take responsibility and to be a part of the solution.
4. Allows the school to track the frequency and type of concerns that are happening at school.

OTHER

1. **VALUABLES:** The school is not responsible for damaged, lost or stolen items. Large sums of money, games, and valuable personal items should not be brought to school.
2. **CELL PHONES:** Cell phones are not permitted during school hours, without the direct supervision and permission of the classroom teacher. It is expected that these devices will be stored safely during the day in the student's backpack.

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3. SCHOOL PROPERTY: All schoolbooks and property are to be treated with respect and maintained in good condition. The school will require reimbursement for any lost or damaged items.
4. NUT SAFE: Woodward Hill is a NUT SAFE school. This includes peanuts and tree nuts.
5. FOOD: Any food items that are sent to school, to be shared with a class, must be store baked, marked nut free and the list of ingredients clearly marked on the label.
6. LUNCHES: In order to encourage the reduction of garbage accumulated at school, we have a LITTER FREE LUNCH policy, which encourages students to bring snacks and lunches in re-usable containers.
7. Many parents bring lunch during the day. We request that lunches are left on the lunch table and clearly marked with the child's name and division. Unless it is necessary to speak with your child, we request that parents and grandparents do not wait in the school foyer to hand deliver food.
8. TRANSPORTATION: We do not have parking available on school property during drop off or pick up times. The parking lots are reserved for staff. We have a drop off and pick up lane in front of the school, with a gathering area for students, marked with yellow and green bins. The curbside lane by the school (right hand side) is for our families, the other lane (parking lot side) is for daycare buses only. There is a NO LEFT turn enforced from 8-9 am and 2-3 pm, from 142nd into the main entrance to our school. We encourage those in our catchment to walk to school. Parking is only available at street level. Those walking home are expected to leave school right after the bell.
9. VISITORS: All visitors to our school must check in with the office upon arrival. Parents or other adults may not access school property during the day, unless they have received a visitor's badge from the office.
10. FIELD TRIPS: We appreciate parents joining their child's class on field trips. If you are driving or joining to help with supervision, please wait outside your child's classroom prior to the trip. Once the teacher is ready, you will be brought into the class via the outside class door. Upon return from the trip, please gather with your students by their outside classroom door and wait for the teacher to meet you.

REFERENCES

This Elementary Code of Conduct has been structured to align with, and adhere to the standards outlined in:

1. The School Act 85 (1.1); 168 (2) (s.1); Provincial Standards Ministerial Order 276/07 (m276/07), effective October 17, 2007.
2. BC Human Rights Code, as depicted in Surrey Schools Anti-Discrimination and Human Rights Policy No.10900; and Regulation No. 10900.1
3. BC Ministry of Education: Safe, Caring and Orderly Schools, A Guide (November 2008) and Developing and Reviewing Code of Conduct: A Companion (August 2007), both found at <http://www.bced.gov.bc.ca/sco/>
4. Surrey Schools – Safe and Caring School Handbook – policies, procedures and guidelines for schools found on <http://www.surreyschools.ca>

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