

HAZELGROVE ELEMENTARY CODE OF CONDUCT



The staff at Hazelgrove believes that a discipline model should develop self-awareness and self-discipline while maintaining the dignity and respect of all concerned. Discipline is a learning process that should foster both personal and social responsibility with the student. Discipline should be restorative in nature to help students learn from their mistakes. School expectations outline general student behaviour. Each classroom has developed a set of expectations, which are discussed with the students and periodically revised and reinforced. When implementing school and classroom expectations, logical, realistic and fair consequences are an important part of the process. Students who experience these consequences learn that they have a positive control over their lives.

Minor Offenses in the Classroom

Students who disrupt learning will follow a progressive discipline plan which may include:

- Reminders and cautionary words
- Teacher recording the student's name and giving a logical and fair consequence
- A "time-out", either inside or outside the classroom
- A temporary assignment to another classroom under the supervision of a teacher partner.

Repeated offences may get referred to the principal. Actions may include in-school restrictions during recess and lunch, restorative consequences, a parent conference or suspension. During the last steps of this cycle of discipline, the teacher will communicate with the parents and consult with such support personnel as the counsellor, principal, vice principal and school based team to better understand the concerns and to find solutions.

Minor Offenses Outside the Classroom

We value safety at Hazelgrove. If students are repeatedly unsafe, they will be in close communication and under tight supervision with the principal or vice principal. Again, a restorative model of discipline is used when applicable.

MAJOR OFFENSES

Consequences of major offences will be handled by the principal or vice principal. The following behaviours are serious, will be recorded and may result in suspension:

- hitting, bullying, verbal abuse or persistent harassment
- defiance of authority
- willful damage to or stealing of property
- leaving the school grounds without permission
- inappropriate language

The following offences will, in most instances, result in suspension:

- assaulting a student, parent or staff member
- threatening or abusive language/gestures to an adult
- tampering with the fire alarm system
- bringing any illegal substance or dangerous object to school

APPEAL PROCEDURES

As a principle of fair procedure, the opportunity for appeal to a school disciplinary decision should be available. Therefore, a parent/guardian may appeal disciplinary action through the teacher(s) and/or principal. In the event of a suspension over five days a formal written procedure for appeal to the Board of Education would follow failure to reach resolution at the school level.

Use of Electronics and Personal Devices

Please see the Hazelgrove Elementary Information and Communication Technology Student Acceptable Use Policy at the end of this document.

APPROPRIATE DRESS

We ask that students dress appropriately for learning at school. T-shirts must not contain words, messages or graphics that are offensive.

STORM MATRIX

At Hazelgrove we are guided by the ideas contained in our STORM Matrix. STORM stands for:

- Safety
- Teamwork
- Organization
- Respect
- Mindfulness

Hazelgrove Hurricanes – Eye of the Storm

I will be:	Everyone	Yourself		Environment	
	Everywhere	Hallways & Walkways	Washrooms/Change Rooms	Grounds	Classroom
S afe	<ul style="list-style-type: none"> •be stranger aware •be careful at crosswalks •keep hands & feet to yourself •stay in designated areas •walk calmly inside •report problems to staff •follow instructions •leave cell phones in your bag 	<ul style="list-style-type: none"> •watch where you are going •stay to the right •walk, don't run •keep exits and pathways clear •walk bikes, scooters, and skate boards •wipe your feet on mats 	<ul style="list-style-type: none"> •leave what you don't need in the classroom •wash your hands with soap & water; dry hands •keep water off floors •use doors appropriately •go in pairs 	<ul style="list-style-type: none"> •use equipment safely •no rough play •keep your eyes open •rocks, sand, and sticks all stay on the ground •listen to supervisors •obey school rules •dress for the weather 	<ul style="list-style-type: none"> •eat at your own desk at lunch •find a quiet, calm activity to do on inside days •use equipment properly •make good choices on inside days •be safe on-line
a T eam player	<ul style="list-style-type: none"> •use garbage cans •report inappropriate behavior •encourage your peers •cooperate with peers •be positive •listen to others •include others 	<ul style="list-style-type: none"> •walk silently as a class •work quietly when in the halls •help others 	<ul style="list-style-type: none"> •change quickly •keep sinks and floor clean •use the lost and found •use quiet voices 	<ul style="list-style-type: none"> •take turns •follow the rules of the game •use words to solve problems •invite others to play •help others who are hurt 	<ul style="list-style-type: none"> •clean up after yourself •focus on your work •help others •include others
O rganized	<ul style="list-style-type: none"> •put things back where they belong •tidy up •be on time 	<ul style="list-style-type: none"> •keep exits and pathways clear •clean up after yourself •stack chairs 	<ul style="list-style-type: none"> •put toilet paper in the toilet •flush toilets 	<ul style="list-style-type: none"> •put equipment back where it belongs •put garbage in trash bins, and recycle in correct containers 	<ul style="list-style-type: none"> •have all school supplies •use your planner •begin work promptly •meet your deadlines
R espectful	<ul style="list-style-type: none"> •keep your hands to yourself •accept and value differences •take care of property •use good manners •take ownership of mistakes •use kind words and actions •smile •make positive comments •show appreciation •wait for your turn to talk 	<ul style="list-style-type: none"> •look at displays, but don't touch •respect others working in hallways •stay in line and move quickly •use a quiet voice during class time •use polite words like "excuse me" "thank you" •hold doors for others •wait your turn at fountains 	<ul style="list-style-type: none"> •use quiet voices •keep area clean •put toilet paper in the toilet •flush toilets •use facilities appropriately •keep water off floors & counters •respect others' privacy •wait your turn 	<ul style="list-style-type: none"> •play fair •pick up litter •use trash cans & recycle bins •return to class quickly at the bell •use respectful language •be polite •ask to play •share 	<ul style="list-style-type: none"> •clean up after yourself •focus on your work •help others •follow the rules •leave others' property alone •put your hand up to share ideas •wait your turn •help your classmates •use quiet voices
M indful	<ul style="list-style-type: none"> •tuning into my body & emotions •using deep breathing or other calming strategies when I'm upset 	<ul style="list-style-type: none"> •being aware of others using the space •slowing down 	<ul style="list-style-type: none"> •thinking about the people who clean this space for us •understanding that others need to use this space too 	<ul style="list-style-type: none"> •thinking about ways I can solve conflicts calmly •knowing that moving my body makes me feel better 	<ul style="list-style-type: none"> •using a growth-mindset •knowing when to ask for help •recognizing my strengths and the strengths in others

EXTRA CURRICULAR ACTIVITIES

Staff and parent volunteers contribute many hours to provide quality extra-curricular programs for our students. The number and variety of clubs and activities offered at Hazelgrove may vary from year to year. We generally offer clubs for students in both primary and intermediate grades. Participation in many of the sports teams is generally reserved for students in grade 6 or 7.

ATTENDANCE & LATES

Students are expected to attend school regularly as their attendance is key to effective learning and overall success at school. If frequent absences do occur, the teacher and/or principal/vice principal may request a meeting to help remedy the situation.

Also, school district policy 9320.1 states "the school is not obligated to hold a position for a student absent due to travel for a period that exceeds 25 school days". Teachers are also not required to provide school work for students absent due to vacation.

Students are expected to arrive at school on time for the first bell and to be in their seats prepared for the day when the second bell rings. Students who arrive late disrupt both the teacher and their fellow students and often miss important information pertaining to the day's activities.

CALL BACK PROGRAM

Our Call Back Program adds to the protection and security of our children and, we hope, increases peace of mind for parents.

The program operates very simply:

1. If your child is to be absent or late please telephone or email the school before 8:25 a.m. The phone number is 604-574-0044. Information regarding your child's absence can be left on the answering machine outside of the regular office hours or email: hazelgrove@surreyschools.ca
2. If your child is not at school for the morning or afternoon attendance checks the school will phone your home to make sure the child is safe.
3. If your child arrives late to school, they are required to check in at the office to obtain a late slip.

GROUNDS

No child is to leave the school grounds during school hours unless he or she has permission from the teacher. Infractions will be referred to the principal for intervention. If you permit your child to leave the grounds at lunchtime, please send a note to his or her teacher indicating your permission. Students are instructed about appropriate responses when an unknown adult is present on the grounds or if the child has been confronted. The school personnel follow District Policy #9410 for dealing with intruders.

SMOKING POLICY

The Surrey Board of Education has resolved that all school district buildings and grounds are to be smoke free. Therefore, there is a No Smoking policy (including e-cigarettes) that applies to all adults and children in the school and on the school grounds.

ILLICIT SUBSTANCES

Hazelgrove Elementary has a strict policy on student use of illicit substances during school or extracurricular activities. Students involved in the use, possession, or distribution of illicit substances will be subject to suspension from school.

EMERGENCY TELEPHONE NUMBERS

It is extremely important that we have the telephone number of an emergency contact on file in the school so we can contact someone if there is an emergency regarding your child. If your home address or telephone number changes, or your emergency numbers change, please notify the school office as soon as possible.

ACCIDENTS AND ILLNESS AT SCHOOL

Emergencies and accidents do occur in spite of careful supervision of activities. School personnel handle routine cuts and scrapes. However, there is no nurse at school and Hazelgrove is not equipped to look after ill or injured students beyond the Band-Aid or cold compress stage. If an injury is more severe and will require parent supervision or treatment beyond the school's capabilities, the parent or guardian will be contacted. If a child becomes ill at school, a parent or the emergency contact person will be notified.

Teachers cannot administer medication of any type to children at school. This includes Aspirin and Tylenol. If your child requires medication on a regular basis, special arrangements must be made with the principal to have the medication kept in the school.

HOMEWORK

During the school year children may periodically be assigned work to be completed at home. While most children will successfully complete their work at home, some children may find themselves unable to complete their assignments each night. Parents are urged to speak to their children's teachers if assistance is needed with homework. Parents should also speak to their child's teacher if there is an excessive amount of homework.

TELEPHONE USAGE

Space and time in the office make it very difficult for students to use the office telephones. Children will be permitted to use the school phones in the event of an emergency, and then only with the permission of their classroom teacher. Students are usually not permitted to use their cell phones during the school day.

If possible, please inform your children before school if there will be any change to their regular routine (i.e. pick-up time etc.) in order that they will not have to use the phone after school.

PERSONAL DIGITAL DEVICES

Personal Digital Devices are defined as any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, tablet, laptop, or smartwatch. These devices are important tools which can be used to enhance learning and prepare children for the world in which they will work and live. Personal digital devices provide support for children who rely on these tools to access learning through services such as translation, adaptations for Individual Education Plans, medical support, health needs, or to provide equity of access to resources.

The classroom teacher is responsible for the learning environment in the classroom, for guiding children to use personal digital devices appropriately, and for determining when personal digital devices should be used.

The safe and responsible use of personal digital devices is expected by all Surrey School District students, employees, volunteers, parents, guardians, and community members who are on school district property or interacting with students or staff.

This includes the following:

- Those using personal digital devices need to abide by the school code of conduct as well as all Provincial and Federal laws and the British Columbia Human Rights Code. This includes not using personal digital devices to engage or participate in bullying or harassment, discrimination, or defamation of character.
- At both elementary and secondary schools, personal digital devices can be used during class time to enhance learning at the direction of the classroom teacher. These devices should be used in a way that is respectful of other's learning and does not distract others in terms of light, sound, or by other means.
- At elementary schools, it is expected that personal digital devices are to be put away during non-class time such as recess and lunch. Exceptions to this are for students who need digital devices for medical or health reasons, translation, accessibility, or other student-specific reasons.
- Personal Digital Devices should not be used during lock down procedures or drills. The use of personal digital devices during this time may impact the emergency safety response.
- Surrey School District staff and students should not be recorded, visually or audibly, for any reason without their prior consent.
- The Surrey School District is not responsible for lost, missing, or damaged personal digital devices that students choose to bring to school.

Updated: June 2024