



## **HJORTH ROAD ELEMENTARY**

14781 - 104 Avenue  
Surrey, B.C. V3R 5X4  
Telephone: 604-581-2327

### **BELL SCHEDULE**

<b>8:20 am</b>	<b>Outside Supervision begins</b>
<b>8:30 am</b>	<b>Welcome Bell</b>
<b>8:35 - 10:05 am</b>	<b>Morning session</b>
<b>10:05 - 10:20 am</b>	<b>Recess</b>
<b>10:20 - 11:43 am</b>	<b>Instruction resumes</b>
<b>11:43 - 12:28 pm</b>	<b>Lunch</b>
<b>12:28 - 2:28 pm</b>	<b>Afternoon session</b>
<b>2:28 pm</b>	<b>Dismissal</b>
<b>2:43 pm</b>	<b>Outside Supervision ends</b>

*This planner belongs to:*

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

Dear Students,

Welcome back to Hjorth Road Elementary. We are excited for another year of learning. It is our goal to work together with our families and our community partners to ensure every child is given the best possible opportunity for a successful year.

The rules are outlined in our School Code of Conduct found on the following pages. Understanding these school wide expectations will help to ensure a safe and enjoyable year for everyone.

This planner is a tool for you. Your teacher will expect you to use this planner daily to record messages, special events, reminders and any homework that you may have. The planner is also used for setting goals and is a helpful communication tool between home and school. Please share the information in your planner with your parents/guardians daily.

The front pages of this planner provide you with important information about our school and the Surrey School District. I look forward to working with all of you this year!

Best wishes,

Ms. Reena Parhar Chohan  
Principal  
parharchohan\_r@surreyschools.ca

**OFFICE HOURS:**

Office hours are from 8:00 am to 3:00 pm, Monday to Friday.  
The school phone number is 604-581-2327. Please leave a voicemail message if you call outside office hours or if the line is busy.

**ABSENTEES/LATES:**

If your child will be absent or late, please phone the school before **9:00 am**. Please share your child's name, division, or teacher and reasons for absence. We will phone parents or emergency contacts if an absence has not been reported to the school. Your child's safety is our top priority. Students late to school must notify the office before going to class.

**ILL/INJURED STUDENTS:**

Please keep your child home if they are experiencing cold and/or flu symptoms and are unable to participate in all school activities, including recess and lunch. If an accident causing minor injury should occur at school, First Aid will be provided, the incident will be documented and parents will be notified. In the case of serious injury, parents will be notified immediately and 911 will be called, if required.

**VISITORS:**

All visitors to Hjorth Road Elementary are asked to enter through the main school doors and register at the office upon arrival. All visitors are required to wear a visitor badge while in the building.



## 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.

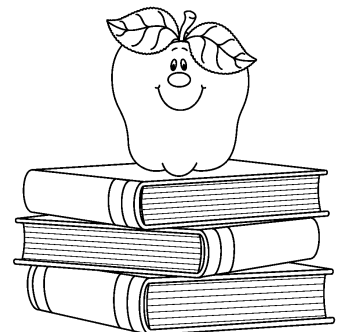
Personal Digital Devices should not be used during lock down procedures or drills. The use of personal digital devices during this time may impact the emergency safety response.

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.

**HJORTH ROAD ELEMENTARY  
SCHOOL CALENDAR  
2024 - 2025**

<b>Tuesday, September 3</b>	<b>School Opens – 10:00 am</b>
<b>Friday, September 27</b>	Non-Instructional Day - <i>No School</i>
<b>Monday, September 30</b>	National Day for Truth & Reconciliation - <i>No School</i>
<b>Monday, October 14</b>	Thanksgiving Day - <i>No School</i>
<b>Friday, October 25</b>	Non-Instructional Day - <i>No School</i>
<b>Friday, November 8</b>	Non-Instructional Day - <i>No School</i>
<b>Monday, November 11</b>	Remembrance Day - <i>No School</i>
<b>Tuesday, December 17</b>	Early Dismissal @ 1:28 pm
<b>Monday, December 23</b>	<b>Winter Break Begins</b>
<b>Monday, January 6</b>	<b>School Re-opens</b>
<b>Friday, January 24</b>	Early Dismissal @ 1:28 pm
<b>Monday, February 17</b>	Family Day – <i>No School</i>
<b>Friday, February 21</b>	Non-Instructional Day - <i>No School</i>
<b>Monday, March 17</b>	<b>Spring Break Begins</b>
<b>Monday, March 31</b>	<b>School Re-opens</b>
<b>Friday, April 18</b>	Good Friday - <i>No School</i>
<b>Monday, April 21</b>	Easter Monday - <i>No School</i>
<b>Thursday, April 24</b>	Early Dismissal @ 1:28pm
<b>Friday, May 2</b>	Non-Instructional Day - <i>No School</i>
<b>Monday, May 19</b>	Victoria Day - <i>No School</i>
<b>Monday, May 26</b>	Non-Instructional Day - <i>No School</i>
<b>Thursday, June 26</b>	Early Dismissal @ 1:28 pm
<b>Friday, June 27</b>	Last day of school Administration Day - <i>No School</i>



## HJORTH ROAD ELEMENTARY

14781 - 104 Avenue, Surrey, B.C. V3R 5X4

<https://www.surreyschools.ca/schools/hjorthroad>



### **STATEMENT OF PURPOSE**

At Hjorth Road Elementary, we seek to enable learners to develop responsible life, citizenship and academic skills within a safe, caring environment in partnership with the community.

### **BEHAVIOUR EXPECTATIONS**

Behaviour expectations and school policies are established for the protection, safety, and well-being of all students. At Hjorth Road Elementary, all members of our school community assume responsibility for their behaviour. All staff are committed to assisting students in developing conflict resolution, problem-solving, and decision making skills appropriate for their age.

Acceptable and unacceptable behaviour 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 are expectations of behaviour as students mature. It is important to note that acceptable and unacceptable behaviours listed below are not all-inclusive lists.

# Hjorth Road Expectations

## EXPECTED Behaviours

### Hallways



- Walking **very quietly**
- Walk on the **right-hand side** in **single file**
- Hands to **yourself**
- **Look** where you are going

### Assemblies



- Enter **silently**
- Sit on your **bottom**, legs crossed, eyes on the front
- Appropriate responses (**clapping**)
- **Stay in your place** (no in and out)
- Show **respect** to the **speakers/presenters**

### Recess & Lunch Outside



- **Respect** others and all equipment
- Play **fair**
- Keep hands and feet to yourself
- Stay in your **designated** play area
- Be **inclusive** and invite others to play

### Recess and Lunch Inside



- **Clean up quietly** after yourself
- Quiet activity
- Stay in your **own classroom**
- **Listen** and **respect** lunch monitors and noon-hour supervisors
- **Tidy up room** and push in chairs

### Washrooms



- **Privacy for all** (eyes to yourself)
- Quiet
- Hands to **yourself**
- **Wash your hands** with soap
- **No food**

### General Expectations



- Listen and **respect ALL staff**
- **Follow directions** of adults
- Be **safe**, **kind**, and **caring** to yourself and others
- Be **Inclusive**
- Be **polite** when coming to office window
- Office is for **adults**

## **UNACCEPTABLE BEHAVIOUR:**

As necessary, special considerations may be made for students unable to comply due to a disability of any nature.

In addition to the acts listed below in **SAFE & CARING SCHOOLS**, inappropriate behaviour can consist of, but is not limited to:

- Rudeness, swearing or inappropriate teasing
- Fighting, kicking, throwing objects and/or physically harming others
- Littering or vandalizing school property
- Defiant behaviour, insolence
- Running and/or yelling in the hallways
- Leaving school grounds without permission
- Unauthorized use of electronic devices on school property, including cell phones
- Use of bikes, scooters or skateboards during school hours

## **Hjorth Road Elementary CARES about our school environment. We:**

- Show COMMUNITY by working with others and contributing to our school
- Show ACCOUNTABILITY for our actions
- Show RESPECT for ourselves, others, and our environment
- Show EMPATHY and kindness for others
- Act SAFELY at all times!

We use our WITS to solve problems. We WALK AWAY, IGNORE, TALK IT OUT AND SEEK HELP.

## **SAFE & CARING SCHOOLS ARE FREE FROM ACTS OF:**

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

## **SAFE & CARING SCHOOLS DO NOT TOLERATE THE PRESENCE OF:**

- Intoxicating or banned substances (including alcohol, cigarettes, vaping and drugs)
- Theft and vandalism (or damage to personal property)
- Weapons or replica (toy) weapons (including laser pointers); explosives (including fireworks) and pepper or other obnoxious sprays
- Intruders or trespassers (all visitors must first report to the office)
- Inappropriate clothing or unacceptable slogans imprinted on clothing

## **SAFE & CARING SCHOOLS MONITOR THE USE OF ELECTRONIC DEVICES/COMPUTERS**

- At Hjorth Road Elementary, personal devices must not be used on school property between 8:30 am and 2:28 pm. During the day, devices must be stored on silent mode in the student's backpack or locked in the teacher's cupboard.
- School computers and other electronic devices are only to be used for school/education related activities. They are not permitted for social networking (except as directed by a teacher), gaming, illegal, obscene or inappropriate purposes. Inappropriate use includes, but is not limited to, attempts to vandalize, gain unauthorized access to another person's account or resources, and sharing of data without personal or parental consent as appropriate.
- Recording of visual images is not permissible at school unless permission has been received by the classroom teacher with respect to a classroom 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, if it negatively impacts the school environment.
- Misuse of district technology services will lead to suspension of user privileges and possible disciplinary or legal action.

## **CONSEQUENCES**

*At Hjorth Road Elementary, we strive to develop socially responsible students and specifically teach, model and encourage caring and socially responsible behaviour. Consequences will reflect the age, maturity and special needs (e.g. intellectual, physical, sensory, emotional or behavioural disability) of the student, as well as, severity and frequency of actions. Consequences will be progressive and will focus on being preventative and restorative rather than punitive in nature. Depending upon these and other factors, one or more of the following actions may be taken:*

- Review of expectations and restorative action where possible
- Review of expectations, written reflection assignment and/or loss of privileges
- Parents informed, meeting with parents
- Referral for counselling, behaviour support and/or School Based Teach (SBT)
- Short-term suspensions up to 5 days (in-school at the office), with the CYCW or at home
- Long-term suspension over 5 days or referral to a District program
- Consultation with police and/or fire department
- Expulsion

As students at Hjorth Road Elementary become older and more mature, it is expected that they:

- Understand there are increased consequences for inappropriate behaviour
- Increase their sense of personal responsibility and self-discipline

## **NOTIFICATION**

**Hjorth Road Elementary administration and staff have a responsibility to advise parties as follows:**

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



## OTHER

Students at Hjorth Road Elementary are expected to support the following:

### Digital Citizenship at School

The use of personal devices at school is a privilege given to our students with the understanding that the following expectations will be respected and upheld at all times.

- All devices must remain in the student's backpack at all times while the student is on school property, inside and outside of the building.
- The use of electronic devices is not permitted during recess and lunch.
- Devices must remain in the student's backpack unless under direct supervision, and with permission, from the instructing teacher.

### Consequences

- First offence: Device will stay with teacher, teacher to inform parent
- Second offence: Device to office until 2:27 pm, Principal to meet with student and inform parent
- Third offence: Loss of privileges. Device to remain at home or at office during the school day

### School Assemblies

During the school year, students and staff at Hjorth Road Elementary enjoy a variety of assemblies. On occasion we warmly welcome parents, family and community members and thereby expect our students to:

- Enter and exit the gym in a quiet and orderly manner
- Respond quickly to the signal for quiet
- Listen respectfully to the presenter
- Participate respectfully and appropriately
- Leave all toys and fidget items in class, unless approved by staff

## REFERENCES

***This Elementary Code of Conduct 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 (m276/07), effective October 17, 2007.*
- *BC Human Rights Code, as depicted in Surrey Schools Anti-Discrimination and Human Rights Policy No. 10900; and Regulation No.10900.1*
- *BC Ministry of Education: Safe, Caring and Orderly Schools, A Guide (November 2008) and Developing and Renewing Code of Conduct: A Companion (August 2007), both found at <http://www.bced.gov.bc.ca/sco/>*
- *Surrey Schools - Safe and Caring School Handbook - policies, procedures and guidelines for schools found on <http://www.surreyschools.ca>*
- *Ministerial Order No. M 208: (a) a reference to each of the prohibited grounds of discrimination set out in section 7 (discriminatory publication) and section 8 (discrimination in accommodation, service and facility) of the Human Rights Code, RSBC 1996, c. 210;*