

# ***Glenwood Elementary School Code of Conduct***

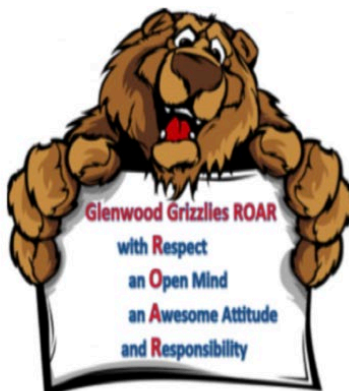
Glenwood Elementary School's Code of Conduct has been created to maintain a safe, caring and orderly school environment. The Purpose of the Code of Conduct is:

- 1) To encourage the development of socially responsible behaviour resulting in a positive reputation for students and the school community.
- 2) To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
- 3) To clearly communicate behavioural expectations to the school community.

The Code of Conduct applies to all members of the school community at school, traveling to and from the school, at any school-related activity at any location, or any circumstance/activity that will have an impact on the school environment.

At Glenwood Elementary School we believe that character development through the teaching of positive social skills is paramount to the success of any student. Glenwood students are encouraged to learn to R.O.A.R. with success. In the pursuit of the development of these skills, students are encouraged to apply pro-social skills in all locations and are explicitly taught the following:

## **Glenwood Elementary School: School-wide Expectations**



*Click on the links below for Mentor Texts on each topic*

### **RESPECT**

Use kind words  
Listen to adults  
Take care of each other  
Respect personal space

### **OPEN MIND**

Listen to others  
Include others  
Accept differences  
[Have a growth mindset](#)

### **AWESOME ATTITUDE**

Be a good sport  
Remember your manners  
Stop and think  
Come ready to learn

### **RESPONSIBILITY**

Ask for help if you need it  
Make safe choices  
[Use your W.I.T.S.](#)  
Take care of our school

**Glenwood Elementary School: Outside/playground Expectations RECESS AND LUNCH**

RESPECT	OPEN MIND	AWESOME ATTITUDE	RESPONSIBILITY
<ol style="list-style-type: none"> <li>1. We let living things live</li> <li>2. We leave rocks, sticks and snow on the ground</li> <li>3. We think about others</li> <li>4. We listen to adults</li> </ol>	<ol style="list-style-type: none"> <li>1. We listen to others</li> <li>2. We include others</li> <li>3. We assume good in others</li> </ol>	<ol style="list-style-type: none"> <li>1. We use kind words</li> <li>2. We smile</li> <li>3. We think before we act</li> <li>4. We fill each other's buckets</li> <li>5. We are good sports</li> </ol>	<ol style="list-style-type: none"> <li>1. We play by the rules</li> <li>2. We keep our hands and feet to ourselves</li> <li>3. We line up quickly and quietly when the bell goes</li> <li>4. We keep the grounds clean</li> <li>5. We make safe choices</li> <li>6. We use our WITS</li> </ol>

**Glenwood Elementary School: Hallway Expectations**

RESPECT	OPEN MIND	AWESOME ATTITUDE	RESPONSIBILITY
<ol style="list-style-type: none"> <li>1. We use quiet voices</li> <li>2. We use appropriate language</li> <li>3. We keep our hands off the walls</li> </ol>	<ol style="list-style-type: none"> <li>1. We accept differences and leave extra spaces for those who need it</li> </ol>	<ol style="list-style-type: none"> <li>1. We appreciate displays</li> <li>2. We are polite</li> <li>3. We use good manners</li> </ol>	<ol style="list-style-type: none"> <li>1. We look after our school</li> <li>2. We keep our school clean</li> <li>3. We lead by example</li> <li>4. We keep calm and walk</li> </ol>

**Glenwood Elementary School: Bathroom Expectations**

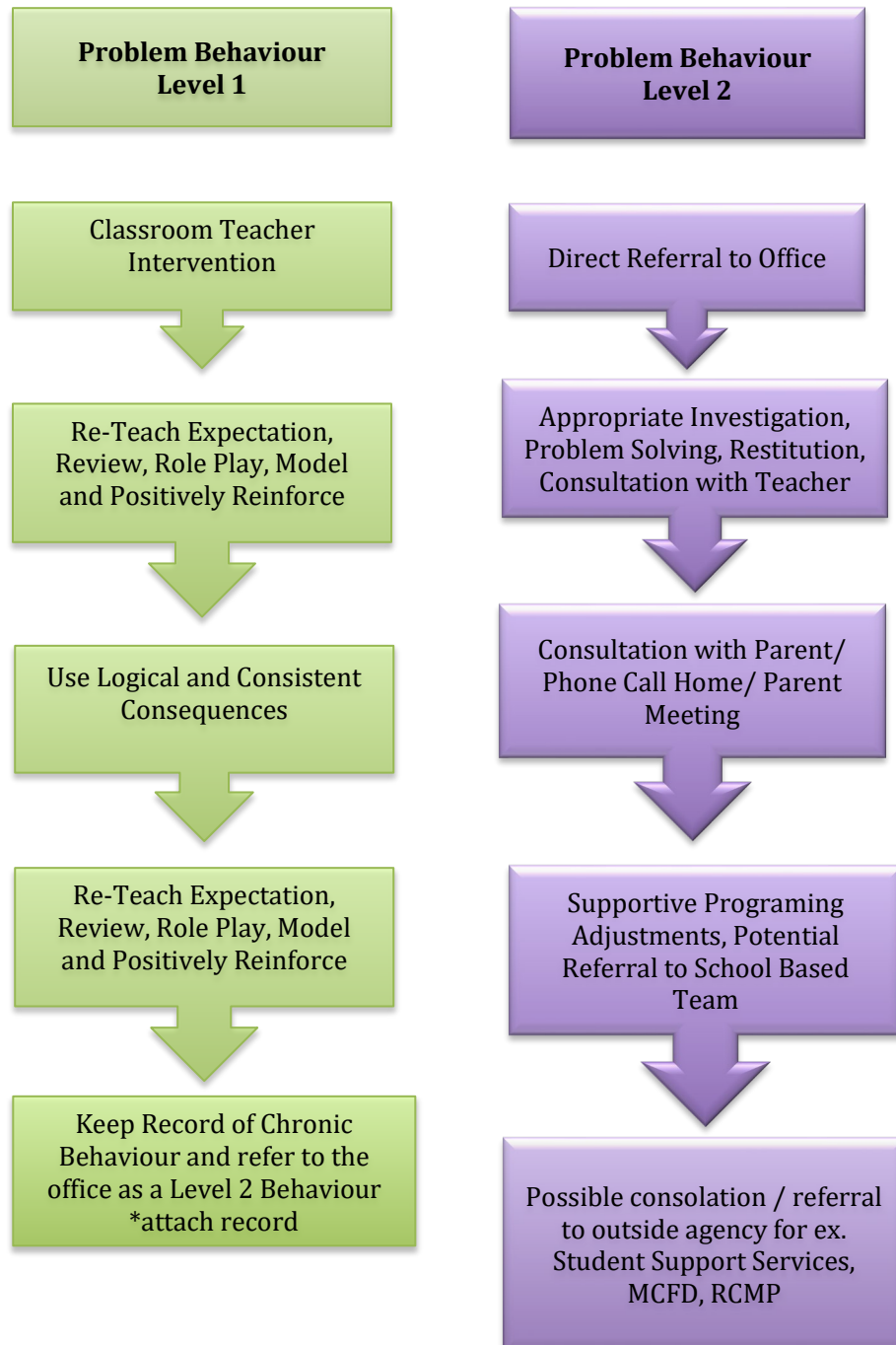
RESPECT	OPEN MIND	AWESOME ATTITUDE	RESPONSIBILITY
<ol style="list-style-type: none"> <li>1. We keep bathrooms clean</li> <li>2. We use only what we need (paper/water/soap)</li> <li>3. We keep the walls clean</li> <li>4. We use quiet voices</li> </ol>	<ol style="list-style-type: none"> <li>1. We wait our turn patiently</li> </ol>	<ol style="list-style-type: none"> <li>1. We use good manners</li> <li>2. We respect each other's privacy</li> </ol>	<ol style="list-style-type: none"> <li>1. We tidy up after ourselves</li> <li>2. We inform the office of concerns</li> <li>3. We wash our hands with soap</li> </ol>

*Any language (oral or written) or behaviour that deliberately degrades, denigrates, labels, stereotypes or incites hatred, prejudice, discrimination or harassment towards students or employees on the basis of their real and or perceived sexual orientation, gender identity, gender expression, appearance, capacity, disability, colour, ethnicity, or religion is unacceptable and will be taken care of according to our code of conduct.*

### **School Wide Discipline System for Addressing Behavioural Concerns:**

Most minor inappropriate behaviours will be addressed by the classroom teacher and/or intervening adult in the environmental context where the behaviour has occurred. The purpose of the intervention is to re-teach the expectation and/ or missing pro-social skill.

In matters concerning safety and/or ongoing disruption of the learning environment, the administration will become immediately involved. The following flow chart describes the process for supporting inappropriate behaviours:



## THE ROAR:

At Glenwood we believe that all students should behave with Respect, an Open Mind, an Awesome Attitude and Responsibility (R.O.A.R). It is our expectation that students demonstrate these behaviours in all school locations, including field trips and community outings. At Glenwood we explicitly teach, role model and positively reinforce these specific behaviours in all settings and locations.

Glenwood staff understands that despite good teaching and pro-active measures, students can and will make inappropriate decisions in terms of behaviour. The teachers at Glenwood believe that most behaviours should be addressed in the classroom in the environmental context where the behaviour problem has occurred.

For safety reasons and considerations of maintaining a safe, caring and productive learning environment, some behaviours (including some chronic behaviours), will be approached with assistance from administration (please see the school wide discipline system on previous page). Below is a list that indicates the difference between a teacher-managed behaviour, and a behaviour that would result in an office referral.

<i><b>Level 1 - Teacher Managed</b></i>	<i><b>Level 2 – Direct Office Referral/ Admin Support</b></i>
<ul style="list-style-type: none"> <li>- physical/verbal conflict (minor) w/peers</li> <li>- chronic tattling</li> <li>- swearing</li> <li>- personal property issues</li> <li>- minor disruptive behaviour</li> <li>- disrespect (to adults and other students)</li> <li>- dress code violations</li> <li>- negative attitude, disrespectful behaviour and negative tone</li> <li>- minor theft</li> <li>- minor fibbing/lying</li> <li>- social/emotional issues</li> <li>- inappropriate use of technology</li> <li>- issues concerning personal space / inappropriate public displays of affection</li> </ul> <p>* A Level 1 Behaviour may become Level 2 Behaviour if repeated and/or if seriousness warrants further intervention.</p>	<ul style="list-style-type: none"> <li>- chronic Level 1 Behaviours</li> <li>- significant disruption to class environment</li> <li>- vandalism</li> <li>- threats to personal safety</li> <li>- bullying (chronic, targeted)</li> <li>- serious theft</li> <li>- illegal substances</li> <li>- investigation requiring additional adult support</li> <li>- chronic insubordination/defiance</li> <li>- inappropriate sexualized behaviour</li> <li>- weapons</li> <li>- serious physical violence/threats</li> </ul>

## Bullying Policy and Definition

At Glenwood we believe that all students and staff have the right to work and attend school in a safe, caring and responsible environment. This environment is characterized by positive relationship between students, staff and parents. ***It is recognized that bullying by anyone (adult or child) has a negative effect on the school climate and therefore is not tolerated at Glenwood.***

### **Bullying is defined as the following:**

Bullying & Harassment: Comments or conduct that is unwelcome and often creates an intimidating, demeaning or hostile environment. Bullying is a type of harassment. **Bullying can be confused with conflict that happens between students; however, bullying can be defined as a repeated action, and/or include a power imbalance.**

Bullying can (but may not be limited to) the following:

- Physical Bullying: Hitting; kicking; tripping; pinching; pushing or damaging property.
- Verbal Bullying: Name Calling - insults; teasing; intimidation; homophobic or racist remarks or verbal abuse.
- Social/Emotional or Relational Bullying: Behavioural actions designed to harm a child's reputation or cause humiliation like: lying; spreading rumors; negative facial gestures; playing mean jokes to embarrass or humiliate a child; mimicking a child in a mean way; or encouraging social exclusion of a child.
- Cyber Bullying: Taunting or humiliation through social media sites/internet; cruel websites targeting specific youth; humiliating others while playing online games; verbal or emotional bullying through chat rooms, instant messages or texting; posting photos/videos of other youth on the internet.

\*If a student engages in any of the above-mentioned behaviours the school wide discipline system will be followed, and the appropriate level of intervention will be instituted.

## Dress Code

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activity;
- Do not represent or promote weapons, gang culture, alcohol or drugs;
- Use respectful language;
- Do not depict or promote violence, racism, sexism or discrimination; and
- Are not intimidating to others.

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school district guidelines.

## Respect for Human Rights

In fostering a community of respect, inclusion, fairness and equity, we expect persons to not discriminate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

**The Human Rights Codes [RSBC 1996, c210]** will be respected:

### **Excerpt from Section 7 Discriminatory publication**

**7 (1)** A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem, or other representation that

- a) indicates discrimination or an intention to discriminate against a person, a group, or class of persons, or
- b) is likely to expose a person or a group or class of persons to hatred or contempt

### **Excerpt from Section 8 Discrimination in accommodation, service, and facility**

**8 (1)** A person must not, without a bona fide and reasonable justification,

- a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or
- b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public.

## Electronic Device Policy

As a school, we believe that technology is an important tool for enhancing learning and we expect students to use technology tools in a **responsible and respectful manner**. Considering how these technologies impact upon students' levels of physical activity, interactive play, and social interactions, the following policy for personal technological devices has been established:

- a. iPads, iPods, tablets, and other personal technological devices are permitted at school but students bring at their own risk as we cannot guarantee their safety and will not accept responsibility for loss or damage.
- b. Students can only use these devices during instructional time and breaks **with teacher permission**. Students are strongly encouraged to use recess and lunch for outdoor activities and not use electronic devices.
- c. Cell Phones and personal learning devices are permitted at school but they must be switched off and packed away throughout the school day. Students may not use their phone/ camera without teacher permission during the school day. The school has a phone for emergency purposes.
- d. At no time should students post, publish, or text information about other students or staff on the Internet without the consent of a teacher.
- e. Use of electronic devices must be consistent with the general guidelines of our Code of Conduct. Harassment or bullying using electronic devices is prohibited. Students are reminded that even if harassing or bullying occurs away from school, the school may be required to act in any situation that impacts our learning environment.

## **Physical Violence/Weapons Policy**

At Glenwood we believe that members of the school community are expected to use non-violent means to resolve conflict. We teach and model a hands-feet-to-self. Physically aggressive behaviour is not a responsible way to interact with others. The possession, use, or threatened use of any object to injure another person or self is strictly prohibited. Weapons and fireworks (or objects resembling) are strictly prohibited and will be confiscated.

## **Illegal Drugs and Alcohol Policy**

Alcohol and banned substances are addictive and present a health hazard. The possession of, or under the influence of, alcohol or illegal drugs is strictly prohibited.

## **School Procedures Routines:**

**School Day Start and Entry** - The warning bell for morning class goes at 8:25 AM. Students are expected to be in their classroom no later than 8:30am. If a student is not in the classroom, the student will be marked as absent and the home will be phoned to confirm on the child's whereabouts (unless contact from the parent or guardian has been previously made).

The majority of classrooms at Glenwood have an outside entrance. Each classroom teacher will advise students and parents/guardians of the specific entry and exit routines for that particular classroom.

**Late Entry/ Late Slip** - Entry past 8:35am requires the student to report to the office. He/she will receive a late slip to give to the classroom teacher.

**End of Day** - School ends at 2:20 pm. Students will be dismissed according to the exit routines established by the classroom teacher. For safety reasons, students are encouraged to return home at this time. There is no formal supervision provided at the school unless that student is in a designated after-school club, until 2:50 pm.

**Morning and Afternoon Clubs** - Glenwood Elementary School offers morning and afternoon Clubs – Including but not limited to, Breakfast Club, Library Club, and Homework Club. The clubs run from 8:00 - 8:25 am and 2:20 – 2:50 pm. Please consult your child's classroom teacher if you would like your child to participate in a club.

Breakfast Club is available to all students Monday –Friday. Please consult administration and or the Child Care Worker if you have questions about this program.

**Supervision Before and After School** - The doors at Glenwood open at 8:00 am. From 8:00-8:25 am students are required to be under the supervision of an adult, either in a designated club and/or under the supervision of his or her parents or guardians. Other than the above-mentioned clubs, no formal supervision is provided until 8:25 am.

Students who do not have supervision of an adult are required to wait outside of the building until his or her classroom teacher has opened the classroom door.

**Students Absent or Late** - In the event that your child is ill or late, please advise the office before 8:30am. Parents can advise the office either by: the "Report Absence" function in your Parent Portal, emailing [gl\\_reception@sd42.ca](mailto:gl_reception@sd42.ca) or by calling **604-463-6512**. To ensure that all students are safe every day, we have a phone home program and will contact you or the emergency contacts if we have not been informed of an absent or late. It is much more efficient and helpful to the office if families contact the school first. We have an answering machine available to take a message after or before office hours. If your child has an appointment, please send a note to the teacher so arrangements can be made to dismiss your child at the required time. Thank you for your cooperation.

Chronic absences and lates are problematic, as children miss their socializing time before school and the learning intentions shared at the beginning of each day when classes begin. We encourage everyone to do their best to have children arrive on time and consistently. If you feel that having your child join our 'Breakfast Club' with the Child Care Worker each morning would help, please let us know. If your child is absent for 5 days or longer due to illness or injury, please contact the office to discuss the possibility of accessing our District's Hospital/Homebound program. A teacher is available to help your child with students at home.

**Students Leaving School During the Day** - If your child has lunch at home on a regular basis, please inform the office or the classroom teacher in writing. We will keep the information on file to assist us with student safety. If your child usually remains at school during the lunch hour, please send a signed note for each occasion you give permission to leave the school ground. We strongly recommend that parents not give children permission to visit local stores during school hours because of safety concerns. **Students leaving the school grounds during the day are expected to have parents sign children out and back in at the office**, as we need to be able to account for all students in the event of an emergency or fire drill.

### **Student Health/Medication for Students**

Students who become ill are encouraged to remain home until well. Students who become ill at school will have the opportunity to phone a parent or guardian to pick them up. For this reason, and in case of an emergency, it is **critical that the school have current phone numbers for parents and alternate emergency contacts**. Please ensure registration forms are returned quickly and the information is kept up to date throughout the year. Arrangements can be made for students who require medication to be administered at school. Please request a District form from the office and provide the completed form and a supply of the medication, in its original container, to the office. If your child has a medical condition (allergies, etc.), please inform the office so we can arrange support and ensure your child's needs are met. Please feel free to discuss children's health concerns with the Principal or contact the Public Health Unit directly at 604-476-7000.



## **Visitors to the School**

If you choose to volunteer your time to assist us at school during the year, please request a “Volunteer Safety Check Application” form from the office. School Board policy requires that all volunteers complete this form to better ensure the safety and security of our children. Completed forms will be kept in a confidential file in our office.

When you are visiting or volunteering, we request that you please report to the office and obtain a Visitor’s Pass which assists with monitoring student safety, especially during break times.

Schools strive to maintain a balance between being warm and welcoming and maximizing instructional time. After children have been dismissed, parents are welcome to enter and talk to classroom teachers or share displayed student work with their child. For safety reasons, parents and visitors to the school during hours of instruction are asked to please report to the office first. If it is necessary to give your child a message or drop off something, you may do so through the office at any time.

## **School Closures**

The decision to close schools due to extreme weather, or any other circumstances that may affect student safety, is made by the Superintendent of Schools. Emergency closures are announced at the top of our school district homepage - [www.sd42.ca](http://www.sd42.ca), and the radio stations (below) between the hours of 6:00 am and 8:30 am on the day of the closure: CKNW (980AM) CKWK (1130AM) CBC (690AM) JACK (96.9FM). If the school is closed during the day while students are present, our “Emergency Call Back” system will take effect and we will follow the instructions requested on the ‘emergency closure’ section of the student registration form.

## **Safety in the Event of an Emergency**

Schools have emergency procedures that are regularly reviewed and practiced (drills). The Emergency Procedures Manual developed for all School District 42 schools is posted in all rooms and covers potential emergency situations.

## **Parent Advisory Council**

The PAC at Glenwood Elementary is an active, supportive group involved in work with the Principal, staff and students in a variety of ways throughout the school. All parents are members and are encouraged to attend any of the monthly PAC meetings. PAC meeting dates and times are posted in the school newsletters. Our PAC Executive welcomes volunteers willing to assist with a wide variety of activities and events throughout the year.

## **Moving**

Please inform the school office as soon as possible if you plan to move. It is important that the school have updated information. If your child/ren are transferring out of the school, transfer forms will be completed to forward to your child’s new school.

## Lost items

Please feel free to check the lost and found box in the main hallway by the office. Small or valuable items are kept in the office when found.

## Office Phones

Since our school phone lines are usually very busy, especially at the beginning and ending of the school day, we encourage students to make social arrangements at home. For special circumstances, students may request a phone pass from their classroom teachers.

## School Counsellor

If home or school circumstances interfere with your child's ability to learn, you may contact the Principal, Classroom or Support Teacher to make a referral on your child's behalf. The Counsellor will then contact you at home to discuss support for your child.

## Traffic Safety

In order to limit traffic congestion and ensure student safety, please do not park in front of the school or in the pickup/drop off area. Please do not leave your car unattended in non-designated parking spots.

Please respect parking spots that are designated "Disabled Parking." We have many students, parents and care givers who need immediate access to these designated spaces in order to safely access the school.

Please wait until you see your child at the front of the school before leaving your parking space. If your child is not outside and ready to be picked up, please park or continue to circle the parking lot. To decrease congestion, we recommend students walk to school or use alternative safe modes of transportation if possible. Thank you for your patience and understanding.

\*Students are required to **walk bikes, scooters, skateboards etc. while on school property** to assist with potential congestion and safety issues during these busy times. Students are also required to wear helmets and bring locks. Misuse of personal sporting equipment on school property will result in confiscation by administration until a time when a parent or caregiver can collect it.