



HAMMOND ELEMENTARY SCHOOL

We acknowledge that Hammond Elementary is located on the shared, traditional, and unceded territory of the Katzie First Nations and Kwantlen First Nations. We are grateful to be able to learn and grow here and will work together to show kindness, respect, and care for the land and for each other.

CODE OF CONDUCT

At Hammond Elementary, students and staff work hard to build a positive school culture. We believe that everyone has a responsibility to create a safe, caring, respectful, and inclusive learning environment.

GUIDING EXPECTATIONS FOR STUDENT CONDUCT

Students are expected to conduct themselves in ways that support their own learning and the learning and well-being of others. Students will:

1. Engage in learning:

- Attend school and classes regularly and participate positively in classroom and school activities.

2. Support a safe environment:

- Follow school and district safety procedures.
- Behave in ways that protect the physical and emotional safety of themselves and others.

3. Demonstrate respect:

- Treat all individuals with dignity, courtesy, and kindness.
- Respect personal space, property, and boundaries.

4. Value diversity and inclusion:

- Contribute to a welcoming, inclusive school culture.
- Refrain from behaviour that discriminates based on characteristics protected under the BC Human Rights Code.

5. Use technology responsibly:

- Follow school expectations for personal digital devices.
- Use technology in ways that are safe, respectful, and aligned with learning.

Expectations for student conduct are further detailed below.

Prohibited Behaviours

Students must not engage in conduct that:

- Interferes with the learning, safety, or well-being of others.
- Involves bullying, harassment, intimidation, retaliation, or threats.
- Involves discrimination, including racist, sexist, homophobic, transphobic, ableist, or hateful language or actions.
- Is unsafe, violent, or unlawful.
- Involves possession, use, sale, or distribution of weapons, illegal substances, or restricted items.
- Includes digital misconduct (e.g., cyberbullying, inappropriate posting, sharing harmful content).

Anti-Racism and Human Rights

The district is committed to an anti-racist, anti-discriminatory, and human-rights-centered learning environment.

Staff will:

- Respond promptly to racist or discriminatory incidents.
- Support students who experience racism or discrimination.
- Address behaviours through learning-focused and restorative processes.
- Respond and document incidents.

Behaviour Support and Intervention

Behaviour is supported through relationships, teaching, and proactive strategies.

Staff will:

- Model respectful behaviour and reinforce school expectations.
- Use preventative, trauma-informed, and developmentally appropriate approaches.
- Prioritize understanding and addressing root causes of behaviour.
- Engage students in reflective and restorative conversations where appropriate.

When behaviour requires intervention, responses may include:

- Problem-solving discussions.
- Restorative meetings or circles.
- Support from counselling or student services.
- Mediation or conflict-resolution processes.
- Loss of privileges or temporary restrictions.
- Safety plans or behaviour support plans.
- Collaboration with parents/caregivers.

- Collaboration with community partners when required.
- Disciplinary actions up to and including suspension and expulsion, in accordance with the School Act, Section 85 (2). The Administrator or designate of any school in the district can suspend a student for up to five days. Suspensions over five days are made in consultation with the appropriate zone lead. An educational program must be provided to the student while they are suspended. An expulsion of a student from school requires approval of the Superintendent of Schools.

Responses will be:

- Equitable and developmentally appropriate.
- Based on the severity, frequency, context, and impact of the behaviour.
- Anchored in the expectation that as students mature, increased responsibility and self-regulation are expected.

Personal Digital Devices and Online Conduct

To protect student learning and safety:

- Students are expected to use technology responsibly, in ways that support learning, maintain safety, and demonstrate respect for themselves and others.
- Misuse of technology at school or impacting school will be addressed through established school and/or district processes, policies and/or procedures.
- Students who require digital devices for accessibility or inclusive learning purposes will be supported to use the devices they need, in alignment with their learning plan or identified needs.

Consideration Of Age, Capacity, And Circumstances

In every behavioural response, staff will consider:

- The student's age, maturity, and developmental capacity.
- Personal circumstances, including diverse abilities and/or support needs.
- The circumstances leading to the behavior(s).
- Whether the behaviour represents a pattern or a single incident.

Retaliation Prevention

No student shall face retaliation for reporting a safety concern or a breach of the Code of Conduct. Schools will take steps to protect students who bring concerns forward.

Communication And Education

Schools will:

- Teach and reinforce the Code of Conduct throughout the year.
- Communicate expectations to students and families in September and when needed.
- Ensure the Code of Conduct is posted visibly in schools and available on school and district websites.

WHAT IF YOUR CHILD.....

Is late...

Check in at the office when your child arrives.

Is sick or will be absent....

Advise the office by calling the school **before** 8:30 a.m. at (604) 460-1136 **or via the Parent Portal or via email** HA_Reception@sd42.ca. Remember you or your emergency contacts will be contacted by the school if your child is absent and we have not been notified.

Is attending a new daycare or a phone number /address has changed....

Let the office know of any changes to address, emergency contacts, or any phone numbers.

Is moving to another school....

Let the office know in advance and enter a transfer or withdrawal on the parent portal.

Lost an item....

Check in the lost and found box in the main hallway by the office. Smaller more valuable items are kept in the office.

Wants to use the phone....

Ask for permission. Please remember use of the phone is for special circumstances only. Children will not be permitted to use the phone to make after school play arrangements.

Has an appointment....

Send a note to the teacher or enter a parent portal so your child can be picked up at the office. **Please remember to sign your child out at the office.**

Wants to go home for lunch....

Send a note to the teacher from a parent or guardian.

Wants to talk to the school counsellor....

Contact the school counsellor through the office or class teacher.

Emergency Contacts

Please notify the office whenever there is a change of work or home phone numbers. Each parent is responsible for notifying us of responsible people we can contact if we are unable to reach you. If your emergency contacts or their phone numbers change during the year, please notify the office.

Weather/Westcoast Recess

At recess and lunch, the students always go outside. During our rainy and muddy season, please send an extra set of clothing to be kept in your child's backpack. Children will go outside for recess and lunch. Please have your child dressed appropriately for the weather. Please label your child's clothing with their name.

Medication for Students

Please be aware that for the school to dispense any medication, a parent/guardian must come to the office with the medication in the original container and fill out a "Request for Administration of Medication" form prior to the school administering any medication. The required form is available at the office and must be signed by a Parent or Guardian.

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 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 discreetly and given an opportunity to meet school district guidelines.

Visitors

For the safety of all students, visitors must report to the office upon entering the school and sign in. To maintain an uninterrupted learning environment, parents and visitors are asked not to go directly to classrooms. If you are dropping something off, office staff will ensure that it is delivered at an appropriate time.

If you wish to meet with a staff member, we kindly ask that you phone or email to schedule an appointment in advance.

Volunteers

Volunteers must complete a Volunteer Application and Consent form prior to participating in any school activities. This form can be picked up at the office.

Volunteers are expected to adhere to all applicable School District policies and the Freedom of Information and Protection of Privacy Act (FIPPA). This includes maintaining confidentiality and privacy of student information – both during and after the volunteer experience.

Personal devices must not be used to take photos or videos of students. Collecting, using, or disclosing students' personal information is strictly prohibited.

Volunteers are not to bring siblings, dogs, etc. on field trips.

Volunteer Driver Requirements

The staff and students of Hammond rely on parent drivers for a variety of class outings. If you anticipate that you may be assisting the school by driving students for any activity planned by teachers, you **must** have a Driver's Abstract and a Volunteer Driver Form on file at the school. The Volunteer Driver forms and Driver Abstracts are required to be updated every year. The following are instructions on how to obtain your Driver's Abstract.

1. Go to any driver licensing office to receive a copy of your driving record from licensing staff
2. Or visit <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>. Card.
3. You can also call the Driver Licensing Information Line at **1-800-950-1498** or the Public Information Line at **1-800-863-3051** and they will mail your record to you or you may request them to fax it to the school at (604) 460-1137.
4. Ultimately the approval is at the principal's discretion and the decision will be based on consideration for the safety of all students.

ONLY THE LICENSE HOLDER CAN REQUEST THIS DOCUMENT

For Maple Ridge visit:
#175 – 22470 Dewdney Trunk Road,
Maple Ridge, B.C.
Telephone: (604) 661-2255
Hours: 8:30 a.m. – 4:30 p.m. (M-F)

Please come to the office or email our reception (ha_reception@sd42.ca) for all the paperwork required for volunteer driving.

Divers with an N are not permitted to drive other students.

All drivers must comply with child passenger safety laws. It is required by law that:

- Children under 18kg (40 lbs.) must be secured in a child car seat with a harness
- Children 18 kg (40 lbs.) or more must be secured in a booster seat until they reach their 9th birthday or a height of 145 cm (4 foot 9 inches), whichever comes first

PARENT ADVISORY COUNCIL

The purpose of the Parent Advisory Council is to promote and support education and to contribute to a sense of school community. Parents are actively encouraged to participate. All parents are automatically members. Meetings are held once a month. Scheduled meetings will be published in the weekly school newsletter.

SAFETY ON THE SCHOOL GROUNDS

Bicycles, Roller Blades, Skateboards and Scooters

For safety reasons, students are to walk their bicycles and scooters and carry their skateboards once they enter the school grounds. Roller blades are to be taken off at the door.

All bicycles and scooters should have a good lock if they are brought to school. Due to the limited space in classrooms, scooters will need to be locked on the bike racks outside.

No Electric Bikes or Electric Scooters are allowed on school property.

School Programs

Montessori

The Montessori program has been an integral part of the Hammond Learning community for many years. Developed by Dr. Maria Montessori, it emphasizes hands-on learning in areas such as Practical Life, Sensorial, Language, Math and Cultural Arts. Classrooms are thoughtfully prepared to support independence, while fostering students' academic, social, emotional and personal growth. For further information please visit the Maple Ridge District website or visit the school.

Library

The library offers books and magazines for reading and learning. Our teacher librarian is available to help. Items are loaned for one week, and families are responsible for lost or damaged books.

Breakfast Club

Students welcome at 8:10 am to enter through outside doors by the gym.

COMMUNICATION

School Newsletters

Weekly school newsletters will be sent out **via parent portal only**. Each newsletter will include a school calendar of upcoming events. Calendar events are also posted on our school district website. Please ensure you read the newsletters.

Class Communication

Teachers may communicate directly to families through email, student planners or notices home. All fieldtrips and class programs will be communicated through the parent portal. Please try and be prompt at filling out all forms and payment of fieldtrips.

If you have a concern regarding your child's experience at school, we ask that you first speak directly with your child's teacher. Most issues can be effectively resolved through open, respectful communication at this level. For more information about the school district's problem-solving process, please visit <https://www.sd42.ca/appeal-process/>

Taking Students on Vacation

Teachers are not responsible for providing work for families who choose to take their child(ren) on vacation.

Hammond Website

You may find the information you are looking for on our School Website at <http://hammond.sd.42.ca>.

School Closures

On the rare occasion that school may be cancelled due to extreme winter conditions or power failures, public announcements affecting the closure of school will be made by the Superintendent of Schools. Please check School District #42 website www.sd42.ca or listen to one of the following radio stations between 6:00 a.m. and 8:00 a.m. for information regarding school closure. **You will not receive a call from the school.**

CKNW (980 FM) CKWX (1130 AM) CBC (690 AM)
604-522-2711 604-873-6397 604-662-6000

School Supplies

Teachers will be buying bulk school supplies. A school supply fee of \$60 will be charged in September of each school year (this includes the Planner fee).

Cell Phones and Other Personal Digital Devices

Our expectation is that cell phones are not used or turned on during the school day, from 8:30 am to 2:20 pm. (Any such devices from home are expected to be turned off and stored in their backpacks during this time). During recess and lunch, we promote interactive play and communication with friends during non-instructional hours. Cell phones can be disruptive and in order for teachers to prioritize learning, during school hours, should you need to speak to your child, please call the school office (604-460-1136). Should your child need to speak to you during school hours, they will be granted access to a phone to do so. After school, students are able to use their cell phones outside of the building. However, a staff member may grant a student permission to use a cell phone for educational purposes during class time. Students who bring such devices to school, do so at their own risk.

