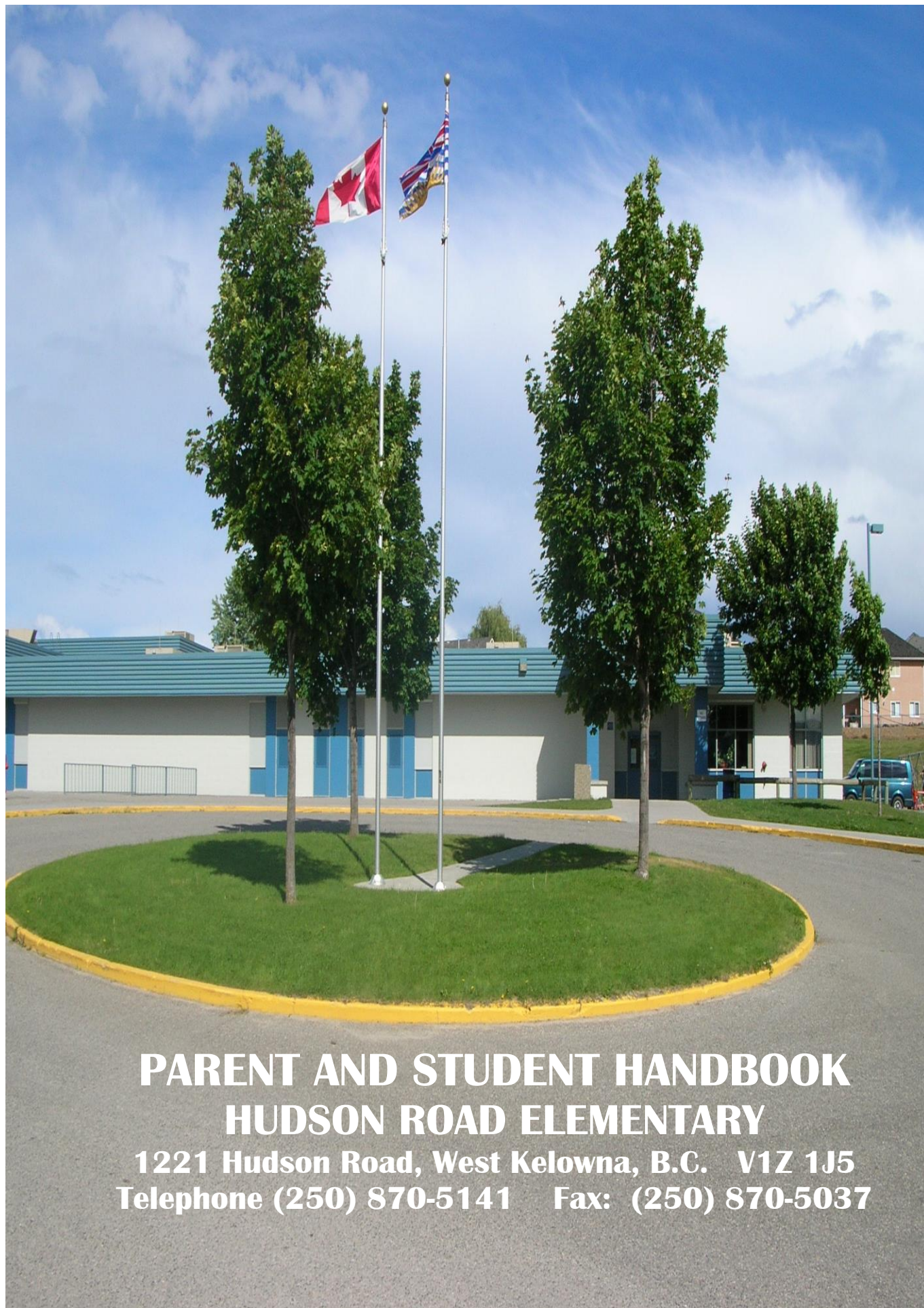




PARENT AND STUDENT HANDBOOK
HUDSON ROAD ELEMENTARY

1221 Hudson Road, West Kelowna, B.C. V1Z 1J5
Telephone (250) 870-5141 Fax: (250) 870-5037

HUDSON ROAD ELEMENTARY

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SECTION 1: INTRODUCTION TO HUDSON ROAD

Welcome to Hudson Road Elementary School!

We extend a sincere welcome to all students, parents and guardians. This booklet is intended to provide basic information about our school by answering the most commonly asked questions. We hope it will give you an improved understanding of our school's programs, policies and general operations. Should any information need clarification, please do not hesitate to call the school.

History of Hudson Road Elementary School

As many of the names in the Westbank area have been named after early explorers and fur traders, the name "Hudson" may have been named after the Hudson Bay Company or the Hudson Bay Brigade which made their trail now known as "Hudson Road".

Hudson Road Elementary School is a K-6 school located at the base of Mount Boucherie, close to Highway 97 on the Westside of Kelowna. The school was built in 1978. A renovation and addition were completed in 1993. A staffroom, office, multi-purpose room, kitchen, computer lab, classroom and learning resource centre were added while the existing facility was upgraded. At present, all classrooms are being used to meet the needs of the school population. The schoolyard with its hills, large playing fields and excellent adventure playground, is the envy of many other schools. The site is well used by the entire community year round. Hudson Road is a primary rental site and the sports fields and school facility are used by the community for basketball, soccer, baseball and other sporting and community activities. The location of the school, near ponds, parks and the Mount Boucherie Community Complex, provides for many educational opportunities that are within walking distance or a short drive. Public transportation gives easy access to both Kelowna and Westbank.

There has been a steady decline in school population since 1995 when the school population was 582. In 1999-2000, the school boundary changed, which resulted in a number of families transferring their children to Rose Valley Elementary. Again in 2003-2004, the school boundary changed drawing children from the Lakeview Heights catchment area. In addition, the Ministry of Education changed the policy for school catchment areas. We now have a North Westside Boundary which allows students a choice of neighbouring schools that feed into specific Middle Schools on the Westside.

Parents are supportive of this school. Regular attendance at conferences and special events is a reliable indicator of this. The Parent Advisory Council is an active and vital group involved in community building through their Welcome back BBQ, Hot Lunch Program, Winter and Spring carnivals, and teacher appreciation luncheon. Fundraising for school initiatives, as well as taking an interest in school programs, are a major focus of the Parent Advisory Council.

If you have further questions or comments, please do not hesitate to contact us by phone at (250) 870-5141. The office is staffed from 8:00-3:00 each day.

We are proud of our school and hope you will become involved. It is our hope that your children's experience at Hudson Road Elementary will be a happy and rewarding one.

MISSION STATEMENTS

As a community of students, staff and parents, our goal is to promote a safe environment where there is trust and respect for self and others. Each student is encouraged to show initiative and responsibility towards life-long learning.

District Overarching Goal:

Each Central Okanagan School District student (K-12) will provide evidence of being a learner, thinker, innovator, collaborator and contributor.

District Literacy Goal

To continue to strive for a high level of literacy skill acquisition for ALL students.

- Objective #1: To develop strong emergent literacy skills of Pre-K and Kindergarten children.
- Objective #2: To ensure development of the foundational early literacy skills of Grade 1 to 3 students.
- Objective #3: To ensure continued development of communication and literacy skills of students in Grades 4-12.

Health Promoting School Focus:

- HRE will continue to promote active living and a safe and caring learning environment for all students through various opportunities and systemic programs, i.e. Buddy Classes, Roots of Empathy, HACE Rep., Character/Relationship Assemblies, Strong Athletics program, Student Leadership, Staff Focus on Wellness
- HRE will introduce the one goal statement through assemblies, classroom lessons, displays and announcements.

SCHOOL PHONE NUMBERS

School: (250) 870-5141
Fax: (250) 870-5037

School Counsellor: (250) 870-5141
School Board Office: (250) 860-8888

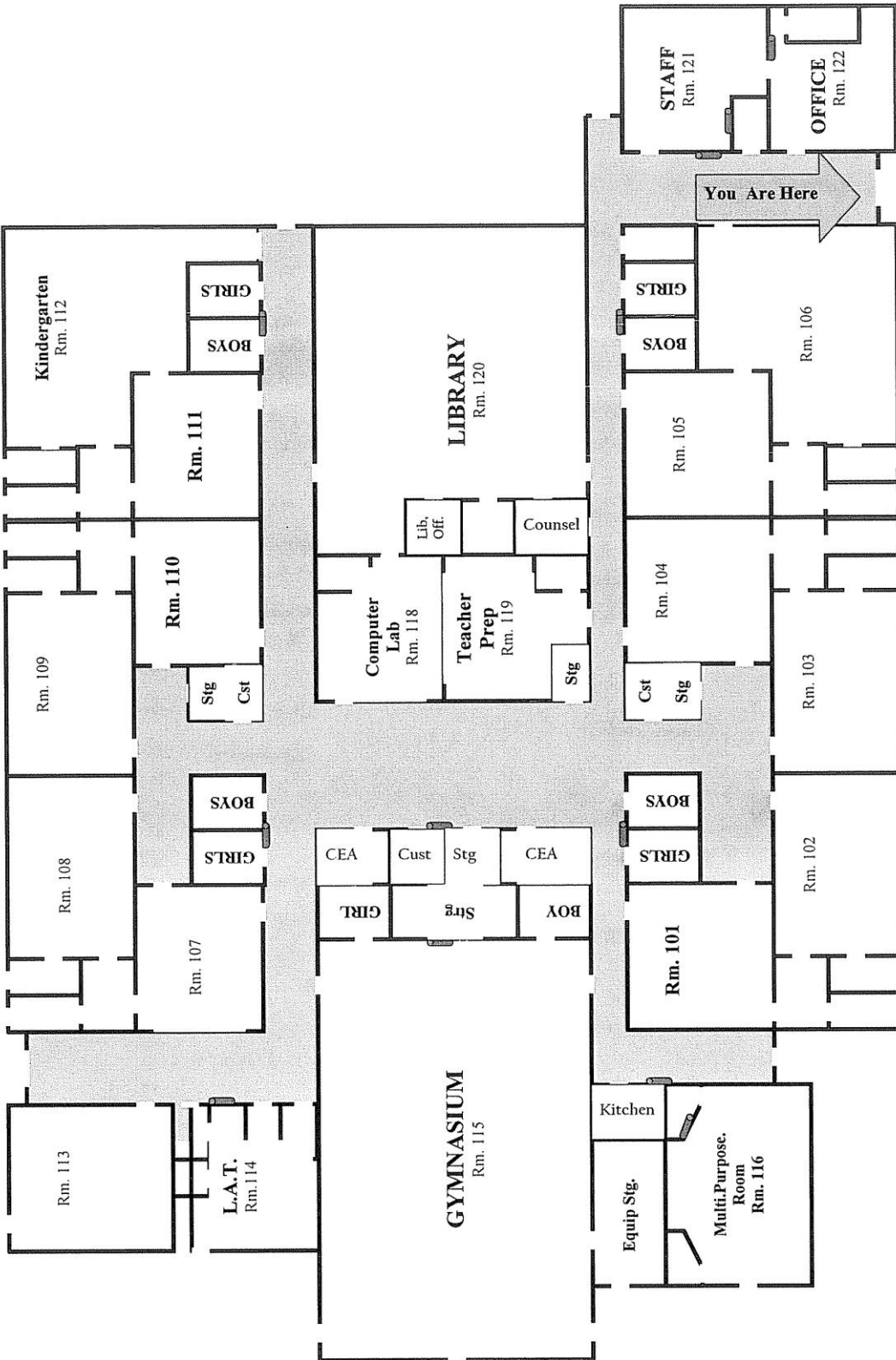
BELL SCHEDULE

Kindergarten - 6:

8:30-11:15	Classes
11:15-12:15	Lunch
12:15-1:35	Classes
1:35-1:50	Recess
1:50-2:30	Classes

There will be a call-in bell at 8:25 am for morning start of classes.

SCHOOL MAP



HUDSON ROAD ELEMENTARY SCHOOL

SECTION 2: SCHOOL SERVICES

SUPPLIES/STUDENT FEES

School District #23 purchases supplies in bulk. This allows us to give parents the option of purchasing school supplies (pencils, pens, notebooks, etc.) directly from the school. Fees for these supplies must be paid at the start of the school year. All students are expected to pay a cultural fee, which covers the cost of various performances at the school throughout the year. Student fees for the school year have been set by the School District as follows:

GRADE	SUPPLIES	CULTURAL FEE	STUDENT PLANNER	TOTAL
Gr. K-1	\$30.00	\$10.00	N/A	\$40.00
Gr. 2-6	\$30.00	\$10.00	no charge	\$40.00

All students in Grades 2-6 use student planners to give them practice in the lifelong skill of self-management. Students in K-1 may use a journal to help monitor special activities and information from the classroom.

Please make your cheques payable to **HUDSON ROAD SCHOOL**. Thank you.

Please contact the school principal if you wish to pay by installment. There is a fee for NSF cheques.

SUPERVISION

Supervision begins at 8:10 a.m. We request that **students do not arrive at school before this time.** Parents are responsible for child care until this time.

Supervision Schedule:

8:10-8:30
11:15-12:15
1:35-1:50
2:30-2:45

Students are expected to line up at their classroom doors when they hear the “call in” bells at 8:25 a.m. In keeping with B.C. Public School Board Policy, supervision is also provided by individual teachers for our students for the 15 minutes after dismissal. All students are asked to report home immediately following dismissal at 2:30. School bus loading is supervised at all times.

TRANSPORTATION

Students are eligible for bus transportation if they live 4.8 km from the nearest school at which they could be registered for an educational program (4.0 for kindergarten through grade 3). Students must also be registered as a rider with the transportation office prior to using the bus service. If there is space available on the bus, students living closer to the school may also be able to ride the bus as courtesy riders. If the number of eligible riders increases and extra seats are needed, courtesy riders will receive a week's notification. Please visit the transportation website to determine eligibility for transportation, for information about bus safety rules and other information about school buses.

<http://www.sd23.bc.ca/ProgramsServices/SchoolBus/Pages/default.aspx>

Safety is a very important consideration for pupils taking the bus to and from school, or on school field trips. Behaviour must be appropriate to allow the bus driver to keep his/her full attention on the road.

Pupils must stay sitting in their seats, keep body parts inside the windows, and keep their voices at a quiet level. The bus drivers will deal with minor problems as they see fit. More serious problems, or continuing minor problems, will be referred to the principal. Children may have their bus privileges revoked as a consequence of inappropriate behaviour.

Bus riders must be registered with the Transportation Department. Information on bussing is available by contacting the School District Transportation Department at (250)491-4040.

In order to maintain a safe environment on our buses, students must abide by the following expectations. Students will:

- Remain in the area designated as a bus loading zone
- Board or disembark a bus in an orderly manner
- Remain seated in a seat assigned or assumed from the time they board the bus until the time they arrive at the destination
- Use “inside voices” on the bus—no hollering or loud talking
- Refrain from putting their heads or arms out of windows
- Refrain from talking to the bus driver while the bus is in motion
- Do everything possible to keep the bus clean, tidy and neat
- Do not eat or drink on a school bus without the driver’s permission
- Abide by instructions given by the bus driver

ANIMALS ON PROPERTY

All animals, even on a leash, are prohibited from school property by District of Lake Country bylaw. Owners that violate the bylaw may be fined \$100 by the Regional District of Lake Country. If you are walking to meet your child and you have dog with you, please plan to meet your child off of school property.

WHEELS

Bicycles, scooters, skateboards, rollerblades and other similar equipment may not be used on school property unless a special supervised event is held. Students must walk their bikes and scooters to the racks and lock them securely upon their arrival at school. Students must provide their own locks. Heelies should not be worn at school.

LOST AND FOUND

Every year many articles are lost at school. It is recommended that nothing be brought to school that is of value or you cannot risk losing. Smaller items such as keys, jewelry and watches are kept at the office. Larger items and clothing are put in our “Lost and Found” box in the hallway outside the gym. Lost and found items are put out on display a number of times over the school year. Unclaimed items are donated to local charity. **Please check the lost and found, located at the front entrance to the gym, with your child.**

PARENT ADVISORY COUNCIL (P.A.C.)

The Hudson Road Parent Advisory Council (P.A.C.) is a group of parents who volunteer their time to help at our school. P.A.C. is an advisory body and an integral part of the school providing an avenue for parental input concerning the operation and administration of the school. The exact date and time of P.A.C. meetings will appear in the monthly newsletters. Parents will be informed of annual fundraising events, PAC sponsored activities and the hot lunch programs in the monthly newsletters.

Our P.A.C. is always looking for help on various committees and projects. Your support and participation at meetings and involvement with school projects is always welcome. Please call any P.A.C. Executive member or the school for further information. We will advertise the names and contact information for the newly elected executive in early September.

SECTION 3: SCHOOL POLICY AND PROCEDURES

CALL HOME/SAFE ARRIVAL TO SCHOOL

The Call Home/Safe Arrival is a courtesy program to ensure the safe arrival of students at school each day. Parents are asked to enter the absence using Safe Arrival prior to 8:30 a.m., to report if their child(ren) will be absent from school. This information is cross-referenced with attendance records and any unreported absences are then followed up. This may mean we have to phone work numbers and home numbers to obtain the information we require. Your assistance with this program is appreciated and simplifies the process of ensuring all students are accounted for each school day. Please make every effort to notify the school when your children will be away.

EXTENDED ABSENCE AND/OR EARLY DISMISSAL

Please contact the school if students will be absent during the school year for extended periods of time. If homework is required, please provide advance notice to give the teacher suitable time to put a package together. If a parent requests that a child be dismissed early, the parent/guardian is asked to pick up the child at the Main Office.

ILLNESS

At Hudson Road School, we believe that good hygiene (i.e., frequent hand washing, good nutrition and plenty of sleep) keeps kids healthy! Children who come to school with severe colds or other viruses are unable to function well, provide a source of infection for other children, and would probably recuperate faster at home. Please notify the school of your son/daughter's absence. Please state teacher and child's name. We thank you for your cooperation in this area.

MEDICATION/ LIFE-THREATENING ALLERGIES

Some of our students have life-threatening allergies to nuts and peanut products, bee stings and other items. Your support to keep our school safe for all students is appreciated. At Hudson Road, we make every effort to educate parents, students and staff on this topic. We request that parents, students and staff do not bring food items to the school that contain nuts or peanuts.

If your child requires the staff to give medication during school hours, the procedure outlined below must be followed:

1. Please request a form from the school office. This form must be signed and approved by the child's physician before medication can be administered at the school. If you have completed a form from the previous year with no change to the medication, provide written documentation that there is 'no change' (by signing the bottom of the previous year's form) or by providing a duplicate pharmacy label in place of the physician's signature.
2. Students who require a medical alert form for the administration of medication due to an allergic reaction must have forms on file at the office.
3. The medical alert form, the medication administration form, and the medical alert list are updated every school term. These documents are reviewed regularly by our school's Public Health Nurse.
4. All medication must be kept at the school's office. Medication to combat a potential allergic reaction or life threatening condition must be brought along by the classroom teacher on any school field trips.
5. All staff are provided an orientation on responding to a child/adult in a medical emergency and how to administer the medication.

For further information or clarification, please contact the school office.

STUDENT TELEPHONE USE

Students are permitted to use the school telephone only if circumstances are deemed important and they have gained permission from their classroom teacher. Students who have permission to use the phone receive a phone pass that they take with them to the telephone. This phone pass is clearly visible and prevents other staff members from asking students whether or not they have permission to use the telephone. Parents wishing to talk to their child/children are welcome to phone the school and leave a message, which will be delivered to the student. The student(s) will then have the opportunity to return the call at the next break period (lunch, recess or after school) or immediately, depending upon the urgency of the message. There is a School District Policy restricting the use of cell phones during regular school hours. Please do not send a cell phone to school, expecting your son/daughter to keep it on to receive calls.

FIELD TRIPS

Field trips are designed to compliment classroom learning and provide educational experiences that will make classroom learning more meaningful. School District No. 23 busses will be used for all field trips. Students will be charged for School District bussing when used for local trips. In the event that District Busses are not available or if a small number of students are participating in a field trip, teachers may organize parent drivers. If bussing is not available and parents need to drive, parent volunteers are requested to visit the elementary school one month prior to the field trip to complete both a Drivers' Declaration and a Criminal Record Check form. Policy also requires that driver's vehicle registration and driver's license be photocopied and retained at the office. The Drivers' Declaration must be completed each year. The Criminal Record Check form completion is only required every 3 years.

APPEALS

School District Bylaw 1501 outlines the policy and procedure by which students and parents or guardians may appeal a decision made by an employee of the school board. Copies of the bylaw are available at the office.

PROPERTIES – PERSONAL AND SCHOOL

PERSONAL PROPERTIES:

We request lunch kits and all items of clothing, shoes and gym strip be **identified** with the child's name (laundry marker, permanent felt pen, etc.) and that each child be encouraged to put his/her name on all school supplies. Please also label boots and running shoes. We ask that students keep expensive personal items at home (i.e., CD players, electronic games, etc.) as we cannot take responsibility for loss or damage of these items.

SCHOOL PROPERTIES:

Students will be issued textbooks and library resources at no charge, however, students will be charged the replacement cost of the book, if there is undue damage or loss.

BICYCLES, SCOOTERS, SKATEBOARDS and ROLLERBLADES (including Healy's):

Students are not to ride 'wheels' on school property. All bicycles must be securely locked to the bike racks. Helmets are required. Scooters, skateboards and rollerblades are to be stored in a classroom for the school day. Student names must be clearly marked on the item.

FOOTWEAR:

Parents are asked to provide their child with a pair of non-marking shoes that will be worn indoors. These will remain at the school and can be used for P.E. We appreciate parent support with this request. This will help keep our school floors in good condition, keep children in clean, dry footwear and promote good personal hygiene.

FIRE AND EMERGENCY DRILLS

In order to be prepared for any emergency, school evacuation plans are established to ensure we can move pupils outside the buildings as quickly as possible. Several fire drills will be held during the first month of school, with regular drills during the rest of the year, including winter months. These drills are taken very seriously, and appropriate pupil conduct is expected. All students will be accounted for during a drill. Earthquake and lockdown drills are also held each school year.

CLOSED CAMPUS

Parents expect the school to supervise their children when they send them to school. For this reason, we expect our pupils to stay on the school grounds from the time they arrive in the morning until they go home in the afternoon. Children are not to leave the school to go to others' homes at lunch unless we have a written request from the parent. We ask parents to please inform the school if their child will be going home for lunch.

DROP OFF/PICKING UP STUDENTS

DRIVING ON THE SCHOOL GROUNDS

Parents are requested to drop off / pick-up students at the designated area (**LOWER PARKING LOT**). Please do not drive or park in the bus loading and unloading zone or in the staff parking lot. Note 10km speed, and watch for children in the crosswalk.

HOT LUNCH PROGRAM

The Hudson Road Parent Advisory Council sponsors a Hot Lunch Program at our school. Parents prepay for meals which are generally delivered on a biweekly basis. Food choices are available for students and these are outlined online at <http://www.munchalunch.com/schools/hudsonroad/> We thank the coordinators and the other volunteers for their hard work in ensuring the success of this program.

SECTION 4: EDUCATIONAL PROGRAMS

Our education programs follow the Ministry of Education's prescribed curriculum for all grade levels. Curriculum is what all students in the province are expected to know and be able to do in each subject area at the end of each grade level. The curriculum for a given subject is outlined in an Integrated Resource Package (IRP). Copies can be signed out by parents from the parent shelf in the school library or read online through the Ministry of Education's web site.

Learning outcomes are the specific skills, understandings and attitudes that students are expected to develop by the end of a particular year.

Primary Program

In general, subjects are 'integrated' instead of being taught in separate units. Teachers organize learning to accommodate the full range of children's interests, learning needs, and diverse social backgrounds. In the Primary years, students:

- learn basic skills in oral language, reading, writing, and math.
- study all required areas of learning, including language arts, social studies, science, math, personal planning, physical education, fine arts and applied skills.
- begin to develop strategies for healthy living, become aware of good nutrition, maintain physical fitness, learn safety procedures, and develop an understanding of their personal responsibility to themselves, to others and to the environment.
- begin to develop critical thinking, decision-making and problem-solving skills.

Intermediate Program

Schools are required to provide an educational program that meets the learning outcomes set out for the following subjects:

- Language Arts (reading and writing)
- Social Studies
- Mathematics
- Science
- Physical Education
- Fine Arts (drama, music, and visual arts)
- Personal Planning
- Second Language Studies (French beginning in Grade 5 and continuing through Grade 8).

Parents interested in finding out more about the prescribed curriculum are invited to sign out Curriculum Guides from the Parent Shelf in the school library.

REPORTING TO PARENTS

The Ministry of Education mandates that parents and students receive five reports during the year: three formal and two informal. Formal reports will be sent home.

PARENT TEACHER CONFERENCES

The two informal reporting sessions are Parent-Teacher Conferences. These are October and January. Students will be dismissed early on the Parent Teacher Conference dates.

HOW YOU CAN BECOME INVOLVED IN YOUR CHILD'S SCHOOL

A child's learning begins at home with the parent. The school builds on that learning and recognizes that each child learns at his or her own rate. Parents are partners in the educational process. This participation is critical for the child's success. Some ways that parents can become involved are:

- Read and write with your child.
- Show your enthusiasm for learning.
- Attend meetings and conferences.
- Provide a quiet area for homework completion on a daily basis.
- Become familiar with your child and share in his/her enjoyment and interests.
- Participate with your child in community programs.

GUIDELINES FOR HOMEWORK

Daily homework is given to reinforce skill development, enhance study skills and promote individual achievement. Students in Grades 4-6 will generally have assigned homework for a period of 30-60 minutes each day to prepare for quizzes, complete unfinished assignments or work on assignments with an extended deadline. Students in the Primary Grades (K-3) are not generally assigned homework, however, they will often participate in a home reading program or study basic math facts or site-word banks for 10-20 minutes each day. A regular homework schedule at home supports individual student achievement, and is an important skill.

LIBRARY PROGRAM

An important aspect of Hudson Road's educational program is the Library Resource Program. Our library has books and other resources to support the curriculum, and recreational reading materials for our students. The teacher-librarian is an active partner with the classroom teacher in promoting reading at all levels as well as teaching research and study skills.

The Library resource program plays an important role in the student's education at Hudson Road. Through units and assignments developed and taught cooperatively by the classroom teacher and teacher-librarian, the student learns research, organizing and reporting skills.

LEARNING ASSISTANCE PROGRAM

Learning assistance sessions support the regular classroom. They are provided to students who have mild to moderate learning disabilities and to those who have “gaps” in their learning. Learning assistance not only involves direct remedial instruction, but can involve adaptations or modifications to a child’s program. A student is referred to the Learning Assistant Teacher by the classroom teacher or brought to the attention of the school by the parent. The referral is reviewed by a school based team composed of the Learning Assistant Teacher, Principal, Classroom Teacher, and can include specialists in the following areas: counselor, speech language intervention, hearing or vision support, and child psychologist. After careful review, the team develops a program suited to the child’s needs. For further information about this program, please call the Learning Assistant Teacher at the school.

SCHOOL-BASED TEAM

At Hudson Road, we have a school-based team which meets on a regular basis to review, discuss and plan individual student progress and programs. Parents are an integral part of this process. If there is a recognized concern regarding an individual student’s progress, we will call a meeting of our school-based team to ensure a program is in place to support individual children. If you have any concerns, please contact your child’s teacher to determine if a meeting is required.

GIFTED/ENRICHMENT PROGRAMS

For students who demonstrate a need for broader or extended educational experiences in one or more areas, enrichment is generally provided by the classroom teachers through modification of curriculum content. It may also involve the support of the Gifted/Enrichment Resource Teacher in the school. Students in Grades 4-6 will be assessed to qualify for involvement in a program.

COUNSELLING SERVICES

Counselling is available for students and their parents. One and a half days per week our counselor offers assessment, counselling and consultation. Parents may contact the school counselor by phoning the school.

HOSPITAL HOMEBOUND PROGRAM

The Hospital Homebound Program is for students absent for ten days or longer because of physical injury, disease, surgery, emotional, or social causes. The program allows students to study at home. Referral is made by the school to Student Support Services. For further information, please contact the Principal.

PARENT VOLUNTEERS

Parent Volunteers are welcomed at Hudson Road. Students at our school greatly benefit from additional parent help and assistance in many school activities. Parents also serve a vital role in participation on school committees. If you wish to volunteer your time at the school, please contact your child’s teacher or the school office.

All parents wishing to volunteer at the school or on field trips must complete a form for a Criminal Record Check. Please pick up a form at the office at least one month in advance if you plan to volunteer at any time this year. When volunteering in the school, please stop by the office first for a “volunteer name tag” and sign in to the school at the office.

The Central Okanagan School District Goal Statement:

Each student (K-12) will provide evidence of being a *learner, thinker, innovator, collaborator* and *contributor*.

<i>The Attributes</i>	<i>What it means at HRE</i>
A Learner is a person who is engaged, resilient and seeks to understand through: • <i>Literacy, Numeracy, and Subject competencies</i> • <i>Information, Media and Technology Literacy</i> • <i>Self-Direction, Work Ethic and Accountability</i> • <i>Healthy Lifestyle</i> • <i>Financial Literacy</i>	A Learner... • Is enthusiastic about learning and accomplished across the curriculum • Can transfer and apply learning to real-life situations • Shows higher-level thinking skills • Is self-motivated, independent, organized and persistent
A Thinker is a person who analyzes, makes connections, inferences, asks questions, and transfers knowledge through: • <i>Critical Thinking and Problem Solving</i> • <i>Open Mindedness and Reflection</i> • <i>Flexibility and Adaptability</i>	A Thinker... • Asks questions • Can solve problems with a variety of different strategies • Considers multiple points of view • Is self-reflective and seeks feedback for improvement
An Innovator is a person who sees possibilities and generates original ideas with value through: • <i>Curiosity and Imagination</i> • <i>Creativity, Design, and Performance</i> • <i>Initiative and Entrepreneurship</i>	An Innovator... • Is imaginative, creative and curious • Willing to take thoughtful risks with their learning • Explores new and unique solutions to problems • Is resourceful and inquiry focussed
A Collaborator is a person who excels at working with others to create new understanding through: • <i>Appreciating Diversity</i> • <i>Effective Communication</i> • <i>Interdependence</i> • <i>Relationship Building</i>	A Collaborator... • Is inclusive and accepting of others and their ideas • Communicates clearly and respectfully • Works well as a part of a team and supports all members in a group
A Contributor is a person who participates in the local and global community through: • <i>Finding, Following, and Sharing Passions</i> • <i>Respect, Empathy, and Kindness</i> • <i>Integrity and Ethical Behaviour</i> • <i>Civic and Environmental Responsibility</i> • <i>Embracing Diverse Cultures and Lifestyles</i>	A Contributor... • Is kind, respectful, empathetic and compassionate • Sets a positive example for others • Willingly volunteers to make the school community a better place; shows responsible citizenship • Shows initiative and actively participates in classroom and school activities

SECTION 5: EXPECTATIONS FOR STUDENT CONDUCT

HUDSON ROAD ELEMENTARY SCHOOL

Student Code of Conduct

INTRODUCTION:

The purpose of this Code of Conduct is to help set and maintain a safe, caring and orderly environment where students feel that they belong. Such an environment will allow maximum opportunity for learning, working, and succeeding. At Hudson Road Elementary, School-Wide Expectations are taught so that everyone knows what is acceptable. Our school-wide expectations apply to behaviour at school, to and from school, during school-organized or sponsored activities, and also to any behaviour beyond these times that negatively impacts the safe, caring or orderly environment of the school and/or student learning.

Hudson Road Elementary School upholds and promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sex, sexual orientation, gender identity or expression, or age of that person or class of persons in its school environment. Behaviour or communication that discriminates based on any of the prohibited grounds listed will be treated seriously by our school. Because behaviour is learned, we believe it must be taught. Our School-Wide Expectations “Matrix” is taught to students in class, is included in the front of student agendas, is taught in stations during the first two days of the year, and is on our website. It incorporates expectations for student conduct in all areas of the school environment. Consequences to infractions will be applied when students choose inappropriate behaviour.

Hudson Road Elementary School

Student Code of Conduct

At Hudson Road Elementary School, we recognize that each child and situation is unique and we will always strive to ensure that our school is a safe, caring and orderly environment in which to learn and work. The code of conduct at Hudson Road Elementary School is based on the following balance of rights and responsibilities.

Rights	Responsibilities
Students have the right to learn.	Students have the responsibility to actively participate and be responsible learners. Some examples include: • <i>always trying their best, listening carefully to instructions</i> • <i>being prepared, on time, and ready to work</i> • <i>staying focussed and not distracting others</i> • <i>completing assignments and using a planner</i>
Students have the right to be respected.	Students have the responsibility to respect others (not to bully, tease, pick on, or harass others). Some examples include: • <i>be polite and waiting your turn</i> • <i>using kind words</i> • <i>using good listening skills</i> • <i>being honest and telling the truth</i>
Students have the right to be safe.	Students have the responsibility to behave in a safe manner and to protect the safety of others. Some examples include: • <i>walking calmly; no running in the hallways</i> • <i>staying in the designated areas</i> • <i>playing games safely</i> • <i>reporting dangerous situations to staff</i>
Students have the right to privacy and security of personal space.	Students have the responsibility to respect the property and privacy of others (students, staff and community). Some examples include: • <i>keeping hands and feet to self - not touching other people's property without permission</i> • <i>respecting personal boundaries</i> • <i>asking before photographing/recording someone</i>
Students have the right to use student equipment and property.	Students have the responsibility to use the equipment and property according to all applicable rules and with care and respect. Some examples include: • <i>cleaning up after yourself</i> • <i>asking before borrowing</i> • <i>returning materials promptly and neatly</i>

Misuse of Technology

We recognize that many students often use social media networks, cell phones and other devices to communicate with family and friends. These are helpful communication tools; however, these tools also present inherent risks to the safety and well-being of students if the technology is used inappropriately. If students choose to use social media networks, cell phones, iPods, laptops, tablets or other related technology equipment, they must abide by the school's Code of Conduct and School District 23's policy for *Student Use of Electronic and Social Media Communication (Policy 486)*. If at any point, students' use of technology interferes with or distracts from the learning of others, schools may intervene and issue consequences in relation to the outlined school code of conduct and district policy. Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students.



Inappropriate Behaviours:

Inappropriate behaviour can consist of, but is not limited to:

- *rudeness, swearing*
- *fighting (or play fighting)*
- *lack of respect for others including teasing*
- *throwing objects (rocks, sticks, pine cones, snowballs etc.)*
- *defiant behaviour, insolence*
- *running in the halls*
- *public displays of affection in a romantic or sexual nature*
- *unauthorized leaving of the school grounds*
- *littering*

Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.

Consequences:

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, maturity; and be restorative rather than punitive in nature.

Inappropriate behaviour typically has the following consequences:

- *review of the expectations and a timeout*
- *review of the expectations, written assignment and/or loss of privileges*
- *restorative acts to give back to the school community*
- *parents are notified*
- *meeting with parents*
- *short-term (in school or at home) suspension up to 5 days*
- *long-term suspension (over 5 days) or referral to district program*
- *consultation with police and/or fire department*
- *expulsion*

Students are expected to abide by the school code of conduct when travelling to and from the school. Accordingly, students may be disciplined for violations which occur off of school property and outside of instructional hours if such violations adversely affect students or the operation of any school.

Major Infractions:

Students involved in major infractions (i.e. smoking, fighting, drugs, alcohol, vandalism, overt or repeated defiance) will be dealt with by the administration. Parents will be contacted and informed of the disciplinary procedures. A suspension may occur as a result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may result. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline. If the safety or well-being of a child is in question, the Ministry of Children and Families will be notified.

Safe and Caring School Environments:

Are free from acts of:

- *bullying, cyber-bullying, harassment and marginalization*
- *threat and intimidation*
- *violence in any form*
- *abuse in any form*
- *discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, ancestry or national origin*
- *retribution against a person who has reported incidents*



Do not tolerate the presence of:

- *theft and vandalism*
- *weapons or replica (toy) weapons and explosives*
- *intruders or trespassers - All visitors to the school must first report to the office*

Notification

As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- *parent of a student exhibiting major behaviours*
- *parent of a student on the receiving end*
- *District staff including Directors, Safe Schools Team Members and Superintendent of Schools*
- *Ministerial agencies and/or School Liaison Officers (Police)*

Central Okanagan School District No. 23 will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.

Hudson Road Elementary School 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, effective October 17, 2007*
- *BC Human Rights Code, (SD 23 Policy 450 and Regulation No. 450 - Discrimination Toward and by Students)*
- *SD 23 Policy 455 and Regulation 455 - Discipline*
- *SD 23 Policy 486 - Student Use of Electronic and Social Media Communication*
- *BC Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc.ca/sco/>*



STUDENT CONDUCT

Safety Rules – Waiting for/Departing Bus:

1. Students should be at their assigned stops **five minutes before** the bus is scheduled to depart. All students must be on their bus by departure time. When loading at school, the bus cannot wait for those who are tardy. Board and exit the bus at your designated stop each day.
2. Remain in the area designated as a bus loading zone and well off the roadway while waiting for a bus. Do not play in the street or on private property.
3. Do not throw anything in bus stop areas.
4. Wait until the bus comes to a complete stop before entering. Once the bus has come to a complete stop and the door is opened, enter in an orderly manner. Go to your seat immediately. (Traffic has stopped for student loading, so it should be done as quickly and safely as possible).
5. After leaving the bus, cross at a designated street crossing where possible. If a designated street crossing is not available, walk **10 feet in front of the bus** and wait until your driver ensures that it is safe and instructs you to cross. Do not cross behind the bus.

Safety Rules – On the Bus:

1. Follow all verbal instructions from the school bus driver.
2. Treat everyone (school bus driver, motoring public and fellow passengers) with courtesy and respect. Inappropriate conduct, use of objectionable language or abuse of others will not be tolerated.
3. Students may be assigned to a specific seat. Do not sit sideways or turn around in the seat, as serious injury may result in the event of a sudden stop. Remain seated until the bus comes to a complete stop.
4. Do not extend objects, hands or head out of the bus window. Serious injury could result.
5. Remain quiet and orderly. Shoving or pushing will not be tolerated. Do not distract the driver. Keep the aisle clear. Talk quietly while on the bus.
6. Belongings are to be kept in the backpack. Backpacks, etc. are to be placed on the student's lap or on the floor, not on the seat.

7. Musical instruments will only be transported when space is available and they can be transported safely. Drivers will make students aware of this. Large instruments which cannot be placed under the seat are not permitted. Smaller instruments may be placed under the seat or held on the lap in such a manner as not to interfere with another student's seating area or obstruct the foot area.
8. Items NOT allowed on the bus include: animals, scooters, balloons, laser pointers, weapons or explosive items, any tobacco products, matches, lighters, glass or any item that is a health or safety hazard. The driver has authority to secure all objects of concern.
9. Eating and/or drinking on buses are prohibited. This includes gum, cough drops, candy, soft drink bottles or cans.
10. Littering will not be tolerated – use the wastebasket provided.
11. Leave the seat in clean condition when disembarking.
12. Any willful damage to a bus will be charged to the student and/or the parent/guardian.

Additional Information:

Students must follow the directions of the bus driver. Cases of misbehavior on school buses or at bus stops shall be documented by the driver and if they persist, will be reported to the principal who will contact the parents. Continued misbehavior will result in the student's loss of the privilege to ride a school bus.

Violations of school bus rules will be handled on an individual basis between rider and driver. If a problem continues, parents will be contacted and progressive actions taken by school officials and/or the transportation department. Immediate loss of transportation may occur, depending on the severity of the violation. Remember, school bus transportation **is a privilege, not a right**. School bus transportation can be suspended for willful misconduct or endangering the overall safety of the school bus or its occupants.

Videotaping:

Videotaping may occur at random during the school year on a student's route. Students will not be notified when a recording device has been installed and is in use. Videotapes will be treated as protected student records under the Freedom of Information and Privacy Act and the School Act.

HUDSON ROAD SCHOOL SONG

Our school song was written by Kathy Sorensen for the school in 1996

HUDSON ROAD'S SCHOOL SONG



K. SORENSEN '96

We are the Hudson students we are the very best! We
have the greatest teachers they put us to the test! Our
mascot is the hawk blue and gold we wear with pride. To-
ge-ther we learn more that you can't de-ny!

H-U-D-S-O-N R-O-A and D!
HUDSON ROAD HUDSON ROAD

THE ONLY PLACE TO BE!

