

Code of Conduct

2026 – 2027



École Westwood Elementary

ÉCOLE WESTWOOD ELEMENTARY SCHOOL CODE OF CONDUCT 2026-2027

I. INTRODUCTION

At École Westwood Elementary School we are committed to providing educational opportunities in a safe, caring, orderly, and respectful environment that encourages students to become responsible lifelong learners academically, socially, individually, and cooperatively. We have a shared goal to encourage socially responsible behaviours that contribute to the school community, solve problems in peaceful ways, value diversity and defend human rights.

Our Code of Conduct outlines the school expectations and acceptable student behaviour as directed by the School Act (85)(2)(C). It applies to behaviour in the classroom, in the hallways, on the school grounds, at assemblies, and in the community (to and from school, on field trips and at sporting events, etc.). We believe that we must take care of ourselves, each other, and this place to ensure that Westwood is a safe and nurturing educational environment.

École Westwood Elementary School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons. – in respect of discriminatory publication and discrimination accommodation, service and facility in the school environment.

II. CODE OF CONDUCT: KEY ELEMENTS

1. **Process-** The Westwood Code of Conduct has been developed in response to the Safe, Caring and Orderly Schools guide. Parents and Staff are given the opportunity to review the Code of Conduct each year and provide input for revisions.
2. **Communication-** The School's Code of Conduct is published in the Student Planner (which all students receive annually), is available on the school website, is posted in a prominent location in the school and is taught explicitly to students. Behaviour expectations as outlined in the Code are reviewed with each new employee (including temporary staff and Noon Hour Supervisors) when they join the staff.
The home is contacted to discuss any major issues around student conduct. Meetings are held when appropriate with the School Based Team members, parents, and students, and affected members of the community.
3. **Implementation** - The staff use Morning Meetings, Circle Time or Class Meetings, and school-wide assemblies to discuss and implement the behavioural expectations outlined in the school's Code of Conduct. In addition, Social Responsibility resources are widely used throughout the grade levels. Social Awareness and Responsibility Core Competencies are used as a baseline to gauge expectations for students' behaviours. Parents are asked to support the school behaviour expectations at home with their children. The modeling of socially responsible behaviour is expected of all adults in the school, both employees and volunteers. Our Code of Conduct reinforces the Core Competencies in all aspects of the learning at school.
4. **Monitoring and Review** - The Code of Conduct is reviewed by staff annually. The school utilizes Restorative Practices with children when there is an office referral. Office referrals are reviewed by the Principal, school-based Counsellor, and School-Based Team, as appropriate. Individual positive behaviour plans are also developed, as needed, to support student learning and behaviour.
5. **Alignment** – The Westwood Code of Conduct is aligned with District policies, administrative procedures, and the BC Human Right Code.
6. **Standards**
 - a. **Statements of Purpose:**
 - To establish and maintain a safe, caring, and orderly environment for the purpose of learning for all student
 - To ensure that all members of the school community understand and share the same expectations
 - Behaviour is a matter of choice, not chance.
 - Helping students recognize their choices and make wise ones is crucial to their development.
 - Clear expectations and consequences help cultivate a fair, safe, and positive school climate.
 - Accepting personal responsibility for our actions is a crucial in becoming a socially responsible student
 - Self-control and effective interpersonal communications are life skills that will benefit students

b. Conduct Expectations

These expectations apply to behaviour at school, while going to and from school, and during school-organized or sponsored activities, including behaviour beyond these times (up to and including on-line behaviour) that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.

Acceptable Conduct - Students should always be respectful to others and themselves, show imagination when working together and individually, give their best effort, show empathy to others, and take responsibility for themselves (both academically and socially).

Unacceptable Conduct - Behaviour that is deemed unexpected include poor decision making that results in behaviour that:

- Interferes with the learning of self or others
- Creates unsafe conditions
- Results in bullying, harassment, intimidation, violence, discrimination, or possession of weapons
- Inappropriate use of technology such as computers, the internet, e-mail, text messaging, cellular telephones, or chat rooms
- Students shall not discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons, or for any other reason set out in the Human Rights Code of British Columbia (Section 7 and 8), nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds
- Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.
- A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.
- Students should also be aware that the schools may collect, use, and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a),(b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to District Principal Veronika Farnell, vfarnell@sd43.bc.ca.

c. Rising expectations

All students at Westwood are expected to try to do their personal best; respect others, themselves, and property; treat others in a safe and caring way. The display of these behaviours will vary in accordance with the age and maturity of the students as they progress through the grades. Consequences are progressive and dependent on the type of behaviour and in some instances, the age of the students; but consistent, natural consequences are the norm for all Westwood students when misbehaviours occur.

d. Consequences

Consequences for unacceptable behaviour consider the age and maturity of students as well as the severity, circumstances, and frequency of the offense. Consequences are **restorative**, rather than punitive, whenever possible and appropriate. Consequences are also consistent, fair, and meaningful to help students learn to make better choices for themselves in the future.

Special considerations may apply to students with special needs if these students are unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional, or behavioural nature.

e. Notification

If students breach any area of the Westwood's Code of Conduct, their parents are informed in a number of ways, dependent on the time, circumstance, and nature of the incident.

f. Additional Definitions:

Cyberspace Misconduct

Cyberspace misconduct is not permitted at Westwood Elementary. It may take the form of misuse of technology to harass, insult or intimidate others via the internet, e-mail, text messaging, phone calls, chat rooms or the like. Offences will be dealt with in accordance with the Code of Conduct consequences.

Vandalism/Misuse of School Property

Vandalism is not condoned at Westwood Elementary. Students or Community members caught in the act of vandalizing, destroying, or misusing school property will be subject to school, District, and municipal discipline dependent on the nature of the offence and the age of the individual.

Personal Digital Devices in Schools

We do not encourage Westwood students to bring cellular phones or similar personal digital devices to school. All cellular phones or similar personal communication devices are to be appropriately stored during the school day. Digital devices of any kind are only to be used at the discretion of the teacher when identified as appropriate for your learning environment or because of unique circumstances. Any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 – Digital Responsibility for Students.

Punitive	Restorative
Misbehaviour is defined as breaking school rules or letting the school down.	Misbehaviour is defined as harm (emotional, mental, physical) done to one person/group.
Focus is on what happened and establishing guilt or blame.	Focus on problem-solving by expressing feelings and needs and exploring how to address problem in future.
Adversarial relationships and process include an authority figure to decide on penalty.	Dialogue and negotiation, with everyone involved in the communication and cooperation with each other.
Imposition of pain or unpleasantness to punish, deter or prevent.	Restitution as a means of restoring both parties, the goal being reconciliation and acknowledging responsibility.
Attention to rules and adherence to due process.	Attention to relationships and achievement of a mutually desired outcome.
Conflict/wrongdoing represented as impersonal and abstract; individual vs. school.	Conflict/wrongdoing recognized as interpersonal conflicts with opportunity for teaming.
One social injury compounded by another.	Focus on repair of social injury/damage.
School community as spectators, represented by member of staff dealing with the situation; those affected uninvolved and powerless.	School community involved in facilitating restoration; those affected taken into consideration; empowered.
Accountability defined in terms of receiving punishment.	Accountability defined as understanding impact of actions, taking responsibility for choices and suggesting ways to repair.

SCHOOL VALUES

Our school is a place where every child is valued, every need is supported, and everyone feels safe to learn and grow.

GROWTH

Our school is a place where we grow, moving forward from where we are.

- I take risks and try new things.
- I show resilience when facing a variety of challenges.
- I can set goals and recognize next steps.

RESPECT

Our school is a place where we respect ourselves, others and this community.

- I treat others the way I would like to be treated.
- I can listen to others' boundaries.
- I care for my school, the community, and the environment.



EMPATHY

Our school is a place where we try to understand the perspectives of others.

- I consider how my actions will affect the feelings and experiences of others.
- I actively listen to and respond in a caring manner.
- I show support and recognize how to help.

INCLUSION

Our school is a place where every voice matters, every need is cared for, and everyone feels safe.

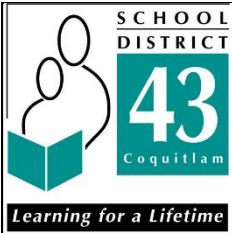
- I see myself reflected in my school and community.
- I can access support and tools to meet my needs and be successful.
- I feel safe at school and have safe adults I trust.



BELONGING

Our school is a place where culture is valued, and we celebrate what makes each of us special.

- I have friends and people who care for me at school.
- I feel welcome at school and my community appreciates my experiences.
- I feel pride and connection to my culture and feel comfortable sharing it.



Policies and Administrative Procedures Overview

June 2026

Complete copies of the following policies and administrative procedures (APs) are available on the school district website: www.sd43.bc.ca (under Board of Education)

1. District Code of Conduct – Policy 17

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically: The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules
- attend classes punctually and regularly
- work cooperatively and diligently at their studies and with home assignments
- respect the rights of all persons within the school including peers, staff and parents
- respect the legitimate authority of the school staff
- respect the school's physical school facilities
- respect the ethnic diversity of our school community
- behave in a safe and responsible manner at all times
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

2. Violence, Intimidation and Possession of Weapons - Policy 18

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

Assessment of Risk to Others Protocol: An assessment of Risk to Others will be initiated by the school's multi-disciplinary team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

3. Closure of Schools for Extreme Weather Conditions – AP 132

In the case of extreme weather conditions, the Superintendent or designate has authority, on behalf of the Board, to temporarily close a school.

Procedures: As a general expectation, parents are to be advised that schools are open. If parents believe the local conditions are unsafe, they may keep their child at home or arrange his/her early dismissal. If schools are to be closed before classes begin, an announcement will be made by 6:30 a.m. on the school district website and school websites. Announcements may also be made on School District 43 (Coquitlam) (SD43) social media and local radio stations. For more information visit: www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx.

4. Digital Responsibility for Students – AP 140-2

The District endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning. When using technology, district electronic mail (email) services, social networking, collaboration, blogging, media sharing tools, in relation to their role, students and staff are expected to act as appropriate digital citizens as laid out in the procedures.

5. Tobacco and Vapour Products Free Environment – AP 171

All school property is designated “tobacco and vapour product free”. Therefore, every person, including a student, employee or visitor, is prohibited from smoking, using tobacco or vapour products of any kind, or holding lighted tobacco on school property at any time, including non-school hours.

6. Anti-Racism – AP 205

The District acknowledges the necessity of becoming responsive in a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada. As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework to promote and support equity, justice and access to all.

7. Formal Intervention and Suspension of Students – AP 355

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and district must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behavior. The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

8. Personal, Discriminatory, and Sexual Harassment – AP 356

The District recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment. The District, all staff members, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment, fear and discrimination.

9. Resolution of Student or Parent School Concerns – AP 380

The District encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

Procedures: Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

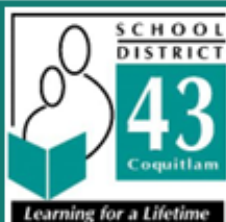
A. Teacher or Classroom Level Problem

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the Principal.
3. If still unsatisfied with the outcome, discuss your concern with the Assistant Superintendent (contact the board office at 604-939-9201).
4. Unresolved matters may be referred to the Board as per Board [Policy 13](#).

B. Principal or School Level Problem

1. Discuss directly with the Principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Assistant Superintendent (see contact information above).
3. If not resolved, refer to the Board as per Board Policy 13.

It is expected that SD43 personnel will seek a resolution to the problem as quickly as possible.



School District #43 (Coquitlam)

Policies and Permission Forms

This form must be completed (either via School Cash On-Line or a printed copy of this form) for each child attending a school in School District #43 (Coquitlam) (SD43).

Student's Legal Name: _____
Last First Middle

Student Date of Birth: ____/____/____ Grade: ____ Division: ____ Teacher: ____

School: _____

SCHOOL POLICIES

- ☐ I have reviewed the following policies, have discussed them with my child, and agree to abide by them all: (Complete copies are available for your viewing at the school office, or on our website: www.sd43.bc.ca under Board of Education).
- School code of conduct & any additional school-specific policies (visit your school website)
 - [Policy 17 \(School District #43's District Code of Conduct for Students\)](#)
 - [Policy 18 \(Violence, Intimidation, and Possession of Weapons\)](#)
 - [AP132 \(Closure of Schools for Extreme Weather Conditions\)](#)
 - [AP140-2 \(Digital Responsibility for Students\)](#)
 - [AP171 \(Tobacco and Vapour Products Free Environment\)](#)
 - [AP205 \(Anti-Racism\)](#)
 - [AP355 \(Formal Intervention and Suspension of Students\)](#)
 - [AP356 \(Personal, Discriminatory, & Sexual Harassment\)](#)
 - [AP380 \(Resolution of Student or Parent School Concerns\)](#)

SCHOOL NOTICES

Our school prefers to communicate in an electronic format. Would you like to receive school notices via email?

☐ YES ☐ NO

If yes, please include emails for all parties you wish to receive these notices and separate them with a semi-colon (;) in the field below (e.g. jsmith@shaw.ca; jdoe@shaw.ca)

RELEASE OF INFORMATION UNDER SPECIAL CIRCUMSTANCES

I give permission for my child's name to be circulated on a class list for special occasions such as a birthday party, etc.

☐ YES ☐ NO

I give permission for my name and phone number to be given to the classroom liaison or classroom volunteer to contact me in the event of organizing classroom activities, unexpected school closure, etc.

☐ YES ☐ NO

LOST & DAMAGED TEXTBOOKS

Replacement costs for damaged and/or lost textbooks are expensive. It is expected that any materials given to students, at any point in the school year, will be returned in the same condition as distributed. Parents/guardians will be responsible for costs incurred for repair and/or replacement of texts. Note: yearbooks will NOT be distributed to students who have not returned all textbooks or who have outstanding textbook fines.

☐ YES, I understand that I will be responsible for any costs incurred from damage and/or lost materials

WALKING FIELD TRIP PERMISSION SLIP

While the school staff will take reasonable steps to prevent injuries to students, some degree of risk is inherent in the nature of activities and may occur without fault on the part of the student, school board, its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in the school activity, you are agreeing that the activity is suitable for your child, and that there is a risk of injury associated with the activity.

☐ YES ☐ NO

RELEASE OF STUDENT PHOTOGRAPHS AND VIDEO PARENTAL CONSENT FORM

In accordance with the Freedom of Information and Protection of Privacy Act, SD43 requires consent to use personal information for purposes unrelated to educational programs. SD43 requests permission to use photographs/videos/names of individual students and groups of students in a variety of publications to promote the school district. This could include newsletters, brochures, newspapers, magazines, reports, public websites, radio, videos or television. This also includes permission for your child to be photographed by the media (TV or newspaper) for events relating to the school.

Use of photographs/names and comments (if no answer next, otherwise skip)	☐ YES – I consent	☐ NO – I do not consent
- IF NO, do you consent to permit child's photograph/name in yearbook	☐ YES – I consent	☐ NO – I do not consent
Release of Information – my child's name	☐ YES – I consent	☐ NO – I do not consent
Release of Information – parent/guardian name, email, phone number	☐ YES – I consent	☐ NO – I do not consent

DIGITAL RESPONSIBILITY AND NETWORK USE FOR STUDENTS

My child and I have read the [Digital Responsibility for Students](#). We agree to abide by the provisions therein.

We understand that network services are intended for educational purposes only and that any other use is in violation of the Acceptable Use Policy and subject to remedial action on the part of the school. While we understand that the SD43 staff will make every effort to avoid misuse of the internet services, we recognize that students might receive unauthorized or offensive communication and might inadvertently access material which is not appropriate.

We understand that SD43 uses various internet tools and services to support learning and the effective delivery of programming. In order to provide the safest and most modern services for students, certain network services relating to security management and website content filtering may be provided by third party services hosted outside of Canada, resulting in limited, basic operational account information, such as username and email being stored externally. The District strives to ensure that, in accordance with the Freedom of Information and Protection of Privacy Act, all learning and data systems that require students to store personal information are hosted in Canada unless further consent specific to that system is provided by the student/family.

☐ YES – I agree	☐ NO – I do not agree
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SOCIAL MEDIA CONSENT

Our school and/or SD43, may use various social media platforms such as Facebook, X, Instagram, and YouTube to upload, store, and share personally identifiable information for the purpose of celebrating student success, engaging in public discussion and promotion of proposed or existing district and school-based initiatives. Personally identifiable information may include their name and/or image. Note that these are online, publicly accessible services located outside of Canada. Due to the differences in information disclosure legislation between Canada and other jurisdictions, we are required by the provincial government to seek your consent prior to publishing any personally identifying information about your child to these services.

The school and SD43 as part of routine promotional activities, often photograph school activities which may depict individual and/or groups of students. By indicating 'yes', you are consenting to our use of your child's name and images which may include your child.

If you have any questions or concerns, please feel free to contact the Community Relations Department at information@sd43.bc.ca.

Terms of Service references: [Facebook Terms and Policies](#), [X Terms of Service](#), [Instagram Terms of Use](#), [Youtube Terms of Service](#)

☐ YES – I consent	☐ NO – I do not consent
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I have read the foregoing and verify that the information provided is correct:

Parent/Guardian Name (print)	Signature	Date (Month/Day/Year)		

SCHOOL CALENDAR 2026-2027

Designation	Date (s)
Schools Open	Tuesday September 8, 2026
Pro-D Day	Friday September 25, 2026
Truth & Reconciliation Day	Wednesday September 30, 2026
Thanksgiving Day	Monday October 12, 2026
Pro-D Day	Friday October 23, 2026
Remembrance Day	Wednesday November 11, 2026
Early Dismissal – 1 pm	Thursday November 26, 2026
Schools close for Winter Vacation (last day in session)	Friday December 18, 2026
Winter Vacation	Monday December 21- Friday January 1, 2027
Schools re-open after Winter Vacation	Monday January 4, 2027
School Based Pro-D Day	Friday January 29, 2027
BC Family Day	Monday February 15, 2027
Pro-D Day	Friday February 26, 2027
Schools close for Spring Vacation (last day in session)	Friday March 12, 2027
Spring Vacation period	Monday March 15- Monday March 29, 2027
Schools re-open after Spring Break	Tuesday March 30, 2027
Good Friday	Friday March 26, 2027
Easter Monday	Monday March 29, 2027
Early Dismissal – 1 pm	Thursday April 22, 2027
Indigenous Focus Day	Friday April 23, 2027
School Based Pro-D Day	Friday May 21, 2027
Victoria Day	Monday May 24, 2027
Last day of school for all students	Tuesday June 29, 2027
Administrative Day	Wednesday June 30, 2027