



# Windsor Hall

## Student Handbook



2023-2024



## MESSAGE FROM THE PRINCIPAL

Dear Student:

Welcome to Windsor Hall! We are both proud and grateful that you chose to be a member of our learning community. Our aim is to continue to strengthen the areas in which the school excels, while addressing areas that can be further developed for the benefit of our students.

In support of student development this year, we will focus on two main goals:

1. **Academic Success of Students:** We will engage our students in learning activities that promote excellence.
2. **Build School Culture:** Through the involvement of teachers and students, we will build a school culture that focusses on academic rigour, values of respect and hard work, importance of healthy activity and the requirement to give back to the school and society.

These areas of focus will help guide our school this year and we can check back frequently on our progress. We also have many events and activities planned for the year that promises to be fun, exciting and educational.

I am delighted to have each of you with us this year. I challenge each of you to work hard, to strive to make improvements in the school and the world around you, to model good behaviour and to always put your education first.

Mr. Robert Anstey  
Principal

## SCHOOL INFORMATION

### School Address and Contact Information

**Address:** Windsor Hall  
11295 Mellis Drive, Richmond, BC, V6X 1L8  
**Telephone:** +1 604 285 7766  
**Email:** [office@windsorhall.ca](mailto:office@windsorhall.ca)  
**Website:** [www.windsorhall.ca](http://www.windsorhall.ca)  
**Office Hours:** 8:00 – 16:00 (Monday – Friday)

### Windsor Hall Office Administration

|                       |                   |
|-----------------------|-------------------|
| <b>Board Advisor</b>  | Mr. Greg Bunyan   |
| <b>Principal</b>      | Mr. Robert Anstey |
| <b>Vice Principal</b> | Mrs. Joyce Tong   |
| <b>Admin Office</b>   | Ms. Angela Ellis  |

# ACADEMIC HONESTY POLICY

The goal of Windsor Hall's Academic Honesty Policy is to educate students to conduct themselves in a responsible and ethical manner and therefore make every effort to avoid any form of academic misconduct. Our expectations are that students exhibit the character traits of honesty, integrity, respect, and responsibility.

The academically honest student:

- Documents all source material consistently in a standard style of referencing
- Uses direct quotations and paraphrases appropriately
- Respects others' intellectual property by abiding by copyright law
- Understands what constitutes academic dishonesty
- Understands the consequences of academic misconduct
- Explicitly and appropriately acknowledges help provided by another person
- Follows all exam rules

The academically honest student does not:

- Plagiarize by copying material from a published source or from another student
- Give another student his/her/their work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Do work for another student
- Purchase and submit pieces written by someone else
- Present others' artistic or creative work in any medium (images, music, film, etc.) as his/her/their own
- Engage in any behaviour that provides a student an unfair advantage over others

## The School's Roles and Responsibilities

Students will receive cohesive, comprehensive, and direct instruction through courses from our teachers in information literacy and the research process including:

- accessing, analyzing, selecting, and organizing information
- synthesizing and communicating information
- evaluating and reflecting on information
- the rules and purpose for acknowledging source material in both Modern Language Association (MLA) style and American Psychological Association (APA) style

## Examples of Academic Misconduct

**Plagiarism:** taking work, words, ideas, pictures, information, or anything that has been produced by someone else and submitting it for assessment as his/her/their own

**Copying:** taking work from another student, with or without his/her/ their knowledge, and submitting it as his/her/their own

**Exam cheating:** communicating with another student in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam to gain an unfair advantage

**Duplication:** submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved

**Falsifying data:** creating or altering data rather than collecting authentic data

**Collusion:** helping another student to be academically dishonest

Collaboration, working with other students, is expected, and encouraged. However, each student may be responsible for their own written work. When this is the case, if one student copies the work of another, this represents collusion.

Students who either intentionally or accidentally engage in behaviour that gives them an unfair advantage over others, including academic dishonesty, will be subject to consequences as follows:

1. The first time a student is suspected of being dishonest in an academic or non-academic course, their teacher will inform the Principal who will start an electronic file of the details of their dishonesty. The file will remain open until the student leaves Windsor Hall. The consequences of the student's actions at this point will be non-punitive. They will be taught how to correct their wrongdoing by the appropriate staff member. Parents/guardians will be notified by the teacher.
2. If again the student is suspected of being dishonest in an academic or non-academic course, the Principal will review the details of the student's electronic file and decide on appropriate consequences. Parents/guardians will be notified. At this point, the student may become exempt from awards and scholarships. Repeat offences may also include suspension or withdrawal from a class.

## ASSESSMENT POLICY

Assessment is a very important part of teaching and learning. IB assessment requires teachers to assess the prescribed subject group objectives using the assessment criteria for each subject group. In order to provide students with opportunities to achieve at the highest level, teachers develop rigorous tasks that embrace a variety of assessment strategies.

Teachers regularly make decisions about student achievement using their professional judgement, guided by criteria that public, known in advance and precise, ensuring that assessment is transparent.

The single most important aim of assessment is that it should support curricular goals and encourage student learning in response to learning targets. This is achieved by assessments measuring students' achievement levels against published criteria that are derived from the course aims and objectives. To be fairly measured, students need to understand the assessment expectations. The expectations should be introduced early in the course and the focus of class and homework activities. Assessment requirements make it clear how summative assessments will be conducted, and how students will be assessed at the end of each unit and evaluated at the end of the course.

Assessment in the IB aims to:

- Support and encourage student learning by providing feedback on the learning process
- Inform, enhance, and improve the teaching process
- Provide opportunity for students to exhibit transfer of skills across disciplines, such as in the personal project and interdisciplinary unit assessments
- Promote positive student attitudes towards learning

- Promote a deep understanding of subject content by supporting students in their inquiries set in real-world contexts
- Promote the development of critical and creative thinking skills
- Reflect the international mindedness of the programme by allowing assessments to be set in a variety of cultural and linguistic contexts
- Support the holistic nature of the programme by including in its model principles that take account of the development of the whole student.

Assessment at Windsor Hall adheres to the principles listed below while following the guidelines for IB assessment.

Student assessment and evaluation at Windsor Hall:

- Is communicated clearly to students and parents
- Is ongoing, research-based, varied in nature, and administered over a period of time to allow students to demonstrate their full range of learning
- Provides ongoing descriptive feedback that is clear, meaningful, and timely o Informs best teaching practice in order to adjust instruction to meet student learning needs
- Uses a wide range of current methods that assess process and product of students' knowledge, skills and understanding
- Uses clearly identified curriculum outcomes and criteria
- Engages and includes students in monitoring and critically reflecting on their learning in order to self-assess their personal growth; and
- Respects the developmental differences of students recognizing that students learn at different rates and in a variety of ways.

Standard C4: Assessment

1. Assessment at the school aligns with the requirements of the programme.
2. The school communicates its assessment philosophy, policy, and procedures to the school community.
3. The school uses a range of strategies and tools to assess student learning.
4. The school provides students with feedback to inform and improve their learning.
5. The school has systems for recording student progress aligned with the assessment philosophy of the programme.
6. The school has systems in place for reporting student progress aligned with the assessment philosophy of the programme.
7. The school analyses assessment data to inform teaching and learning.
8. The school provides opportunities for students to participate in, and reflect on, the assessment of their work.
9. The school has systems in place to ensure that all students can demonstrate a consolidation of their learning through the completion of the MYP personal project.

### **Student's Roles and Responsibilities:**

- Engage in the learning process
- Be active participants in the assessment of their learning
- Understand assessment expectations, standards and practices

## Teacher's Roles and Responsibilities:

- Use formative and summative assessment to support and encourage student learning
- Provide timely and regular feedback to students on their performance
- Deliver direct instruction on the Approaches to Learning skills and support students' self-assessment of their skills

## Procedures and Practices (Assessment in the MYP)

- Each MYP course contains four major criteria that teachers will assess throughout the school year. All four criteria will be assessed and reported on.
- By June, each student will receive a level from 0 to 8 on each of the four course criteria for a maximum score of 32. This score will be converted into a final level out of 7.
- At Windsor Hall, we focus on the 5 Approaches to Learning (ATL) skills described by the IBO (thinking, communication, social skills, self-management, and research skills.) Teachers deliver direct instruction in the five areas and support students' development of these skills across the curriculum. This focus on the ATL is designed to support students in developing the foundational skills for being successful lifelong learners. For each reporting period, students reflect on their own skills development and complete a formal summative self-assessment using evidence from their curricular and co-curricular activities.

## Reporting:

Student progress is reported on four times per year. Additionally, parent-teacher interviews are held twice per year, and interim reports are sent home on an as-needed basis.

### References:

MYP: From Principles into Practice. (2014). Cardiff, Wales: International Baccalaureate Organization  
Carson Graham IB World School Assessment Policy MYP and DP Programmes. (2018). North Vancouver, Canada.

# ATTENDANCE POLICY

## Rationale

Windsor Hall believes that regular attendance promotes student learning, demonstrates a commitment to the achievement of the British Columbia graduation requirements and is essential for the student's overall success. Attendance at Windsor Hall is compulsory.

## Policy Statement

- Students may be excused for illness, injury, emergencies, religious observance and for immigration purposes.
- Absences for vacations and extended trips cannot be considered excused. Windsor Hall teachers will not be responsible for producing work assignments or providing make-up



assignments, tests or exams for students. All notification of absence due to vacation or family trip must be submitted in writing to the Principal.

- The goal is for every student to be in school every day. A student with less than 90% attendance is considered chronically absent.
- Students are responsible for all course work and assignments while absent. When a test is missed due to illness, a note from a parent/guardian acknowledging his/her awareness that a test has been missed, due to illness, is required.
- When missing an examination due to illness, a doctor's note is always required. Any examination or test missed due to vacation or truancy will not be rescheduled and will be assigned a mark of incomplete (I) as this summative assessment must demonstrate evidence that course expectations have been met with success.

## Lates

Students who arrive more than 15 minutes late for a class are recorded as absent from that class. Students who arrive consistently late will be placed on Punctuality Probation and will be at risk of not receiving credit for their courses. A student on Punctuality Probation will receive a letter of warning, and a final letter. The letter is sent to his/her/their parents or guardians.

## Attendance Procedures and Reporting Student Absences

Windsor Hall is committed to providing students with a rigorous academic program. Students are expected to be in class every day. The parent/guardian is responsible for ensuring that their children arrive on time to school each day. The school strongly discourages absences for vacation during the school year.

1. Any student who will be absent must have their parent call the school office before school starts.
2. When ill, or if it becomes necessary to be absent from school, students must notify the school at 604 285 7766 or [office@windsorhall.ca](mailto:office@windsorhall.ca). Parent permission is required. A doctor's certificate is required for absences of three or more days.
3. Any student arriving late is to report to the school office prior to going to class to obtain a late slip. A student will not be admitted to class without a late slip.
4. Any student leaving early must check out through the school office. Written parental permission is required.

## APPEALS POLICY

### Rationale

Windsor Hall has adopted the guidelines presented in the Federation of Independent Schools' Association (FISA) - Procedural Fairness: Best Practices for Independent Schools - in order to support the aim of a fair and reasoned environment.

The purpose of this policy is to outline the goal of 'fair' procedures and to provide direction when it is felt that such procedures were not duly provided.



## Policy Statement

Windsor Hall will address the following items as they relate to Appeals - Procedural Fairness:

**Legal Rights:** whenever the legal rights of an individual may be affected by officials exercising legal decision-making authority, there is an expectation that the decision will be made in accordance with the principles of “procedural fairness” and “natural justice”.

**Students & Parents/Guardians:** Basic elements of procedural fairness in dealing with student/parent concerns will be adopted. Families (students and parents) will be required to acknowledge (in writing) that they will comply with the school rules and expectations as a condition of enrolment. School authorities will follow appropriate guidelines of conduct and engagement in addressing concerns and/or follow-up appeals. Paths for an appeal process regarding decisions/actions by school authorities will be made available.

## The Appeal Process for Student Suspension, Probation, & Expulsion

When an appeal of a student expulsion is brought to the school, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

1. Did the student commit the infraction he/she is accused of?
2. Is the infraction covered by the school’s policy and does the policy allow the sanction of expulsion?
3. Is the policy being applied properly?
4. Has the school followed its own policy regarding the handling of the expulsion?

Often, parents/guardians will appeal a decision to expel, although they agree that the student is guilty of the infraction and that the school followed policy correctly. As such, the parents/guardians are not appealing the correctness of the decision but are asking for clemency.

The sub committee will only address the four principles (in italics above), not the issue of clemency.

## Appeal Against the Sanction of Expulsion

Because a sanction to expel a student is so serious a matter, a special process governs such appeals:

1. After the Principal has followed the sanction procedure concerning a breach of school regulations considered by the school to be of a sufficiently serious nature, even were the offence not specifically mentioned in this policy, and the Principal has decided on the sanction of expulsion and has informed the family of same in writing, the Principal shall inform the family that it has the right to appeal the sanction to expel. The Principal will give the family a copy of the Windsor Hall Appeal Policy.
2. The family has two (2) school days from the date of the expulsion notification to inform the Principal of its decision to appeal.
3. When an appeal against expulsion is being launched, the sanction to expel shall be termed "pending" until the appeal hearing has taken place, and until such time that the sub committee has presented a decision on the appeal, and during this time the student shall be termed to be on an "away suspension".
4. The student and parents/guardians will be given time to present their position. The parents/guardians shall submit the reasons why they feel their son or daughter should not be suspended/ expelled from the school. The presentation must deal with the student’s

behaviour in terms of the regulations / policy that he/she has broken. The Principal or designate must submit the sequence of events that led to the student's expulsion or suspension. The presentation must clearly state the reasons why the administration believes the suspension / expulsion is justified.

5. A decision will be provided to the student and parents/guardians as soon as possible.
6. There should be an assurance of no retribution for pursuing an appeal or review.

## Problems and Complaint Procedures

We all experience problems in different areas of our lives. If and when problems do occur in relation to the school, the procedures outlined below should be followed. These procedures apply to anyone wishing to make a complaint.

**Academics:** If the difficulty concerns academics, the teacher involved must be contacted first. If this does not resolve the matter, the Head Teacher should be notified. The Head Teacher will only discuss the matter after the teacher concerned has been contacted. If this has been done and the problem is still unresolved, the Principal should be approached.

**Teaching Staff:** If the difficulty concerns an action or a decision taken by a teacher or concerns the teacher's behaviour, the teacher concerned should be contacted first. If this has been done and the concern or complaint is still unresolved, the Principal should be approached.

**Non-Teaching Staff:** If the difficulty concerns non-teaching personnel, the member of staff involved must be approached to discuss the matter. If this has been done and the problem is still unresolved, the Principal should be approached.

**School Regulations:** Should a family or student have difficulty with our school regulations, the family or student should contact the school in writing. Families and students should note that school regulations are school policy. All concerned parties should be aware of school policy, especially in the following areas: lateness, absence from school, vacations or time-off for non-medical reasons, drugs, alcohol, weapons, violence, lying, damage to property, theft, uniform, public scandal, and conduct toward staff.

## School Sanctions

School sanctions are also a matter of school policy, and families and students are strongly advised to know and be fully familiar with our sanctions, and our sanctions process concerning detentions, suspension in school and away from school, probation, contract, and expulsion.

The school reserves the right when dealing with any type of misconduct manifested by any student to consider the student's entire record regarding school regulations in reaching a decision on a sanction on any breach of school regulations.

### Complaints Concerning Student Sanctions

1. A parent/guardian who wishes to make a complaint about a sanction applied by a school administrator to his/her son/daughter may do so by writing to the Principal.
2. When a parent/guardian does decide to make a complaint, it is very important that the parent/guardian state the full facts surrounding a student's behaviour and the exact reasons why the parent/guardian is making the complaint to the sub committee.

3. The sub committee will respond to the complaint in writing, and may in some circumstances invite the parent/guardian, and also the student concerned, to attend a meeting of the sub committee.
4. There should be an assurance of no retribution for pursuing a complaint, an appeal, or a review.

Should the student / parent still not be satisfied with the outcome, there is the option to use an ombudsperson who would be available from FISA BC.

## COMMUNICATIONS SYSTEMS

### Computer Use

Windsor Hall uses computers for many educational purposes. Students need a laptop or a device such as an iPad for classes.

### E-Mail

Students are required to provide the office with an up-to-date email address that is checked daily for student communication.

## EARLY EXIT POLICY - REFUND

In the event that a student decides not to attend or to leave Windsor Hall, the student is to agree that the following terms will apply:

- A. the application fee is non-refundable in any circumstances.
- B. for students in the first school year, the following will apply:
  - I. The full tuition fee, less CAD\$500, will be refunded upon receipt of satisfactory evidence that the Study Permit was not approved by Citizenship and Immigration Canada (CIC) (for an International Student.)
  - II. Two-thirds (2/3) of the tuition fee will be refunded if the student withdraws prior to commencement of the program.
  - III. One half (1/2) of the tuition fee will be refunded if the student withdraws before the end of the first calendar month of the program; and
  - IV. No refund will be granted, for any reason, if the student withdraws after the first calendar month of the program.
- C. If a student indicates they will be returning to the Windsor Hall for a second or subsequent school year and withdraws prior to commencing the second or subsequent school year, the following will apply:
  - I. 50% of the annual tuition fee will be refunded if they withdraw from the program on or prior to May 31 of the year in which the second or subsequent year of studies is to commence.
  - II. No refund will be provided for any withdrawal after May 31 of the year in which the second or subsequent year of studies is to commence.

D. No refund will be provided if a student is expelled.

Once a student has enrolled at Windsor Hall and decides to leave, they must contact the office. The above conditions apply regarding fees.

Student records will be transferred to up to one school for free at the designated school of the student's choosing. Further requests for records will incur additional fees. Windsor Hall will notify the Ministry of Education according to data requirements and policies for students leaving school.

*The inspector of Independent Schools expects schools with interim Group 1, 2, or 3 certification to have access to enough cash-on-hand to provide fee refunds in the event that the school fails to open or fails to receive certification after an initial external evaluation inspection or otherwise closes during its first year of operation.*

## **EMERGENCY PROCEDURES**

Evacuation procedures are to be posted in all classrooms and the office. These plans are to be understood by all members of the school community.

### **School Closures**

The emergency closing of the school is a rare occurrence. If the school will not open in the morning (due to inclement weather or local emergency), the student should follow guidelines as stated on local media, and not attempt to go to school.

If a closure is required during the school day, students will be permitted to go home if it is safe to do so. Parents will be contacted if necessary. If home or another safe location has not been identified, an alternate location close to the school will be identified where students can wait until arrangements with parents or guardians have been made. Special arrangements will be made for students with specific or special needs.

School staff is expected to report to work as soon as possible and as safety permits, in order to provide supervision of students and assist with home contacts.

### **Fire Drills / Earthquake Drills**

Although a school fire or an earthquake is a rare event, the reality is that they are possible. Therefore, two fire drills and two earthquake drills will occur in the fall and spring terms.

For a fire drill, a teacher will lead the class to the closest exit as indicated on the school map. Students will meet with their homeroom teacher. This teacher will take attendance to ensure that each student has been accounted for and submit this information to the administration. When the administration has indicated the "All clear" signal, staff and students will re-enter the building.

For an earthquake drill, upon notice of the drill, staff and students will immediately "duck and cover" under desks or tables until instructed by administration to leave the building. Teachers will confirm

student attendance and submit this information to the administration. When the administration has indicated that it is safe to return to the building, staff and students will do so.

## **Lockout and Lockdown Procedures**

A lockdown and lockout of a building or group of buildings is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. These procedures are used when it may be more dangerous to evacuate a building than stay inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats.

A notification to occupants to lockdown or lockout may be sent by administration or teacher. Individuals may receive notification to lockdown or lockout through various means.

It is essential for the safety of occupants and emergency responders that individuals comply with instructions provided by emergency personnel at all times.

### **Code Yellow: LOCKOUT**

The school day continues but outside activity, unnecessary room to room transit, and movement between buildings are forbidden. No visitors or other unauthorized people are to enter the buildings. This procedure is most commonly used when an incident is occurring outside the school building, on or off school property, and there is no immediate or active threat.

If it is determined that the situation is unsafe, and a Lockout is required, the following statement will be made 3 times: "This is a lock out. This is a lock out. This is a lock out."

Code Yellow may move to Code Red should the threat become immediate and active.

### **Code Red: LOCKDOWN**

There is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. Most commonly implemented when building has an intruder.

If it is determined that the situation is unsafe, and a Lock Down is required, the following statement will be made 3 times: "This is a lock down. This is a lock down. This is a lock down."

If you are in a classroom, room, or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.

- If the door does not lock consider barricading the door with tables and chairs.
- If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows.
- Close curtains or blinds where possible.
- Stay away from windows and doors.
- Stay low and quiet.
- Cell phones should be put on quiet or vibrate mode. Do not make non-essential calls.

| Actions to Avoid  | Considerations  |
|---|---|
| <ul style="list-style-type: none"> <li>• Do not open the door once it has been secured until you are officially advised “all clear” or are certain it is emergency response personnel at the door.</li> <li>• Do not use or hide in washrooms.</li> <li>• Do not travel down long corridors.</li> <li>• Do not assemble in large open areas (e.g. cafeterias).</li> <li>• Do not call 911 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response.</li> </ul> | <ul style="list-style-type: none"> <li>• Follow instructions from emergency personnel only.</li> <li>• During a lockdown, if the fire alarm is activated, remain where you are and await further instructions over a PA or portable loudspeaker.</li> </ul>                                       |
|   | <th data-bbox="812 472 1421 508">Following the Lockdown</th>  |
|   | <ul style="list-style-type: none"> <li>• Cooperate with emergency personnel to assist in an orderly evacuation.</li> <li>• Proceed to the designated assembly area if advised.</li> <li>• The police may require individuals to remain available for questioning following a lockdown.</li> </ul> |

## Hazardous Materials Safety Procedures

### Gas Leak

1. Do not pull fire alarm—this could cause an explosion.
2. Call Fortis BC 1-800-663-9911.
3. Shut down equipment.
4. Evacuate building.

### Explosion or Fire

1. Evacuate immediate area, closing doors behind you.
2. Activate fire alarm.
3. If possible, control fire with the appropriate extinguisher but do not place yourself or others in danger.
4. Do not attempt to rescue injured persons if doing so places you in danger.
5. Everyone must evacuate the building when a fire alarm sounds, closing doors as they leave. Follow “Evacuation Procedures.”
6. Call 911 to ensure that the Fire Department received the alarm.
7. Wait for emergency personnel outside the main entrance of the building. Provide information on hazardous materials involved (e.g. MSDS).
8. Do not re-enter the building until the Fire Department gives permission to do so.

### Chemical, Biohazard or Radiation Spills

Any uncontrolled release of hazardous materials is considered a spill and these procedures must be followed:

1. Evacuate immediate area. Shut down equipment.
2. Isolate area and prevent re-entry.
3. Call 911
4. Provide the following information about the spilled material to the operator.
  - a. Location (street address, building / department, room number)
  - b. Injuries
  - c. Chemical Name

- d. Quantity
  - e. Hazards
5. Do not hang up until the operator releases you.
  6. Wait for emergency personnel outside the main entrance of the building. Provide information (e.g. MSDS).

**Material Safety Data Sheets (MSDS)**

Material Safety Data Sheets must be readily available and can be found in a binder labelled MSDS in the Science laboratory. Always refer to the Material Safety Data Sheets prior to handling any hazardous material. Hazardous products must be properly labeled.

**FIELD TRIPS**

Windsor Hall recognizes that learning occurs within and beyond the classroom and that students acquire knowledge, skills and attitudes through a variety of experiences and in a variety of settings. Field trips at the school are planned by teachers and the administration. Field trips are included in the school calendar.

**Expectations**

Attendance at school field trips is mandatory. All students and supervisors are expected to follow all school policies, guidelines, and codes of conduct. The use of tobacco products, e-cigarettes, alcohol, or non-prescription drugs by any participants is prohibited for the duration of the field trip.

**Supervision**

A minimum of two (2) adults must accompany students at all overnight trips. When a co-educational overnight trip is planned, Windsor Hall will ensure that both male and female supervisors are part of the contingent. One of the adults must be a school employee.

| Level  | Ratio for Day Trips                                 | Ratio for Overnight Trips                           |
|--|---|---|
| Grades 6-10  | 2 adults per 12 students                            | 2 adults per 12 students                            |
| Outdoor Education and Wilderness Education (Any grade) | Refer to Outdoor Education Guide and Complete Form. | Refer to Outdoor Education Guide and refer to Form. |

**Cost of Field Trips**

The cost of field trips should be kept to a minimum. It is anticipated that field trip costs will be covered by additional fees charged to students. Parents/guardians must understand that the cost per student for the field trip may include the reimbursement costs and/or TOC costs for the supervisor(s).



## Insurance

Windsor Hall does not insure expenses for student injuries that happen on school grounds or during school activities. The school suggests families voluntarily purchase private accident insurance.

For all out-of-province trips, supplementary medical insurance is strongly recommended for all participants. The School and trip sponsors cannot be held liable for any medical costs incurred by any trip participants that are not covered by the BC medical plan.

Trip cancellation insurance is also strongly recommended. The school and trip sponsors cannot be held liable for any costs associated with itinerary changes or cancellations.

## FLU AND ILLNESS POLICY

### Rationale

Attending school when sick can delay recovery and spread disease. It is school policy that students and staff do not come to school if they have a suspected or known communicable disease. This policy describes the signs and symptoms for gastrointestinal, respiratory, and other communicable diseases as well as requirements for students and staff exhibiting any signs of a potentially infectious disease.

### Gastrointestinal Illness

Gastrointestinal (GI) infection is generally caused by a virus, bacterium or parasite, and occasionally from the toxins created by bacteria. Symptoms can start suddenly or worsen gradually. People who are sick with a gastrointestinal illness often have some or all these symptoms:

- Diarrhea
- Nausea
- Vomiting
- Abdominal pain or cramps
- Fever
- Headache

All staff and students should stay home if they are sick with vomiting and/or diarrhea (that is not their normal pattern) for a minimum of 48 hours after diarrhea and vomiting has stopped without the use of anti-nausea or anti-diarrheal medications like Gravol® or Peptobismol® as individuals can continue to shed the virus even if they are no longer showing symptoms.

### **If you become sick at school with a gastrointestinal illness (vomiting and/or diarrhea that is not your normal pattern)**

- Faculty and staff members who have gastrointestinal symptoms upon arrival to school or become ill during the day should promptly separate themselves from others, ensure support of students and go home.
- Students who have gastrointestinal symptoms upon arrival to school or become ill during the day should promptly notify their teacher. Faculty and staff will notify parents or guardians as soon as possible. Parents or guardians or other pre-approved supervisors must pick up the child as soon as possible.

- Any toilet that was used by a person with gastrointestinal illness should have a sign attached to the door stating “**Closed for Cleaning**” and the cleaning staff should be notified that a bathroom clean for gastrointestinal illness is required.

## Respiratory Illness

There are a number of causes of respiratory symptoms but not all causes are contagious. It is important to determine if the respiratory symptoms are usual for the individual or worse or different than the individual’s normal symptoms. Worsening/different symptoms are more likely to be caused by an organism and therefore are more likely to be contagious/transmissible to others. The signs and symptoms of influenza (the flu) which is highly contagious usually come on suddenly. People who are sick with flu often feel some or all of these symptoms:

- Cough
- Sore throat
- Runny or stuffy nose
- **Fever** or feeling feverish (not everyone with flu will have a fever)
- **Chills**
- **Muscle or body aches**
- **Headaches**
- **Fatigue** (tiredness)
- **The symptoms that have been bolded are more common with the flu than the common cold.**

Some people with respiratory illnesses may also have vomiting and diarrhea, although this is more common in children than adults.

All faculty, staff and students should stay home if they are sick with a respiratory illness. If the only symptoms exhibited are those noted above that are not bolded, the individual can return to school when their symptoms are gone. For an individual with any of the bolded symptoms should not return to school until at least 72 hours after their fever\* is gone (under the tongue temperature of 37.8 degrees Celsius or higher). The temperature should be measured without the use of fever-reducing medicines (medicines that contains ibuprofen or acetaminophen).

**Note:** Individuals with suspected or confirmed flu (bolded symptoms), who do not have a fever should stay home at least 5 days after the onset of symptoms. Persons with the flu are most contagious during the first 3 days of their illness.

### If you become sick with flu-like symptoms while at school

- Faculty and staff members who have new onset or worsening respiratory symptoms upon arrival to school or become ill during the day should promptly separate themselves from others, ensure support of their students and go home.
- Students who have new onset or worsening respiratory symptoms upon arrival to school or become ill during the day should promptly notify their teacher. Faculty and staff will notify parents or guardians as soon as possible.
- Parents or guardians or other pre-approved supervisors must pick up the child as soon as possible. It is recommended that families have a discussion with their healthcare provider about influenza immunizations (the flu shot). The flu shot has been shown to offer significant protection against the influenza virus, which is very contagious and can be serious.

## Other Communicable Diseases

Faculty, staff, and students with symptoms of a suspected or known communicable disease should be assessed by a healthcare provider prior to attending school. The symptoms to watch for include:

- Fever > 39.8C
- Reddened/pink eye with purulent (pus) drainage
- Extremely sore throat/difficulty swallowing
- Undiagnosed rash

Faculty and staff members who have any of the above symptoms upon arrival to school or become ill during the day with any of these symptoms should promptly separate themselves from others, ensure support of their students and go home.

Students who have any of the above symptoms upon arrival to school or become ill during the day with any of these symptoms should promptly notify their teacher. Staff will notify parents or guardians as soon as possible. Parents or guardians or other pre-approved supervisors must pick up the child as soon as possible.

Staff and students with any of the above symptoms should be seen by a healthcare provider (e.g. family doctor, nurse practitioner, etc.) and a note should be emailed to the school to ensure appropriate staff that need to know are aware of symptoms that may arise in student/staff contacts of the person. The note should include the date the healthcare provider deems it safe for the person to return to school. Regardless of the return to school date on the doctor's note, all of these criteria must be met at a minimum:

- fever has resolved, and
- 24 hours after starting an antibiotic for symptoms caused by a bacteria, and
- rash has dried or can remain covered.

## GENERAL DISCIPLINE

### Rationale

Respect for authority and mutual cooperation are essential elements of the learning environment at Windsor Hall. School communities have a responsibility to establish expectations of students and other community members in an effort to promote a safe and healthy school environment and to guide students on their journey of self-discipline and overall development as responsible and contributing members of society.

Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and School will work together to help students to learn and live the qualities of responsible behaviour and the elements of good citizenship. Students shall not discriminate against others on the basis of the race, religion, colour, ancestry, place of origin, marital status, family status, age, gender, gender identity, sexual orientation, physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, 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.

We support a guidance and discipline policy that is based on growth, development, and respect for self, others, and the world around us. With support of this policy, students are encouraged to develop behaviours which will enable them to be self-disciplined, responsible, contributing, and principled members of society.

The Discipline Policy is meant to outline:

- The School's philosophy on guidance discipline and our Progressive Discipline Model
- The School's core pillars of its code of conduct/expectations;
- The role of various school stakeholders in the guidance and discipline model;
- The types of behaviour that may result in different disciplinary actions; and
- The procedures to be followed when taking disciplinary action.

## Progressive Discipline Model

Windsor Hall subscribes to a Progressive Discipline Model. Such a model is designed in a way that repeat offenders regarding school policy violations will, in most cases, receive escalating consequences.

**Windsor Hall's Progressive Discipline Model intends to:**

1. Make clear the policies and expectations related to student behaviour (i.e. letters home, student handbook, school website, full school, grade level and individual meetings.)
2. Make clear what the consequences will be when students make choices that violate one or more of the policies and/or expectations.
3. Communicate with the student and parent(s) if and when initial intervention strategies are unsuccessful, and the undesired behaviours continue.
4. Put in writing clear stipulations when problems persist (i.e. probation, contract, etc.).
5. Include correspondences and/or meetings with student and his/her parents to discuss the concerns related to the necessity of placing the student on probation or contract. Those meetings would take place prior to, during, and/or after the written documents have been prepared and would, in most cases, involve the Head Teacher and the Principal.
6. Give students an opportunity to learn from their mistakes, improve their behavior, make better choices, and remain at Windsor Hall.

## Windsor Hall Code of Conduct

Windsor Hall makes explicit to each student and staff member their expectations for conduct.

## Core Stakeholders

The responsibility for student discipline in schools is shared among students, staff and parents.

**Students:** Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own learning and growth.

**Educators:** Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist students in developing a sense of self-discipline and responsibility.

**Parents:** 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.

## Expectations of Students

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the administration. Windsor Hall uses a system of progressive discipline that is designed to modify behaviours that interfere with this learning program.

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions as well as other severe violations of school rules and/or other inappropriate conduct, may result in immediate dismissal.

If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a parent/student/administrator conference may be scheduled. If these cooperative efforts of parents and school staff prove ineffective, the student may lose the privilege of attending Windsor Hall or may be denied re-admittance to the school.

It is within the rights of the administration to meet with students at any time during the course of the school day to discuss concerns or allegations of a disciplinary or academic nature. Depending on the nature of the meeting, parental presence may or may not be desired or requested. However, parental contact will be made as soon as the situation warrants it.

### PLEASE NOTE

*It is neither the jurisdiction nor the desire of Windsor Hall to specify what limits or freedoms parents/guardians may wish to set on their children's behaviour away from school or school-sponsored activities. However, there are times and places in which the behaviour of students reflect on the school. In all such cases, student behaviour is definitely the jurisdiction of the school and appropriate measures will be taken. In accordance with our policy of progressive discipline, students who exhibit a behaviour which is contrary to the mission and values of Windsor Hall will be facing one or more of the actions listed below.*

## Procedures that Windsor Hall follows when taking disciplinary action

### Detention

Detention is an after-school program for students who have violated school rules. Assignment to detention is made by individual teachers and/or the administrative staff. Students are given advance notice. It is noted in the student planner.

In addition to this structured formal detention system, teachers have the authority to request that students stay after school under their supervision. Teachers may ask students to stay after school for either academic and/or disciplinary reasons.

Detentions will, in most cases, supersede participation in extra-curricular activities.

### School Service

When students choose not to comply with school rules, they can hurt the Windsor Hall community. When appropriate, the principal may assign service to the community as a consequence for rule infractions. Such service, which may include light maintenance or office work, will be carefully supervised.

### In-School Suspension

Students who are assigned to in-school suspension will be required to spend the entire instructional day or a number of periods, as determined by the administrative staff, in a specified room. Dismissal from an in-school suspension will usually be 30 minutes after the regular dismissal time.

Students are required to bring textbooks, pens, notebooks and other material for a full day of study. Teachers will provide specific assignments for students who attend in-school suspension. The Principal is responsible for coordination of the program. Parents will be notified.

### **Out-of-School Suspension**

Depending on the severity of the incident or misbehaviour, the administrative staff may remove students from school and from school-sponsored events for a stated period of time. During the time of suspension students are not permitted to be on school grounds nor to participate or attend any school activities.

Teachers are not responsible to provide make-up work or assignments to students who are suspended. Parents/guardians will be notified by email or by telephone prior to the effective day of the suspension. A parent/student conference may be requested prior to readmission to school. In most cases, when a student is suspended, he/she will also be placed on probation for a length of time determined by the administration (usually between 3 months and one full school year).

### **Dismissal/ Expulsion**

Under extreme conditions, students may be expelled. Students who are dismissed are not allowed to participate in activities sponsored by Windsor Hall nor can they be present on school grounds without written permission of an administrator. Though dismissal or expulsion is often the final resort regarding consequences, it may be put into effect immediately depending on the behaviour and/or behavioural history of the student or students involved.

### **Parent Conference**

A parent conference may be scheduled as a way of developing common strategies leading to changes in student behaviour. The parent-guardian may initiate such conferences, by faculty and staff, or by the administration.

### **Contracts**

In certain situations, the administration may deem it necessary to place a student on contract. When that happens, it usually means the student has one more opportunity to improve his/her behaviour. The contract will clearly stipulate what is expected of that student. In most cases, if a student on contract violates any of the stipulations, he/she will lose the privilege of attending Windsor Hall, effective immediately.

Any of the disciplinary procedures and consequences listed here are subject to constant review by the faculty and by the administrative staff and are subject to additions, deletions or changes without prior written notification.

**Rulings on disciplinary matters by the board are final.**

Decisions by the administrative staff are always guided by the best interests of students, parents and staff for the welfare and safety of the entire Windsor Hall community.

## **Procedural Fairness When Implementing Discipline**

When implementing discipline, all teachers and administrators at Windsor Hall will follow the basic principles of fair procedure as outlined below:

- All decisions should be made according to school policies.
- Decision-making should be transparent.

Rules of natural justice should be followed:

- Right to know the allegations against you.
- Right to reply to your allegations.
- Right to an unbiased decision-maker to hear your case/appeal.

Actions should be taken in good faith—without malice. The parents/students will be notified of their right and process to appeal.

## **The Student's Right to Fairness**

All appeal procedures at Windsor Hall will acknowledge the students' right to fairness as outlined in the May 1995 Public Report 35, Fair Schools, p. 28, by BC Ombudsman Dulcie McCallum which outlines the students' rights for a school board appeal procedure as follows:

- The right to be treated with respect and dignity.
- The right to speak on your own behalf or to have an advocate speak for or with you.
- The right to be heard.
- The right to participate in decisions that affect you.
- The right to receive clear, complete and appropriate reasons for a decision.
- The right to obtain all information that led to the initial decision or is being considered in an appeal.
- The right to an impartial review of a decision that affects you, a review that is accessible, flexible, timely and easy to use.
- The right to an appeal procedure that has a built-in mechanism to protect against retribution.

# **HARASSMENT AND BULLYING PREVENTION POLICY**

## **Rationale**

Windsor Hall is committed to providing a working and learning environment that is supportive of providing quality educational programs to its students. This includes the time the students are at school or other school related activities. Everyone at Windsor Hall has a right to feel respected and safe. This policy has been developed to prevent harassment of any kind, including bullying, mental, sexual, sexual orientation, and gender identity-expression, racial, cultural, or religion. Harassment of any kind violates fundamental rights, personal dignity, and personal integrity. Windsor Hall considers harassment to be a serious offence. It is subject to a range of disciplinary measures up to and including dismissal and criminal charges.

## **Definitions**

Harassment is defined as aggressive or threatening behaviour, which would be considered by a reasonable person to create an environment conducive to work or study. Harassment may occur between people of the same or different status within Windsor Hall, and both men and women may be the subject of harassment by members of either sex. Harassment may occur during one incident, or over a series of incidents, including single incidents, which, in isolation, would not necessarily constitute harassment.



Some examples of harassment are, but not limited to:

- Name calling jokes or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Racial slurs
- Intimidating comments or gestures
- Unwelcome touching of a person or his / her clothing
- Threatening or violent behaviour.
- The use of computer technology to convey harmful, intimidating, or demeaning comments

If any words or actions make a student or staff member feel uncomfortable or fearful, that person needs to tell a teacher, the Principal, or administrative staff.

Sexual Harassment is defined as unwanted sexual attention, sexual solicitation, or other sexually oriented remarks or behaviour, including remarks about sexual orientation and gender identity, made by a person who knows, or ought reasonably to know, that such attention or solicitation is unwanted. Sexual harassment may be physical or psychological.

Reprisal or threat of reprisal against any participant in a complaint of harassment under this policy, may, in itself, be considered harassment under this policy.

## **Harassment Complaints**

Allegations of harassment should be made to the Principal, teachers, or administrative staff. Windsor Hall will conduct an investigation and offer a reasonable resolution. Allegations of harassment shall be dealt with in a fair, unbiased, and timely manner. Persons against whom allegations of harassment have been made, shall be advised of the allegations against them, and shall be accorded the opportunity to provide comments in support of their own position.

Allegations of harassment, particularly sexual harassment, may involve sensitive disclosures. Confidentiality is required so that those who may have been harassed feel free to come forward and so that reputations may be protected throughout the procedure.

## **How Do I Report Harassment?**

Windsor Hall takes all allegations of harassment seriously and will investigate each allegation that arises. In more serious cases of harassment, mediation and action may be required. In order for this process to take place the offended party must:

1. Provide a written report explaining the details about the incident(s). This report must be dated and signed.
2. Oral Reports will be converted to written reports. It will then be reviewed, dated and signed by the person issuing the complaint. The person's right to privacy will be carefully safeguarded.
3. Reports are to be submitted to the Primary Safe School Coordinator (Robert Anstey, Principal) and to the additional Safe School Coordinator (Joyce Tong)

All reports of harassment will be taken seriously and appropriate actions will take place based on the report, which could include, required counselling or training, in-school or out of school suspensions

to being removed from the school or facing criminal charges. Windsor Hall will take action if anyone tries to intimidate staff or students in retaliation to making an allegation. Windsor Hall considers false reports of harassment and retaliation equally inappropriate and will take all necessary actions in such cases.

## **HOMEWORK**

The Windsor Hall standard for homework is that it is meaningful, ongoing, and provides opportunity for reflection. A reasonable amount of academic effort outside the class may extend learning and reinforce study skills. Homework activities can promote independent inquiry and demonstrate the student's initiative as a learner.

## **INFORMATION TECHNOLOGY (IT) POLICY**

### **Policy for the Acceptable Use of the School Computer Network and the Internet**

Windsor Hall's wireless network provides data communication links both within the school community and to external sites accessible through the World Wide Web.

Internet services and technologies offer valuable learning experiences; however, it is also possible that students could be exposed to subject matter and language that is not reflective of Windsor Hall's mission and vision. As a result, Windsor Hall is committed to increasing awareness with respect to acceptable and unacceptable use of computer resources. Provided below is a clear policy framework that will allow students to use computer technology correctly.

### **Appropriate Use of the School-wide Network and the Internet**

The following is a list of guidelines and a list of specific behaviours that may lead to disciplinary action, and/or suspension or limitation of network access privileges:

1. The school's local network is to be used only for educational purposes and for business and administrative functions of the school.
2. Network services, and access to these services, may only be used by authorized persons who are personally responsible for all activity that occurs within their account.
3. When interacting with other users on the Internet, users are expected to conduct themselves in a responsible, ethical, and polite manner in accordance with the school's standards of use.
4. Using the school's network and the Internet for illegal, obscene, harassing or inappropriate purposes, or in support of such activities, is prohibited.
5. The school's network is a shared resource and must be used in moderation. For example, the school network may not be used for unsanctioned downloading and streaming of music, videos or movies.
6. Students are advised that their laptop computers/devices may be inspected or monitored at any time if misuse is suspected.
7. Inappropriate use of network services includes, but is not limited to, the following:

- a. Users may not use the school's network to transmit any materials in violation of Canadian laws and school policy such as storing and transmitting pornographic materials, post threatening, abusive, obscene or harassing materials.
- b. Users may not store or transmit copyrighted material that violates copyright laws or participate in pyramid schemes or chain mail harassment of other users.
- c. Users may not violate, or attempt to violate, the security of the school's computers, data or network equipment or services by using proxies, VPNs, USBs, Torrents, or anonymous / encrypted software (TOR / Freenet).
- d. Users may not share anyone else's personal information without consent.
- e. Any attempts at unauthorized access of school data or staff Wi-Fi will result in termination of the user's computer and network privileges.

## **LANGUAGE POLICY**

Philosophy: Windsor Hall recognizes the strong educational benefits associated with learning an additional language, both as a response to the cultural and linguistic diversity of the province of British Columbia and to the increasing globalization of our world. Learning languages helps develop international understanding, reinforces cultural identity, enhances personal growth, and promotes effective communication and positive risk taking.

We strongly believe that all teachers are teachers of language. All teachers at Windsor Hall use a variety of instructional strategies that integrate listening, speaking, reading, visual interpretation, and writing skills.

### **Student's Roles and Responsibilities:**

- To maintain and value their own mother tongue and to value the first languages of others.
- To develop a love of language and literature in all tongues and to work to develop fluency in more than one language.

### **Teacher's Role:**

- To understand that language is taught by all faculty and students should have the opportunities to read and write across the curriculum.
- To apply a balanced program of instruction including reading, writing, reading, viewing, and presenting.
- To teach language as a tool for communication in the context of various subject areas.

### **Parent's Role:**

- To support students in the development of mother tongue language and language acquisition.

### **Procedures and Practices:**

- Windsor Hall provides opportunities for students to study multiple languages. We adhere to the guidelines set forth by the International Baccalaureate and require that students move

through the phases of their language acquisition before attempting to learn in a different language.

References:

Carson Graham IB World School Language Policy. (2018). North Vancouver, Canada.

## **LIBRARY**

The Library is maintained by Mrs. Tong. Classes, teachers, and students may have access to the library and library materials.

## **LUNCH PROCEDURE**

Noise during lunch should be kept to a minimum. Students are to proceed to designated lunch areas during the lunch break.

## **MOBILE PHONES**

The use of cellular phones is not permitted during instructional time.

## **PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS**

### **The School's Commitment to You**

Safeguarding personal information of parents and students is a fundamental concern of Windsor Hall. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of Windsor Hall regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

Windsor Hall may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Personal Information Privacy Policy at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between Windsor Hall and an individual from time to time.

## Ten Privacy Principles

As part of Windsor Hall's commitment, the Ten Privacy Principles govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the Ten Privacy Principles and provides further details regarding Windsor Hall's compliance with the principles.

### Definitions

In this Personal Information Privacy Policy, the following terms have the meanings set out below:

"Personal information" means any information about an identifiable individual, as further defined under British Columbia's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

"Parent" means the parent, guardian, or other legal representative of a student.

"Student" means a prospective, current, or past student of Windsor Hall.

### Principle 1 – Accountability

Windsor Hall is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is(are) accountable for the school's compliance with the Ten Privacy Principles. This individual is the Privacy Officer of the school. The privacy and information-sharing officer is the Principal, Robert Anstey.

### Principle 2 – Identifying Purposes

Windsor Hall will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

#### What Information is collected?

Windsor Hall collects and uses personal information to provide students with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. Windsor Hall also collects information in connection with the use of its computer systems.

Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.

### Principle 3 – Consent

Windsor Hall will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, Windsor Hall will take into account both the sensitivity of the personal information and the purposes for which Windsor Hall will use the information. Consent may be express, implied (including through use of “opt-out” consent where appropriate), or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to Windsor Hall, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Windsor Hall will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, Windsor Hall will stop collecting, using or disclosing the personal information as requested.

If a person provides Windsor Hall or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable Windsor Hall to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

## **Principle 4 – Limiting Collection**

Windsor Hall will limit the personal information collected to that information necessary for the purposes identified by the school.

## **Principle 5 – Use, Disclosure, and Retention**

Windsor Hall will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

### **How is Information Used?**

Windsor Hall uses personal information as follows:

- To communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs you expect.
- To enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.

Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

Windsor Hall may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

### **When Information May be Disclosed?**

Windsor Hall may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how Windsor Hall may disclose personal information.

- **When Authorized by You**

Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases such as when you communicate through e-mail, your consent will be obtained electronically.

- **When Required by Law**

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

- **When Permitted by Law**

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed.

The school does not sell lease or trade information about you to other parties.

### **Outside Service Suppliers**

At Windsor Hall, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. For example, the school gives its yearbook publisher the information required to produce the annual yearbook. Suppliers of specialized services are given only the information necessary to perform those services, and Windsor Hall takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

### **Restricting Sharing Information**

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom



you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

### **How Long Is Personal Information Retained?**

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

## **Principle 6 – Accuracy**

Windsor Hall will take appropriate steps to ensure that personal information collected by Windsor Hall is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

### **How may I update outdated or incorrect information?**

An individual may, upon written request to Windsor Hall, request that Windsor Hall correct an error or omission in any personal information that is under Windsor Hall's control and Windsor Hall will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

## **Principle 7 – Safeguarding Personal Information**

Windsor Hall will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

### **The School's Employees**

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school.

Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

### **Student Files**

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counsellors, secretaries, etc.) who, by nature of their work, are required to see them.

### **Electronic Security**

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

## **Principle 8 – Openness**

Windsor Hall will make information available to individuals concerning the policies and practices that apply to the management of personal information.

Individuals may direct any questions or concerns with respect to the school's privacy policies or practices to the Privacy Officer of Windsor Hall.

## **Principle 9 – Individual Access**

Windsor Hall will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

### **How may I access my personal information?**

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.

### **Parent Access to Student Personal Information**

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

## **Principle 10 – Complaint Process**

Individuals may question compliance with the above principles.

### **Questions, Concerns and Complaints**

Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.

## **RETESTS**

The school-wide policy for re-testing is that, for a re-test request to be granted, the student must demonstrate that efforts have been made to review, reacquire, and attempt to re-study the material. The classroom teacher will make the final decision. In special cases, the Principal may be consulted and/or make the final decision.

## **SCHOOL EQUIPMENT**

It may be possible to borrow certain items of school equipment, but students must first ask permission from the school Principal.

## SECURITY

The school has a variety of security measures in place. All visitors must make a pre-arranged time to visit the school and check-in to the office upon arrival.

## SMOKING/ VAPING POLICY

Students at Windsor Hall are expected to model exemplary behaviour at all times and to abide by the rules and laws of the society in which they live and study.

Smoking and inhaling vapours is an unhealthy activity and we are concerned about students' and staff members' health. As well, second-hand smoke impacts the health of non-smokers.

Municipal laws do not allow smoking in public places or in areas that affect non-smokers. In accordance with Section 2.2 of the Tobacco and Vapour Products Control Act, in effect September 1, 2016, the use of tobacco and vapour products is banned on all public and private kindergarten to Grade 12 schools in British Columbia. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/activated e-cigarettes in or on school property. This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

Students, parents/guardians, employees, renters, and guests to the school are expected to comply with the smoking and vaping restrictions described within. Violators of the smoking policy will receive immediate consequences.

**Please note that the school smoking policy also applies to all vapor-related products. Those in possession of a vaporizer or vapour-related products will follow the same discipline procedures as those in possession of cigarettes.**

### Disciplinary Procedures

1. **First offence:** a warning and reminder of school policy and health concerns
2. **Second offence:** a meeting with the Head Teacher or Principal, where the student will be told that parents will be contacted, and suspension from school may happen if smoking or use of vapour products continues.
3. **Third offence:** a disciplinary meeting that includes administration, student, and the parent. The student will serve a one day in-school suspension. If the parent is not available in person, the conversation will be by phone.
4. **Fourth offence:** a suspension from school for two days, a letter to the parent and a warning that subsequent violations may result in removal from school.

# SPECIAL EDUCATION POLICY

The purpose of Windsor Hall's Special Education Program is to provide an educational environment and an appropriate program for students who may have physical, academic, social and/or emotional disabilities. Any student diagnosed with special needs will have an Individual Educational Plan. The IEP will be developed in collaboration with the school principal, teachers, parents, and community agencies, as necessary.

**As Windsor Hall does not specialize in special needs education, should a student with special needs choose to enrol at the school, Windsor Hall reserves the right to ask the student to choose a school that would be better suited to his / her needs.**

## Definitions

### Special Educational Needs

Special educational needs are those characteristics which make it necessary to provide a student undertaking an educational program with resources different from those which are needed by most students. Special educational needs are identified during assessment of a student; they are the basis for determining an appropriate educational program (including necessary resources) for that student.

### Adaptations

Adaptations are teaching and assessment strategies especially designed to accommodate a student's needs so he or she can achieve the learning outcomes of the subject or course and to demonstrate mastery of concepts. Essentially, adaptations are "best practice" in teaching. A student working on learning outcomes of any grade or course level may be supported through use of adaptations. Adaptations do not represent unfair advantages to students. In fact, the opposite could be true. If appropriate adaptations are not used, students could be unfairly penalized for having learning differences, creating serious negative impacts to their achievement and self-concept

### Inclusion

Inclusion describes the principle that all students are entitled to equitable access to learning, achievement, and the pursuit of excellence in all aspects of their education. The practice of inclusion is not necessarily synonymous with integration and goes beyond placement to include meaningful participation and the promotion of interaction with others.

### Individual Education Plan

An Individual Education Plan (IEP) is a documented plan developed for a student with special needs that describes individualized goals, assessment of the goal, adaptations, and the services to be provided.

### Modifications

Modifications are instructional and assessment-related decisions made to accommodate a student's educational needs that consist of individualized learning goals and outcomes which are different than learning outcomes of a course or subject. Modifications should be considered for those students whose special needs are such that they are unable to access the curriculum (i.e., students with limited awareness of their surroundings, students with fragile mental/physical health, students medically and cognitively/multiply challenged.) Using the strategy of modifications for students not identified as special needs should be a rare practice.

## **Application and Admissions Process**

All students should have equitable access to learning, opportunities for achievement, and the pursuit of excellence in all aspects of their educational programs. Windsor Hall will endeavour to provide the resources required to support learning for all students, including special needs students who have enrolled at Windsor Hall.

## **Student Referral Process**

If a student is suspected of having special needs, the Principal will meet with the parents and recommend that the student undergo formal assessment and educational and psychological tests. As necessary, a student may be recommended a different school where they could receive more support.

## **Addressing Student Needs**

Whenever possible, we will make a concerted effort to meet the needs of students with special needs. Individual Education Plans developed by the school team will include the following:

- the goals or outcomes set for that student for that school year where they are different from the learning outcomes set out in an applicable educational program guide
- a list of the support services required to achieve goals established for the student
- a list of the adaptations to educational materials, instructional strategies, or assessment methods.
- the present levels of educational performance of the student
- the setting where the educational program is to be provided
- the names of all personnel who will be providing the educational program and the support services for the student during the school year
- the period of time and process for review of the IEP
- evidence of evaluation or review, which could include revisions made to the plan and the tracking of achievement in relation to goals
- plans for the next transition point in the student's education (including transitions beyond school completion).

The school-based team, in consultation with the parents, will develop the Individual Education Plan. The team consists of:

- the Principal
- the Head Teacher
- the child's teachers

## **Review Process**

Continued enrollment for students with special needs will be re-evaluated on a semester basis. Parents will be informed of any preliminary decisions regarding a change in enrollment by April 30. At the end of every school year, a thorough investigation will take place to evaluate Windsor Hall's ability to modify or adapt programs for a special needs student.

Students may require adaptations to their program. These adaptations may include adjusting the workload, having a scribe or reader, or using appropriate technology to access the same information or content covered in class. Students with adapted programs cover the same content area as their classmates and will be graded similarly.

## **STUDENT ILLNESS OR INJURY AT SCHOOL**

The safety and well being of students is of primary importance. Should you feel unwell, or have experienced an injury, please seek assistance from any staff member right away.

## **SUPERVISION POLICY**

All staff (teaching and non-teaching) have a general supervision responsibility during school time and at any school function, whether on formal duty or not, and students are required to comply with this authority. School rules apply at all school functions even when they occur off school grounds or outside of the regular school day. Students are also reminded that they may be held responsible to the school from the time they leave home before school until the time they arrive home after school.

### **Morning Supervision**

Supervision by teaching staff begins at 8:30am. Upon arrival, students are to proceed to a supervised area of the school until school begins. Parents are not to send their child(ren) to school before 8:30am unless they intend to stay with the child(ren) until a supervisor arrives.

### **During School Supervision**

Each Windsor Hall student will be under the care of no less than one adult staff member at any point during the school day. \* In the event where a student and a staff member need to be alone, all reasonable efforts will be made to allow for the opportunity for visual contact to be made by a third person outside of the room.

Supervision by two teaching staff happens in all areas accessible to students in the building during the lunch break.

### **After School Supervision**

Staff supervision will be in place until the end of the school day. Students inside the school are required to make arrangements with school staff to be supervised after that time. There is no supervision on the school grounds after the end of school.

\* The intent for the basis of Windsor Hall Student Supervision corresponds to YouthSafe Outdoors, Guidelines for BC School Safety: "In-the-area-supervision means that while any supervisor may not be able to see all of the students at one time, the students know where the supervisors are and can contact one if necessary.

## **TIME-OFF DURING SCHOOL**

Students are expected to take care of personal matters in their own time. It is possible to visit dentists and doctors during evening hours. If time off from school is required for any reason at all, permission must be sought from the Principal.

## UNIFORM POLICY

Students at Windsor Hall are expected to wear the full proper school uniform at all times. Uniforms are expected to be worn in good condition and with respect, as they reflect the students' commitment to the school. Uniforms are required to be worn on school field trips, activities and events, as well as school functions.

The cost of the uniform is the responsibility of the student and their families. Students are expected to order their uniforms from the supplier chosen by the school.

### Uniform Guidelines and Expectations

- Variations of the uniform are not permitted.
- Uniforms are to be kept neat, clean and in good repair at all times.
- All items of the uniform are to be of proper size for the individual student.
- Kilts are not to be shortened or worn more than 2" above the knee.
- Dress shirts are to be done up and tucked in at all times.
- Ties are to be properly tied and done up at all times.
- Hats, bandanas or any non-religious head coverings are not permitted to be worn with the uniform.
- Jeans, cargo pants, yoga style pants, sweatpants or shorts of any color are not to be worn as part of the uniform (except the shorts and sweatpants of the prescribed PE uniform).

The uniform includes:

| MALE STUDENTS  | FEMALE STUDENTS  |
|--|--|
| <ul style="list-style-type: none"> <li>• Blazer</li> <li>• White Dress Shirt</li> <li>• Tie</li> <li>• Black Pants</li> <li>• Shorts (Seasonal)</li> <li>• Polo Shirt</li> </ul> | <ul style="list-style-type: none"> <li>• Blazer</li> <li>• White Dress Shirt</li> <li>• Tie</li> <li>• Black Pants</li> <li>• Skirt</li> <li>• Polo Shirt</li> </ul> |
| <b>PE UNIFORM</b>  |  |
| <ul style="list-style-type: none"> <li>• T-Shirt</li> <li>• Hoody</li> <li>• Sweatpants</li> </ul>   |  |

## WEAPONS POLICY

All weapons and potential weapons are forbidden on school property as well as in a student's possession off campus during any school related activity. This includes but is not limited to knives, or pellet guns. In the interests of public safety, students suspected of having a weapon on school property or in their possession off campus during any school related activity will be searched and have their locker and personal belongings searched. Using a weapon to threaten another person is a serious offence. The consequences for a breach of this policy may include suspension, a recommendation for psychological assessment and expulsion.