

**Woodman School****Principal:**

Mr. Shawn O'Neill

**Assistant Principal**

Mr. Kevin Godfrey

November 24, 2016

Dear Woodman parents/guardians,

As we enter December and look forward to winter holidays and the New Year, it is a good time to revisit Woodman's/CBE student code of conduct. Reviewing student expectations and appropriate student behaviours with your son/daughter is a worthwhile venture.

When students return from holidays, staff members will be speaking to homerooms about the following:

- CBE Student Code of Conduct
  - Bullying (all forms)
  - Discrimination
  - Harassment
- Student Responsibilities for Promoting Positive Behaviours
- Unacceptable Student Behaviours
- Student Discipline

Below is a link to the CBE Student Code of Conduct. A conversation with your son/daughter and/or making yourself knowledgeable of this document would be greatly appreciated.

- AR 6005: Student Code of Conduct  
<http://www.cbe.ab.ca/GovernancePolicies/AR6005-Student-Code-of-Conduct.pdf>

**Reporting Issues to the School**

If the school (teachers, support staff, admin.) are not made aware of inappropriate and unacceptable behaviours, we cannot support students who need help dealing with the matter. We understand that it may be difficult for a Gr. 5-9 student to come forward and ask for help, but it is a necessary step required in order to deal with the situation. Please support your son/daughter by reinforcing that informing someone from the school with accurate and truthful information is ok...they are not being a tattle-tail. No student at Woodman has the right to make another person feel uncomfortable and/or unsafe. Reporting cases of inappropriateness as soon as possible helps the school deal with the people involved in a timely manner. Students can report in any of the following ways:

- Speaking directly to support staff, a teacher, an administrator.
- Sending an email.
- Writing down their concerns and submitting them to a teacher or an administrator.
- Informing parents/guardians and then they contact the school.

## **School Bus Conduct**

The CBE Code of Conduct also extends to students while they ride a yellow bus to and from the school. If students are experiencing difficulties while riding a school bus, they are to:

- Report the incident to the bus driver - the driver will create an incident report and submit it to the bus company and school administration.
- Report the incident to school administration.
- Inform parent/guardians.

Inappropriate conduct while riding a school bus may result in students having their riding privileges suspended for a period of time determined by school administration and/or having their riding contract terminated. This information was outlined on the bus contract that parents/guardians signed and can be viewed through the following documents:

- AR 6095 - Student Transportation:  
<http://www.cbe.ab.ca/GovernancePolicies/AR6095.pdf>
- AR 6096 - Transportation and School Bus Rules:  
<http://www.cbe.ab.ca/GovernancePolicies/AR6096.pdf>

Your continued support towards the students and staff of Woodman School is greatly appreciated. Please contact the school with any questions that you may have.

Thank you.