

HUME SCHOOL CODE OF CONDUCT

STATEMENT OF PURPOSE

At Hume School we are working toward establishing a safe and productive learning environment. To encourage the development of self-esteem amongst our students, and to encourage the development of an attitude of respect towards others in the school and community, we have developed:

The Code of Conduct.

CONDUCT EXPECTATIONS

At Hume we respect ourselves, each other and our environment. We try our best to:

- speak and behave in a positive and considerate manner toward all others.
- take time to listen to one another
- make an extra effort to understand and help others.
- show respect for the school's property and the property of others.
- take pride in our own work and achievement, consistently trying to do our best.
- contribute to the working atmosphere by arriving on time and being prepared to learn.
- Show respect for community property while going to and from school

SUMMARY

The Hume School Code of Conduct will encourage the development of self-esteem within our students and foster respect towards ourselves, each other and our environment. We believe that the clearly defined rules and expectations provided will assist students to develop appropriate problem solving strategies and encourage them to take responsibility for their actions in positive ways.

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

INTRODUCTION TO GENERAL SCHOOL GUIDELINES

The majority of students at Hume Elementary School behave in reasonable, responsible, and positive ways. Working together the staff and students have developed guidelines to uphold the rights and responsibilities of themselves and others in order to provide a harmonious learning environment for all.

General School Guidelines

CLASSROOM

A classroom is a “learning” environment. Rules are necessary so that each classroom is an area in which all children can learn, participate, and perform to their potential. Students are expected to:

- be cooperative and talk positively to others.
- use time wisely and quietly.
- listen to teachers, other students and adults.
- raise their hand to ask questions or to receive help.
- remain on task in their work area.
- take care of books, supplies, and classroom materials.
- be responsible to complete school work/homework on time.

(Additional expectations may be generated by individual classroom teachers and students.)

During lunch students are expected to:

- remain seated while eating
- talk quietly with their neighbours
- clean up after themselves
- decide where they are going to spend their remaining time on an Inside Day (eg. Library, gym, computer room, etc.) Once committed, students should remain in the area they have chosen.
- what activities they will choose on an Outside Day (eg. Soccer, skipping, free play) and be responsible for taking out necessary equipment.

(Ball monitors will be available from 12:10 until 12:50)

HALLWAYS

Hallways and stairs provide a means for people to travel from one place to another. Hallways may also provide a work space for small groups or individuals. Students are expected to:

- be quiet - no talking when moving from place to place when classes are in session.
- walk on the right hand side (if possible).
- be considerate of all displays.
- use their manners when meeting others.
- respond appropriately to greetings.
- use their time wisely and efficiently.
- quiet feet - shoes must be worn at all times. Please do not make skid marks.

PLAYGROUND

The playground is a recreational area for students. At Hume School we encourage a sense of caring, sharing, and the development of a responsible attitude in terms of the use of our playground and equipment. Students are expected to:

- respect the space of other people. Eg. areas for specific functions such as hockey, etc.
- interact appropriately - remember to share, to take turns, to include and play fairly.
- use playground equipment responsibly and safely.
- if you are hurt or need help, call the supervising adults first.
- stay on the school grounds while waiting for a turn on the slide - do not go up the slide.
- use the designated paths only to go to the top of the bank
- use the adventure playground only on assigned days; if it is not your day, play in the front or side of the school.
- the school grounds are off limits for the use of bicycles, skateboards, scooters, or any other form of recreation that involves wheels. Students must walk their bicycles or carry their skateboards or scooters when they reach school property.

ENTERING & EXITING THE BUILDING

- all classes must use their assigned door to enter and exit the building
- Kindergarten and Class across from Kindergarten use Kindergarten door
- Grades 1 and 2 use the main door
- Grades 3, 4/5, use old gym stairs door
- Grades 4, 5 use new gym stairs all the way to the basement and exit main doors
- Library Doors - Adults and children accompanied by an adult
- Fire Exit Doors - FOR EMERGENCY USE ONLY!

WASHROOM

When using the washroom students are expected to:

- leave the area clean and tidy
- return to class promptly

FIELD TRIPS

The purpose of a field trip is to introduce students to an area of study and to extend and deepen their knowledge. It is understood, therefore, that the appropriate expectations which apply to the classroom will be expected of students in the less formal learning setting. Other expectations may be outlined as needs arise.

When using the bus, safety is of paramount importance. Students are expected to:

- remain seated.
- speak quietly.
- use windows only with permission.
- use garbage containers.
- listen to and cooperate with the bus driver.

OFFICE

The office serves as a multi-functional area. It is a work area for the secretary, administrators, teachers, parents, and student monitors.

Expectations are that students will:

- enter the office with a specific purpose in mind
- stay in the designated area in front of the counter - do not block the entrance
- make all requests in a polite and respectful manner
- bring a note from the classroom teacher to use the phone
- come to the office for a late slip if late and sign out and back in when leaving and returning to the school for appointments or any other reason

ASSEMBLIES AND PRESENTATIONS

Assemblies and school meetings provide students and staff with the opportunity to gather as a whole school. On these occasions it is expected that students will:

- respond to the assembly leader's signal to be quiet.
- be quiet, attentive, and respectful

STAFF ROOM

The staff room is primarily the teachers' area during recess and lunch time. At these times students should only come to the door when necessary - at other times it is a multi-purpose room to be used as directed by a teacher. Student expectations will be stated by the supervising adult.

LUNCHROOM

Intermediate students eat lunches in the school lunchroom. Students are expected to:

- ◆ Use appropriate manners.
- ◆ Be cooperative and patient.

DRESS CODE

Students are expected to wear appropriate clothing. Hats are not to be worn inside the school.

SCHOOL DISCIPLINE PLAN

INTRODUCTION

The staff at Hume School believes that logical consequences should follow actions that have a negative impact on our school environment. The staff has developed the following procedure in order to deal with behavioural concerns.

Hume School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law-prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment

MINOR OFFENSES

In Class - problems will be addressed by the teacher in accordance with established class rules. Students who are in Grades 1 to 5 may receive a yellow card.

General Area - problems will be addressed by the supervising adult who may issue a yellow card for infractions of the general school rules.

If a student persists in behaving inappropriately and receives three (3) yellow cards within a 30 day period, the teacher will conference with the Administrative Officer and the following steps may be taken:

- notify the parent(s).
- reprimand the student and administer an appropriate consequence at the teacher's discretion.
- remove the student from the playground during recess and lunch and assign an appropriate consequence at the teacher's discretion.

(Note: Yellow cards will be retained in the student's classroom file.)

MAJOR OFFENSES EXAMPLES

The school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code).

- Fighting, bullying, physical abuse
- Defiance of rightful authority
- Dangerous behaviour
- Three yellow cards
- Swearing, abusive language, spitting
- Continuously disruptive behaviour
- Vandalism

Major offences are handled by staff, including noon hour supervisors, at the time of the offence. The child will be taken immediately to the office and at the discretion of the Principal; a blue card may be issued.

Subsequently a behaviour improvement form will be completed by the student and signed by the Principal and the classroom teacher.

(Note: Behaviour defined as a major offence carries clearly defined non-negotiable consequences).

FIRST OFFENSE - at the discretion of the Principal a first offence may result in a phone call to parent(s) and/or an in-school suspension during which time the student completes assigned work under the supervision of a Principal. Recess and noon hour will occur at offset times.

SECOND OFFENSE - results in an In-school Suspension for the remainder of the day plus one full day. During this time the student will complete assigned work under the supervision of the Principal. The student is banned from extra-curricular activities during the suspension.

A conference may be held to review a student's persistently negative actions. This conference may include parent(s), teacher(s), principal(s), and the student.

Exceptional cases will be dealt with by the principal and may result in an automatic Out-of-School Suspension. The student will be expected to complete all assigned work prior to re-entering the classroom. Behaviour Improvement Forms will be reviewed on a monthly basis by the Principal.

The school will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.