

# James Hill Elementary

## Code of Conduct



## Code of Conduct for James Hill Elementary School

In any ordered society, the passing on of knowledge and skills to children is considered one of the paramount strengths and purposes of the society. This is a responsibility of home and school alike. Working together, the teacher and the parent form a partnership that will help each student achieve the goals of the Langley Graduate Profile and move the student towards successful adulthood.

To ensure this, it is important that each student assumes responsibility for personal conduct. This is important for the student not only at school, but at home and in the community. Students assume responsibility for their behaviour **by** following reasonable rules established for the benefit of the student body as a whole, as well as the community.

### School Wide Behaviour Expectations

1. Students will display good manners, acting with respect for the dignity of others.
2. Students will engage in safe behaviour at all times, acting responsibly, without the need for direct supervision to keep from harmful behaviour.
3. Students will treat both school property and the property of others with respect.
4. During school hours, students will maintain quiet behaviour in the hallways so as not to disturb the learning of others.
5. Students will abide by School District Regulation #7016 and the student Discipline Code regarding alcohol, drugs, offences to persons, weapons, replica weapons, offences to property, and disruptive behaviour.

All students are expected to be:

- \* dependable
- \* on time and prepared to work with proper materials
- \* ready to give the best of their ability to assignments
- \* respectful of self and others
- \* constantly demonstrating courtesy, honesty and a friendly attitude
- \* using language appropriate for a school setting
- \* dressed appropriately for school - no hats inside the school, inappropriate words or pictures on clothing, or revealing or skimpy clothing.

No gum at school please. At best it is distracting and it can be extremely difficult for custodians to clean up. Please do not allow your child to bring gum to school.

**6. All students are subject to our code of conduct while at school. This includes traveling to and from school as well as attendance at all school sponsored games and functions.**

## **Behaviour Offences - Consequences**

Our discipline policy is based on the belief that everyone should respect himself/herself, other people and other people's property, and that all students are the responsibility of all staff members. All decisions regarding behaviour should be guided by principles of common sense and safety.

Staff at James Hill Elementary School will give students regular assistance, encouragement, and praise, as well as specific feedback regarding positive behaviour and academic gains. The aim of consequences is to help students recognize and accept responsibility for their own behaviour. This will be done in a respectful and caring way.

The school's jurisdiction may include: classrooms, school property, school buses and private cars, field trips, to and from school, regular school hours, special events outside of school hours, any school sponsored activities, and anyone whose conduct at any time or place has a direct and immediate effect on maintaining order, discipline, and the learning environment of the school.

**Inappropriate** behaviour and **poor** decisions will normally be dealt with on the spot by any staff member concerned. Students will be made aware of what was poor judgment on their part and will be helped to develop acceptable alternatives for the future. The staff will communicate with parents via phone calls, notes home and conferences when deemed necessary.

**Severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action.**

Disciplinary action might include:

- time out
- temporary placement in an alternate classroom
- loss of privilege
- written assignment
- suspension from class
- in-school suspension
- community service (supervised clean-up etc.)
- suspension from school
- alternate school hours

**On occasion, school officials may have a responsibility to advise other parties of serious breaches of conduct.**

It is recognized that children will make mistakes and that they learn from these errors. It is the parents' and staffs' job to facilitate the children in this learning. At James Hill, home and school work together to develop self-discipline through respect for ourselves, property and each other.

## **Procedures and Routines at James Hill Elementary School**

### **Mornings**

- \* No outside supervision is available until 8:40 a.m. Students are encouraged not to arrive at school before that time unless arrangements have been made with a staff member.
- \* Stay out of the parking lot, the front of the school and the bicycle racks. Walk bicycles to the racks, lock them in and leave them alone. Bikes are not to be ridden on school property.
- \* Students are not to use the front doors of the school unless accompanied by an adult or special arrangements have been made.
- \* At the morning bell, students enter by their classroom doors.
- \* Students arriving late must sign in at the office and get a late slip before going to class.

### **Playground**

- \* Tag games on the Adventure Playground are unsafe.
- \* Play fighting or any kind of tackling or bodily contact games are unsafe.
- \* Each class is assigned a bin of equipment and will be responsible for that equipment.

### **Library, Gym and Computer Lab**

- \* Do not take food or drink into the library, gym or computer lab.
- \* The library will be accessible when an adult is on hand to supervise.
- \* Students should not be in the gym or computer lab unless a staff member is present. Students should not be in the medical room unless permission has been given by a staff member.
- \* Students should wear proper P.E. strip during P.E. classes, and shoes should be non-scuff running shoes to protect the gym floor.

### **Hallways**

- \* Walking is expected at all times. Noise should be kept to a minimum while moving in the halls.

### **Recess/Noon/After School**

- \* All students are expected to be outside unless they have a note from home. No students may remain in classes unsupervised. Those students who are going home for lunch require written permission from their parent(s). Students may not leave the school grounds without permission. The west, central and east wing exterior doors on the south side of the school will be left open at recess and lunch for students to use the washroom.

### **In-Day**

- \* In -days will be announced prior to recess and lunch. As there is no supervision outside during in-days, students must find quiet activities to do in their own classroom. Younger students will be supervised by monitors.

### **Lunch Eating Period**

- \* Students should sit at their own desks and eat quietly (teacher discretion for older students) until the 12:10 - 12:15 p.m. bells have sounded.

### **Bus Students**

- \* Bus students will sit on the benches at the front of the school until the afternoon busses arrive.

