

FRANK HOBBS ELEMENTARY SCHOOL CODE OF CONDUCT

PURPOSEFUL POSITIVE CONDUCT:

- to provide a supportive caring environment with high expectations where everyone is valued and respected
- to provide a healthy environment for learning which must be safe, happy, supportive and secure
- to assist learners to become Educated Citizens
- to provide students with opportunities to develop firm foundations in literacy, numeracy skills, and socially responsible life skills

BASIC CONDUCT EXPECTATIONS FOR EVERYONE IN THE SCHOOL:

- interact with each other in a caring, concerned manner according to age – appropriate expectations
- interact respectfully at all times and in all settings
- accept and value the unique qualities of others
- use your WITS to solve problems; *always tell an adult—at home and at school--whenever you need extra help*

GUIDELINES FOR STUDENT CONDUCT:

Student behaviour is governed by various sections of the School Act, the prohibited grounds of discrimination set out in the BC Human Rights Code, the Policies and Regulations of the Greater Victoria School District and the Frank Hobbs rules and expectations that stem from our belief and mission statement. In accordance with the School Act, acceptable student behaviour is expected while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment, including aggressive behaviours such as bullying behaviours, “cyber” hate messaging and websites created in the student’s home or other settings.

Behavioral guidelines are based on the principles that students and school personnel have the right to:

- work and play in a safe environment
- engage in the teaching/learning process without unnecessary disruptions from others
- be treated with respect and dignity
- the protection and care of school property and environment.

Accompanying these rights are the responsibilities of all persons to:

- engage in behaviour that does not interfere with the teaching/learning program
- move, play and work in a safe manner
- respect and care for personal property whether it be one's own, another person's or the property of the school *and playground environment*
- behave in a polite and courteous manner
- play in a manner that is not disruptive to the play of others

These general guidelines are translated into the following specific expectations where students are expected to:

- behave in a polite and courteous manner
- move through the school in a quiet orderly manner
- remove hats when entering the building
- go directly outside for recesses and remain outside, where adult supervision is provided, until the bell rings
- remain on the school grounds during regular school hours

Students will receive positive reinforcement from staff for acting right. "Acting right" includes students using their WITS:

- W** Walk away (to another area of the school grounds)
I Ignore
T Talk about it
S Seek help

Always tell an adult (your parents and/or teacher) whenever you have used your WITS



STUDENT ROUTINES AND PROCEDURES

Frank Hobbs School has developed some standard practices that help us provide an orderly environment. We are always interested in hearing new ideas about how to make the school routines flow more smoothly.

- **Lateness/early dismissal**
Students who are unavoidably late should go directly to the office where the “late” will be recorded. If your child will be leaving school early, please inform your child’s teacher.
- **Daily Student Attendance/Family Vacations during school time**
Students’ daily, punctual school attendance has been identified as a critical factor in successful student achievement.

When a family vacation requires their children’s absence during the school term, children can keep a journal of learning about the place, culture and its people. This journal may include maps, photographs, brochures and other artifacts of interest to enhance their children’s written anecdotes. This project will provide a valuable personal keepsake of the trip and perhaps an opportunity for a classroom presentation when the children return.

Students should keep reading and practice real life math skills along with some grade appropriate math facts each day. If parents ask teachers about appropriate materials for their children to work on during their vacation, teachers may suggest materials for parents to purchase and on occasion, may be able to provide parents with classroom materials. Work during the vacation is for student practice and is not parent of the students’ term assessment.

In Kindergarten – Grade 5 classrooms, students are mainly assessed on their in-class work, contributions to class discussion, exploration of materials, and interaction with others in the process. Consequently, when students are on vacation for a prolonged period, teachers may be unable to assess a particular learning outcome on the students’ term report.

- **“Inside” and “outside” days**
During “outside days” all children are required to go outside during recess or lunch hour. Please ensure that your child is appropriately “dressed for the weather”. If the weather is bad, three bells are rung to show that it is an “inside day”.
- **Pedestrians only on the playground**
Students who ride bikes, scooters, or skateboards to and from school **“stop and walk”** when they are on the walkways into the school or on the playground.

- **Recess and lunch breaks**

Adults who are employed as student supervisors wear orange vests and circulate on the playground to help children with any difficulties and maximize playtime. Children are asked to use their WITS: **W**alk away; **I**gnore; **T**alk about it; **S**ee help. The supervisors use walkie talkies to communicate with each other and the office.

- **Lost and found**

Please mark your child's possessions with his or her first and last names so that if anything is misplaced, it can be returned. Unmarked "finds" are placed in the lost and found box near the Office. Parents and students are encouraged to check there often. Lost and found items will also be displayed each term in the hallway. Unclaimed items will be delivered to a local charity at the end of the year.

- **Bikes, skateboards, scooters , rollerblades-**

Please be sure your children know all the rules of the road before allowing them to ride to school. By law and for your child's safety, children must be wearing bike helmets if cycling. During school hours, children walk their bikes to the lock up area and lock them up; this is a security issue and will help to keep your bike safe.

MORE IMPORTANT ROUTINES AND PROCEDURES

- **Fire drills**

Fire drills take place once a month. Teachers immediately lead their classes out of the building where attendance is taken prior to the return to class.

- **Earthquake drills**

We regularly practice what to do if an earthquake were to happen during school hours. All staff have received training in earthquake procedures and are assigned to particular teams. We have a well-stocked kiosk of emergency supplies. If an earthquake or other emergency were to occur, children would be cared for at school until an authorized adult were to report to pick them up.

- **Power Outage Plan (P.O.P.)**

All students wait outside the school at the front door entrance of the school until 8:43 a.m. Students will be escorted to their classes by teachers. Power Outage Plan will be followed for the remainder of the day. Please see P.O.P. at back of calendar.

- **Accidents and first aid procedures**

If a child is injured at school, staff with certified first aid training will provide basic first aid. We always try to contact parents if we consider the injury to be at all serious so please be sure to keep work and emergency phone numbers current. In an emergency situation, an ambulance will be called.

- **Medication for students**

Occasionally we are asked by parents to ensure that their child receives prescribed medication. Please be aware that in order for us to do so, parents must complete the Student Medical Form which must be signed by the prescribing doctor. School personnel are not allowed to give any medication without this form.

- **Illness**

If a child becomes ill during the school day, we call parents and ask them to pick up their child. Children rest in the medical room until parents arrive. Please keep your child at home if he or she has been feeling ill.

- **Telephone Use**

In order for the school to ensure the safety and security of all students in its care, students are required to:

- ask their teachers for permission to make a phone call, take the classroom “phone card” to the office, hand in the card to the office staff, use the office phone and return to class
- keep personal cell phones turned off and stored in their back packs once they arrive on the school grounds and until they leave the school to go home at the end of the day. Failure to comply with this cell phone rule will result in staff taking the cell phone and contacting the parent. You are reminded that the school cannot be responsible for the loss of valuables.

- **Personal Electronic Equipment**

In order for the school to maintain a respectful, orderly and interactive learning and working environment, students are to keep personal music and gaming devices turned off and stored in their back packs once they arrive on the school grounds and until they leave the school to go home at the end of the day. Failure to comply with this personal electronic equipment rule will result in staff taking the personal electronic equipment and contacting the parent. You are reminded that the school cannot be responsible for the loss or damage of valuables.

POSITIVE STUDENT REINFORCEMENT

- includes, but is not limited to, the use of “**You are a Star**” coupons which will be given to students by staff for specific demonstrations of exemplary behaviour in being resourceful, respectful and responsible citizen and will be displayed monthly on a bulletin board
- coupons are entered into a monthly draw for lunch with the Principal at a student recognition assembly where the positive behaviour is identified and applauded by all

APPROPRIATE AND LOGICAL CONSEQUENCES FOR STUDENT CONDUCT DIFFICULTIES

- First level response** - individual student correction and redirection by staff
- Second level documented response**
- individual student correction and redirection by administrator
 - notification to classroom teacher and to additional staff, as appropriate
 - notification to parent/guardians, as appropriate
 - student impact statements, apology, time out and restitution, as appropriate
 - all reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of the code of conduct; students who experience any retaliation from others are to report the matter to the administrator for immediate corrective action
- Third level documented response**
- student disciplinary matter referred to parent/guardian
 - development of student behaviour improvement plan and identification of support for the plan
- Fourth level documented response**
- student disciplinary matter referred to parent/guardian
 - development of student behaviour improvement plan and identification of support for the plan in consultation with the school counsellor
 - referred to the Associate Superintendent for further planning, which may include an in-school or out-of school suspension*, as appropriate

*Depending on circumstances, student consequences may be escalated to the fourth level after one incident.

W.I.T.S.

Walk away and tell an adult

Ignore and tell an adult

Talk it out and tell an adult

Seek help



Targeted at K to Grade 3, this program is introduced in the classroom by an uniformed police officer in a 45-minute session. The program is designed to give younger children the information they need to make safe and positive choices when faced with situations involving threats, violence or aggressive behavior. It is important that children are taught as young as possible the best way to deal with situations that could grow violent - so their reactions will be automatic when they get a little older. This program is similar to the "Stop, Drop & Roll" if you are on fire. When children are in grades 4 and 5, they are taught anti-bullying strategies. Please refer to the Anti-bullying information on the next calendar page.

USE YOUR W.I.T.S.

www.bullying.org

“Where you are NOT Alone”

Anti-bullying Pledge

This is for me...
...my friends today...
And my friends tomorrow.

I think being mean stinks...
I won't watch someone get picked on
Because I am a do something person...
...not a do nothing person.

I care
I can help change things
I can be a leader

In my world there are no bullies allowed.

Bullying is bad...
Bullying bites...
Bullying bothers me.

I know sticking up for someone is the right thing to do...

My name is (your name)
And I won't stand by...
I will stand up.

FRANK HOBBS ELEMENTARY - Power Outage Plan

The 2006 revised (as of February 9, 2006) **Power Outage Plan (P.O.P.)** is as follows:

1. All students wait outside the school at the front door entrance of the school until 8:43 a.m. Supervision is provided by a Student Supervisor, Vice Principal and Principal; the crosswalk student safety patrols are accompanied by a teacher. Signs directing everyone to the main entrance are affixed to the other 2 entrance doors that will remain locked.
2. Teaching staff will come to the front entrance at 8:43 a.m. to escort their classes into the building.
3. Kindergarten and Grade 1 classes from the early primary wing enter the building through the Kindergarten classroom outside door located near the front entrance of the school.
4. Once students have entered the building, the Principal and a Student Supervisor will complete a search of the school grounds to ensure all students have entered the building.
5. Student attendance standard practices are followed:
 - a. Each teacher's completed attendance form is sent to the office.
 - b. Parent safe arrival volunteers and office staff complete calls home on our emergency phone line. (Our telephone and phone answering machine do not work during a power outage.)
 - c. Students sign in at the office upon late arrival.
6. In classrooms where daylight is very poor, teachers may make arrangements to move to a classroom where daylight is better and inform the office of their location.
7. Teachers will have children put on their coats if the temperature warrants it. Parents are urged to dress children warmly on cold, windy days.
8. Children will be kept inside during the recesses until the school grounds are deemed to be safe by the Principal. If specific areas of the playground are deemed safe for children's play, teachers will escort the children out the door for recess and meet them outside the door to escort them back in after recess.
9. Bathrooms are located in areas of the school where available daylight is at an optimum level. Children will be reminded to move slowly in the hallways and will be supported and supervised as appropriate.
10. After school care is also located in a classroom with an optimum daylight level. Both Frank Hobbs Elementary and Arbutus Grove Out of School Care have adopted similar Power Outage Plans.
11. At the end of the day, students are reminded to stay away from treed areas when they go home.
12. Communication by cell phone is maintained throughout the day between the Principal and the District. Should any parents be at work in an area with power, access to the BC Hydro website at www.bchydr.com/outages or a phone call to Poweron (1 888 769-3766) will provide updates on the power situation at our school and in your neighbourhood.

Please note....Power Pack supplies in box in office. Power Pack box contains...whistles, signs for doors, flashlights, copy of plan.