

2008/09

JOHN A. HUTTON ELEMENTARY
School Wide Discipline Policy
Code of Conduct

Table of Contents

Statement of Philosophy	3
Belief Statements	3
Key School Rules	4
Student Rights and Responsibilities	5
Specific Rules:	
Telephone, Hallways, Before School, Recess, Lunch Hour,	6
After School, Poor Weather, Problem Areas, Dress Code, Bussing	7
Specifics: Playground Rules	8
Behaviour Expectations	9
Inappropriate Behaviours (Minor) and Consequences	10
Inappropriate Behaviours (Major) and Consequences	11

Code of Conduct

Statement of Philosophy

We expect all members of our school community to treat others with respect and to promote a safe and positive school learning and working environment. We believe that everyone working and learning at Hutton Elementary School needs to follow the Code of Conduct as we interact with one another.

Students and staff are expected to act in a manner that enables everyone to participate effectively in the educational community. Every student shall be subject to the code of conduct while on the school premises, going to and from school and at all school sponsored games and functions whenever and wherever held.

Belief Statements

We believe

All people can learn

- All people have the right to feel safe and to be safe
- All people are responsible for their own actions and the consequences of those actions
- All people are to be treated with respect
- All people need to respect the property of others
- All people need to accept individual differences

As a member of our school community I will

- Be friendly, caring and respectful
- Make sensible choices and respect those made by others
- Celebrate my successes and encourage others to do their best

Students and staff will be expected to:

- Attend school on a daily basis except in cases of illness
- Be on time and prepared for classes
- Learn to full potential
- Demonstrate a respect and acceptance of the rights of others
- Resolve conflicts in a peaceful way
- Respect others' property
- Clean up their personal space
- Students will respect and listen to bus drivers, TAs, custodians, parent volunteers, secretaries, Child Care Workers, supervisors, teachers-on-call, teachers and administrators.

The Key School Rules Are:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

(THE THREE B'S)

**NO STUDENT HAS THE RIGHT TO INTERFERE WITH
THE
LEARNING OF OTHER STUDENTS**

**NO STUDENT HAS THE RIGHT TO INTERFERE WITH
THE
TEACHER'S ABILITY TO TEACH**

Hutton Student Rights and Responsibilities

1. I have a right to hear and be heard.

It is my **responsibility** to listen quietly and respectfully when others are speaking.

2. I have a right to have my property respected.

It is my **responsibility** to respect the personal property of others.

3. I have a right to learn.

It is my **responsibility** to listen to instructions, and work on my studies in a way that does not interfere with other people's learning. It is my **responsibility** to complete class and homework assignments to the best of my ability.

4. I have a right to be treated with dignity and respect.

It is my **responsibility** to treat others the same way. It is my **responsibility** to discourage acts of disrespect by others.

5. I have a right to be safe.

It is my **responsibility** to act in a way that all others feel safe. It is my **responsibility** to help others when they need help.

OUR SPECIFIC JOHN A. HUTTON ELEMENTARY SCHOOL RULES

Use of Telephone by Students

Students must have permission from a teacher or the office in order to use the office phone during school time. Arrangements to go to a friend's after school should be done the night before at home with parents.

Hallways

Students will walk and move in an orderly and calm way when in the hallways. Students will keep to the right side of the hallways. Hallways are to be used for moving from one place to another, not as a place for congregating and socializing.

Before School

The school is open by 7:30 a.m.

Students will then have the opportunity to (1) go to work or choose a quiet activity in their classroom if it is unlocked, (2) take part in an activity such as gym, library, computers or games, or (3) go outside. In good weather during the spring, summer and fall students are encouraged to place their packs in their lockers or classroom and go outside until the first morning bell rings.

Recess

All students are encouraged to go outside for recess. A recess snack may be eaten outside, but it is the students' responsibility to ensure that packaging ends up in the trash. Students have the privilege of choosing to stay in their classroom at recess if the classroom teacher so chooses. Students staying inside the classroom are responsible for playing or socializing quietly and positively.

Lunch Hour

Students will eat their lunches in their classroom in an appropriate manner. All students should be finished their lunch by 11:35. Food must be eaten in classrooms, not in the school halls or outside. Students are strongly encouraged to play outside. However, students have the privilege of choosing to stay in their classroom at lunch if the classroom teacher so chooses. Students staying inside the classroom are responsible for playing or socializing quietly and positively. Students may not leave the playgrounds without parental permission – we need a note unless students live nearby and are going home for lunch. Students are not allowed to go to stores in the area.

After School

Students will leave the school unless they are involved in an activity or have the permission of their teacher to remain in the classroom. Students must go outside and remain outside if they are waiting for a bus, or in case of inclement weather, may wait in a designated area or room.

Dress Code

At John A. Hutton Elementary we feel it is important that students dress appropriately for a learning and working environment. Clothing with offensive words or pictures, rude sayings or slogans, as well as any clothing that promotes alcohol, drugs or tobacco, or which distracts from student learning is not appropriate. Skimpy summer wear such as halter tops, spaghetti straps, muscle shirts or other “beach” clothing is not appropriate for school wear. Tops should go to the waist with no midriff showing; necklines should be appropriate. Undergarments should be fully covered. During wet or snowy weather, students, staff and parents are expected to remove wet and winter footwear at the door. Also, parents are required to provide their children with a second pair of non-scuffing footwear for gym and inside school use.

Busing

Students will wait for their buses in a safe manner, in the appropriate area, and will follow the instructions of the supervisors. School buses are considered to be part of our school, just like a classroom, and bus drivers and supervisors are members of our school staff. Inappropriate behaviour on the bus, or while getting on or off the bus at bus stops may result in a student not being allowed to ride the bus.

Playground Rules:

1. Students are to take pride in John A. Hutton School and show respect for the property by using recycling and litter barrels and not vandalizing our property.
2. Students will follow the instructions of all supervising adults.
3. Safe play is essential. Rough play is not allowed. There will be no games involving tackling or wrestling.
4. Students will stay within designated play areas. Students will not play in the parking lot, in the bicycle rack areas, or off of the school grounds.
5. Students are expected to show respect for others. This includes taking turns, sharing, and inviting others to join in. **Bullying, Intimidation, Fighting, Racial Slurs, Gender Slurs, Teasing (Taunting), Aggressive Play, Swearing and Overt Defiance** are not acceptable behaviours at Hutton School.
6. Students will take turns on equipment and use the designated fields.
7. Students will leave dangerous objects on the grounds alone (rocks, bark, branches, sticks, pinecones, broken glass, etc.). Throwing rocks and climbing trees are not allowed.
8. Students will leave unsafe objects at home (knives, hard balls, etc.)
9. There will be no snowballing or facewashing.
10. Students are to come into the school quickly and quietly when the bell rings.
11. Students will use crosswalks when crossing streets to enter or leave school grounds.
12. Students within walking distance are to leave the school grounds after dismissal and not return until after 4:00 pm.
13. During school hours, students will not leave the school or playground for any reason without direct permission, or unless they have a note signed by their parent/guardian and/or a staff member (their teacher/supervisor and the principal).
14. If a ball should go out of the school grounds, students will get permission from a supervisor/teacher before going to retrieve it (over the fence, across the road, etc.).
15. All students riding bicycles must wear a helmet. It is highly recommended that scooter, and skateboard riders wear helmets. Scooters, skateboards, and bicycles will be walked across school grounds. Skateboards and scooters are to be used only in the designated "skateboard area".

BEHAVIOUR EXPECTATIONS

APPROPRIATE BEHAVIOURS

- Practicing the 3 B's
- Cleaning up
- Being a good sport
- Recognizing achievement
- Wearing appropriate clothing
- Sharing
- Working cooperatively
- Playing safely on the playgrounds
- Showing initiative
- Taking responsibility for work
- Being prepared for school
- Being positively assertive
- Being well organized
- Acting according to a good conscience
- Following school and classroom rules
- Showing compassion and empathy
- Walking safely in the halls
- Being friendly and kind
- Being inclusive

INAPPROPRIATE BEHAVIOURS (MINOR)

- Not following school rules: running in halls, not removing winter boots, eating in hallways etc.
- Name calling
- Swearing
- Dishonesty
- Chronic lateness
- Unprepared for class
- Disrespect
- Rough play
- Not following instructions
- Unsafe behaviour
- Irresponsible behaviour
- Classroom disruption
- Throwing snowballs/ facewashing
- Passive/Active Bullying

CONSEQUENCES/INTERVENTIONS (MINOR)

- Contact parents
- Verbal apology
- Time out
- Loss of privileges
- Warning
- Written apology
- Student Response Form
- Problem solving
- Supervised Community Service
- Counseling

UNACCEPTABLE BEHAVIOURS (MAJOR)

- Theft
- Fighting
- Bullying - verbal/physical/relational
- Harassment
- Vandalism
- Abusive language
- Defiance
- Weapons
- Cigarettes/drugs/alcohol at school
- 3 repeated minors
- Unsafe behaviours

CONSEQUENCES/INTERVENTIONS (MAJOR)

- Contact parents
- Loss of privileges
- Removal from situation
- Problem solving
- Contracts
- Supervised community service
- Restitution
- Counseling
- Suspension (In or Out of School)
- Re-entry meeting with parent, teacher, counselor, student & administration

Beliefs and Guidelines About Consequences

- The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. For example:
- Responses to unacceptable conduct are pre-planned consistent and fair.
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of established Code of Conduct.

Suggested Positive Interactions that Staff May Consider:

- Positive regular presence in hallways and on school grounds
- Recognition and/or Acknowledgment
- Encouragement
- Praise
- Friendly Interactions
- Happy Notes, Certificates or similar kinds of recognition