



ALBERT MCMAHON ELEMENTARY SCHOOL CODE OF CONDUCT

Our school's code of conduct is intended to help students make socially responsible decisions. This code was developed by staff and senior students. The code is reviewed and refined annually by staff and parents as part of our annual cycle of reviewing school goals.

We use the **SHARP** acronym to promote positive behavior:

S – Safe

H – Helpful

A - Accountable

R – Respectful

P - Positive

Using the SHARP acronym, students are taught a variety of behaviours and strategies related to social responsibility. WITS (Walk away, Ignore, Talk it out, Seek help) is an example of one strategy for students to solve problems peacefully. SHARP posters outlining expectations for student behavior in various settings, including classrooms, gym, hallways, playground, assemblies, and with each other are posted throughout the school. Students are recognized for positive contributions to the school community by receiving a SHARP behaviour ticket. Tickets are entered into a draw which occurs at each monthly Good News assembly. For misbehaviours, the SHARP posters are used as a teaching tool in discussing and reviewing expectations with students.

SHARP

CLASSROOM BEHAVIOUR

In Our **Classrooms** our goals are to be...

Safe by: Following classroom and school rules carefully
Keeping hands and feet to ourselves
Entering the classroom one at a time
Walking in the classroom in a calm manner
Asking permission to leave the classroom
Keeping all chair legs on the ground when seated

Helpful by: Pushing your chair in
Cleaning up after yourself
Supporting others

Accountable by: Following routines and rules promptly
Returning found property
Returning borrowed property promptly
Taking responsibility for our own actions
Completing our own school and homework assignments to the best of our ability

Respectful by: Being kind, polite and fair
Listening carefully when others are speaking
Taking care of our property and the property of others
Using quiet voices
Raising hand to speak and speaking in turn

Positive by: Being considerate of others
Being friendly
Using proper language at all times
Being inclusive

SHARP

GYM BEHAVIOUR

In Our **Gym** our goals are to be...

Safe by: Walking into the gym quietly
Following teacher routines in the gym
Keeping hands and feet to ourselves
Using equipment responsibly
Wearing appropriate gym clothing and footwear

Helpful by: Being a SHARP role model
Sharing equipment responsibly
Supporting others

Accountable by: Considering the consequences before we speak or act
Taking responsibility for our actions
Using and returning equipment responsibly

Respectful by: Being kind, polite and fair
Changing quickly and quietly
Displaying good sportsmanship
Listening and following directions
Not interfering with others
Playing by established rules
Lining up on the line quietly, awaiting exit instructions

Positive by: Encouraging and congratulating others
Asking others to join your group
Trying to solve problems peacefully
Being friendly

SHARP

HALLWAY BEHAVIOUR

In Our **Hallways** our goals are to be...

- Safe by:** Keeping to the right side, single file walking
Keeping hands and feet to oneself
Taking turns at the water fountain
Watching where we are going
Entering and exiting through your exterior classroom door
- Helpful by:** Assisting those in need
Holding doors open for others
Helping others to be safe
Keeping our voices and feet quiet
Thinking of others
- Accountable by:** Acknowledging and admitting our mistakes
Listening and following directions
Considering the consequences before we speak or act
Respecting equipment and property
- Respectful by:** Not touching the displays
Using good manners
Removing your hat when in the school
- Positive by:** Being a SHARP role model

SHARP

PLAYGROUND BEHAVIOUR

On Our **Playground** our goals are to be...

Safe by:

- Taking turns
- Keeping hands and feet to ourselves
- Using equipment responsibly
- Staying off the railings

Helpful by:

- Assisting those in need
- Using garbage cans
- Being a good role model
- Being a friend
- Staying in designated play areas

Accountable by:

- Staying on the school grounds
- Taking responsibility for our actions
- Considering the consequences before we speak or act
- Respecting equipment and property
- Returning borrowed equipment
- Lining up promptly when the bell rings

Respectful by:

- Being kind, polite and fair
- Listening and following directions given by adults
- Not interfering with others
- Playing by established rules
- Recognizing that it is okay to be different

Positive by:

- Encouraging and congratulating others
- Asking others to join your group
- Trying to solve problems peacefully
- Being friendly
- Using proper language at all times

SHARP

ASSEMBLY BEHAVIOUR

During Our **Assemblies** our goals are to be...

- Safe by:** Walking into the gym silently
Sitting in designated spot, silently and on your seat
Keeping hands and feet to ourselves
- Helpful by:** Being a SHARP role model
Sitting still
Sitting silently and patiently
- Accountable by:** Taking responsibility for our own actions
Considering the consequences before we speak or act
- Respectful by:** Listening attentively
Being a good audience member
Clapping appropriately
Following directions
Raising hand to speak
Showing appropriate respect when singing our National Anthem
- Positive by:** Encouraging and congratulating others appropriately and sincerely
Being considerate of others

SHARP

BEHAVIOUR WITH EACH

OTHER

With **Each Other** our goals are to be...

Safe by: Following classroom and school rules carefully
Keeping hands and feet to ourselves
Talking problems out calmly

Helpful by: Assisting others
Taking turns
Lending or sharing equipment
Supporting others

Accountable by: Being honest
Returning found property promptly
Returning borrowed property promptly
Taking responsibility for our own actions
Completing our own school and homework assignments to our best ability

Respectful by: Being kind, polite and fair
Listening carefully when others are speaking
Taking care of the property of others

Positive by: Encouraging others to do kind deeds
Smiling and saying nice things
Using proper language when speaking to others
Cheering people up when they are feeling down

CODE OF CONDUCT: SPECIFIC EXPECTATIONS

In accordance with SHARP behavior, the following specific expectations apply:

A. General

- Gum is kept at home.
- All “Ipod/Nintendo DS systems” and other expensive technical gadgets are kept at home. Cell phones may only be brought to school under the following conditions:
 - A parent has signed a cell phone permission form
 - The cell phone is not used on school grounds
- Food and drink are kept outside of the library, office, gym and computer labs.
- Homework and class assignments are completed.
- Litter goes in garbage cans; recycling goes in the appropriate containers.

B. Attendance

- Students are expected to arrive on time and to attend school every day, unless they are legitimately ill.

C.) Weapons (real and toy)

- In accordance with our school district code of conduct, no weapons, real or toy, are permitted at school.
- Laser pointers are considered in this class, due to the potential for serious eye damage.

D.) Electronic devices (including cell phones)

- Electronic devices such as portable electronic games and mp3s, are to be left at home.
- Students are discouraged from bringing cell phones to school, unless parents feel it is absolutely necessary for communication and/or safety. Students may not use cell phones on school property during school hours. Parents need to complete a cell phone permission form if they wish to have their children bring a cell phone to school.

E. Dress code

- 1) Hats are removed upon entering the school.
- 2) Students are required to wear indoor shoes in the gym. Bare feet and stocking feet are discouraged for safety and health reasons.
- 3) Clothing needs to be appropriate to elementary school. Students should ensure:
 - i. Undergarments are covered.
 - ii. Midriffs are covered.
 - iii. Slogans are appropriate. Clothing that displays inappropriate language, drugs, alcohol, violence or tobacco products stays at home.

F. Before and After School

- Before school –students line up outside of classroom exterior door. When returning from morning practice in the gym, line up outside of the classroom exterior door.
- After school – students exit via the classroom exterior door and go directly home unless participating in extracurricular activities.

G. Use of the School Phone

The school phone is used, with permission, by a student to communicate:

- 1) Illness.
- 2) Unavoidable changes in home transportation arrangements. (**Social planning for stay-overs and play dates is done at home.**)

H. Bicycles, Skateboards, Roller Blades and Scooters

- Skateboards, roller blades and scooters stay at home.
- Bicycles may be ridden to and from school, but must be walked while on the school grounds.

- Bicycles are required to be parked in the bicycle racks provided. During the school day bicycle racks are out of bounds.

I. Out of Bounds

- The chain link fence (West, North, and East sides) and the railing (South side) define the school grounds the students must stay within during the school day.
- The crosswalk is used by students as they walk to the school from the parking lot before school, and to the parking lot after school.

J. Lunch Break

- Students eat their lunch in their classrooms
- Students eat their lunch while seated in a chair.
- Classrooms are tidied before students are dismissed.
- A letter of permission from a parent/guardian is needed for a student to go home for lunch.
- Students are dismissed by the lunch supervisor.
- Students' names are put on the board by the teacher if they are to remain in the classroom when the others are dismissed.

K. Outside Days

- Hall passes are given by the lunch supervisors to students needing to go inside.
- Primary students play in the East Zone and Intermediates in the West Zone.
- Snow, ice, acorns, etc. must stay on the ground.

L. Inside Days

- On inside days students are to play games quietly in their own classrooms.
- Students may choose to participate in intramural activities but they must stay with the chosen activity during the entire lunch break.

M. Washrooms/Changerooms

- Students are expected to use the washrooms and return to their designated class directly and immediately.
- Gymnasium changeroom washrooms are for P.E. classes only. These washrooms are to be only accessible through the gymnasium.

N. Library

- A supervisor must be present at all times.
- Chairs are to be returned to tables.
- Leave library neater than you found it.
- Speak quietly in the library.

POSITIVE BEHAVIOUR ENCOURAGEMENT AND RECOGNITION

Positive behavior is encouraged in the following ways:

- Buddy classes: intermediate classes provide guidance and show positive role modeling to younger primary students
- SWAT (Students With an Aptitude for Teaching): a reading tutoring program where grade 5 and 6 students help younger students
- Peer counseling: older students are trained to help other students solve problems
- Student leadership opportunities: students provide service to the school, for example, helping in the concession, office monitors, primary classroom monitors
- Restorative Practices: program being taught to some intermediate classes, emphasizes building relationships and nurturing a positive school climate

Positive behavior is recognized in a number of ways, depending on the situation and the child:

- Verbal compliment by a staff member
- Note to student
- Note to parent in planner
- SHARP recognition slip, entered in monthly SHARP behavior draw at assembly
- Extra Recess twice a month for all students who have demonstrated positive SHARP behavior for the previous two weeks

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

Our emphasis is on teaching appropriate behavior, and consequences include opportunities for students to reflect, learn, and “give back” to the community by apologizing and/or providing some form of service to the school. When students display inappropriate behaviour, staff will respond in a manner that is appropriate to the particular student and behaviour. There is an expectation that students will display increasing personal social responsibility and self-discipline as they move through the grades from Kindergarten to grade 6. For this reason, consequences may vary according to the grade level of students. Special needs of certain students are also taken into consideration in determining consequences.

The range of consequences includes, but is not restricted to, verbal warnings, written citations, thinking papers, loss of privileges, and suspension. Minor misbehaviours, such as running in the hallway, etc. may be dealt with immediately with a verbal warning. Misbehaviour that is repeated after verbal warnings and more significant misbehaviours such as disrespect, disobedience, physical aggression etc. will be followed with a written citation and a consequence. Counseling services are recommended in some situations. Consequences for wearing hats in school, or inappropriate use of toys or other personal possessions, including mp3 players and cell phones, may involve confiscation of the item for a period of time ranging from one day to the remainder of the school year.

If a student receives two citations within a period of one month, his/her situation will be reviewed by the principal. The student will be called into the office and one or more of the following steps may be taken:

- Notify the student’s parents
- Remove the student from the playground at recess and lunch time and assign service to the school, such as litter clean up
- For chronic inappropriate behavior or for more serious misbehavior such as fighting, bullying, insolence, etc. there are clearly defined consequences outlined in Mission School District Administration Procedure # 114 (Student Conduct Standards and Behaviour Management) These consequences include restorative practices and suspension, ranging from 1 to 20 days.

All written citations are kept on record at the office. To ensure parents are aware of citations, a copy is always sent home for a parent signature. (In any instance involving a verbal or physical attack on another student the parents of the other student are also contacted.) Serious misbehaviours resulting in out of school suspensions are always communicated to the School Board Office, in accordance with school district policy. In some instances, the school may be legally obligated to inform police and/or other agencies such as the Ministry of Children and Families.

The Albert McMahon Code of Conduct is intended assist staff in maintaining a safe, orderly and caring environment. Behaviours and consequences listed in this document are examples, and are not presented as an all-inclusive list. Input and feedback from the school community is welcome. Please contact the principal if you have questions, suggestions, or concerns.