



## **HAMMOND ELEMENTARY SCHOOL**

### **CODE OF CONDUCT**

***At Hammond Elementary, students and staff work hard to build a positive school culture. We believe that everyone has a responsibility to create a caring, safe and orderly learning environment.***

Hammond Elementary's Code of Conduct has been created to maintain a safe, caring and orderly school environment. At Hammond we have a shared goal of encouraging socially responsible behaviours that contribute to the school community, solve problems in peaceful ways, value diversity and defend human rights. The Code of Conduct applies to all members of the school community at school, travelling to and from the school, at any school-related activity at any location, or any circumstances/activity that will have an impact on the school environment. The purpose of the Code of Conduct is:

1. To encourage the development of socially responsible behaviour resulting in a positive reputation for students and the school community.
2. To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
3. To clearly communicate behavioural expectations to the school community.

#### **CONDUCT EXPECTATIONS**

As members of the Hammond school community, we strive to create a respectful climate and positive school culture. Members of our learning community are expected to do their best to learn and be respectful, caring, responsible and safe. Certain behaviours will be considered unacceptable, including but not limited to:

- Initiating or participating in acts of bullying (physical, verbal, relational) including cyber bullying
- Being disrespectful with words or actions (put down, verbal abuse, inappropriate language, etc.)
- Throwing objects or stones other than play equipment

- Bringing unsafe or inappropriate items to school (any form of weapon)
- Abusing or misusing school property or equipment
- Engaging in computer use, on or off school grounds, that creates a negative learning environment for others
- Engaging in any form of rough play or fighting (biting, punching, hitting, spitting, kicking and swearing)
- Interfering with the rights of anyone in our school community to feel safe and to learn

Expectations for student conduct for younger students differ from those for older students as they do for students with special needs who are unable to meet expectations due to a disability. It is expected as students move through successive grades, become older and more mature that they will be more socially responsible as they assume the role of school leaders.

### **RESPONSES TO CONDUCT ISSUES**

At Hammond it is our goal to ensure that positive behaviour is given recognition. This recognition may come in the form of “Random Act of Kindness” slips, classroom visits, assemblies, and communication with parents. However, students will be made aware of when they have behaved inappropriately. It is our goal to help students see that they are responsible for their behaviour. We use a problem solving approach when dealing with inappropriate behaviours, encouraging our students to take responsibility for their actions by thinking about what happened and possible solutions. When appropriate, consultation with district support staff will take place.

There are circumstances in which consequences are necessary and they are generally progressive in nature; however, it is important to note that steps may be skipped depending on the seriousness of an act and the administration treats each case separately and reserves the right to use professional discretion to enact whatever response deemed necessary to ensure a safe environment for all students. In extreme situations a student may not be allowed back into the classroom or a parent may have to be contacted and the student sent home pending further action.

At Hammond we recognize that only a small segment of a school population ever reaches this level of misbehaviour. In keeping with our school philosophy, the student would continue to receive support to help with their learning. Students can be assured that with all incidents of misbehaviour due process will be followed students will be treated fairly, respectfully, and in a dignified fashion.

**Please read, discuss and sign with your child:**

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**Parent Signature**

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**Student Signature**

#### *WHAT IF YOUR CHILD.....*

##### **Is sick or will be absent....**

Advise the office by calling the school before 8:30 a.m. at (604) 460-1136 or via the Parent Portal or via email [HA\\_Reception@sd42.ca](mailto:HA_Reception@sd42.ca). Remember you or your emergency contacts will be contacted by the school if your child is absent and we have not been notified.

##### **Is moving, attending a new daycare or a phone number has changed....**

Let the office know of any new address or changes to emergency contacts or any phone numbers.

##### **Is moving to another school....**

Let the office know in advance so the necessary transfer forms can be prepared.

##### **Lost an item....**

Check in the lost and found box in the main hallway by the office. Smaller more valuable items are kept in the office.

##### **Wants to use the phone....**

Ask for permission. Please remember use of the phone is for special circumstances only. Children will not be permitted to use the phone to make after school play arrangements.

##### **Has an appointment....**

Send a note to the teacher so your child can be picked up at the office.  
**Please remember to sign your child out at the office.**

##### **Wants to go home for lunch....**

Send a note to the teacher from a parent or guardian.

##### **Experiences a lengthy illness....**

Notify the office. Students who are absent for periods of 5 days or longer due to sickness or health reasons can qualify for the Hospital/Homebound Program.

##### **Wants to talk to the school counsellor....**

Contact the school counsellor through the office or class teacher.

## **Emergency Contacts**

All parents should ensure that they have notified the office whenever there is a change of phone numbers either at home or at work. Each parent is responsible for notifying us of responsible people we can contact if we are unable to reach you. If your emergency contacts or their phone numbers change during the year, please notify the office.

## **Weather/Westcoast Recess**

At recess and lunch, the administration will decide whether the children remain inside. At lunch, we have a choice of activities for the children, depending on their grade level. During our rainy and muddy season, it is appreciated if parents could send an extra set of clothing to be kept in your child's backpack. Children will go outside for recess and lunch. Please have your child dressed appropriately for the weather.

## **Medication for Students**

On occasion we are asked by parents or guardians to ensure their child receives prescribed medication at school. Please be aware that in order for the school to dispense any medication, a parent/guardian must come to the office with the medication in the original container and fill out a "Request for Administration of Medication" form prior to the school administering any medication. The required form is available at the office and must be signed by a Parent or Guardian.

## **Dress Code**

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal. Students may attend school and school-related functions in dress of their choice provided that their choices:

Conform with established health and safety requirements for the intended activity; Do not represent or promote alcohol or drugs; Use respectful language; Do not depict or promote violence, racism, sexism or discrimination; and are not intimidating to others.

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school district guidelines.

## **School Visits/Volunteers**

When visiting the school or classroom, please sign in at the office as you arrive and pick up a "visitor" tag.

## **LET'S GO GREEN!**

In an effort to become more environmentally friendly and decrease our environmental footprint we are now **only** sending newsletters and announcements via Parent Portal, the school website and the PAC Facebook page.

### ***Volunteer Driver Requirements***

The staff and students of Hammond rely on parent drivers for a variety of class outings. If you anticipate that you may be assisting the school by driving students for any activity planned by teachers, you **must** have a Driver's Abstract and a Volunteer Driver Form on file at the school. The Volunteer Driver forms and Driver Abstracts are required to be updated every 2 years. The following are instructions on how to obtain your Driver's Abstract.

1. Go to any driver licensing office to receive a copy of your driving record from licensing staff
2. Or visit <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>
3. You can also call the Driver Licensing Information Line at **1-800-950-1498** or the Public Information Line at **1-800-863-3051** and they will mail your record to you or you may request them to fax it to the school at (604) 460-1137.
4. Ultimately the approval is at the principal's discretion and the decision will be based on consideration for the safety of all students.

#### **ONLY THE LICENSE HOLDER CAN REQUEST THIS DOCUMENT**

For Maple Ridge visit:  
GOVERNMENT AGENT  
#175 – 22470 Dewdney Trunk Road,  
Maple Ridge, B.C.  
Telephone: (604) 661-2255  
Hours: 8:30 a.m. – 4:30 p.m. (M-F)

Please be aware that effective July 1, 2008 it is the Law that all children under 18kg (40 lbs), are to be secured in a child car seat with harness and children 18kg (40 lbs) or over by law are to be secured in a booster seat with a shoulder harness up to their 9<sup>th</sup> birthday or 145 cm (4'9") tall, whichever comes first.

### **PARENT OPPORTUNITIES**

#### **PARENT ADVISORY COUNCIL**

The purpose of the Parent Advisory Council is to promote and support education and to contribute to a sense of school community. Parents are actively encouraged to participate. All parents are automatically members. Meetings are held once a month. Scheduled meetings will be published in the monthly school newsletter.

### **SAFETY ON THE SCHOOL GROUNDS**

#### **Parking Lot**

Our parking lot, like all other elementary school parking lots, is very busy and caution needs to be exercised at all times. We encourage all those who are close enough to walk to school. Please enter the parking lot driving to your right to circle in front of the school. If you are stopping to drop off children, please pull right over to the left so that cars can get by you. **Unless you are parked in a designated space, you MUST remain in your vehicle while picking up or dropping off your child(ren).** We have had difficulty with drivers abandoning their double parked vehicles which block in those who are parked in designated stalls. Please do not leave children unattended in parked cars. Everyone working together will help to make our parking lot a safe place. Patience and cooperation are key.

#### **Bicycles, Roller Blades, Skateboards and Scooters**

Parents are asked to review bicycle safety with their children. Some of the streets approaching Hammond are quite narrow and have many curves making it difficult to see what is coming ahead. Cyclists should always ride single file with the traffic when they are on the road, and they should know and obey the rules of the road. Students must wear their bicycle helmets and make sure their bicycles are mechanically safe.

The school does not assume responsibility for the safety of bicycles, roller blades, skateboards or scooters. For safety reasons, students are to walk their bicycles and scooters and carry their skateboards once they enter the school grounds. Roller blades are to be taken off at the door.

All bicycles and scooters should have a good lock if they are brought to school. Due to the limited space in classrooms, scooters will need to be locked on the bike racks outside. When everyone is inside during the day, it is very easy for someone to take an unlocked bike or scooter. Please be sure to have the serial # of your child's bike recorded in a safe place. The school district does not carry insurance to cover bike or scooter theft. Also please ensure your son or daughter's name is on his/her helmet. Rollerblades and skateboards may be brought into the school to ensure they are stored safely.

## School Programs

### **Montessori**

The Montessori program has been an integral part of the Hammond Learning community for many years. Montessori is a method of education developed by Dr. Maria Montessori. Each classroom has a Practical Life, Sensorial, Language, Math and Cultural Arts area of learning. The Montessori learning environment is carefully prepared so that the children can move independently from one area to another. Freedom, independence, social, emotional and spiritual development, along with academic learning are all important facets of the Montessori method. For further information please view our Maple Ridge District website or visit the school.

### **Library**

The Library has a wide selection of books and magazines for both recreational reading and to support classroom learning. Students have access to computers for searching the library catalogue and for researching on the Internet (with teacher supervision). Our Teacher/Librarian is available to help you find what you are looking for. Library books and magazines may be checked out for one week at a time. Students are responsible for the care and return of books and parents will be billed for books that are lost or damaged. If the book is later found, the money will be refunded.

## COMMUNICATION

### **School Newsletters and Assemblies**

School newsletters will be sent out **via parent portal only**. Each newsletter will include a school calendar of events for the upcoming month. Our newsletters are also posted on our website at <http://hammond.sd42.ca/>. Please ensure you read the newsletters since this is our most valuable tool for communication. Assemblies are held once a month. Dates for these assemblies are noted in the newsletter. Parents are more than welcome to attend assemblies.

### **Class Communication**

Teachers may send home notices regarding the class program, individual projects and field trips. Please try and return these forms promptly.

### **Reporting to Parents**

Student performance is based on the information collected through assessment activities. Teachers use their insight, knowledge about learning, and experience with students, along with the specific criteria they establish, to make judgements about student performance in relation to prescribed learning outcomes. At Hammond students and parents must participate in 2 Student Led Conferences and will receive a formal report at the end of the year.

### **Hammond Website**

You may find the information you are looking for on our School Website at <http://hammond.sd.42.ca> Check it out.

### **Hammond Twitter**

Follow us on Twitter for photos and some info about events around our school <https://twitter.com/HammondSD42>

### **School Closures**

On the rare occasion that school may be cancelled due to extreme winter conditions or power failures, public announcements affecting the closure of school will be made by the Superintendent of Schools. Please check School District #42 website [www.sd42.ca](http://www.sd42.ca) or listen to one of the following radio stations between 6:00 a.m. and 8:00 a.m. for information regarding school closure. **You will not receive a call from the school.**

**CKNW (980 FM) CKWX (1130 AM) CBC (690 AM)**  
**604-522-2711 604-873-6397 604-662-6000**

## **CLASSROOM INFORMATION**

### **Student Planner**

Student planners are used as part of the school wide personal planning curriculum. The planner is one of the key tools for communicating between home and school. Not only do students record information, but teachers often write notes to parents in children's planners to keep parents informed or when they need parents to contact them. If you need to let the teacher know any information or speak to them, please write a note in your child's planner and the teacher will contact you. Planners are checked daily by the teachers. In the interest of good communication, when contacting teachers, please call before or after school when the teacher is free from classroom responsibilities and/or make an appointment to discuss the matter with the teacher.

### **School Supplies**

The school will be offering parents of primary students the opportunity to purchase supplies through Creative Children. These packages will be ordered in May and delivered to the school as a bulk order ready for start up in September. Students in Grade 4-7 are required to purchase supplies as listed on the Intermediate Supply List.

## **DAILY PHYSICAL ACITIVTY**

Current brain research shows that regular physical activity enhances academic achievement and self-esteem. We know that active, healthy students are happier and learn better. They also develop good habits that bring better chances of longer, healthier lives. To help students achieve their best, the Ministry of Education has announced the introduction of Daily Physical Activity for all schools and students in BC. Elementary schools will provide 30 minutes of daily physical activity. If your child has a medical concern, please contact their teacher to set up an alternative program.

Intermediate students are expected to bring a change of clothes for gym strip (i.e. shorts or sweat pants and a t-shirt). These should be taken home regularly for laundering. In the interest of safety, children should have running shoes in order to participate in physical activity.

### **Cell Phones**

Our expectation is that cell phones are not used or turned on during the school day, from 8:30 am to 2:20 pm. (Any such devices from home are expected to be turned off and stored in their backpacks during this time). During recess and lunch, we promote interactive play and communication with friends during non-instructional hours. During school hours, should you need to speak to your child, please call the school office (604-460-1136) and should your child need to speak to you during school hours, they will be granted access to a phone to do so. After school, students are able to use their cell phones outside of the building. However, a staff member may grant a student permission to use a cell phone for educational purposes during class time. Students who bring such devices to school, do so at their own risk.

Be A  
**HAMMOND HERO!**



**HELP** others by getting involved and doing good deeds

**ENCOURGAGE** others by using words to build people up and give them courage

**RESPECT** others with gratefulness, consideration, and kindness

**OTHERS...**we choose to acknowledge and show care for others