



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 where students are accountable for themselves as part of an active community. We encourage responsible behaviours that contribute to a positive school culture that values personal accountability, problem solving skills, self-reliance, critical thinking, diversity, and equity. The Code of Conduct is applicable on-site at Hammond and at any school-related activity at any location.

Purpose:

1. To encourage the development of responsible behaviour in our school community.
2. To maintain a safe, courteous, orderly, and welcoming learning environment for all students, staff and parents.
3. To clearly communicate behavioural expectations to the school community.

CONDUCT EXPECTATIONS

Members of the Hammond school 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 repeated incidents that attempt to leverage power over another student (physical, verbal, relational, online)
- Using unexpected words or actions with an intent to harm others
- Bringing weapons of any type to school

- Damaging or misusing school property or equipment
- 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
- Any discourteous behaviour toward staff in the building
- Refusing to follow the instructions of staff

Expectations for student conduct differ according to age and capacity. It is generally expected that as students become older and more mature that they will be more socially responsible and assume the role of school leaders.

RESPONSES TO CONDUCT ISSUES

At Hammond it is our goal to ensure that positive behaviour is given recognition. Students will also be made aware when they have broken the school code of conduct. We aim to help students become responsible for themselves and accountable for their actions. We use a child-centered problem solving approach when dealing with unexpected behaviours. When appropriate, consultation with district staff will take place.

There are circumstances in which consequences are necessary and they are generally progressive in nature. It is important to note that consequences may be escalated depending on the seriousness of an act. 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 some 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 investigation or action.

At Hammond we recognize that only a very small segment of a school population ever reaches this level of discipline. 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 requiring discipline due process will be followed and students will be treated fairly.

Please read, discuss and sign with your child:

Parent Signature

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. 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 and enter a transfer or withdrawal on the parent portal.

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 or enter a parent portal 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 students always go outside. 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. Always make sure your child's clothing is marked with their name.

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. High school students should not visit elementary schools on late start or other altered calendar days unless they have made special arrangements with a staff member.

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 year. 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 come to the office or email our reception (ha_reception@sd42.ca) for all the paperwork required for volunteer driving.

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. **DO NOT PARK IN THE FIRE LANE.**

Please note that the back parking lot is for STAFF ONLY.

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

Weekly school newsletters will be sent out **via parent portal only**. Each newsletter will include a school calendar of events for the upcoming month. Calendar events are also posted on our school district website. Please ensure you read the newsletters since this is our most valuable tool for communication.

Class Communication

Teachers may communicate directly to families through email, student planners or notices home. All fieldtrips and class programs will be communicated through the parent portal. Please try and be prompt at filling out all forms and payment of fieldtrips.

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 "X"

Follow us on X for photos and some info about events around our school.

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 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

Teachers will be buying bulk school supplies. A school supply fee of \$60 will be charged in September of each school year (this includes the Planner fee).

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. Cell phones can be disruptive and in order for teachers to prioritize learning, during school hours, should you need to speak to your child, please call the school office (604-460-1136). 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.

