



Flemington's Code of Conduct

General Expectations

Students, Staff and Parents in the Flemington School Community will:

- Be Respectful and courteous
- Be Responsible
- Display a positive attitude

For Students

1. Respectful and courteous

- Helpful and kind
- Follow the directions of staff
- Use a polite voice and words
- Respect other students' right to learn

2. Responsible

- Behave in a safe way and solve problems in a peaceful manner
- No fighting
- No Bullying or threatening
- Accept responsibility for own actions

3. Positive Attitude

- Each day is a new beginning
- Arrive prepared to learn with homework completed and school supplies
- Observe proper dress code

Consequences for failure to meet these expectations may vary depending on the student and the nature of the issue. Progressive discipline will be methodology used to determine consequences. The staff at Flemington Public School will intervene in a fair and consistent manner and treat each incident as an opportunity to help the student learn the proper behavior. Consequences may include any of the following:

- Discussion and counseling by the classroom teacher
- Telephone contact with parents
- Parent/teacher conference
- Discussion with Principal or Vice Principal
- Written assignment
- Withdrawal from class
- Community service
- Payment for repair or replacement of damaged property

- Formal suspension

For Staff

1. Respectful and courteous

- Be helpful and kind
- Interact professionally with colleagues, parents and students
- Use a firm calm tone of voice and polite words

2. Responsible

- Be a positive role model
- Be responsible for all students
- Arrive on time, prepared to perform your duties

3. Positive Attitude

- Each day is a new beginning
- Have a strong belief that all children can learn given time and support
- Treat others how you would like to be treated
- Contribute in a variety of ways to create a caring learning community

For Parents

1. Respectful and courteous

- Be Helpful and kind
- Follow school policies and procedures
- Use a polite voice and words

2. Responsible

- Work in partnership with the school for your child's benefit
- Ensure you child arrives at school on time, wearing proper school attire, ready to learn
- Be an active participant in your child's education by ensuring your child receives sufficient rest and arrives on time, with homework completed

3. Positive Attitude

- Contribute in a variety of ways to create a caring learning environment
- Treat others how you would like to be treated

Think Prevention
Discipline isn't what you do when children misbehave; it's what you do so they won't.
Be Proactive

Teach
Review
Instruct
Practice

- Teach students what you want them to do. Train them in consistent manner. Use short, to the point directions.
- **Review:** Revisit all expectations in a positive and productive manner.
- **Instruct:** Reteach behaviors not meeting expectations.
- Practice is essential for learning behavior skills. Never threaten a student with practice. Have students practice correct behavior.

Establish rapport with your students
Take charge with authority, not power. Be "warm firm."

- *Be assertive and confident*
- *Lower your voice and direct (don't raise your voice and threaten)*
- *Follow through on your expectations*
- *Maintain ownership - use administrators to support your authority in a productive way, not to replace your authority in a punitive way.*

General Courtesy

We expect courteous behavior and insist students:

- Greet others with kindness and courtesy
 - Return the greeting of others
 - Respond politely when spoken to
 - Refrain from swearing or voicing put-downs
 - Hold the door for others and offer to help when someone is carrying stuff
 - Use people's proper names (eg. Mrs. Potter) and keep practicing
 - Say "Please", "Thank You", and "May I".
 - Invite others to participate in activities
 - Refrain from physical violence or verbal abuse.
 - Respect their environment - no graffiti or garbage on the floor or playground.
 - Refrain from bringing or chewing gum in the school.
 - Take hats off as soon as they enter the school, except when wearing one for religious or medical reasons
 - Use a quiet tone of voice
 - Adhere to proper dress code
 - Treat all guests such as, supply teachers, student teachers and volunteers, with respect
- Reminder: Expect courtesy on a consistent basis. Therefore, you must correct misbehavior whenever you see it. Be calm, but firm.**

Arrival at School/School Entry

Breakfast Program

Students must:

- Arrive before 8:15 am., go to Gym 1, sit quietly and eat breakfast.
- Go to Gym 1 if they arrive at school before 8:25 am., and are not participating in the breakfast program
- Remain in Gym 1 until 8:25 am.
- Wait for Supervisors to walk them out to the schoolyard at 8:25 am.
- Follow the instructions of staff

Before first bell

Students must:

- Play cooperatively in the schoolyard
- Use appropriate school language



**Teach
Review
Instruct
Practice**

Outside

Students must:

- Line up promptly at the first bell at assigned door and wait for teacher
- Enter single file as requested.
- Walk on the right hand side of the hall and/ or stairs to your classroom and enter quietly
- Refrain from bringing skateboards, scooters, roller blades and roller shoes to school
- Use helmets when riding a bike to school.

Late Arrivals

Students must:

- Come through door #1 (Main door) and if the announcements are still in process, stop and listen
- Go to their class and if the attendance has been sent down, they must return to the office and obtain a late slip. This will avoid a safe arrival call being made.
- If the attendance has not yet been sent down, the student must be marked late, but will not need to go to the office

Departure From School/ (School Exit)

Teachers must walk their class to the exit door.

Students must:

- Walk quietly when leaving and use their inside voice.
- Meet siblings or friends at a designated door.
- Walk with the class to the exit door when staying behind and return to the class with the teacher, after everyone else has been dismissed
- Call home to inform parents as soon as possible when remaining behind, pick up siblings if necessary and return to classroom

Classroom Routines

Insist students follow classroom procedures.

Students must:

- Hang up coat, backpack - store personal gear appropriately before, during and after school.
- Put on indoor shoes, when necessary
- Sit quietly during announcements
- Stand silently for "Oh Canada" hands by their sides
- Go the bathroom or water fountain, with a buddy assigned by the teacher
- Display appropriate behaviour in the washroom and at the water fountains
- Display respectful behavior
- Put up their hand to indicate they wish to speak and wait to be chosen before speaking

- Clean desks regularly inside and on top
- Be taught good organizational skills, for instance, to come to class with proper supplies
- Practice emergency procedures periodically (e.g.: fire drill, lock-down).
- Leave the classroom quietly during fire drills, use the designated door and gather on the field

Transitions

In Class

Teach students your cue for transitions in class (e.g. lights on/off, ring a bell, hand up)

- Time your transitions. Have a pre-set goal.

Leaving Class, Returning to Class, In the Hall

- Ensure appropriate supervision and escort your class at all times.
- Students must lineup quietly when directed to do so.
- The last person out shuts door quietly.
- Students must walk silently, single file down the right hand side of the hall and stairs.
- Teacher must monitor the entire line.
- Students must keep hands to themselves.

Transitions must be practiced to ensure they run efficiently.

Playground

Provide active, assertive supervision. Be Proactive!

Effective Supervision

- Be outside on time
- Students must not be dismissed before the bell rings
- Teachers must wait with their class until there is at least one staff on duty
- Supervisors must move around supervision area
- Supervisors watch for trouble spots and move closer to see if there's a problem
- Intervene before the problem escalates
- Use an assertive tone of voice.
- Always attempt to deal with the problem personally.
- Bring Band-Aids and Kleenex as well as gloves for first aid.

Established Playground Rules

- No rough play.
- Play fighting is not allowed.
- No bullying or threatening
- Display courteous behavior

- Rock, sticks and snowballs are to remain on the ground.
- No physical/verbal violence, no swearing or put-downs.
- No push-off or tackling games
- Stay within school boundaries.
- "No" means "No"
- Play in assigned area and respect boundaries.

Washrooms

- While eating lunch, students must use washrooms closest to the gym
- When outside they should use washrooms near the office

Assemblies

Student Expectations:

- Remain silent during presentations
- Sit cross-legged with hands in lap
- Be attentive
- Raise hand to ask a question

Staff Expectations

- Seat students in the appropriate location and monitor to ensure they remain quiet
- Place students who need support close to you
- Be aware of student behavior and be proactive

Guest Teachers

Student Expectations

- Treat guests with respect
- Help with routines and line-ups (monitors)
- Realize that there will be consequences for inappropriate behavior

Staff Expectations

- Create guest teacher package, outlining routines and student monitors
- Assign monitors and guest teacher helpers
- Hold students accountable for their behavior

School Dress

Dress appropriately for school.

- Refer to dress code outlined in student planner and staff handbook
- Headgear, wrist bands and gloves must not be worn inside the school.
- Hijabs are the only headgear allowed and they should be navy blue or white
- Flop flops are not allowed.