



**HEMMINGFORD ELEMENTARY SCHOOL**  
**RULES OF CONDUCT AND SAFETY AND SCHOOL PROCEDURES**  
**2019-2020**

**APPROVED BY GOVERNING BOARD ON 2019-03-**

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**RULES OF CONDUCT**  
**AND SAFETY**

Hemmingford Elementary School's Rules of Conduct and Safety were developed

collaboratively with feedback from many of our stakeholders ensuring that all of our partners are working toward our collective goal - the education and development of the youth of our community.

At Hemmingford Elementary School, we believe in fostering a sense of community based on

communication, respect, and responsibility. Through this policy, we will outline our

expectations, rights, and responsibilities, to promote a positive learning environment for all students.

**RIGHTS AND RESPONSIBILITY**

Every child has a right to know that he/she can learn in their own way. Through the shared effort of students, staff, parents, and community members, we can create an environment that is physically safe and fosters the academic, social, and emotional development of our children.

These Rights and Responsibilities are in place to create a safe and secure school and form the foundation of the rules of the school.

**RIGHTS**

- I have a RIGHT to learn.
- I have a RIGHT to hear and be heard.
- I have a RIGHT to be respected.
- I have a RIGHT to be safe
- I have a RIGHT to privacy and to my own personal space.

**RESPONSIBILITIES**

- It is my RESPONSIBILITY to allow everyone to learn.
- I have the RESPONSIBILITY to listen.
- It is my RESPONSIBILITY to respect others.
- I have the RESPONSIBILITY to create a safe school.
- I have the RESPONSIBILITY to report an incident of verbal or physical violence to an adult.
- It is my RESPONSIBILITY to respect the other's personal space and privacy.
- It is my RESPONSIBILITY to keep my hands and feet to myself.

In all situations where the rights of a student have not been met, it is the responsibility of any student to report and staff to intervene on the incident. The school personnel and administration and/or his/her delegate will intervene in a manner that will promote learning with the goal of reducing future incidence and/or deliver appropriate consequences on a case by case basis.

Hemmingford Elementary School has an Anti-Bullying Anti-Violence (ABAV) plan to support our students. Included in this plan is that it is a collective responsibility to reduce bullying. Students have the responsibility to report a situation that they witness to a member of the school staff and all staff have the responsibility to intervene. Each year, Hemmingford Elementary School completes a student survey that provides important data for us to improve the environment for our students.

## SCHOOL PROCEDURES

### ARRIVAL AND DEPARTURE

- **Arrival:** Students are expected to arrive at school on time and they are to enter the school yard upon arrival. Arrival is between 7:40 and 7:50 AM. There is no supervision of the school yard before 7:40, therefore for safety and security of the students, they may not enter the yard prior to 7:40 am. Late arrivals disrupt the learning process of others and consistent presence in class is important for student learning. When your child is late, please check-in and leave your child with the secretary who will ensure they arrive to class safely.
- **Departure:** Parents of students walking home or being picked up are to wait outside, by the schoolyard fence until students are dismissed by the supervising teacher. For the security of all the students, parents are required to wait until the teacher responsible for the students, crosses them off the list to ensure that all students walking home have been picked up and are safely on their way.
- Please advise the school if your child will depart before the end of the school day. The parent/guardian must wait at the office for the child to arrive from class. Regular early dismissals are disruptive to the learning environment and are discouraged.
- **If visiting the school, parents and/or visitors must report to the office first.**

### ABSENCES

- **Parents are required to contact the school prior to 9 AM if their child is absent that day.**
- Parents may call the school (450-247-2022) or e-mail [hemmingford@nfsb.qc.ca](mailto:hemmingford@nfsb.qc.ca)

### EMERGENCY DISMISSAL/CLOSURES

- Emergency closure occurs either prior to the school day commencing or after the start of the day.
- **Before school commences:** The school will post the news of school closures on its Facebook page and the school's website, and utilize the communication set forth by the NFSB board office. Parents are encouraged to listen to the radio as the NFSB also communicates closures to various radio stations. When school closures are board wide this information is posted on the NFSB Facebook page and its official website.
- **Emergency closing during school hours:** If the school must close for an emergency, parents will be contacted by phone.

### CONTACT INFORMATION

- Please make sure the school has accurate work and emergency telephone numbers where you can be reached at all times. Parents need to be available for children who are injured, not feeling well, or if the school must close on an emergency basis. It is essential to inform the school of any change of address or telephone number, including the emergency contact numbers.

#### COMMUNICATION BETWEEN THE SCHOOL AND FAMILIES

- Communication between families and the school is important. Parents are invited to contact the school should they have questions or concerns. Initial questions about students, student interactions, or regarding classroom should be first directed to the teacher.
- The agenda is the primary means of communication between families and the classroom. Families are asked to **check and initial** the agenda on a daily basis.
- We appreciate the keen interest you show in your child's progress. When you wish to arrange a meeting with your child's teacher(s)/administrator, please contact the office to schedule an appointment. Families are reminded that they cannot disrupt class time to speak to a teacher.
- School notices, letters, permission slips, and newsletters are sent home in the "pocket" of your child's agenda.
- Increasingly, the school will look to use digital mediums to send documents home. Please ensure that you check your e-mail regularly.
- Communication with the school must be done through the official school channels, which are: the agenda, school e-mail, or workplace e-mails of staff (\*@nfsb.qc.ca). Please do not contact or communicate with the staff on their personal social media or e-mails.

#### MEDICAL INFORMATION /HEALTH

- Parents are responsible for advising the school of their child's medical needs or health condition.
- Forms are provided at the beginning of the year to all families. Families must contact the school immediately if students have fallen ill with a communicable disease.
- Parents will be notified in case of injury or illness and are expected to pick up their child. In the case when a student requires medical assistance, emergency services and parents will be called. A staff member will accompany the student to the hospital and remain until a parent is present.
- **Peanut/nut products:** Due to severe allergies, peanut and nut products may not be brought to school. We kindly ask you not to send birthday cakes or other treats to be served in the classroom when it is your child's birthday. We are concerned about various food allergies.

#### DRESS CODE

- **Overview:** Hemmingford Elementary School has crested school clothing, which is optional, and both new and used clothing may be purchased through the school. As a general rule, modesty and decency should prevail including appropriate slogans and graphics as deemed by the school staff and principal. Clothing should cover the whole torso, chest, and shoulder areas. Shoes are required inside throughout the day except in summer when sports sandals with a back strap are permissible.
- **Physical Education Clothes:** Students are to come to physical education class wearing their phys. ed. uniform (green school t-shirt, shorts/athletic pants, and running shoes). Students are required to store their clothing in a cloth bag. Physical education clothes must be a separate set of clothing from clothes worn in the classroom.
- **Indoor/Outdoor Shoes:** Students must have shoes that are used only for inside wear.
- Make-up and high heels are not to be worn at school.

- Caps and hoods may be worn outside in the playground but must be removed inside the school.
- **Winter Wear:** While the weather is colder, students must dress warmly to ensure their safety. Students must wear: boots, snow pants, winter coat, mittens or gloves, hat, and a neck warmer or scarf. Students should arrive in their winter clothing and must wear their winter clothing when leaving the school. Students who are not dressed appropriately for the weather may be asked to remain in certain areas to ensure that they are not cold.
- Appropriate seasonal clothing is required, for example, students must wear winter boots while snow remains on the ground.

#### **SCHOOL YARD**

- Students are expected to behave in a way that creates a positive atmosphere for all when playing in the schoolyard.
- Recess and lunch are spent outside unless the weather does not permit. With this in mind, please ensure that your child(ren) come to school with the appropriate seasonal clothing.
- Students must remain inside the designated school yard area.

#### **PHYSICAL EDUCATION**

- All students are expected to participate in physical education classes unless there is a medical reason. A doctor's note must be provided if students are not taking part in physical education classes.

#### **SPORTS EQUIPMENT /SCHOOL EQUIPMENT**

- Sporting equipment is to be used with the permission and under the supervision of a staff member.
- Equipment and materials are to be used with permission. Students should ask a staff member if it is unclear whether they should use the equipment.

#### **PERSONAL ITEMS**

- Personal items to leave at home: Aside from school related items, no personal items may be brought to school (unless previously authorized by staff). This includes but is not exclusive to: toys, collector's cards, electronic devices (including cell phones and iPods), jewelry or special possessions, large amounts of money, and any item which may distract from studies.
- **STUDENTS CAN NEVER POSSESS ITEMS CONSIDERED DANGEROUS AT SCHOOL** including but not limited to: pocket knives and other potentially harmful objects.
- The school is not responsible for lost or stolen items, nor items damaged by other students.
- Lost and Found Items: To help us return clothing and school items to their rightful owner, please identify your child's material. All items remaining will be placed in the Lost & Found. Parents may rummage through the boxes by reporting to the office.

#### **AFTER SCHOOL ACTIVITIES**

- After-school activities require written permission. After-school activities such as choir practice, homework club, floor hockey, etc., are extended to children as a privilege. Parents must pick up their children on time. If parents are late, their child will be sent to the Daycare and the daily sporadic rate will apply

### **DAYCARE PROGRAM**

- Hemmingford Elementary School is pleased to offer our parents a daycare program.
- The maximum number of students able to enroll per day and the Pedagogical Day rates are set by our Governing Board.
- The same rules and principals apply to our Daycare Program as throughout the school day.
- We encourage all parents to register in the case where they may need to use the daycare sporadically. Please keep in mind that there is a daily maximum so last minute space in daycare may not be available.

### **HOMEWORK**

- Children are given homework related to in class assignments and projects. Homework may be a valuable part of the learning process. Children often require parental guidance with their homework. Please advise your child's teacher if your child is experiencing difficulty in any area of homework.

### **SCHOOL SOCIAL MEDIA GUIDE**

- Social media tools, like Facebook and YouTube, are now an integral part of our lives. As parents, teachers, and staff of Hemmingford Elementary School, it is our responsibility to use social media appropriately and to teach the children to conduct themselves properly when socializing electronically. Everyone can contribute to the development of good habits in order to teach each student how to be an upstanding digital citizen. Please keep in mind that the actions of children on social media may affect the relationships of students in the school and that there are minimum ages for the use of social media sites.
- For concerts and events, please ensure that the recording of events does not disrupt the performance nor block spectators' view.

### **STUDENT ASSESSMENT FEES**

- The Student Assessment Fee is approved by the governing board. These fees cover costs of items which are consumed (used) by your children during their schooling. We thank you for your understanding and continued support of these efforts.

### **Bus SAFETY RULES**

- **GENERAL:** The school bus is considered to be an extension of the school. All school rules and School Bus Safety Rules apply. School bus transportation is a privilege and not a right. The School Board has the right to suspend transportation privileges immediately, depending on the severity of the offense, for an extended period and/or for the balance of the school year.
  - o First Offense: Warning by the school administration
  - o Second Offense: Letter to the parents/guardians
  - o Third Offense: 3-5 day suspension of privileges\*
  - o Fourth Offense: 5-10 day suspension of privileges\*
- \*If a student is suspended from bus privileges, it is the parents'/guardians' responsibility to ensure their child attends school each day.
- **TRANSPORTATION OF EQUIPMENT:** The Quebec Highway Code does not permit a student to carry anything other than the required school materials (school bag and/or lunch container) on a school bus. Therefore, other items (e.g. sports equipment, instruments, skateboards, sleds, large projects, etc.) will not be transported on the school bus.

## **VOLUNTEERS**

- Hemmingford Elementary School values the community's contribution to our school. We require that anyone volunteering at HES must complete a Declaration Concerning Judicial Record form on a bi-annual basis.

*School rules, Board Policies, HES Anti-Bullying/Anti-Violence Plan, and consequences apply in the building, in the yard, on school trips, and on buses. However, consequences of the Transportation Policy EEA supersede our consequences.*

## **AREAS OF RESPONSIBILITY**

### **STUDENTS**

It is the duty of a student to:

- Participate fully in learning opportunities;
- Attend school regularly and punctually;
- Contribute to an orderly and safe learning environment;
- Respect the rights of others; and
- Comply with the discipline policies of the school and the school board.

### **PARENTS**

It is the duty of parents to:

- Support their children in achieving learning success;
- Ensure that their children attend school as required by ministry regulations;
- Communicate regularly with their children's school;
- Ensure the basic needs of their children are met-making sure that their children are well nourished and well rested when they go to school; and
- Support their children's teachers in their efforts to provide an education for their children.

### **TEACHERS**

It is the duty of a teacher to:

- Respect the rights of students;
- Teach diligently the subjects and programs of study prescribed in the Quebec Education Program (QEP), which are assigned to the teacher by the school board;
- Implement teaching strategies that foster a positive learning environment aimed at helping students achieve learning outcomes;
- Encourage students in the pursuit of learning;
- Monitor the effectiveness of the teaching strategies by analyzing outcomes achieved;
- Acknowledge and to a reasonable extent, accommodate differences in learning styles;
- Participate in individual program planning and implement individual program plans, as required, for students with special needs;
- Review regularly with students their learning expectations and progress;
- Take all reasonable steps necessary to create and maintain an orderly and safe learning environment;
- Maintain appropriate order and discipline in the school or room in the teacher's charge and report to the school principal or his/her delegate of any instance when the conduct of a student is persistently defiant or disobedient;

- Maintain an attitude of concern for the dignity and welfare of each student and encourage in each student an attitude of concern for the dignity and welfare of others and a respect for religion, morality, truth, justice, love of country, humanity, equality, industry, temperance and all other virtues;
- Attend to the health, comfort, and safety of the students.

#### **PRINCIPAL**

The principal is the educational leader of the school and has overall responsibility for the school, including teachers and other staff.

It is the duty of the principal to ensure that reasonable steps are taken to create and maintain a safe, orderly, positive, and effective learning environment.

#### **DIRECTOR OF EDUCATIONAL SERVICES**

It is the duty of the Director of Educational Services to maintain a safe, orderly, and supportive learning environment in all schools within the school board's jurisdiction.

#### **SUPPORT STAFF**

It is the duty of a support staff member to:

- Maintain an attitude of concern for the dignity and welfare of each and every student;
- Cooperate with the school board, director of educational services, school principal, teachers, students, and other staff members to maintain an orderly, safe and supportive learning environment;
- Respect the rights of students.

#### **GENERAL RESPONSIBILITIES AND POWERS OF SCHOOL BOARDS**

In accordance with the Education Act, a school board shall:

- Promote its schools as safe, quality learning environments and as community resources;
- Establish a student discipline policy consistent with ministerial guidelines;
- Develop policies and implement programs consistent with the Ministry of Education policies and guidelines respecting students who have been suspended for more than five days or expelled from school;
- Establish a policy for the protection of students and employees from harassment and abuse.

**ACCEPTABLE USE OF THE INTERNET POLICY AND CONSENT FORM**

Internet access is available to staff and students at Hemmingford Elementary School. We strongly believe that the Internet offers extensive, diverse, and unique resources to staff and students. Our goal in providing this resource is to promote educational excellence in our school by facilitating resource sharing, accessing up-to-date information and communication.

With this vast amount of information and connections also comes the availability of unwanted material that may not be considered of educational value in the school. The Internet, like any classroom or hallway, has rules of conduct that must be followed by everyone. It is the responsibility of the user to abide by these rules with the understanding that there will be consequences such as denied access to the Internet for breaking these rules.

**INTERNET USE POLICY**

I agree to respect the following rules for on-line safety:

- I will not reveal my personal address or phone number or those of any friends or colleagues.
- Messenger-type web sites are not allowed to be used on school computers (MSN, chat rooms, etc.).
- I will tell my teacher and my parents/guardians right away if I come across materials that are not in keeping with the school's standards.
- I will never send a person my picture or anything else without checking with my teacher and parents/guardians.
- I realize that all electronic mail (e-mail) is not guaranteed to be private.
- I will not purposely damage the computer or network in any way.
- I will not visit any inappropriate sites and if I am not sure, I will ask an adult.
- I am prepared to be held accountable for my actions and lose my privileges if the Rules of Acceptable Use of the Internet are not followed.

I have discussed the rules of acceptable use of the Internet with my parents and have their permission to use the Internet at Franklin Elementary School.

STUDENT'S NAME \_\_\_\_\_

CLASS \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**RULES OF CONDUCT & SAFETY**

I have discussed the Rules of Conduct & Safety with my child.

STUDENT'S SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE \_\_\_\_\_

TEACHER OR PRINCIPAL'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_