

**Mission Hill Elementary School**  
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Principal: Ms. C. Johnson  
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We are **PROUD!**



Promoting learning through **R**espect, **O**pportunity,  
**U**nderstanding & **D**iversity

# Mission Hill Elementary Code of Conduct

## Mission Statement

*“At Mission Hill, we the school community, value our cultural diversity and the uniqueness of each child, and work together to provide a caring place where self-esteem, social responsibility, physical well-being, intellectual development, and a joy of lifelong learning are value and fostered.”*

## Our Purpose

To ensure that all members of our school community share a commitment to maintaining a **safe, caring and orderly school** by treating others with respect and promoting a **safe** and **positive** learning and working environment at all times.

## Statement of Philosophy

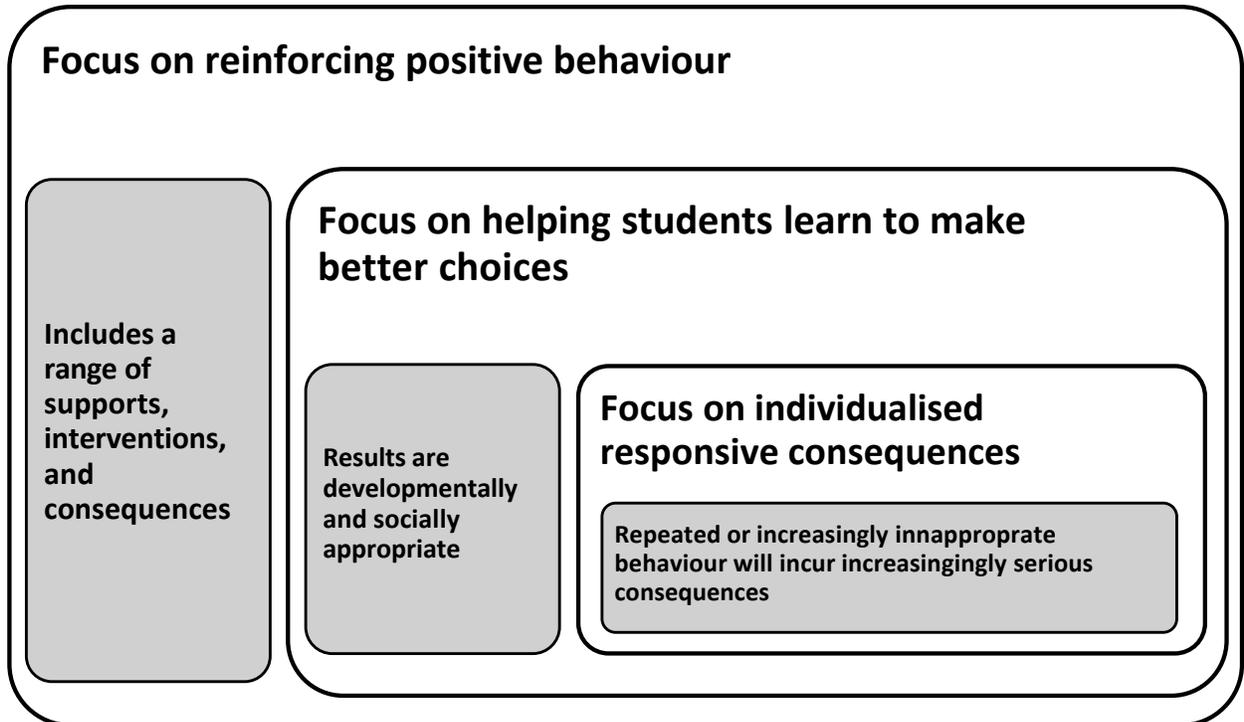
Our goal is to enable all learners to develop their individual potential and to acquire knowledge, skills and attributes needed to contribute to a healthy, democratic and pluralistic society and a prosperous, sustainable economy. Our school strives to ensure that differences among learners do not impeded their participation in school, their mastery of learning standards or their ability to become contributing members of society. We strive to create and maintain an environment that supports student achievement by removing barriers to optimal learning. Mission Hill Elementary promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – **prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation** – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

## Code of Conduct Founding Principles

- Focus on prevention of problems by using school-wide efforts to **build community, communicate** and consistently **reinforce** clear expectations of acceptable conduct
- **Teach, model** and **encourage** socially responsible behaviours and to solve problems in peaceful ways, value diversity and human rights
- Respond to incidents in a fair and reasonable manner with the intention of **repairing** harm, **strengthening** relationships and **restoring** a sense of belonging

## **Progressive Discipline Model**

At Mission Hill Elementary we follow a progressive discipline model in order to reinforce positive behaviours with our students and to help them learn to make increasingly positive choices. Discipline is a practice of self-improvement with support.



Every student shall be subject to the Code of Conduct while on the school premises, going to and from school and while at school sponsored games, events and functions whenever and wherever held. These expectations also apply beyond these times, to any behaviour, including on-line, that negatively impacts the safe, caring or orderly environment and values of the school.

The school will treat seriously any behavior or communication that discriminates based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code).

Mission Hill Elementary staff will maintain student confidentiality wherever possible; however, in cases where it is unavoidable as required by policy and/or law, other necessary parties will be informed.

## Expected Conduct

*All members of our school community are expected to act respectfully, responsibly, and safely at all times.*

I demonstrate acceptable conduct by showing RESPECT in the following ways:



### Learning

- I take ownership for my learning and my behavior
- I give my personal best in all I undertake
- I contribute to an atmosphere that is conducive to learning
- I attend punctually and am prepared for class
- I follow school procedures and expectations
- I am mindful of learning and teaching differences
- I recognize and celebrate growth in myself and others



### Self and Others

- I contribute to an environment where everyone can feel safe and comfortable
- I am polite, kind and helpful
- I respect cultural and individual differences
- I respond politely to requests made by staff
- I take responsibility for my actions
- I manage conflict and problem solve in a non-violent, peaceful manner
- I use acceptable and appropriate language in all settings
- I inform or warn an adult in a timely manner of an unsafe individual, behaviour or situation
- I try to resolve problems peacefully and I seek help from an adult if I am unable to
- I dress in accordance with our school being a place of learning and work
- I follow safety rules and expectations of **all** staff including **all** supervisors



### The Environment

- I treat all things as if they are of personal value
- I respect others' needs to use facilities, materials and equipment
- I keep lockers clean
- I maintain a clean environment using garbage cans and practicing recycling
- I treat the belongings of others with regard and care
- I inform an adult in a timely manner of spills, property damage, or vandalism
- I show respect and maturity to all neighbours, both residential and commercial, and conduct myself in a manner that maintains a positive relationship with our community

## **Before School**

In the morning, upon arrival students will either keep their back pack with them or place their back pack in an area designated by their teacher. They are expected to stay outside until the bell rings unless they are going to Breakfast Club. When the bell rings the students will line up and their teachers will bring them into the building.

- a) Students are asked to remain outside in the morning until the 8:25 warning bell rings.
- b) We discourage parents from dropping their children off before 8:05 a.m. as there is no supervision before that time.
- c) During extreme weather conditions or when it is  $-12^{\circ}$  C or colder, students are allowed inside.
- d) Kindergarten students are to enter into the kindergarten courtyard and wait with their adult until the bell rings.
- e) Teachers may choose to arrange to meet specific students and directly supervise them in their classroom in the morning.

## **Recess**

All students are expected to go outside for recess. Teachers must provide permission to allow students stay in the classroom for specific purposes for that recess. Students staying in must have clearly **written permission from a staff member** for the supervising staff members to see. Students will line up outside at the end of recess to be brought back into the building by their teacher.

## **Lunch Hour**

Students will go outside when their teacher dismisses them at 12:15pm. Students will come in to eat their lunches when the bell rings at 12:40pm. Students will come in promptly when the lunch bell rings. Students will eat their lunches in their classroom in an appropriate manner. Students staying in over the lunch break must have clearly **written permission from their teacher** for the supervising staff members to see. Students may not leave the school grounds without permission from the office staff.

## **Hallways**

Students will walk and move quietly, keeping to the right, when in the hallways.

## **Washrooms and Water**

- a) Before school and during breaks and with permission from a supervisor, students can use the washroom or get a drink of water.
- b) Before school and during breaks and with permission from a supervisor, students should use the washrooms next to room 5 in the main hallway of the school. When outside, students needing to use the washrooms will ask permission from an adult supervisor and enter the school one at a time.

## **After School**

Students are expected to leave the school property immediately after school unless they are involved in an activity supervised by school staff.

## **Inclement Weather**

Our guideline for making a decision on "IN" days during cold weather is -12° C or colder. An "IN" day may also be initiated during other extreme weather conditions. Students are expected to dress appropriately for being outside each day.

## **Clothing**

Clothing and accessories should be appropriate for the school learning and workplace environment. Students who are not dressed appropriately for the learning and workplace environment will be asked to change. All hats are to be removed when entering the building. PE classes require students to wear non-marking running shoes for safety and hygienic reasons. During wet or snowy weather, students, staff and families and guests are expected to remove wet and winter footwear at the door. Students must wear clean non-marking footwear inside the school.

## **Bussing**

Students will wait for their buses in a safe manner, in the appropriate area, and will follow the instructions of the supervisors. Inappropriate behaviour on the bus, or while getting on or off the bus and at bus stops may result in a loss of bus privileges. Students who are not registered for school bus transportation are not permitted to wait in the bus waiting area after school.

## **Personal Electronic Devices (e.g. cell phones, iPods, etc.)**

We recognize the use of cell phones and personal devices as a common way of communication these days; however, we feel students at Mission Hill have adequate access to the student phones when they need it so we encourage that cell phones and personal devices remain at home. Students that bring technology to school are expected to power off and store devices in their lockers/backpacks or the school office for the duration of the school day. Personal devices are expected to remain powered off until students leave the school property. Personal devices found with a student during class times will be held at the office for parents/guardians to pick up. Students are not permitted to take pictures with any personal devices at school. The school will not be liable for lost, stolen or damaged electronic devices.

## **Other Items**

Students are not to bring items to school that create a mess or a disturbance (ex. gum, sunflower seeds, liquid 'whiteout', Pokémon cards, etc.). Games or activities resulting in recurring problems between students are not appropriate. Generally, please leave toys/games or messy items at home.

## **Use of Student Telephone**

Students must have permission from a teacher or the office in order to use the phone. Student use will be limited as it is intended for minor emergencies only. We ask that parents pre-arrange after school plans and that the school be informed if needed. Ensure that your child is clearly aware of their afternoon arrangements in order to avoid needing to use the phone or requiring the school to call home to clarify after school arrangements at the end of the day.

## **Playground Expectations:**

1. Students are to take pride in Mission Hill and show respect for the property by not littering or vandalizing.
2. Students will follow the instructions of all supervising adults.
3. Rough play is not allowed. Games involving tackling or wrestling are not permitted.
4. Students will stay within designated play areas. Students will not play in the parking lot, in the bicycle rack areas, on the banks at the front of the school, or off of the school grounds. Students will not climb trees located on or near the grounds.
5. Students are expected to show respect for others. This includes taking turns, sharing, and inviting others to join in. Bullying, intimidation, fighting, racial slurs, gender slurs, cruel teasing (taunting), aggressive play, swearing and overt defiance are not acceptable behaviours at Mission Hill School.
6. Students will take turns on equipment and use the designated fields.
7. Students will leave dangerous objects on the ground alone (rocks, bark, branches, sticks, pine cones, broken glass, needles, etc.)
8. Students will leave potentially unsafe objects at home (toy guns, knives, etc.)
9. Throwing snowballs or “face washing” is not permitted.
10. Chewing gum is not allowed on school grounds or anywhere in the school.
11. Students are to end their activities and come in promptly when the bell rings.
12. Students will use crosswalks when crossing streets to enter or leave grounds.
13. Students walking home are to leave the school grounds immediately after dismissal each day.
14. During school hours, students will not leave the school or playground for any reason without direct permission from the office staff. A note signed by their parent/guardian must be authenticated by office staff.
15. If a ball does go out of the school grounds, students will get permission from a supervisor/teacher before going to retrieve it (over the fence, across the road, etc.)
16. All students riding bicycles, scooters, and skateboards, etc. to and from school must wear a properly fitting helmet.
17. Scooters, skateboards, and bicycles must be walked across school grounds and cannot be used on school property during the school day unless arranged by school staff and permission forms have been signed by parents/guardians.

This list is not exhaustive. Further expectations may arise throughout the school year and will be communicated to students, staff and parents as necessary.

# Mission Hill has *Zones of Regulation*

## What are The Zones of Regulation?

The Zones of Regulation is a systematic, cognitive behavior approach used to teach self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete zones. The Zones curriculum provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, managing their sensory needs, and improving their ability to problem solve conflicts. Staff and students at Mission Hill use the Zones approach as a common language throughout the school to help students identify which Zone they are in, what the size of the problem is, and what strategies to employ to get back into the Green zone

The **ZONES** of Regulation®

<b>BLUE ZONE</b> Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b> Happy Calm Feeling Okay Focused Ready to Learn	<b>YELLOW ZONE</b> Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b> Mad/Angry Mean Terrified Yelling/Hitting Out of Control

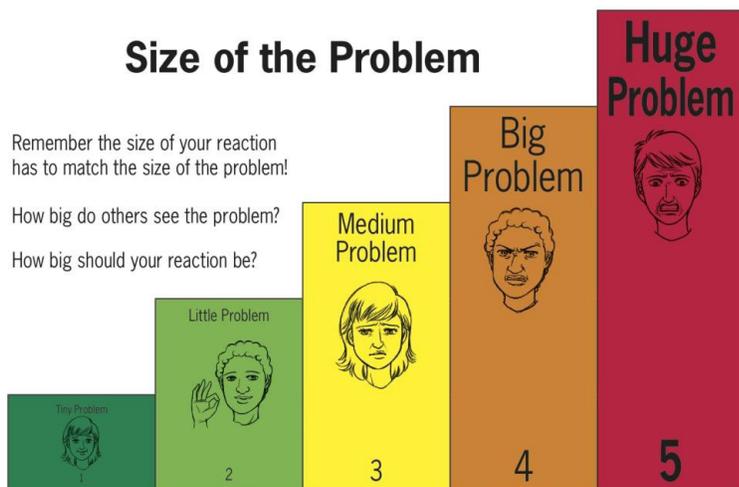
**W** Walk away

**I** Ignore

**T** Talk it out

**S** Seek help/ Supervisor

This chart helps our students build an understanding of how they are feeling in a situation and to develop vocabulary to be able to articulate those feelings in a positive way.



This chart helps our students to put problems into perspective. A small problem does not require a big reaction!

### Use Your WITS!

The WITS acronym helps students to remember the strategies to help them peacefully solve a problem. These do not need to be used in order and can be used in any combination. Students use their wits to know what might help



