

Dr. M.S. Hawkins Senior Public School  
Student Agenda 2016-17

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**This agenda belongs to:**

Name \_\_\_\_\_

Home Room No. \_\_\_\_\_

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**Welcome to Dr. M.S. Hawkins Senior P.S.**

Your agenda is a daily planner that provides you with everything you need to know to be successful at Dr. Hawkins. It outlines the Code of Conduct and provides daily spaces for you to track events, activities and homework assignments. The most important advice we can give you for success is to place high expectations on yourself, cultivate a positive attitude, show respect for self and others, get involved in many activities, develop new friendships and of course, have fun!

The Dr. M.S. Hawkins Senior Public School Guiding Principles are:

- Respect
- Responsibility
- Safety
- Excellence

***Our shared vision for all students is:***

*In an environment that is safe, secure and respectful, we provide programs and services that recognize the distinct characteristics and diverse needs of our students. Our goal is to enable all students to acquire knowledge, skills and experience that prepare them to become contributing and caring members of society.*

We look forward to learning with you.

## RECOGNITION OF ACHIEVEMENT

At Dr. M.S. Hawkins Senior P. S. we focus on student achievement. Our students have expert teachers who collaborate to provide the best teaching and learning environments possible. We offer many opportunities to recognize our students for their accomplishments.

Dr. M.S. Hawkins staff and students have four guiding principles: RESPECT, RESPONSIBILITY, SAFETY and EXCELLENCE. These four principles guide our actions and interactions in all aspects of school life.

### CHARACTER Makes a Difference at Dr. Hawkins.

We present awards for the KPRDSB character trait of the month at our Good News assemblies. The character traits are:

|                |              |
|----------------|--------------|
| Respect        | Fairness     |
| Responsibility | Initiative   |
| Honesty        | Perseverance |
| Integrity      | Courage      |
| Empathy        | Optimism     |

**ACADEMICS AWARDS** are presented at our awards assembly in June. The following are the categories in which students in both Grade 7 and 8 are recognized, based on their performance over the course of the year.

|               |                          |
|---------------|--------------------------|
| Language Arts | Geography                |
| Mathematics   | History                  |
| Science       | Physical Education       |
| French        | Leadership               |
| The Arts      | Outstanding Contribution |

**Honour Roll** standing is calculated in June. Students must have an overall average of Level 4 (over 80%) and no marks under 70%, averaged across each subject strand.

## SUPPORTS FOR STUDENTS

We provide a variety of services and programs to promote a caring and safe school community.

**CO-CURRICULAR ACTIVITIES** offer students many opportunities to pursue interests and to make new friends. Information about on-going activities is provided through the morning announcements and monthly newsletters.

**EQUITY AND DIVERSITY CLUB** allows members to share readings and ideas on the multi-cultural world we live in. This club also organizes spirit activities, dances,

assemblies and assists with Grade 6 student orientation activities.

**SUPPORT** is provided for students who need to talk about social interests or concerns in areas such as Anxiety, Self-Esteem, Separation and Loss, Anger, Relationships, Study Skills and Transition.

**COUNSELLORS** are available to students on request, to assist in problem solving and conflict resolution. Students may bring academic, social or personal concerns to their attention. Any issues indicating that there is serious risk to the student's health or well-being will be shared with parents.

## BELL TIMES

**Morning Entry: 8:25am**

Period 1 8:30 am – 9:20 am

Period 2 9:20am – 10:10am

Period 3 10:10am – 11:00 am

Period 4 11:00 am – 11:50am

**Lunch 11:50am – 12:50 pm**

Period 5 12:50 pm – 1:40 pm

Period 6 1:40pm – 2:30 pm

**Dismissal 2:30pm**

## HOMEWORK AND EXTRA HELP

Homework is a component of the grade 7 and 8 program. Homework can be expected when students have not used time provided in class to complete work. It is the student's responsibility to seek clarification about assignments, to complete them, and to submit them as directed. All teachers will provide **extra help** for students who are finding material challenging.

## ATTENDANCE PROCEDURES

Regular attendance is an expectation at Dr. Hawkins. The morning entry bell rings at 8:25 a.m. in order to allow students time to go to their locker. School hours are from 8:30 a.m. until 2:30 p.m.

## **SAFE ARRIVAL**

Safe arrival procedures require that a parent or guardian notify the school of student absences by leaving a message with the secretary or on the answering machine. Appointments during school hours require a signed note. Students are responsible for any assignments that they miss due to absence.

The school secretary will attempt to contact parents at home or at their workplace between 8:45 and 9:30 a.m., and after lunch if no information has been received regarding a student absence or late arrival.

## **LATENESS**

The morning entry bell rings at 8:25 a.m. and the afternoon entry bell at 12:50 p.m. Students are expected to be in class by 8:30 a.m. and 12:50 p.m. respectively. Anyone not seated by these times will be considered late and will be required to report to the office to sign in.

## **EVENTS**

Throughout the school year students may be involved in a variety of events and trips. Students who are not participating in off-site events and trips are expected at school during regular hours receiving instruction related to their grade and program.

## **INCLEMENT WEATHER PROCEDURE**

If there is a need to cancel school bus service or close the school during the winter, this will be announced on Radio Station Breeze 107.9 FM after 7:30am and on the STSCO website ([www.stsco.com](http://www.stsco.com)) after 6:30am. Families will need to know the bus route number(s) of their child(ren). Parents of bus students do not need to call in their children absent on "snow days". However, Parents of walkers who will not be coming to school on "snow days" do need to advise the school that their son/daughter are safe at home.

## **LUNCH RECESS PROCEDURES & EXPECTATIONS**

**Our school is a Peanut/Nut Aware School.**

Lunches are eaten in the cafeteria from 11:50am to 12:10pm. Polite eating habits and behaviour are expected. At 12:10, students have time to go outside or to the workroom until the entry bell at 12:50.

Students wishing to spend the noon hour off school property may do so with the written permission of their parents/guardians. Such permission may cover a period of time or give permission for a specific day. Once

students return to the school, they are expected to remain on property for the remainder of the noon hour.

If a student feels threatened either physically or emotionally while off school property, he/she is directed to return to the school and report to the Vice-Principal or yard duty staff immediately.

## **EQUIPMENT AND SUPPLIES**

### **LOCKS AND LOCKERS**

All students will be issued a locker for personal belongings. The school office sells Dudley combination locks for \$5.00. Students may also bring their own combination lock with a serial number on it. For safety and security, school personnel must be able to access lockers at all times. Locker numbers and lock combinations will be registered with the office.

### **INSTRUCTIONAL MATERIALS**

Textbooks, paper and other instructional materials will be supplied. Students are requested to supply their own pens, binders, pencils and pencil crayons.

### **TEXTBOOKS and LIBRARY BOOKS**

Textbooks and library books are school property. Students are expected to treat these respectfully, keeping them free of markings and graffiti. There will be a **replacement cost** for books that are lost or damaged.

### **CLOTHES FOR PHYSICAL EDUCATION**

All students participate in Physical Education classes as part of their regular program. For safety and comfort, students must bring shorts or sweat pants, t-shirts, running shoes, and socks for Phys. Ed. classes.

### **MUSIC**

All students have the opportunity to learn to play a brass or woodwind instrument. Maintenance and repairs are costly. Instruments must be handled safely and respectfully. Students who choose to play a woodwind instrument will be supplied with a maximum of three reeds providing damaged reeds are turned in. Additional reeds can be purchased for \$2.00 each at the school.

### **VALUABLES**

Expensive items should be left at home. Students carrying who choose to bring valuable items or money are encouraged to keep this information private. **The school cannot be held responsible for lost articles.**

## USE OF THE SCHOOL TELEPHONE

The school telephone is available to students for **emergency purposes**. These would include unexpected changes (e.g. practice cancellations, illness etc.). All arrangements regarding after-school activities should be made in advance.

## CODE OF CONDUCT

The Education Act, states the legal requirements of all students as follows:

### *1. A pupil shall,*

- (a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- (b) exercise self-discipline;
- (c) accept such discipline as would be exercised by a kind, firm and judicious parent;
- (d) attend classes punctually and regularly;
- (e) be courteous to fellow pupils and obedient and courteous to teachers;
- (f) be clean in person and habits;
- (g) take such tests and examinations as are required by, or under the Act, or as may be directed by the Minister; and
- (h) show respect for school property.

### *2. Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,*

- (a) on the school premises;
- (b) on out-of-school activities that are part of the school program; and
- (c) while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.

## RATIONALE

This school Code of Conduct is in accordance with the guiding principles of the Safe Schools Policy in order to create a common philosophy and understanding upon which safe learning and working environments can be maintained for all school community members. All students, parents, teachers and staff have the right to be safe, and feel safe in their school community.

## RESPONSIBILITIES

There are a number of corresponding responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

### *Everyone has the responsibility to:*

- contribute to making the school environment safe and conducive to learning/ working, free from discrimination, physical and/or psychological abuse;
- be a partner in the school community and to work cooperatively with each other; and
- model appropriate behaviour and support the code of conduct by upholding the standards of behaviour.

### *Each student has the additional responsibility to:*

- exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability;
- come to school prepared, on time and read to learn;
- show respect for themselves, for others and for those in authority; and;
- refrain from bringing anything to school that may compromise the safety of others

### *Teaching staff have the additional responsibility to:*

- help students work to their full potential and develop their self-worth;
- assess, evaluate and report student progress;
- communicate regularly and meaningfully with parents;
- discipline fairly and consistently in a manner in keeping with the Administrative Regulation on Discipline and the school code of conduct;
- be on time and prepared for all classes and activities;
- prepare students for the full responsibilities of citizenship;
- and safeguard students from persons or conditions which may interfere with the process of learning.

### *Parent(s) / Guardian(s) has/ have the additional responsibility to:*

- attend to their child's physical and emotional well-being
- show an interest in their child's work and progress
- communicate regularly with the school
- help their child be neat, clean, appropriately dressed and prepared for school
- ensure their child attends school regularly and on time;
- promptly report to their child's absence or late arrival

- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviours; and;
- partner with school staff in dealing with disciplinary issues.

## HAWKINS' CODE OF CONDUCT

- students must be allowed to learn,
- teachers must be allowed to teach,
- physical, verbal (oral or written), sexual or psychological abuse, bullying, or discrimination on the basis of race, culture, religion, gender, language, sexual orientation, or any other attribute is not permitted; and
- damage to property in the school environment including school grounds, school buses, on school excursions is not permitted; and

**\*Note:** The Principal may also apply these rules to student conduct outside the school when it negatively impacts on the school.

### Hawkins Guiding Principle #1: RESPECT

It is an expectation at Dr. Hawkins that our school environment is welcoming and positive for all. Respectful behaviours involves considering the thoughts and opinions of others, speaking in a polite tone of voice to peers and adults and accepting your peers for who they are.

| <b><i>Expected Student Behaviours</i></b>  | <b><i>Interventions / Consequences</i></b>  |
|--|---|
| <p><b>Dress</b> must be appropriate to school activities, comfortable and not offensive to others in exposure, cleanliness or message. Undergarments should not be visible. A good measure to remember for tops is "Lasagne straps are fine, but spaghetti straps are not". The length of shorts will be equal to that of the tip of your middle finger when arms are at your side. P.J.'s are also not appropriate for school wear.</p> | <ul style="list-style-type: none"> <li>- reminders</li> <li>-requests to change or reverse clothing</li> <li>-cover with Dr. Hawkins T-shirt</li> <li>-parental contact</li> </ul>  |
| <p>Demonstrate a <b>positive attitude</b> and <b>self-discipline</b>. Inappropriate language, excessive noise and Disruptive and amorous behaviour, are all considered inappropriate.</p>  | <ul style="list-style-type: none"> <li>-problem solving</li> <li>-parental contact</li> <li>-counselling</li> <li>-suspension</li> <li>-loss of co-curricular privileges</li> </ul> |

### ***Expected Student Behaviours***

### ***Interventions / Consequences***

Be **courteous** and **considerate** at all times towards students, staff, supervisors, and visitors. Follow instructions and directions from adults.

During **school assemblies**, be an attentive, polite audience member. Sit with your class, or where requested.

Treat equipment and materials belonging to the school, school personnel and other students, with consideration and care. Borrow materials only when permission is given. Return promptly and report any damages that you or others have done.

Leave all areas that you use clean and free of garbage. Students are expected to use appropriate eating manners when having lunch at school. Practise reusing, recycling and composting to reduce waste. Do not take food/ snacks out on to the campus.

Use computer technology as part of school programs only. Stay out of places not permitted to students e.g. teacher's files etc. Use programs given by – teachers only. Do not load programs from home on to the hard drive. Log on only under your own name.

Remain standing throughout the playing of the National Anthem and listen attentively to the announcements.

- reminders
- withdrawal from assembly
- problem solving
- loss of privilege

- clean-up
- parental contact
- monetary restitution
- suspension
- loss of co-curricular privileges
- possible police intervention

- reminders
- opportunities to practice appropriate behaviour such as assisting with clean-up in the cafeteria

- clean-up
- problem solving
- parental contact
- loss of computer access
- loss of co-curricular privileges
- reimbursement to pay for costs of repair or to replace damaged hardware or software
- suspension
- possible police involvement

- reminder
- time to practice expected behaviour
- write out expectations

## **Guiding Principle #2: RESPONSIBILITY**

It is an expectation at Dr. Hawkins that our school environment promotes and fosters learning for all. Every individual has the responsibility of monitoring their own behaviour and changing it to meet the expectations that allow learning and teaching to occur.

| <b><i>Expected Student Behaviours</i></b>   | <b><i>Interventions / Consequences</i></b>  |
|---|---|
| Attend school regularly. If you are late or absent for any part of the day, parents must provide a signed note or call the school.                              | -three unexcused "lates":<br>20 minutes office problem solving<br>-unexcused "absence":<br>(i.e. truancy) time to be made up, parental contact, loss of co-curricular privileges<br>-possible involvement of Retention Counsellor |
| Be on time for all classes and be prepared to participate by bringing the necessary materials. (i.e. agenda, pen, pencil, books, assignments etc.)              | -teacher-student conference<br>-problem solving<br>-parental contact<br>-referral to office   |
| Materials or objects that interfere with teaching and learning should not be used in the school (i.e. MP3 player, iPod) unless permission is given by teachers. | -confiscation<br>-review expectations<br>-problem solving<br>-parental contact  |

***Cell Phones are NOT to be used at school.***

## **Guiding Principle #3: SAFETY**

It is an expectation at Dr. Hawkins that our school environment is safe and non-threatening for all.

Therefore, we must interact in a peaceful manner to ensure an environment that is free from threats of personal harm both at school and on the way to and from school. Abuse (whether physical, verbal-oral and written, sexual or emotional), bullying, and discrimination are unacceptable behaviours.

| <b><i>Expected Student Behaviours</i></b>   | <b><i>Interventions / Consequences</i></b>   |
|---|--|
| Play safely. Discourage others from instigating rough play, rumour or other action which may cause another person to feel threatened or humiliated. | -review expectations<br>-problem solving<br>-referral to office<br>-counselling<br>-parental contact<br>-loss of co-curricular privileges<br>-suspension |

### ***Expected Student Behaviours***

### ***Interventions / Consequences***

|  |   |
|--|---|
| Refrain from expressing threats, harassing, bullying or intimidating others.   | -review expectations<br>-detention<br>-parental contact<br>-referral to office  |
| Refrain from racial, sexual, religious or ethnic slurs, put-downs and rude gestures.   | -loss of co-curricular privileges<br>-suspension  |
| Dangerous or illegal objects are not allowed at school (eg. Lighters, matches, knives, firecrackers, stink bombs, etc.).   | -confiscation<br>-parental consent<br>-detention<br>-possible police involvement  |
| Avoid involvement in anyway with <b>tobacco, alcohol, drugs, solvents</b> . You must not be in possession or under the influence of such substances while on school property, at school activities, in school-supervised areas or on school buses. | -confiscation<br>-parental contact<br>-suspension<br>-possible police involvement<br>-possible involvement of Tobacco Enforcement Officer |
| Outside clothing (i.e. coats, hats, mitts), are not to be worn in class or halls and are to be stored in your locker.  | -reminders<br>-hats, taken away for a period of time<br>-parental contact<br>-reminder, confiscation<br>-problem solving                  |
| Only skateboards, and, scooters that <b>FOLD</b> , are allowed at school and must be kept in lockers, not the office.  | -reminders<br>-parental contact<br>-loss of privilege   |
| Students must remain on school property at all times unless they have submitted written parental permission to the office.   | -problem solving<br>-parental contact   |

## **Guiding Principle #4: EXCELLENCE**

It is an expectation at Dr. Hawkins that we strive for excellence in our personal endeavours, group activities, and in service to others.

### ***Expected Student Behaviours***

### ***Interventions / Consequences***

|  |  |
|--|--|
| Complete class assignments and homework, prepare for tests, participate in class, and make a diligent effort at all times. | -extra help<br>-parental contact<br>-referral to office<br>-problem solving<br>-loss of privileges |
|--|--|

### ***Expected Student Behaviours***

Behave in a manner that will bring credit to yourself, your school, and your community, when participating in school related activities and when off-campus during the school day. As members of a school community, exercise your responsibility to behave responsibly and encourage others to do so as well.

### ***Interventions / Consequences***

-review of expectations  
-parental contact  
-loss of co-curricular privileges  
-suspension

bus, on the way to and from school, on the yard, in the lunch room, being late). These problem solving opportunities are served during the noon hour recess. At this time students complete a "Problem Solving Worksheet" to develop an action plan. Parents will only be contacted if a student begins to accumulate a number of these worksheets. This gives students the opportunity to demonstrate ownership in, and responsibility for, problem solving and improved behaviour.

## **THE DISCIPLINE PROCESS**

### ***INTERVENTIONS BY TEACHERS***

The teacher has the responsibility to maintain order and fair, firm, and consistent discipline with students. All students are responsible for their behaviour to any teacher or supervisor in the school. Teachers keep records of student behaviour which indicate the types of behaviour demonstrated and any interventions or consequences that have been used.

### ***INTERVENTION BY SCHOOL ADMINISTRATOR***

**TRACKING FORMS** are used within our school to document the following types of behaviour:

1. Students who are not prepared to respond to the authority of the teacher despite various interventions and parent contact.
2. When the incident seriously threatens the physical or emotional well-being of others.
3. If the behaviour seriously interferes with the opportunity of others to learn and teachers to teach.

Tracking forms are forwarded to the Vice-Principal and will result in interventions/ consequences that reflect progressive discipline. Repeated incidents of inappropriate behaviour will result in consequences which are increasingly more severe.

**The Principal or Vice-Principal may modify this process, depending on the severity of the inappropriate behaviour.**

**PROBLEM SOLVING "detentions"** are assigned by the Principal or Vice-Principal for inappropriate behaviours that occur inside or outside the classroom (i.e. on the