# NHES Code of Conduct

Students, staff, and volunteers at NHES are expected to treat themselves and others with respect, as well as to respect personal belongings and school property.

The following rules are designed for everyone's safety:

1. Use of respectful and appropriate language is expected of everyone, at all times***.***

2. Circulation within the school should be in a calm and orderly manner.

3. At noon-hour and recess all students will go outside, unless they have a teacher's permission to stay in. ***When the weather is inappropriate for outdoor play, the school will decide to keep all students in. (Please make sure your child is appropriately dressed for the weather).***

4. The students must always stay within the playground boundaries.

5. **No one is to throw snowballs, rocks, or any other potentially dangerous object.**

6. If a student must leave the school premises, authorization must be emailed to Ms. Nathalie.

7. Individuals riding bicycles to school are to park them upon arrival and walk them up and down the hill.

8. **Appropriate dress is required at all times**. Students wearing revealing clothing or clothes with inappropriate words or images may be asked to change.

9. All students must wear a phys-ed uniform purchased at school and proper non-marking running shoes for physical education/sports.

10. Boots and outside shoes are to be removed and left in the basement. *Inside shoes are required inside the school.*

11. **Electronic devices are not permitted at school.**

Note: Good manners (please, thank-you's, removing hat when entering building, etc..) and courteous actions (opening doors for others, etc.…) are encouraged daily.

***I will do my best to respect these rules.***






**Discipline Procedures**

**Zero Tolerance** is in effect on situations where behavior is a danger to students or the teacher. In these cases, (weapons, extreme violence/hitting with fists) the student is referred to the administration immediately.

For other unacceptable behavior (swearing, rough housing, classroom disruption, etc.) the procedure is as follows:

1st WARNING: Student is given a formal warning about their inappropriate behaviour. They may be removed from the environment/situation if needed.

2nd WARNING: Student is given a 2nd formal warning about their inappropriate behaviour. Student must be removed from the environment/situation in order to reflect on their final warning. Student will be reminded by an adult of the ramifications of further incidents.

1st Incident: The student will meet with the Principal or Head Teacher regarding his/her inappropriate behavior. A consequence or loss of privilege will apply.

2nd Incident: An adult will send a letter home to the parents/guardians explaining the inappropriate behaviour/event that led to the adult intervention. The parent must sign the letter before the student is allowed back into class. A phone call home or email will be sent to the parents/guardians explaining that an 'Incident Report' is being sent home to be signed. A consequence or loss of privilege will apply.

3rd Incident: Student will receive an in-school suspension. A second letter will be sent home to the parents/guardians and a meeting must be scheduled before the student is allowed back into the school.

4th Incident +: The student will be suspended from the school and a referral to a Specialist will be made.





**NHES** - BEHAVIOR INCIDENT REPORT

Student:_____ Date: _____

Referring Staff:_____Time:_____

**Location:**

☐ Classroom ☐ Going up or down the hill ☐ Locker Area

☐ Playground ☐ Bathroom ☐ Cafeteria

☐ Gym ☐ Hallway ☐ Other _____

**Zero Tolerance:**

☐ Repeated swearing

☐ Weapons

☐ Extreme violence

☐ Fighting (hitting with fists)

☐ Other _____

**Unacceptable Behavior**

☐ Destroying property

☐ Defiance/Disrespect/Disruptive

☐ Inappropriate language/Teasing

☐ Physical contact (pushing, kicking, slapping)

**Trigger, what happened, other(s) involved…**

_____

_____

**Administrative Decision:**

☐ Discussion with the student

☐ Parent contacted

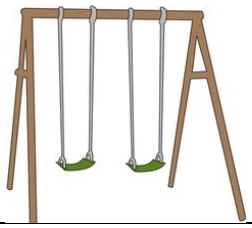
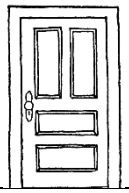
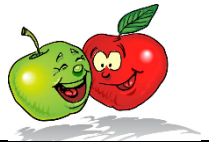
☐ Disciplinary Procedure:_____

☐ Next Step (if needed):_____

☐ Principal signature (if needed): _____

☐ Parent signature (if requested): _____

# Behavior we teach, model and insist upon at NHES
(trying to be the best we can be)

| NHES **Be**haviour | **Be** Respectful | **Be** Responsible | **Be** Safe |
|---|---|---|---|
| **On the Bus**   | -Stay in your seat<br>-Use quiet voices<br>-Keep hands and feet to yourself<br>-Mind your own business | -Keep the bus clean and in good shape<br>-Be on time<br>-Report problems to driver and school that day | -Stay in your seat<br>-Keep hands and feet to yourself<br>-Obey the driver<br>-Keep aisle clear |
| **outside**  | -Include others and be friendly<br>-Share and take turns<br>-Talk nicely<br>-Wait at the door quietly | -Come to the door as soon as the bell rings<br>-Follow rules and obey the supervisors<br>-Take care of equipment<br>-Wear appropriate clothing<br>-Report problems | -Play safely in proper area<br>-Use problem solving strategies to avoid conflicts<br>-Report problems |
| **Entrances and Exits**  | -Enter and exit quietly<br>-Remove your hat<br>-Wait patiently<br>-Be polite | -Come in promptly<br>-Wipe your feet<br>-Keep your locker tidy<br>-Close your locker<br>-Wear appropriate shoes | -Walk in hallway<br>-Keep hands to yourself<br>-Clear hallways quickly |
| **In Class**  | -Use inside voices<br>-Be kind and helpful<br>-Raise your hand and wait your turn to speak<br>-Follow directions quickly | -Look after school property and supplies<br>-Follow rules and routines<br>-Be prepared<br>-Try your best | -Keep classroom clean and tidy<br>-Wear inside shoes<br>-Listen to your teacher<br>-Respect other's spaces |
| **In the Cafeteria**  | -Use quiet voices<br>-Be patient and calm<br>-Sit in your seat<br>-Use good manners | -Bring healthy food<br>-Eat your own food<br>-Listen to supervisors<br>-Clean up your area | -No peanut products<br>-Wash your hands before you eat<br>-Enter and exit quietly |
| **At Assemblies**  | -Enter and exit quietly<br>-Be polite<br>-Sit properly | -Participate appropriately<br>-Respect others' space<br>-Support our efforts | -Keep hands and feet to yourself<br>-Listen to instructions |