



New Hazelton Elementary

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Student Monitor Handbook

2022-2023

Memo to: Student Monitors (formerly Noon Hour Supervisors)
From: Ms. Jan Thorburn, Principal
Date: September 2022
Re: School Start-up

Welcome Back to a new school year at New Hazelton Elementary School.

As school starts, most of the students will need to be reminded about behaviour and routines. As a school, we are trying to be proactive and stop misbehaviours before they start. Try to be on the watch for activities or behaviours that could lead to larger problems. All of the school rules can be summed up with the expectation that all students need to be respectful, kind and caring, responsible and safe. Additionally, we have updated the code of conduct so please use it as a guide.

As CUPE members you are required to follow these procedures if you are going to be away. General procedures are as follows in the event that a CUPE member will be absent:

- A. Enter your absence in SmartFind at least two hours before the school day begins.
- B. Leave specific information regarding name, school, date, expected length of absence, and position you work.
- C. Notify the principal stating a reason for absence (ext. 3028), or 778-202-7526.
- D. Remember to record absences on your time sheet in eServe.

If you have any questions or concerns regarding the students or the contents of this handbook, please do not hesitate to come and speak with me at any time. I look forward to working with you for the 2020-2021 school year.

NOON HOUR SUPERVISION

1. **Be visible**, wear the reflective vest, move around, and interact with the students while supervising classrooms and play areas.
2. Please remember to be very **positive and proactive**. Promote positive behaviors by encouragement and modeling.
3. We need to be fair and consistent when working with the students, assign appropriate consequences in order to correct behaviors.
4. If serious incidents occur, a Code of Conduct report must be filled out and brought to the attention of the principal or teacher-in-charge.
5. If a minor incident occurs, please respond to the problem immediately and if you feel you have dealt with it adequately, advise the principal after lunch. If you feel the matter needs further action, complete a Code of Conduct report and check off YES to further action required.
6. If the behaviour is **extreme and or frequent**, escort/direct the student to the Principal or designate immediately.
7. Students are not permitted to use cell phones in class or on the playground; teachers will remind them of these rules. Please consult with the Principal if there are concerns.
8. Confidentiality of information concerning the school is very important. Please respect the privacy of the staff and students at all times.
9. Please avoid criticism of any school personnel. If you have concerns please address them with the individual, and if unresolved speak to the principal.
10. Serious issues involving students, staff and parents must be dealt with appropriately. If you have a concern, speak with the principal or teacher-in-charge as soon as possible
11. Attend the bi-monthly meetings with the Principal scheduled for the first Monday of every other month before your shift, with the exception of September, first full day.

Please remember that modeling behaviour, being visible, moving around, and giving positive reinforcements are the most effective methods for creating safe and positive behaviour.



NEW HAZELTON ELEMENTARY SCHOOL

STUDENT MONITORS

LUNCH HOUR ROUTINE (JOB EXPECTATIONS)

12:00 – 1:00

Check for any updates or new happenings (posted on staff room communication clipboard near entrance or staff room white board). Make your way to your assigned classrooms at the bell.

The Principal or the teacher-in-charge will roam (monitor halls, classes and washrooms) by being visible and supportive to the Student Monitors when available.

12:00 Lunch first

Monitors will supervise students while they eat their lunch. Distribute lunch and establish a routine for what happens during this period of time. Instruct students to stay seated while eating. Encourage them to eat the nutritious parts of their lunches first. Monitor the students if they are going to the bathroom (suggestion: one at a time). Students should be instructed to “eat, clean up and read a book” until it is time for play. Some options after eating and cleaning up could be games, reading, puzzles, lego, etc. Consult with the classroom teacher about the routine you want to establish.

For students who do not have a lunch, direct them to Ms. McRae or Ms. Marshall.

Please see the schedule provided for your supervision location. It rotates every two months.

12:15

Students should be wrapping up their eating and visiting with friends. They should clean up, return their belongings to their back packs, and prepare to go outside.

12:20

After the outside bell goes, students and supervisors proceed outside. Supervisors make their way to the designated areas outside after the bell. The principal or designate will do a sweep through the building instructing all students to go out and play and ensure that the boot room is empty.

While outside, monitors focus on the general population. Supervisors circulate and engage in conversations and activities with students. Be proactive and preventive – if you spot a possible problem, go and discuss alternative activities and actions versus disciplining and correcting. Use a gentle, kind tone unless you have had to speak to a child or group of children more than once (in that instance, use a firm tone, give warning, and then feel free to assign consequences such as removal from the play area for a specified time). Students should always have a chance to reengage in the activity if they are able to change their behaviour. If the behaviour doesn't improve, direct the student(s) to the principal or the teacher-in-charge.

GOAL FOR 2022-2023:

Take the time to listen to the students' sides of the story and together determine next steps. Try as much as possible to react to the behaviour and not to the student. Speak to the students in a calm but firm voice. Discipline needs to be restorative in nature versus punitive.

At the point when a situation gets too much, and/or you feel you can't do the above, ask another NHS and/or the principal or teacher-in-charge to take over.

(During the colder months when it takes children a little longer to dress and undress, we will blow a whistle at 12:45 which gets the kids moving back into class).

12:48 First bell signaling return to class

Two monitors will ensure that all students come in the bootroom doors, and that all equipment is placed back in the play box, while the other two monitors will look after students at the back entrance. Students put away their outside shoes and clothing neatly in the boot room or cubbies and then proceed to their class.

Supervise students as they proceed to class – encourage children to proceed to class quickly and quietly. Please lock up the play box.

During the year, we will rotate supervisors to different areas and classes.

12:50 Last bell signaling instruction commencement

Document and/or discuss concerns or issues with the principal or the teacher-in-charge before leaving/ending shift.

1:00 Shift ends. Complete eServe bi-weekly for approval.



NEW HAZELTON ELEMENTARY CODE OF CONDUCT REPORT

OFFICE ONLY:
___ File only
___ File & Enter

Name of Student: _____

Date: _____ Time: _____

Location: classroom gym playground bus zone hallway off campus library washrooms boot room

Description of Conduct:

Referred by: _____

Parent/Guardian contacted: ___ YES ___ NO

Action taken by staff member:

Further action needed: ___ YES ___ NO

Received by: _____ Time: _____

Parent/Guardian contacted: ___ YES ___ NO

Action taken by the principal:

Follow up with staff: ___ YES ___ NO

Parent/ Guardian Signature: _____

Date: _____

Comments/Action taken at home:



NEW HAZELTON ELEMENTARY CODE OF CONDUCT

New Hazelton Elementary Students are RESPECTFUL

Some examples include:

- *Treat yourself and others with courtesy
- *Listen carefully to others
- *Behave and speak appropriately
- *Respect the privacy of others
- *Respect the feelings of others
- *Respect possessions and property
- *Appropriate online behaviour

New Hazelton Elementary Students are KIND & CARING

Some examples include:

- *Treat others the way you wish to be treated
- *Say and do kind things
- *Be polite
- *Be a role model and help others
- *Help when someone is hurt
- *Include others in work or play
- *Be kind online

New Hazelton Elementary Students are RESPONSIBLE

Some examples include:

- *Keep on task and use time wisely
- *Do your best in all you do
- *Be on time and organized
- *Contribute by doing your part
- *Clean up after yourself
- *Keep the school and grounds tidy
- *Share with others
- *Admit mistakes, apologize; make it right
- *Use the internet appropriately

New Hazelton Elementary Students are SAFE

Some examples include:

- *Move safely in and outside the school
- *Play safely
- *Look out for each other
- *Come inside when the bell goes
- *Report unsafe behavior, bullying, and inappropriate online activity
- *Get permission to leave the school

Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while at school, on route to and from school or at any school-sponsored function.

INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour can consist of, but is not limited to:

- Behaviours that interfere with the learning of others
- Rudeness, swearing
- Fighting
- Lack of respect for others, teasing
- Throwing objects (rocks, sticks, snowballs, school supplies, etc.)
- Defiant behaviour
- Running in the halls
- Littering
- Unauthorized leaving of school grounds
- Public displays of affection in a romantic or sexual nature
- Use of banned substances such as cigarettes, tobacco, e-cigarettes/vapes, drugs/alcohol
- Inappropriate online behaviour (harassment, bullying, rudeness, swearing, etc)

Forms of unacceptable conduct mentioned above are only some examples and not an all-inclusive list.

CONSEQUENCES

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, and maturity; and be restorative rather than punitive in nature.

Inappropriate behaviour typically has the following consequences:

- Review of expectations, timeout and/or school community service
- Review of expectations, loss of privileges and/or written assignments
- Parents informed
- Meeting with the parents
- Level 1 Suspension up to 5 days (in or out of school, or a combination of the two)
- Level 2 Suspension up to 10 days and referral to School District
- Consultation with police and/or fire department when warranted
- Expulsion

SAFE & CARING SCHOOL ENVIRONMENTS:

Are Free from Acts of:

- Bullying, cyber-bullying, harassment, and marginalization
- Threat and intimidation
- Violence in any form
- Abuse in any form

- Discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, gender identity or expression, ancestry, or national origin
- Retribution against a person who has reported incidents

Or Misuse of:

- Cyberspace/Cell Phones/Electronic Devices/Computers – students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts on the school environment.

And Do Not Tolerate the Presence of:

- Theft and vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers – All visitors to the school must first report to the office

NOTIFICATION

As circumstances warrant, the Principal has a responsibility to advise other parties following a behaviour incident:

- Parent of student exhibiting major behaviours (in every instance)
- Parent of student on the receiving end (in every instance)
- Superintendent, Safe Schools team member and/or other District Staff
- Ministerial agencies and/or School Liaison Officer (Police)
- School staff and school community as deemed appropriate by the Principal and District Administration

New Hazelton Elementary School's Code of Conduct has been structured to align with and adhere to the standards outlined in:

The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007

B.C. Human Rights Code, (SD 82 Policy No. 2125)

B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide* (Nov. 2008) and *Developing and Reviewing Codes of Conduct: A Companion* (Aug. 2007) both found at <http://www.bced.gov.bc.ca/sco/>