



# PRINCESS MARGARET SCHOOL

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Principal: Mrs. S. Kostecki • Vice Principal: Miss T. Scott

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September 9, 2014

Dear Parents, Guardians and Students,

Here at Princess Margaret School we have three expectations for all environments in our school. These are referred to as the three B's: **Be Safe, Be Respectful and Be Responsible**. A behaviour matrix has been developed based on feedback from staff and students. The matrix incorporates the expectations for all common areas of our school and on the school bus.

The expectations, for each area, have progressively been developed, introduced and implemented. All of the adults and students in our school have learned and are using the same expectations. The adults in our school include administration, teachers, educational assistants, lunch supervisors, custodians, secretaries, volunteers and any additional school staff member. All adults will assist students to demonstrate appropriate behaviour in our common areas. It is our goal that Princess Margaret School is a place where staff and students work together in a safe, respectful and responsible community environment. Students will learn and demonstrate responsible behaviours throughout the building and on the school bus.

Posters are found in the washrooms, hallways and classroom areas to act as visual reminders for washroom, hallway, lunch time and classroom expectations.

Please spend some time reviewing the attached Princess Margaret School Behaviour Expectations with your child at home. **Please complete and return the attached form to your child's Classroom Teacher by Tuesday September 16, 2014.**

Thank you for your continuous support and interest in your child's education.

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## Princess Margaret School Behaviour Expectations Agreement

We have read and discussed the expectations outlined in the school behaviour matrix. **Please complete and return the attached form to your child's Classroom Teacher by Tuesday September 16, 2014.**

Student's Name \_\_\_\_\_ Room \_\_\_\_\_

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Student Signature

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Parent/Guardian Signature

## Princess Margaret School – Behaviour Expectations

|  | <b>BE SAFE</b>   | <b>BE RESPECTFUL</b>   | <b>BE RESPONSIBLE</b>  |
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| <b>All Environments</b>                  | <ul style="list-style-type: none"> <li>-Be mindful of those with allergies</li> <li>-Keep hands and feet to self</li> <li>-Careful commuting in all areas</li> </ul>   | <ul style="list-style-type: none"> <li>-Use appropriate language and voice volume</li> <li>-Leave gum and all electronics at home</li> <li>-Include others, be cooperative and kind</li> <li>-Follow adult directions</li> </ul>                                   | <ul style="list-style-type: none"> <li>-Request permission to use washroom or get water</li> <li>-Clean up after yourself</li> <li>-Use garbage and recycling bins</li> <li>-Be on time, be prepared for learning and make good choices</li> </ul>   |
| <b>Assembly</b>                          | <ul style="list-style-type: none"> <li>-Walk in a single file to your designated row</li> <li>-Remain seated in a row</li> <li>-Keep hands and feet to self</li> </ul>   | <ul style="list-style-type: none"> <li>-Follow the silence cue</li> <li>-Listen attentively to presenters</li> <li>-Show appreciation in an appropriate manner</li> </ul>  | <ul style="list-style-type: none"> <li>-Enter and exit quietly</li> </ul>  |
| <b>Bathroom</b>                          | <ul style="list-style-type: none"> <li>-Wash hands with soap and water</li> <li>-Lights stay on at all times</li> <li>-Keep floors dry</li> </ul>  | <ul style="list-style-type: none"> <li>-Respect privacy</li> <li>-Keep your hands, feet and thoughts to self</li> <li>-Stay in your own stall</li> <li>-Use an indoor voice</li> </ul>   | <ul style="list-style-type: none"> <li>-Lock the stall door</li> <li>-Unlock the stall door when you leave</li> <li>-Do your business quickly, then flush</li> <li>-Leave as soon as you are done washing hands</li> </ul>   |
| <b>Classrooms</b>                        | <ul style="list-style-type: none"> <li>-Keep area clean</li> <li>-Wear proper footwear and ensure your laces are tied up</li> <li>-No sharing of food</li> <li>-Ensure that your teacher knows where you are at all times</li> </ul>   | <ul style="list-style-type: none"> <li>-Respect others' feelings/opinions</li> <li>-Respect others' belongings, work space, and supplies</li> <li>-Include others</li> <li>-Be a good listener</li> <li>-Raise your hand to speak</li> <li>-Use manners</li> </ul> | <ul style="list-style-type: none"> <li>-Push in chairs</li> <li>-Keep your work space and classroom areas tidy</li> <li>-Place your boots and shoes on the shelf</li> <li>-Follow instructions</li> <li>-Use time well</li> <li>-Look after your belongings</li> </ul>   |
| <b>Community</b>                         | <ul style="list-style-type: none"> <li>-Obey patrols</li> <li>-Walk your bike in front of the school</li> <li>-Stay with adults on field trips</li> </ul>  | <ul style="list-style-type: none"> <li>-Pay attention to presenters</li> <li>-Leave facilities as you found them</li> </ul>  | <ul style="list-style-type: none"> <li>-Represent your school well and make good choices</li> </ul>  |
| <b>Entering and Exiting the School</b>   | <ul style="list-style-type: none"> <li>-K-3 line up to enter</li> <li>-Carry equipment and bags</li> <li>-Walk slowly</li> </ul>   | <ul style="list-style-type: none"> <li>-Wait your turn to enter at assigned entrance</li> <li>-Use indoor voice</li> <li>-Remove outdoor footwear on mats</li> </ul>   | <ul style="list-style-type: none"> <li>-Promptly enter and exit building at bell through assigned doors</li> <li>-Put belongings away</li> </ul>   |
| <b>Gym</b>                               | <ul style="list-style-type: none"> <li>-Walk during entry and exit</li> <li>-Use equipment as directed</li> <li>-Start and stop on cues</li> <li>-Check personal space</li> </ul>  | <ul style="list-style-type: none"> <li>-Listen to and follow directions</li> <li>-Use respectful behavior in the change room</li> <li>-Practice fair play principles</li> </ul>  | <ul style="list-style-type: none"> <li>-Maintain self control in all activities</li> <li>-Change quickly and quietly</li> </ul>  |
| <b>Hallways</b>                          | <ul style="list-style-type: none"> <li>-Walk on the right hand side in single file</li> <li>-Walk slowly</li> <li>-Keep hands/feet to self</li> </ul>  | <ul style="list-style-type: none"> <li>-Walk silently in the halls</li> <li>-Keep hands off of the bulletin boards and walls</li> </ul>  | <ul style="list-style-type: none"> <li>-Carry supplies at your side</li> </ul>   |
| <b>Library and Computer Lab</b>          | <ul style="list-style-type: none"> <li>-Sit properly</li> <li>-Push chairs in</li> </ul>   | <ul style="list-style-type: none"> <li>-Use clean hands when using equipment and handling books</li> <li>-Use your indoor voice</li> <li>-Hands only on your own computer</li> </ul>   | <ul style="list-style-type: none"> <li>-Return books on time</li> <li>-Come prepared</li> <li>-Leave library and lab neat and tidy</li> <li>-Use equipment as intended</li> <li>-Hang up the headphone cord after use</li> </ul>   |
| <b>Lunch Eating Area</b>                 | <ul style="list-style-type: none"> <li>-Eat at your own desk</li> <li>-Eat only your own food</li> </ul>   | <ul style="list-style-type: none"> <li>-Be silent for attendance</li> <li>-Use your indoor voice</li> </ul>  | <ul style="list-style-type: none"> <li>-Clean up your desk</li> <li>-Put garbage in the garbage cans</li> </ul>  |
| <b>Office</b>                            | <ul style="list-style-type: none"> <li>-Walk to and from the office</li> </ul>   | <ul style="list-style-type: none"> <li>-Enter quietly</li> <li>-Wait patiently</li> </ul>  | <ul style="list-style-type: none"> <li>-Use phone pass for appropriate reasons</li> </ul>  |
| <b>Play Structure and School Grounds</b> | <ul style="list-style-type: none"> <li>-Play cooperatively</li> <li>-Use equipment and play structure as intended</li> <li>-If you have lost equipment, talk to an adult on duty</li> <li>-Talk through a problem, and if you can't resolve it, talk to an adult on duty</li> <li>-Use snow for building only</li> <li>-Keep hands and feet to self</li> </ul> | <ul style="list-style-type: none"> <li>-Follow the playground schedule</li> <li>-Include others</li> <li>-Share and take turns</li> <li>-Respect others' snow creations such as forts, snowmen, etc.</li> </ul>  | <ul style="list-style-type: none"> <li>-Return recess equipment to your classroom</li> <li>-Put garbage in garbage cans</li> <li>-When bell rings, walk quickly and line up</li> <li>-Play in your designated area</li> <li>-Assist others if you are able to</li> <li>-All outside items (stones, sticks, etc.) remain outside</li> </ul> |
| <b>School Bus</b>                        | <ul style="list-style-type: none"> <li>-Walk to and from bus</li> <li>-Stay in own bus line</li> <li>-Stay in seat</li> <li>-Keep food and drinks in backpack</li> <li>-Keep hands and feet to self</li> </ul>   | <ul style="list-style-type: none"> <li>-Listen to your patrol and bus driver</li> <li>-Obey bus rules in your line</li> <li>-Use indoor voice</li> </ul>   | <ul style="list-style-type: none"> <li>-Be on time and prepared for bus</li> <li>-Be responsible for your own belongings</li> <li>-Obey bus rules</li> </ul>   |