



PROSPECTUS

24 Newtown Barracks
Belize City
Belize
Central America
Telephone: 224-5383
Fax: 223-5670
hummingbirdes@gmail.com
www.hummingbirdelementarybelize.com



TABLE OF CONTENTS

Absence from School	11
Accreditation	5
Admission Policy	5
Attendance	10
Bag Search	22
Bathroom Accidents	16
Birthdays	14
Charges and Remissions	7
Children with Special Needs	7
Discipline Policy	19
Dismissal and Parking/Traffic and Parking	26
Electronics	15
Emergency Preparedness	25
Enforcement of Parental Compliance Policy	23
Enforcement of School Discipline Policy	21
Enrollment	5
Equal Opportunity Statement	5
Extra Curricular Activities	9
Goals	3
Grading	16
Hair	15
Health and Medicines	24
History	4
Homework	17
Jewellery	15
Make Up	15
Mission Statement	3
Parent/Teacher Association	24
Preface	3
Progress Reports	17
Raising and Resolving Complaints	23
School Accidents	25
School Books	16
School Communications	18
School Curriculum	8
School Holidays	11
School Hours	12
School Meals	13
School Organization	5
School Sports Uniform	15
School Uniforms	14
Sex Education	9
Snacks and Lunch Time	13
Unauthorized Items in School	24
Valuables	27
Water Bottle	15
Weather/Hurricane Preparedness	26



PREFACE

Dear Parent/Guardian & Student,

We hope that the information in this prospectus helps you and your child to understand and abide by the policies and procedures of our school. We are known within the community for our happy and friendly atmosphere, the good behavior of our students, our facilities and our excellence in progressive education. Our school aims to cooperate with parents in helping our students to realize their full potential as individuals. We hope that by standardizing our policies and procedures, students and parents will cooperate with us to ensure that Hummingbird Elementary School continues to meet the high standards we have set for ourselves. The staff of Hummingbird Elementary School is committed to making your child's time with us happy and fruitful. We hope that parents will feel very much a part of our school community.

Please note that formalizing policies and procedures is a dynamic process. The information in this prospectus document is subject to change at the discretion of the principal/director.

MISSION STATEMENT

Our Mission is to provide a progressive educational environment which inspires students to become life-long learners and responsible citizens, prepared to face a challenging world.

GOALS

The following goals contribute to the achievement of this mission:

- To provide a safe, comfortable facility, conducive to learning.
- To nurture happy, well-balanced individuals with alert, enquiring minds, self-respect and self-discipline.
- To expose children to a broad-based and challenging curriculum appropriate to the needs of each child.
- To promote collaborative and cooperative teaching and learning strategies.
- To teach age-appropriate content.
- To promote learning through application, not through memorization.
- To design testing to evaluate performance and not promote failure.
- To prepare students for the successful completion of Belize Primary School Examination (P.S.E.) and for advancement into high school.
- To assign instructors with the responsibility of imparting concepts and content on students.
- To advocate positive behavior and provide guidance for students.
- To encourage and celebrate the individual strengths and achievements of children and staff.
- To promote good behavior, courtesy, mutual respect and consideration for others within and beyond the school environment.
- To provide technology based instruction to expand learning and facilitate communication between students, parents and teachers.



- To keep abreast of current teaching methods and apply them to enhance teaching and learning.

HISTORY

Hummingbird Infant School was founded in Belize in 1983 by Mrs. Vasantha Ponnambalam. The total school body consisted of five students. By the end of that school year, the students numbered eighteen. The aim of the school was to create an environment which would be safe and spacious, with limited enrollment in each class, giving each child quality time with the teacher. Over the next five years the school slowly grew and began to offer levels of education from nursery to Standard I. The sound reputation of the school spread quickly and admissions began to rise. With the encouragement and support of the parents, Hummingbird Infant School became Hummingbird Elementary School in 2002 upon the completion of a new school building on the existing campus, affording it the ability to offer all levels of pre-school and primary school education, from nursery to Standard VI. Our school has a secure, fenced in school ground, classrooms with their own bathroom facilities, a computer lab, a school meal program and a variety of extra curricular activity programs. In 2004, Hummingbird Elementary School celebrated its first graduation of students from Standard VI.



SCHOOL ORGANIZATION

The school is staffed by the Director, Principal, Class Teachers, Teachers' Assistants, an Office Manager and an Accounts Manager. The Class Teachers are responsible for the children in their classes. Together, the Director, Principal and Class Teachers plan the development of the school. Individual Class Teachers are responsible for developing teaching plans in order to fulfill the national and school curriculum requirements, and these plans are reviewed on a weekly basis by the Principal.



ACCREDITATION

Hummingbird Elementary School is accredited as being in compliance of the standards set for primary school and pre-school by the Ministry of Education of Belize.



ENROLLMENT

In a given academic year, Hummingbird Elementary School enrolls between 220 to 230 students with a student teacher ratio of approximately 22.



EQUAL OPPORTUNITY STATEMENT

Hummingbird Elementary School is an equal opportunity provider of education. Discrimination and prejudice on the basis of race, religion, culture, gender, age, physique, origin or ability is neither practiced nor tolerated. We actively teach our children that it is their duty as citizens to recognize and combat any form of discrimination themselves. We embrace difference and diversity as it allows for the enrichment of our school community as a whole.



ADMISSION POLICY

Hummingbird Elementary School offers classes from Nursery through Standard VI. Parents/Guardians of pre-school and new children who are considering this school are invited to meet the Principal or Director to be shown around the school, providing space is available. Because space is limited, it is recommended that the required application forms for admission be submitted as soon as possible. These application forms are available at the school office during regular school hours or may be accessed from our website. Preference for enrollment will be given to children who have siblings already attending Hummingbird Elementary School. If space is unavailable, prospective students will be placed on a waiting list on a first-come-first-serve basis for consideration if a place opens up in the respective class.



The school's admissions policy for transfer students is on a case-by-case basis, depending on availability of space in the respective class. These students may be required to spend a day with their prospective teacher for evaluation and may be required to submit to testing in order to determine skills for appropriate placement in the school.

In keeping with our philosophy of learning, we will limit the class size. To ensure proper supervision and attention, the Nursery, Pre-Kindergarten and Kindergarten classes are staffed with assistant teachers.

Children are admitted as follows:

CLASS	AGE
Nursery	2- 2 ½
Pre-Kinder	3-3 ½
Kindergarten	4-4 ½
Infant I/Grade 1	5-5 ½
Infant II/Grade 2	6-6 ½
Standard I/Grade 3	7-7 ½
Standard II/Grade 4	8-8 ½
Standard III/Grade 5	9-9 ½
Standard IV/Grade 6	10-10 ½
Standard V/Grade 7	11-11 ½
Standard VI/Grade 8	12-12 ½

****Children should reach the stated age by the 31st of August of the current school year to be placed by age for appropriate grade level****

The school year runs from the middle of August to the middle of June of each year. There are three terms in each school year. A current school calendar will be posted on the school website at the beginning of each school year and will contain information with regards to the opening and closing dates of each term along with dates of public holidays, school vacation dates and other important school events.

****Children who are not toilet trained may not be eligible for admission****



CHILDREN WITH SPECIAL NEEDS

It is the philosophy of Hummingbird Elementary School to ensure that all children are treated equally. Admission of children with special needs is made on a case-by-case basis and children will be admitted to regular classes. We are committed to working with parents/guardians and other professionals to develop suitable individual education plans for these children. We do not employ teachers specifically trained in working with children with special needs; however, we are willing to do our best to meet the educational needs of all children.

Upon evaluation by the teachers and after all possible interventions are applied, the school will seek to advise parents to participate in initiating a referral process. Hummingbird school will also seek to obtain the assistance of specialists and organizations such as the National Resource Center for Inclusive Education (NaRCIE).



CHARGES AND REMISSIONS

Tuition/Term fees are non-refundable.

Annual fees are payable upon enrollment and are non-refundable. Annual fees for continuing students are payable in May of each year enrolled and are non-refundable.

Tuition fees are payable a week before the beginning of given term. Invoices for the new term fees are sent home with students during the last month of the previous term.

The management may, upon request, grant a grace period of up to a maximum of two weeks for the payment of tuition.



Students whose tuition fees remain unpaid for a period of one month after the term begins may be asked to remain at home until such outstanding fees are paid. The Director or Principal will notify the parent/guardian if tuition fees are delinquent

Annual Fees:	Nursery & Pre-K	Kindergarten	Infant I & II	Standards I & II	Standards III to VI
Registration fee	50.00	50.00	50.00	50.00	50.00
Material fee	525.00	525.00	525.00	525.00	525.00
Activity fee	200.00	200.00	200.00	300.00	300.00
Security fee	100.00	100.00	100.00	100.00	100.00
Computer class fee					300.00
Book fee	225.00	325.00	425.00	525.00	625.00
Total Annual fees:	1100.00	1200.00	1300.00	1500.00	1900.00
1st Term fee	700.00	850.00	850.00	900.00	900.00
2nd Term fee	700.00	850.00	850.00	900.00	900.00
3rd Term fee	700.00	850.00	850.00	900.00	900.00
Total Term fees:	2100.00	2550.00	2550.00	2700.00	2700.00



SCHOOL CURRICULUM

The Ministry of Education of Belize develops the National Curriculum with the goal of satisfactory completion of the Primary School Examination (P.S.E.) in Standard VI. With this in mind, over the course of their matriculation, students at Hummingbird Elementary School receive education in the following core subjects:

- English Language
- English Phonics
- Mathematics
- Reading & Comprehension
- Science



- Social Studies
- Spelling
- Spanish
- Computer Science
- Music Education
- Art Education
- Physical Education

Reading is taught using a combination of approaches including phonics and sight methods.

School field trips are planned accordingly for students in Standards I through VI.

Beginner's Spanish as a second language is taught to all students in Standards I through V.

Hummingbird Elementary School is a non-denominational school and as such does not include Religious Studies as a part of the core curriculum. Extracurricular religious classes are offered to students wishing to receive the sacraments of First Holy Communion in Standard III and Confirmation, in Standards IV and V.

Life Skills, morals and values are integrated and delivered consistently through our core curriculum.



SEX EDUCATION

Sex education is integrated within the science curriculum in the upper division and children's questions are answered honestly and directly as befits the age and maturity of the child. All children are encouraged to feel that they can speak freely to staff members.

Hummingbird Elementary School's program of personal, social, family and health education encompasses such elements as change from birth to adulthood, hygiene self-care practices, goal setting, conflict resolution and relationship building. The program is designed to inform both boys and girls about the physical, social and emotional changes which affect both and the need for particular attention to be paid to general health and hygiene. These discussions are held in mixed gender groups.



EXTRA CURRICULAR ACTIVITIES

Hummingbird Elementary School offers several extra curricular school programs for students. These programs may vary according to interests and expertise of the current staff. Extra curricular activities are organized so that children may use their leisure time in a positive and constructive way. Participation in sports teaches valuable life skills lessons and promotes healthy lifestyle.



All children in classes Standard I to Standard VI are encouraged to participate in extra curricular activities regardless of their skill level.

Examples of extracurricular activities are:

- Volleyball
- Football/Soccer
- Tennis
- Table Tennis
- Basketball
- Dance
- Arts & Crafts
- Chess
- Guitar

Parents/Guardians are encouraged to help their child decide which club will be appropriate. Encourage him/her to choose a club that suits his/her ability, talent and one that is of interest to him/her. Clubs will be limited in size therefore children will be signed up on a first come first serve basis.

All clubs are gender friendly. We encourage the boys to participate in dance, Art & Crafts etc. and the girls in sports. Guitar and Table Tennis clubs are open to students in Standard III, IV & V only. Children will be escorted to sport club venues – parks (Lopez Mateo or BTL), MCC Grounds, or Pickwick Club by teachers and/or the security officer.

Once students sign up and are accepted to requested clubs they are expected to attend all sessions and will not be allowed to change clubs. If there is a valid reason student will not be able to attend club session, notice by the parent must be forwarded to the office in advance.

Parental participation is vital to the development and offering of extracurricular activities and parents are encouraged to speak with the Principal if they have expertise in an extra curricular activity and would like to volunteer their time.



ATTENDANCE

Students are expected to be in their respective classrooms no later than 7:45 in order for classes/teaching to start promptly at 8:00 a.m. Parents may accompany the student, send a written excuse or call and notify by phone if there is a valid reason for tardiness and those students must report to the office to receive an excuse slip authorized by the principal to be forwarded to class teacher. Students who are consistently late may be asked to serve detention after school.

Children will not be allowed to leave until classes are dismissed. Permission to leave early may only be approved upon consulting with the principal.



ABSENCE FROM SCHOOL

Hummingbird Elementary School is accredited as a Primary School by the Ministry of Education of Belize, therefore, any child absent for a total of three weeks in a school year, may not be promoted to the next class.

If a child is absent from classes, please inform the school in person, via telephone, email or in writing. If a child is absent or excused from a regular school session, the responsibility shall fall on the parents/guardians, to make the necessary arrangements to pick up books/materials and homework after school from class teacher and ensure that their child completes all assignments and tests that were missed. Parents are advised to communicate with teachers to make the necessary arrangements.



SCHOOL HOLIDAYS

Parents/Guardians are advised to plan your vacations and trips around the school holidays. Children will not be excused from school to take vacations or attend trips with parents. If there is a valid reason students may need to miss school the principal must be informed of the situation in order to authorize excuse for absence. The school calendar may be accessed on the school website at the beginning of the given school year.

All students are expected to participate in the sports day and the variety show.

Each year, the Government of Belize designates when national holidays will be celebrated, and as such dates will vary from year to year, however, a general holiday schedule is as follows:

St. George's Caye Day	September 10 th
Independence Day	September 21 st
Pan-American Day	October 12 th
Garifuna Settlement Day	November 19 th
Christmas Vacation	approx. 3 weeks
Baron Bliss' Day	March 9 th
Easter Vacation	approx. 2 weeks
Labor Day	May 1 st
Commonwealth Day	May 24 th
Summer Vacation	approx. 9 weeks



SCHOOL HOURS

Classes are off-limits to parents/guardians between 8:00 am until dismissal. If you wish to pass a message or leave an item for your child, you may do so at the office and we will pass it on to his/her classroom.

Regular school hours are as follows:

CLASS	HOURS
Nursery & Pre-Kinder	7:45 am – 11:30 am
Kindergarten, Infant I & Infant II	7:45 am – 1:00 pm
Standard I – Standard VI	7:45 am – 2:00 pm

Parents are welcome and encouraged to visit the classroom or with the class teacher frequently **after** school hours however, teachers have designated professional development meetings dates twice a week and may be assisting with running a club once a week and will not be available to meet with parents on those days. Teachers will inform parents of days they will be available to meet at the beginning of the school year. If parents need to meet with the teacher urgently they may call the office and schedule a special meeting.

In preparation for the P.S.E. and at the discretion of the class teacher, school hours for Standard VI may be extended until 3:00 pm daily. Students may be asked to attend Saturday classes from 8:30 am – 11:30 am and may be requested to return to school earlier after the Easter weekend. Parents/guardians will be notified when these schedules are initiated.

Hummingbird Elementary School is responsible for the supervision of students during the school hours of 7:15 am to half an hour after designated dismissal time.

****The school will not be responsible for students who either come to school before 7:15 am or who are picked up later than half an hour after designated dismissal time. The school compound is locked and security departs at 4:00 pm****



SNACKS AND LUNCHTIME

School snack/lunch times are as follows:

CLASS	HOURS
Nursery	9:30 am
Pre-Kinder & Kindergarten	10:00 am
Infant I & Infant II	11:00 am
Standard I – Standard III	12:00 noon – 12:25 pm
Standard IV- Standard VI	12:00 noon – 12:25 pm

Parents are **required** to send a snack with students in Nursery to Infant II. Please send healthy foods for snacks. Soft drinks are not allowed.

Students in Standard I to VI may bring their lunch with them, order from menu provided by the school or parents may drop lunch off for students with school personnel. Parents who choose to drop off or deliver lunch must do so no later than 11:45 a.m. and all packages must be marked clearly with child's name and class. Please note that lunch time is only twenty five minutes and students need to be ready to continue with scheduled program on time after lunch.

Chewing gum and hard candy are not allowed in school.



SCHOOL MEALS

Hummingbird Elementary School offers a meal program for all students from Standard I to Standard VI. On average, meal costs range from \$8-\$12. Our staff has worked with the meal providers to create a menu which offers a variety of choices for children. Every morning a sign-up sheet is passed around to each classroom and children are allowed to choose from a variety of meals. Meals are then delivered at lunchtime. Meals must be paid for at the time of purchase.

Fresh squeezed orange juice and pack juices are available for purchase at the school office during lunch time for students in classes Standard I to Standard VI.



BIRTHDAYS

Birthday parties will not be allowed in school nor will teachers be responsible for distributing invitations.

Parents are permitted to bring cupcakes only, to be consumed **only** during lunch time or snack time, for children's birthdays upon the expressed approval of the principal. These must be brought to the school office and will be distributed by the staff.



SCHOOL UNIFORM

Children are required to wear uniforms to school daily. Uniforms provide our children with a sense of belonging to the 'school family'. When in school uniform our children are encouraged to conduct themselves during and outside of the school day according to the values we promote at school. In this way our school uniform helps us to encourage good manners, respect and consideration for others in the wider community.

Details of the uniform are as follows:

Girls

- White Polo Shirt
- Plaid skirt
- White Socks (3" above the shoe line)

Boys

- White Polo Shirt
- Khaki pants (long or short)
- White Socks (3" above the shoe line)

Uniform polo shirts are ordered through the school only. And only these authorized polo shirts will be permitted as the official uniform. At the end of the school year, uniform order forms are sent to parents and are also available on the website for your convenience. Boys are to wear Khaki pants. Cargo pants or pants with big pockets are inappropriate. If you are not sure of the color or style, you are advised to check with the office. Material for girls skirts may be purchased at Mikado Store on Albert Street or Simon Quan Store on Queen Street. The uniform skirt pattern is provided by the school and may be found on the school website. Hem of skirts must be below the knee. Only black, white or brown sneakers/tennis or rubber soled, closed shoes may be worn to school. Heels of shoes should not be more than 2" in height. Party shoes and open sandals may not be worn at any time. Socks must be visible at least 3" above shoe line.



In order to maintain the logo and brightness of your child's polo uniform shirts please do not wash in bleach. Instead we recommend Tide Bleach Alternative. To treat stains, there are cleaning agents such as Shout that you may apply directly to remove stains.

Children are expected to wear clean and properly fitted uniforms to school daily.

HAIR

Girls who have long hair need to ensure it is tied or braided securely for school. Girls are not allowed to wear hairstyles that allow hair to fall onto the face.

Boys are required to have short haircuts.

Students are not allowed to dye or color hair.

JEWELRY

The only items of jewelry that may be worn to school by children are standard wristwatches. Girls may wear small, simple, stud type earrings. Necklaces, bracelets, bangles, rings and other items may not be worn to school.

Any inappropriate or extravagant items of jewelry may be confiscated by school staff during school hours and parents will be asked to pick up from the principal.

ELECTRONICS

Cell phones or any other electronic devices are prohibited on campus.

WATER BOTTLE

All students are required to bring a water bottle no larger than 500 ml daily. We have water coolers and children are allowed to fill water bottles periodically.

MAKEUP

Use of makeup, nail polish or tattoos is strictly prohibited.

SCHOOL SPORTS UNIFORM

Sports uniforms should be worn on days specified by the class teacher, which include PE days and extra-curricular sporting days.

Sports uniforms consist of the official Hummingbird Elementary School T-shirt and shorts. These may be purchased at the school office as needed.

Children must wear tennis/sneakers shoes on P.E. day.





BATHROOM ACCIDENTS

Parents/guardians with children in the nursery and Pre-kinder and Kindergarten class should provide the class teacher with a change of clothes that can be used if a bathroom accident occurs in school.



SCHOOL BOOKS

Hummingbird Elementary School charges an annual book Fee. This fee covers purchase of all workbooks and stationary and rental of all textbooks and readers from the school. Workbooks become the property of the student; however, textbooks and readers remain the property of Hummingbird Elementary School.

The child is responsible for the care of all books in their possession. The school appreciates the cooperation of the parents to ensure that textbooks and readers are kept free from markings or drawings. All books must be covered and as a precautionary measure, please pack your child's snacks and juice in a separate bag so as not to damage any books.

All schoolbooks will be distributed by the class teacher on the first day of each school year. Basic stationary will be provided to students as needed throughout the school year by the class teacher. Therefore we discourage children from bringing stationary from home unless requested by the class teacher.



GRADING

The grading scale utilized by Hummingbird Elementary School for students in Standard I through VI is as follows:

LETTER GRADE	PERCENTAGE	INTERPRETATION
A	90% - 100%	Very good
B	80% - 89%	Good
C	70% - 79%	Satisfactory
D	60% - 69%	Unsatisfactory
F	Below 60%	Fail

Hummingbird Elementary School does not rank its students.



PROGRESS REPORTS

At the end of each term a progress report will be issued for all children from Kindergarten to Standard VI.

Children in the Nursery and Pre-Kindergarten level will be issued bi-annual progress report.

Parents/guardians will be notified of the dates and are required to attend each Report Card/Progress Report Day.

Parents are also invited to visit the classroom and discuss their child's progress as desired after school hours throughout the school year.



HOMEWORK

The purpose of homework is to:

- Extend learning and thinking activities beyond the classroom.
- Practice skills learned in the classroom.
- Generate independent research.
- Prepare for class participation.
- Develop study, time management and reflection skills.
- Nurture responsibility of actions and ownership of knowledge.
- Allow parents/guardians to be aware of the level and content of work the student is participating in.

Homework assignments are expected to be completed by the child, reviewed by the parent and returned to school on schedule. Homework assignments are expected to be completed neatly and with proper headings.

Parents/guardians are responsible for the review and study of notes and for reading with their child.

Hummingbird Elementary School encourages parents' interest, but the primary responsibility of the work is the student's. You help your child's confidence and sense of responsibility by allowing him/her to deal with forgotten work and gain the esteem and confidence that comes with submitting work on time.

Parents/Guardians are responsible for providing a place, time and materials (pencil/pen, eraser, ruler, crayons) necessary for uninterrupted study. Some students require more parental encouragement and supervision than others. Parental interest and discussion is always encouraged; parents are the child's first teachers. Should homework become a



“battleground” between students and parents, we urge parents/guardians to eliminate the Conflict and deal with it the next day. This is a fairly common issue and is usually easily mediated by the teacher in cooperation with the student and parents.

All children from Infant I to Standard VI are given an assignment book. All assignments and any comments or messages the teacher may have will be recorded in this book and signed by the class teacher at the end of each class day. **Parents/guardians are asked to check that all assignments have been attempted, write any comments or messages to the teacher and sign the book each day.** Assignments and notes will also be posted electronically on Edline’s class website.

Any problems the child exhibits with either the comprehension of a lesson or the completion of an assignment should be brought to the attention of the teacher as soon as possible.



SCHOOL COMMUNICATIONS

The school communicates with parents/guardians on a regular basis via email and through class websites hosted by Edline/Blackboard. All parents and students in classes Standard I to VI are forwarded an activation code which will enable them to access class websites. Parents are responsible to check school and class websites regularly for updates. Communications include messages and letters informing parents of upcoming events and schedules, permission slips for school trips. These will be forwarded to you via email therefore; it is extremely important that parents check their email daily and also advise the school if there is any change in the email address so we may update our data. School fee vouchers will be forwarded to parents via students or forwarded directly to parent. Disciplinary warning slips are issued to students who exhibit behavior contrary to the school’s standards. These slips must be signed by the parent/guardian, as a verification of receipt, and returned to the school. Parental compliance notices are issued to parents/guardians who are not compliant with the school’s standards. These slips must also be signed by the parent/guardian and returned to the school the next day. At times, these communications may be secured into the child’s assignment book to ensure delivery.

****It is the absolute responsibility of parents/guardians to communicate with each other regarding school matters****

Hummingbird Elementary School does not accept responsibility for communicating with each parent/guardian of the same family. Once communications are issued from the school to a parent it will be assumed that both parents are informed unless otherwise advised by parents.



DISCIPLINE POLICY

The primary function of Hummingbird Elementary School is to create a positive environment for student learning. The students, administration, staff and parents/guardians believe that optimal learning can only take place in an environment where discipline exists. The purpose of our school discipline guidelines is to clarify expectations, set goals, establish rights and encourage self-development and individual responsibility. In order to ensure that the rights of all are valued and protected and a suitable learning environment occurs, we recognize this responsibility as a collaborative effort between school and home.

The staff at Hummingbird Elementary School is committed to helping all students experience academic success. We are committed to ensuring that all students and parents/guardians have a clear understanding of the standards set for our school environment and of the consequences when those standards are not met. Parents/guardians, staff and students should feel confident that our behavior management plan will facilitate the resolving of conflicts as well as determine the consequences necessary to correct inappropriate behavior.

In keeping with the school philosophy, the following responsibilities of students, parents/guardians, staff and the principal are outlined.

STUDENT:

Each student has the right to receive education in an effective learning environment. He/she is expected to:

- Attend school regularly, to arrive on time and to learn and work to the best of his/her ability.
- Understand and follow the rules and procedures of the school.
- Recognize that there are ways through which rules or policies can be studied or questioned, and realize that he/she must use those channels.
- Participate in the development of classroom rules.
- Respect all staff, peers, self, school visitors, parents/guardians, and personal property of others and of the school.

PARENTS/GUARDIANS:

Every parent/guardian has the right to expect that the school will address the learning needs of his/her child in an equitable way, respecting the individual differences of children. Every parent/guardian has the right to be informed of his/her child's progress and of areas where closer home/school cooperation is needed. Every parent/guardian is expected to:

- Send his/her child to school regularly, on time and prepared to learn and work.
- Respond to communications from the school pertaining to their child.



- Cooperate with the school staff in solving behavioral problems.
- Develop in his/her children the respect for the rights and property of other people.
- Understand and support the fair, consistent administration of school rules, procedures and policies.
- Voice concerns and/or complaints in a timely, non-adversarial manner with the school staff.

STAFF:

Each school staff member has the right to work in an atmosphere which fosters respect for each person's work with the support and guidance of the administration in maintaining high professional standards. Each school staff member is expected to:

- Work with students so that they understand the objectives of the subject and what they are expected to learn.
- Help the students realize that as an individual, he/she is important and that, as a group member, he/she should act in a responsible and collaborative way.
- Encourage and help the student to understand and support the rules of the school and to participate in formulating rules relating to him/her and his/her role in the school.
- Know and enforce consistently and fairly the rules, procedures and policies of the school.
- Make decisions regarding corrective action based on individual differences of children and the degree of severity of violations.
- Seek conferences with parents/guardians and other school personnel in an effort to help students who demonstrate behaviors contrary to expected school standards.

PRINCIPAL:

The principal has the right to expect the cooperation of staff, students and parents/guardians when seeking to facilitate the fulfillment of the school's role as an educational institution. The principal is expected to:

- Make known and interpret to students, parents/guardians and staff the Hummingbird Elementary School Discipline Policy.
- Monitor the performance of students and teachers
- Encourage personnel to maintain appropriate and effective discipline.
- Be available for conferences with staff, students, parents, and others on discipline matters.
- Provide support and training to teachers as needed or when challenges arise.
- Inform students, teachers and parents of administrative disciplinary actions.
- Identify the line of authority in the building so that discipline matters may be handled as expeditiously as possible.



ENFORCEMENT OF THE STUDENT DISCIPLINE POLICY

The development of school rules and procedures is a dynamic process with revisions being made as needed. School rules are designed to enforce academic, social and behavioral standards set by our school. Each school year a copy of this school prospectus may be revised and posted on the school website. The class teachers review the school rules with students to ensure understanding and call attention to changes. Students are made aware of the manner in which the discipline policy will be enforced. The enforcement of the school's discipline policy follows a tier format as follows:

TIER I: VERBAL WARNINGS

Verbal warnings are issued by school staff to students whose behavior is determined to be contrary to the school's standards.

TIER II: WRITTEN WARNINGS WITH OR WITHOUT DETENTION

Written warnings are issued by school staff to students who, after three verbal warnings continue to exhibit behavior contrary to the school's standards. Detention will be imposed on students who receive written warnings and continue to display behavior contrary to the school's standards. Detention assignments will require that the student remain after school. The teacher determines the terms of the detention depending on the incidence and severity of the offensive behavior and is sanctioned by the principal. The written warnings will be sent home with the student and will clearly indicate the inappropriate behavior of the student and will require the acknowledgement of receipt of the warning by the parent in the form of a signature. The form must be returned to the school the next school day and will be kept in the student's discipline file in the school office. Children failing to return written warning or detention notices may serve an immediate detention or parent may be called in to school to address the concerns.

TIER III: IN-SCHOOL SUSPENSION

In-school suspension will be imposed on students who, after several verbal and written warnings and periods of detention continue to exhibit behavior contrary to the school's standards. The principal determines the terms of in-school suspension depending on the incidence and severity of the offensive behavior. In-school suspension is our effort to allow academic success while enforcing the intolerance of disruptive behavior. In-school suspension is supervised. The student's work is brought down to the principal/director's office for completion and teachers are available for help. The in-school suspension notifications will be sent home with the student and will clearly indicate the inappropriate behavior of the student and will require the acknowledgement of receipt of the notice by the parent in the form of a signature. The form must be returned to the school and will be kept in the student's discipline file in the school office.



TIER IV: OUT OF SCHOOL SUSPENSION

Out-of-school suspension will be imposed on students who, after three verbal warnings, several written warnings and periods of detention and in-school suspension continue to exhibit behavior contrary to the school's standards or immediate suspension for extreme cases of breach of conduct by student. These behaviors are determined to be major disciplinary offenses by the principal as all methods of in-school interventions have been exhausted. The length of out-of-school suspension will be determined by the principal. Students will be responsible for schoolwork missed during the period of out-of-school suspension. The out-of-school suspension notifications will be sent home with the student and will clearly indicate the inappropriate behavior of the student and will require the acknowledgement of receipt of the notice by the parent in the form of a signature. The form must be returned to the school and will be kept in the student's discipline file in the school office.

TIER V: EXPULSION

Expulsion will be imposed on students who, after several verbal and written warnings and periods of detention, in-school suspension and out-of-school suspension continue to exhibit behavior contrary to the school's standards. These behaviors are determined to be irreconcilable disciplinary offenses by the principal as all methods of school interventions have been exhausted. The student's behavior is determined to be detrimental to the ability of the school to create a positive environment for learning for the student and for others. This is a regrettable action that the school will take in order to enforce, the fullest extent, the discipline policy. Parents will be notified personally by the principal should this action become necessary.

For further clarification or discussion of the terms and conditions of the school's discipline policy, parents/guardians are invited to speak with the class teachers or the principal after school hours.

Hummingbird Elementary School is a drug free school. This means **IT IS ILLEGAL FOR STUDENTS TO POSSESS ALCOHOL, ILLICIT DRUGS, OR TOBACCO PRODUCTS** on school premises. The parents will be called and the police may be called in for any offense of this nature. In addition, **ANY ITEM WHICH MAY BE CONSTRUED AS BEING A WEAPON IS SUBJECT TO BEING CONFISCATED** and parents will be called and the police may also be called in for these offenses.

BAG SEARCH

Periodically the principal may ask teachers to conduct a bag search. Students will be asked to step to the back of the classroom and be called to their seats individually and asked to empty the contents of their bags and pockets. Any prohibited items found will be forwarded to the principal and parent/guardian will be required to pick up items from the principal.



ENFORCEMENT OF THE PARENTAL COMPLIANCE POLICY

Achievement of the optimal academic experience at Hummingbird Elementary School is as much the responsibility of the students, teachers and administration as it is the parents/guardians. While we recognize that these days, parents/guardians have to contend with busy schedules, from time to time we reserve the right to issue notification slips to parents/guardians if a student:

- Is not completing class assignments.
- Is not wearing the appropriate uniform.
- Does not bring his/her lunch.
- Is arriving to school late
- Is consistently being picked up late from school.
- Has not covered all his/her schoolbooks.
- Is not taking care of his/her schoolbooks.
- Is not bringing his/her schoolbooks to school.
- Has lost his/her schoolbooks.
- Needs more supervision with homework.
- Is not attending scheduled school events

In addition, parents may be asked to come in to the classroom and supervise children who exhibit behavior contrary to the school's standards. Parents may also be required to meet with class teachers on a weekly basis in these instances.



RAISING CONCERNS AND RESOLVING COMPLAINTS

From time to time, parents/guardians and others connected with the school, may become aware of matters that cause them concern. To encourage resolution of such situations, we offer our "General Complaints Procedure". The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means.
- Allow problems to be handled swiftly.
- Be simple to use and understand.
- Be non adversarial.
- Provide confidentiality.
- Address all the points of the issue.
- Inform future practice so that the problem is unlikely to recur.

The General Complaints Procedure is as follows:

- Every effort should be made to raise concerns/complaints with the class teacher as soon as the incident has occurred. In this way, larger problems may be averted by dealing with smaller issues at hand. We understand that parents have busy schedules. Emails or notes may be used to alert the class teacher of an incident, however, in order to foster dialogue between the school and



parents/guardians, it is best to meet with the class teacher as soon as is convenient. Depending on the severity of the incident, the class teacher will inform the principal of the complaint or concern and the proposed resolution, and will follow-up accordingly.

- If the incident re-occurs or is not adequately resolved, the parent/guardian is welcome to discuss the matter with the principal during school hours.
- All concerns and complaints will be kept confidential; discussions will take place between those parties involved in the incident, and between school staff only.
- Complaints and concerns brought to the attention of the school may be used as learning tools to influence continuous value improvements within the school.



UNAUTHORIZED ITEMS IN SCHOOL

Children are not allowed to bring or exchange toys or any other personal property unless authorized by the class teacher.

The school reserves the right to search student school bags for unauthorized items both routinely and on occasion if it is suspected that these items may have been brought to school. Any unauthorized items brought to school may be confiscated.



PARENT/TEACHER ASSOCIATION

Every parent or guardian of a child at Hummingbird Elementary School as well as all staff are automatically members of the Parent/Teacher Association and can become involved as little or as much as they wish. Parent/Teacher Association meetings are held on an as needed basis and parents are encouraged to attend.

Hummingbird Elementary School recognizes that parents are a wonderful source of support and ideas. We encourage parental participation through committees or individual parent volunteers for development of extra-curricular sports programs and clubs, for fundraising events, and for serving as volunteers at scheduled school events.

Please feel free to volunteer or offer suggestions to the principal in the school office.



HEALTH & MEDICINES

If a child feels ill, indicates to parent and is sent to school anyway, it will be assumed that the parents have determined that the child is well enough to attend school. If the child continues to complain of illness or discomfort, every effort will be made to console the child, but the child will remain in school unless there is a change in condition. At this time the parents will be notified.

Parents of children who have chronic conditions are asked to meet with the principal and class teacher to offer information on the condition and its treatment.



In certain situations only, the school office staff may administer Tylenol to children who complain of minor aches, pains or headaches or Tums for upset tummies. Otherwise, no other medications are routinely administered to children.

Parents of children who are required to take prescription drugs during school time are asked to speak with the principal and arrange to administer the drugs themselves. Every effort should be made to schedule medication administration during home hours.



SCHOOL ACCIDENTS

Hummingbird Elementary School provides student supervision during school hours. The safety of our students is a priority for all the staff. Accidents do occur, however, the school office is capable of treating minor cuts and scrapes with antiseptic and band-aids. If there is a major accident or injury, the parents/guardians will be notified immediately by the school office and asked to come in and assess the situation.

****Hummingbird Elementary School is not responsible for unavoidable accidents****



EMERGENCY PREPAREDNESS

Hummingbird Elementary School assumes responsibility for the safety of our students during school hours. The welfare of our children in every aspect is of paramount importance to us. We have several policies and procedures in place to ensure the safety of our students. These include:

- A government appointed school warden on school grounds.
- Private security services
- Fire safety training for teachers & students.
- Evacuation plans in the event of a fire or bomb threat.
- Earthquake and Tsunami procedures
- Lock down procedures
- A phone tree schematic for notifying parents of emergency situations as soon as possible.

In the event of an emergency situation, our priority is the safety of the children first. Parents will be notified of the event, and the actions taken by the school as soon as is allowable.



WEATHER/HURRICANE PREPAREDNESS

Students **will need at all times** especially during the months of August, September, October, November and December **umbrellas, raincoats, jackets, rubber boots/a pair of slippers in their school bag etc..**

Hummingbird Elementary School will remain open:

- As long as students can access their classrooms and classrooms are dry for the pre-school levels (Nursery, Pre-kinder, and Kindergarten).
- Roads and bridges are accessible and passable.
- NEMO and Ministry of Education does not advise school closure.

While the general outlook of weather is predictable it is hard to predict specifics and also the consequences of long term inclement weather.

In order to avoid panic please keep abreast of the weather conditions through official sources such as the Belize Weather Bureau and NEMO.

The principal can only make assessments of school opening or closing on a day to day basis. Parents are advised to keep checking the school website [www.hummingbirdelementarybelize .com](http://www.hummingbirdelementarybelize.com) (under Contents click Weather/School opening). The school will continually be updating our website to keep you informed and updated. If there is a disruption of electricity or Internet services are down please, listen to your local radio stations and follow the advice of NEMO. Also please check emails during the course of the day concerning clubs, especially outdoor clubs. The school will communicate school closure if need be through these mediums for it is the most efficient way to mass communicate.



DISMISSAL AND PARKING/ TRAFFIC SAFETY

Hummingbird Elementary School is located on Newtown Barracks Road. We are good neighbors to the residents of this area and kindly ask you to respect these individuals when visiting our school.

Newtown Barracks is a public street; therefore, we should not block or delay the flow of traffic.

If you need to escort your child to his/her classroom, you must park your vehicle.

Please be advised that the parking space in front of the gate is short term and you may remain there for no more that 2 minutes.



Hummingbird has a school warden and a security officer who are responsible for monitoring the security of the school compound, assisting students during drop off and pick up and ensuring the smooth flow of traffic. Please cooperate with these individuals. The school warden and security officer are not responsible for knowing your child's dismissal schedules. If you arrive before dismissal time you will need to find a parking space in order to allow the free flow of traffic.

If there are pickup delays the school must be informed.

If your child is delayed in the classroom you will need to park your car and wait for your child or come in and find out the reason your child is delayed.

Please inform the office in time if you make alternate arrangements for your child to be picked up. Your child will not be allowed to leave with an unauthorized Person.

Please inform your child that they may only go home with persons who you have authorized upon informing the school.

Please inform any person responsible for picking up or dropping off your child of these procedures.

Parents/guardians must wait on the school compound for teachers to dismiss students. If you need to pick up your child early, please call the principal in advance so she may authorize early dismissal for your child.



VALUABLES

Children are responsible for everything that they bring into the school with them. Whilst the school is not responsible for items brought into school, we will make every effort to encourage care, honesty and trustworthiness and we will investigate any loss or damage to personal property. In order to avoid any upset, it is recommended that children do not bring extraneous items to school with them.