



## **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.**

## **HUMMINGBIRD ELEMENTARY SCHOOL'S MISSION OBJECTIVES**

To establish and carry on in Belize City a school that provides high quality education and childcare in a safe, respectful, and inclusive environment that builds a foundation for lifelong learning.

To provide a developmentally appropriate, nurturing and stimulating formative learning and childcare experience which promotes each child's social/emotional, physical, and cognitive development.

To consciously create an environment of respect and inclusion and to support ethnic, racial, religious, and socio-economic diversity among all the constituencies of the school.

To support and nurture the children's and our own natural desire to be life-long learners. To forge strong, positive connections with students and the families we serve, providing support and encouragement.

To foster a school community where all children feel loved, respected, and encouraged to develop to their fullest potential.

To encourage each child to be independent and develop a sense of responsibility for themselves and respect for and appreciation of others and their environment.

To build, promote and support a more progressive, inclusive curriculum, addressing a range of learning styles.



To provide a meaningful child centered curriculum that builds life and wellbeing skills, independence, confidence, and resilience to support each child in achieving their potential and to make a smooth transition to school and society itself.

To educate all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to become productive, responsible, ethical, creative, and compassionate members of society.

## **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 and prepare them 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 appropriate 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, terrace, 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, Vice Principals/Admission Managers, 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, Vice Principals 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 principals.

## **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 Pre-Kindergarten 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 waiting list 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. Students transferring from Infant I to Std IV are required to submit a copy of his/her latest progress report card.

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

Children are admitted as follows:

CLASS	AGE
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 31<sup>st</sup> 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\*\***



## **MEETING THE DIVERSE NEEDS OF CHILDREN**

It is the philosophy of Hummingbird Elementary School to ensure that all children are treated equally. Admission of children with diverse 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 their children. We do not employ teachers specifically trained in working with children with diverse needs; however, we are willing to do our best to meet the educational needs of all children.

Upon evaluation by the teachers and the administration team, and after all possible interventions are applied, the school will seek to advise parents to participate in initiating a referral process. Hummingbird school will encourage parents to seek to obtain the assistance of specialists and government organizations such as the Ministry of Education Special Education Department (SpED). Based on a student's individual needs, the school may recommend that a parent or guardian secure a paraprofessional to support the implementation of accommodations and access to instruction.

## **CHARGES AND REMISSIONS**

**All Annual Fees and 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. All fees are subject to change.**

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 Accounts Manager under the direction of the Director/Principal will notify the parent/guardian if tuition fees are delinquent.**

**A SCHEDULE OF FEES AND REMISSIONS CAN BE SEEN AND ACCESSED ON THE WEBSITE.**



## **SCHOOL CURRICULUM**

The Ministry of Education of Belize develops the National Curriculum with the goal of satisfactory completion of the Primary School. 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 by teachers and Administration for students.

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.

Life Skills, morals and values are integrated and delivered consistently through our core curriculum and through the teaching of Mindfulness and Social Emotional Learning Curriculum.

## **SEX EDUCATION**

Sex education is integrated within the Science/Health & Family Life curriculum in the middle and 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 encompass 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
- Tennis
- Table Tennis
- Basketball
- Choir
- Drama
- Yoga
- 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 Drama, and Yoga and the girls in sports. Certain clubs may only be available to students in Standard III and up, on the discretion of the club teachers and principal. 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 a 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 arrive between 7:20 am and 7:30 am in order for them to settle in and for classes to begin promptly. Parents may send an email, send a written excuse or call the office to notify by phone if there is a valid reason for tardiness. Those students must report to the office to receive an excuse slip authorized by the principal to be forwarded to class teacher.

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 an accredited primary school under the Ministry of Education of Belize. In compliance with the Education Act and institutional requirements mandatory in-school instructional contact time must be observed. A student who accrues unexcused absences totaling two (2) weeks within a school year may be considered ineligible for promotion.

If a child is absent from classes, please inform the school via email or telephone. 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 Assessments that were missed. Parents are expected to communicate with teachers to make the necessary arrangements.

If a child has been sick for more than two consecutive school days, a doctor's note needs to be sent to the school for our records to excuse as sick leave absence.

## **SCHOOL HOLIDAYS**

Parents/Guardians are advised to plan your doctor's appointments abroad, vacations and trips around the school holidays. Children may 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 parents are required to make an appointment with the principal at least one week prior to inform of the need and 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 planned school events such as sports day, the variety show and art show. The dates for which are posted on the school website calendar at the beginning of each school year.



Each year, the Government of Belize designates and gazettes when national holidays will be celebrated, and as such dates will vary from year to year. Public and school holiday schedule is as follows:

St. George's Caye Day	September 10 <sup>th</sup>
Independence Day	September 21 <sup>st</sup>
Indigenous People's Resistance Day	October 12 <sup>th</sup>
Garifuna Settlement Day	November 19 <sup>th</sup>
Christmas Vacation	3 weeks
George Price Day	January 15th
National Heroes & Benefactors Day	March 9 <sup>th</sup>
Easter Vacation	3 weeks
Labor Day	May 1st
Emancipation Day	August 1st
Summer Vacation	8 weeks

## **SCHOOL HOURS**

Classes are off-limits to parents/guardians between 7:40 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:

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.

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 the school gate is opened for students at 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:

<b>SNACK/LUNCH TIME</b>	
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/lunch with students in Pre-Kinder to Standard VI. Please send healthy foods for snacks. Soft drinks are not allowed.

Chewing gum and hard candy are not allowed in school.

### **BIRTHDAYS**

Birthday parties will not be allowed in school. Teachers will distribute invitations only if all students in said class are invited. Parents are welcome to stand at the gate and distribute invitations after school.

Parents are permitted to bring cupcakes only to be shared for children's birthdays. 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 Hummingbird Elementary Polo Shirt
- Plaid skirt
- White Socks (3" above the shoe line)

## **Boys**

- White Hummingbird Elementary 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. Ready Made uniform skirts may be purchased at Swami's store on North Front 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**

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

Students are not allowed to dye or color their 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 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 most stationery 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/parent 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 stationery will be provided to students as needed throughout the school year by the class teacher. Therefore, we discourage children from bringing stationery 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:

A	90% - 100%	Exemplary
B	80% - 89%	Proficient
C	70% - 79%	Sufficient
D	60% - 69%	Developing
F	Below 60%	Inadequate

**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 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 supervision; 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, (messages may also be forwarded via email or teams) and sign the book each day.**

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 the learning platform hosted by Microsoft Teams. All parents and students are forwarded an activation code which will enable them to access the class Team page. Parents are responsible to check school and class Teams 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 advise the school if there is any change in their email address so we may update our data. School fee vouchers will be forwarded to parents via students or forwarded directly to parent. In the event that students are issued a note or slip to be signed, these slips must be signed by parent/guardian and returned to school the following day. Parental compliance notices are issued to parents/guardians who are not compliant with the school's standards. 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 exist in a classroom that is a safe place for students and educators. 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 after effect 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 charting a holistic approach to correct inappropriate behavior and to implement plans to prevent inappropriate behavior as necessary and in a timely fashion. Our behavioral management policies are based on preventative protocols to guide students on how to respond to situations and how they can get their needs met appropriately.

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 & VICE PRINCIPALS**

The principal and vice principals have 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 and vice principals are 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: REFLECTION FORMS**

Reflection forms are forms that consist of a few questions regarding the student behavior that is in question. It usually asks students to retell what occurred, why it occurred, how it made them feel, how they think the other party feels and what they could do if confronted with a similar situation. Forms are issued by school staff to students usually after an infraction occurred, or after a behavior continues to occur after being verbally warned. Reflection forms are usually given out after a mediation is done with the student, depending on what the situation is. Forms are then reviewed and signed by the relevant staff member and then sent home to be signed by the parent or guardian. Reflection forms are to be returned the following school day to whichever staff member assigned it. In line with Hummingbird Elementary's belief that collaboration is needed to have an effective behavioral management plan, it is then the duty of the parent to do an at home mediation regarding the student's behavior. Signed reflection forms are then kept in student files for safekeeping and to monitor recurring behavioral challenges. If students do not return signed reflection forms the parent will be notified by the office and can be called in to address the concerns.

### **TIER III: PARENT-STUDENT INTERVENTIONS**

If a student is having multiple or prolonged behavioral issues the parent will be called in to address concerns. Relevant school staff will meet with parents to discuss concerns and to lay out an intervention plan. Depending on the situation students may be asked to be a part



of the meeting to discuss the way forward. Once the plan is set and agreed upon, this plan will be a collaborative effort between student, parents and school. Parents will then be asked to come back to follow up meetings for updates on the plan. Plans are usually put in place for a period not extending 3 months, if no progress is reported then further intervention may be recommended.

### **TIER III: IN-SCHOOL SUSPENSION**

In-school suspension will be imposed on students who, after several verbal warnings, or reflection forms continue to engage in behaviors that have already been noted to be inappropriate. In-school suspension can also be a consequence laid out in an intervention plan. In-school suspensions are utilized especially when the behavior in question is making the classroom, or shared spaces unsafe for others or themselves. While parents and students are usually informed beforehand that an in-school suspension will be a viable option if the behavior is repeated, the principal and support staff still have the discretion to assign inschool suspensions depending on the severity of the incident. 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 preserving classrooms and shared spaces as safe spaces where inappropriate behavior that created unsafe spaces are not welcome. In-school suspension is supervised. The student's work is brought down to the resource room for completion and teachers are available for help. Inschool suspensions can be part time or full day. If the student will serve an in-school suspension parents will be notified by school staff and can be asked to come in for a meeting regarding this. In school suspension will be logged in the student's file.

### **TIER IV: OUT OF SCHOOL SUSPENSION**

Out-of-school suspension will be imposed on students who, after parent-student interventions 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 students. 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/parents will be responsible for schoolwork missed during the period of out-of-school suspension. If the out of school suspension is due to an extreme case of breach of conduct by a student, a parent meeting is mandatory, students will not be allowed to return to class after the suspension period has ended once this meeting is not had. Out of school suspension will be noted and recorded in the student's file.

### **TIER V: EXPULSION**

Expulsion will be imposed on students who, after several verbal and reflection forms, parent-student interventions, and periods of 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. The principal also holds the discretion to decide on expulsion in cases of severe breach of conduct. 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.**

### **DIGITAL MEDIA AND STUDENT CONDUCT**

The school recognizes the growing and alarming impact of excessive and unsupervised screen time on student behavior and self-regulation. Families are advised that extended and unlimited access to digital media and exposure to age-inappropriate or unmonitored content-including material commonly accessed through platforms such as YouTube, TikTok, and similar services as well as Video Games such as Fortnite, The Roblox gaming platform, Minecraft, etc.- has been identified as a contributing factor to disciplinary infractions within the school setting.

Such exposure may negatively affect attention, impulse control, emotional regulation and overall readiness to learn. Hummingbird Elementary encourages families to actively monitor and limit screen time and digital content. While the School will continue to implement appropriate behavioral supports and disciplinary measures, parents and guardians are reminded that home-based media habits significantly influence student conduct and learning outcomes.

### **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 or called to meet if items are harmful or illegal.

### **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
- Is not complying with school policies and procedures.

In addition, parents may be asked to come into 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 COOPERATION/COLLABORATION**

Every parent or guardian of a child at Hummingbird Elementary School as well as all staff are automatically members of the Parent/Teacher Collaborative Team and can become involved as little or as much as they wish.

Hummingbird Elementary School recognizes that parents are a wonderful source of support and ideas. We encourage parental participation through forming voluntary 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, and with the consent of the parent, 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 can treat 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. If the student needs immediate medical assistance the principal or vice principal will transport the child to the hospital and the parent will be informed to meet at the hospital.

**\*\*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

In the event of an emergency, 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 (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 their emails, class Teams. 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 than 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 the gate opens at 7:15 or 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.