



## ATMS Student Courtesy Code

### Introduction:

The education of ATMS students is marked by a deliberate effort on behalf of the community to foster certain social graces. We believe that teaching students to be polite, respectful and concerned for others are worthwhile endeavours essential to the complete education of children. Social skills that allow students to flourish by working well with others, while maintaining a culture of mutual respect and civic responsibility are important life skills.

### Expectations:

Staff and students are encouraged to promote the following behaviours:

### Common Courtesies:

- Holds doors open for others whenever possible.
- Uses “please” when making requests and “thank you” after having received assistance.
- Says, “Excuse Me?” or “Pardon Me?” – not “What?” when they haven’t heard a message.
- Covers mouth while coughing, sneezing or yawning.
- Does not spit or chew gum on campus.
- Respects others who are waiting by proceeding to the back of the line.

### Personal Care:

- Uses respectful language at all times.
- Washes hands after having used the washroom.
- Eats a balanced diet.
- Adheres to dress code guidelines – crested wear, shirts tucked in and no hats.
- All clothing is clean and in good repair.
- Dresses appropriately according to the weather conditions.
- Keeps an organized and clean locker.

### In The Classroom:

- Raises hand to speak and stands to share information so that they can be heard.
- Waits for silence before speaking and helps to keep classes quiet while others are speaking so they can be heard.
- Arrives to class on-time, with all needed materials and keeps them organized.
- Reports directly to the office upon late arrival before proceeding to class.
- Uses the Student Agenda to keep track of important dates and track homework assignments.
- No IPODs, listening devices or cell phone use on campus.

### Meeting and Speaking To Others:

- Makes a point to greet others and responds appropriately to greetings.
- Greets others cheerfully and inquires as to their well being before making requests.
- Upon making formal introductions – shakes hands with confidence and introduces themselves appropriately.
- Speaks clearly to others and looks them in the eye while speaking.
- Stands and greets classroom guests during formal visits.
- Waits politely for conversation to end before engaging in dialogue.
- Asks permission to use the office telephone.

### Treatment of Others:

- Is aware of the effect words can have on self and others and attempts to speak with kindness.
- Knows when and how to say, “I’m sorry” in order to make peace with those who have been negatively affected by one’s actions.
- Attempts to be inclusive and not purposefully exclude others.
- Is able to share with others appropriately.
- Is able to take turns and shows patience while waiting for assistance.
- Is tolerant of differing views.
- Is able to resolve conflict without resorting to verbal or physical violence.
- Reports any inappropriate behaviour to an adult.

### In Common Areas:

- Shares the hallways and promotes ease of movement by staying right and keeping entrances clear.
- Keeps backpacks and other materials out of common walkways.
- Lines up single file to enter the building and/or classes when instructed by supervisors.
- Proceeds safely and quietly through hallways to prevent disruptions.
- Cleans up messes and picks up garbage even if it’s not theirs.
- Is mindful of safety while in play areas and makes choices that protect self and others.
- Attempts to recycle paper and beverage containers.
- Returns borrowed equipment in same condition and leaves it organized.