



St. Patrick School Code of Conduct

POLICY STATEMENT:

It is the belief of the St. Patrick School community, that most students who attend our school are well disciplined, responsible and self-directed. Our entire school community views this as an important social goal. However, as with any large group of people, there are a few students who refuse to abide by the guidelines established for the benefit of all. It is the intent of this policy to outline conduct expectations for all of our students. The establishment of clear expectations for student behaviour will promote a fair and consistent approach to:

- classroom management,
- positive climate within our schools,
- a school environment which is favourable to learning
- and reflects the values and moral tone of a Catholic school.

It is the goal of St. Patrick School:

- to assist our children to learn a sense of self-discipline that comes from a healthy respect for themselves and others around them;
- to teach students that reasonable obedience and conformity to rules and regulations lead to understanding, productive and harmonious interactions with others;
- to show that we care deeply about our students and want them to feel comfortable learning in an environment which focuses on academic pursuits embedded with Gospel values;
- to encourage the parents/guardians as primary educators of their children to assist the staff of the school in respecting the Code of Conduct.
- to develop a code of conduct in accordance with Board and Ministry of Education Policy, formed by Catholic beliefs and traditions in our mission to educate students to their full potential by providing a safe and welcoming learning environment that is an example of Christian community.

SCHOOL EXPECTATIONS:

Appropriate Dress Policy

The students should adhere to the following expectations:

- clothes should be neat and clean and without tears or holes
- patches, symbols or sayings on clothing shall not be offensive to anyone who might read them - e.g. alcohol, tobacco, or sexually or racially explicit or suggestive sayings

- shorts must be fingertip length and hemmed and skirts should be at the top of the knee
- all clothing should be age appropriate - spaghetti strapped tops, strapless tops, see-through tops and bare midriff tops are inappropriate school wear
- sunglasses, hats, bandannas and caps are inappropriate in the school building and classroom
- makeup should not be worn by students
- visible body piercing shall be restricted to the ears for boys and girls
- indoor shoes shall be worn at all times (no flip-flops will be allowed outdoors for safety reasons)
- no facial or visible body tattoos
- hair dyes will be restricted to natural hair colours

Rights:

- to be respected in both person and conscience as a son or daughter of God;
- to learn in a safe, orderly and stimulating environment;
- to have access to the facilities and equipment of the school;
- to participate in any program offered by the school;
- to be conscientiously instructed by the teaching staff.

Responsibilities:

- to respect the person and the rights of all members of the school community;
- to give respect, obedience and cooperation to all individuals in positions of responsibility in the school;
- to comply with all particular School, Board and Ministry expectations and regulations respecting student behaviour;
- to contribute positively to the Christian climate of the school;
- to use language that is appropriate to their dignity as Christians;
- to adhere faithfully to the school dress code;
- to respect the property of the school at all times: building, grounds, equipment, materials;
- to be in attendance at all classes and scheduled activities on time and with the materials required for full participation;
- to participate fully in the religious life of the school, including the celebration of liturgy, Religious Education and related activities;
- to welcome the opportunity to participate, as appropriate to their age and conscience, in the sacramental life of the Church and, in particular, as it is celebrated in the school context;
- to develop personal skills and talents to serve God, and thereby, his/her neighbour.

1. Respect for Self

DRUGS AND ALCOHOL

The possession, sale or use of alcohol or illicit drugs on school property or at school events is forbidden.

PROPER LANGUAGE

Students are expected to use language that is appropriate to their dignity as Catholics. Profane or vulgar language or taking God's name in vain are unacceptable.

SMOKING POLICY

Smoking is banned within school buildings and on all Board property.

CLASSROOM PROCEDURES

Students are expected to:

- be prepared for classes with the appropriate books, equipment and materials;
- follow routines as assigned;
- follow classroom and school behaviour expectations;
- participate fully in all class activities;
- ask for help when experiencing difficulties or when work and/or assignments are not fully understood;
- complete all assignments on time;
- prepare for tests;
- keep notebooks and assignments neat and up-to-date;
- participate fully in the physical education program and dress in appropriate clothing (as decided by each school)
- library books and textbooks are the student's responsibility

OPENING /CLOSING EXERCISES

All students must participate in the singing of *O Canada* and reciting of daily prayers.

2. Respect for Others

FIRE AND EMERGENCY EVACUATION

Emergency drills enable students to become familiar with evacuation procedures, resulting in the orderly evacuation with efficient use of exit facilities. It is of utmost importance that each student exit the school with the class in a quiet and orderly manner.

BICYCLE, SCOOTER SAFETY

The riding of bicycles or scooters on school property is prohibited during the school day. Students must walk their bicycle or scooter to the stands. This is done in order to assure the safety of the school community. The school is not responsible for lost or damaged bicycles or scooters. The use of skateboards, roller blades/skates, 'wheelies' will not be permitted on school property.

DANGEROUS ARTICLES

It is the policy of this school that no individual be permitted to remain in school while in the possession of an article or replica designed as, used as, or intended for use as a weapon.

When a student uses or threatens to use a non-prohibited weapon on school property, the police may be involved and the student will be suspended for a minimum of five days. The student may be expelled from school.

When a student is found in possession of a gun or a replica of a gun on school property, the police shall be informed and the student shall be suspended for twenty days and expulsion proceedings will be initiated.

FIGHTING AND/OR PHYSICAL ASSAULT

Students are encouraged to resolve disagreements in an appropriate manner which insures the dignity and safety of others. Should a student cause physical harm to another, he/she will be held responsible. Should a student damage another student's property, he/she will be held responsible. Any student engaged in a fight may be suspended from school. Police may be involved.

ABUSE OF STAFF MEMBERS

Abuse is defined as any expression of physical or verbal abuse that impinges upon the human rights of another person. This includes racial, religious or ethnic slurs, profanity, name calling, insults, ethnic jokes, teasing, physical abuse or violence. A student who physically or verbally abuses any member of the teaching staff may be suspended for up to ten days.

HARASSMENT

Harassment is defined as any unwelcome comment or conduct that intimidates, demeans or offends an individual. Students must not harass others, physically or verbally, by telephone, internet (email) or in person.

BUS POLICY

Bussed students are designated to a particular bus route and stop. Students are expected to obey the rules listed in the *School Bus Policy and Safety* document, such as

- waiting for the bus in an orderly fashion
- entering the bus without pushing or shoving
- remaining seated while the bus is moving
- talking quietly
- not eating or drinking on the bus
- obeying the bus driver at all times
- keeping head and arms inside the window.

Bus privileges may be withdrawn for a fixed period of time as a result of misbehaviour on the bus. Other disciplinary measures may be taken by the Principal.

ATTENDANCE AND PUNCTUALITY

Attendance at school is compulsory as stated in the Education Act. It is the parents'/guardians' responsibility to see that their child/ren attend school and are punctual. In the case of an absence, parents/guardians are required to contact the school as soon as possible. As well, a note should accompany the child on his/her return explaining the absence. Parents/guardians are also advised to send a note to school should there be any change in the daily dismissal routine. Students are not allowed to leave school property during regular school hours without written parental permission. Parents/guardians are also required to keep the school informed concerning current phone numbers and home address.

LUNCH POLICY

The same general rules of school/classroom behaviour apply for those who stay for lunch. Students are not allowed to leave school property. Students, who stay for lunch, will be allowed to leave school only with written parental permission (elementary panel only).

ACCESS TO PREMISES

All visitors are required to report their presence on school premises by reporting to the main office. Visitors are required to obtain a 'Visitor' pass from the office in order to proceed into the school or schoolyard.

Any staff member can deny access to school premises to a person whose presence is detrimental to the safety or well-being of others, in their judgement.

3. Respect for the Property of Others

ACADEMIC HONESTY

Students must not knowingly plagiarize, cheat or copy the language, thoughts or ideas of another as their own work. Consequences may include assessing a grade of zero on the assignment, test or exam. Parents will be notified.

LIBRARY BOOKS, TEXTS, AND EQUIPMENT

Students who lose, fail to return or damage school equipment (i.e. library books, textbooks, musical instruments, etc.) will be required to make restitution.

LITTERING

Students are expected to help keep the buildings, grounds and neighbourhoods clean. Students are expected to deposit all scrap paper, wrappers, etc. into waste baskets or recycling containers.

THEFT

Theft will be treated as a serious offence since it violates the spirit of respect for the property of others and contravenes civil and divine law. Police may be called if deemed appropriate.

VANDALISM/WILFUL DAMAGE

Students who destroy, deface, or otherwise damage property belonging to the Board, another student or staff member will be required to make restitution. The student may be suspended for up to ten days and police may be called and charges laid if warranted.

ELECTRONIC EQUIPMENT

*Students are not allowed to bring cell phones to school. Any other electronic equipment (CD players, games, MP3 players) are brought at the student's own risk and must remain in the student's school bag during the school day. The school does not accept responsibility for loss or damage.

SCHOOL REGULATIONS:

WHAT HAPPENS WHEN MISBEHAVIOUR OCCURS?

Students, parents/guardians and teachers are encouraged to work together to come to a resolution of any difficult situation. Respect toward one another will resolve many difficult encounters. It is our goal to develop a sense of awareness of an individual's personal responsibility in society.

The majority of discipline related issues will be dealt with informally.

However, the following procedures will take place when a student is asked to report to the Principal:

- the student and teacher will present the situation;
- feedback will be provided to the teacher as to discipline followed;
- a record will be kept on file by the Principal for the follow-up and/or future referral.
- Parents/guardians will be contacted when disruptive behaviour occurs on a continual basis. Parents/guardians may be invited to the school for a formal interview. Incidents of

a serious nature would include putdowns of others, fighting, disrespect towards teachers, insolence, graffiti, abuse of others' property, etc. The outcome may be:

- parental involvement
- establishment of counselling
- detention(s) of student
- removal of the student from the classroom to an alternative setting within the school for a period of time under supervision
- removal of privileges to attend school related functions/extra-curricular activities
- utilization of a behavioural contract
- requiring the student to make restitution
- referral to outside agencies - Police, Childrens' Aid, etc.
- temporary withdrawal from school
- suspension or expulsion from school

SUSPENSION FROM SCHOOL

Suspensions are usually a last resort after all other types of discipline have occurred. Should a suspension be deemed necessary there are two different options available.

Temporary Withdrawal

- Under some circumstances, the Principal and parent/guardian may agree that it is appropriate for the student to have a "time out" from school.
- Such a temporary withdrawal will point out the seriousness of the situation while providing a cooling off time and avoiding a suspension.
- During this time, further professional help may be sought.
- The temporary withdrawal may be up to four days on the condition that the parent/guardian agrees in writing to such action and wishes to become actively involved in resolving the problem.
- Failure of the parent/guardian to agree to a temporary withdrawal will result in a suspension.

Suspension

- The school attempts to make contact with the parent/guardian immediately.
- There is also a letter provided outlining the reason(s) for suspension and the length of the suspension.
- The school is not expected to provide work for the student during the suspension.
- Students are responsible for the material presented while the student was under suspension.
- Any student under suspension will not be permitted on school property and will not attend any school sponsored events.
- Any student under 18 years of age becomes the direct responsibility of the parent/guardian during the period of suspension.

Special Needs Students

1. The process of student discipline shall reflect the principles of natural justice and defined process.
2. One essential element of this Code of Conduct is a clear outline of disciplinary procedures and realistic, effective and appropriate consequences.
3. Those responsible for ensuring the Code of Conduct is enforced, must have sufficient latitude to meet the individual needs of students, while at the same time assuring minimum

consequence for each behaviour. This latitude is especially important when dealing with students having special needs and conditions.

Use of the School Telephone

The telephone is to be used by the students for emergency purposes only. No social calls, please. Teachers receive their messages during breaks in the day so that classes will not be disrupted. They will return your call at their earliest convenience.

Absenteeism

The Attendance Verification check is a process that enables schools to verify a student's absence or lateness with the parent or guardian. The school secretary calls the parents at home or at work to account for the student.

Parents/guardians are reminded that they **MUST** call in and leave a message whenever their child will be absent or late. Where there are other siblings attending school, a note from the parent regarding the other child's/children's absence is acceptable.

Changes in Transportation

In short, students are to have only one location to be picked up from and one location only to be returned to at the end of the day. These locations may be different, but should not vary from day to day. Requests must be in writing from parents and in advance of the need for proper arrangements to be made by the school and Bus Company. Complete rules are set out by the Board and will be provided to you under separate cover. Your cooperation in following procedure in this regard will be appreciated.

Administration of Medication at School

The procedure for this is also set out in Board Policy. Medications, however, are not to be kept by the students but taken to the office, together with a completed Request for Medication During School Hours form. (This form must have the Doctor's signature.)

Milk Program

Milk is available at the school, on a monthly basis. Please contact the secretary if you are interested in participating.

School Office

I would ask that all parents or guardians REPORT TO THE OFFICE immediately upon entering the school. We will make the necessary arrangements for you to contact your child. The front doors of the school are locked during the lunch hour. However, there may be someone on hand to assist with entry.