

Code of Conduct

CISVA Mission Statement:

The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God. The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential. The Catholic School strives to develop Christian leaders, responsible citizens and life-long learners.

Queen of All Saints Code of Conduct:

At Queen of All Saints we believe that all children have the right to learn in a safe, caring and orderly environment. Our expectations are that students will maintain an attitude that is cooperative, courteous and respectful. At Queen of All Saints we:

a) Treat others in a respectful and Christ-like manner.

Jesus was the greatest teacher of kindness and tolerance towards others.

b) Respect the property of others.

Personal and shared property needs to be treated with care and respect.

c) Follow school rules and play safely.

The school must be a place where all students feel safe.

d) Take responsibility for your actions and your learning.

Throughout life, we all make daily decisions and must take responsibility for those decisions. Therefore, we expect Queen of All Saints students will do the right thing, even if a teacher or parent is not present. This is called acting responsibly.

These fundamental obligations are intended to ensure that students learn in a safe environment free from threats to their physical and emotional welfare, and that the time for teaching and learning is optimized.

Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors. The School Code of Conduct will apply to students while at school (including before and after school), while going to and from school, and while attending school curricular or extra-curricular functions or activities at any location.

Behavioural expectations outlined in this code of conduct are consistently taught and actively promoted. It is the intent of this Code of Conduct to encourage and reinforce positive behaviour. It is expected that students follow the Queen of All Saints Code of Conduct and that school administration, staff, and parents work together to support learning and a positive school climate.

1. Safety

All students and staff have the right to a safe school environment.

Students are expected to:

- behave in a safe manner. (Play without harming or threatening others.)
- inform an adult, in a timely manner, of incidents of bullying, cyber bullying, harassment or intimidation.
- arrive at school no earlier than 8:20 am unless involved in an extracurricular activity.
- remain on the school grounds, in the designated areas, at recess and lunch.
- provide written permission from a parent or guardian to leave the school grounds during the school day.
- bicycles, scooters, skateboards, etc. are not to be used on the school grounds (bicycles must be walked onto the school grounds).
- use all playground equipment as it is meant to be used.
- play in designated playground areas as per the playground schedule.
- walk in the hallways.

2. Respect

All students and staff have a right to be respected.

Students are expected to:

- demonstrate empathy towards others.
- be considerate of everyone's feelings.
- listen to the ideas and opinions of others.
- behave in a non-disruptive manner.
- follow staff directions co-operatively.
- when transitioning between classrooms, walk silently in the hallway.
- come to school wearing the school uniform properly.
- care for the property of others.
- care for the school and community environment.

Every act of physical, verbal, emotional, or psychological abuse is not acceptable. Every act of violence against property is not acceptable. This includes, but is not limited to, fighting, bullying, cyber bullying, profanity, belittling, name-calling, intimidating, stealing, threatening, retribution for reporting and damaging property. Failure to respect the authority of Queen of All Saints School staff members is also unacceptable.

3. Responsibility

All students have a right to learn.

Students are expected to:

- be on time.
- be attentive.
- be ready to work and engage in purposeful learning.
- complete school and home assignments to the best of their ability.
- seek help when needed.
- use problem-solving skills to settle differences.
- eat in their classroom, sitting quietly. Eating lunch at school is a privilege that students must respect by demonstrating responsible behaviour.

- support others and be positive role models.
- be accountable for personal property.
- increase personal responsibility and self-discipline as they become older and move through successive grades.
- leave all personal electronic devices (PED) at home. A cellphone is only permitted on school property when a parent has completed a PED Permission Form.

Inappropriate clothing on non-uniform days (i.e. clothing with offensive words/graphics/logos, shoulders must be covered, midriff (front and back) must be covered at all times, even with arms raised, the length of skirt or shorts must reach or exceed the fingertips when arms are fully extended beside the leg) is not to be worn.

Prohibited items include, but are not limited to knives, fireworks, items which are weapon like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. A meeting with the parents, administrator, and when required the RCMP will take place.

Our Code of Conduct is designed to provide guidelines for appropriate student behavior while under the jurisdiction of the school or at any school-sponsored function.

Inappropriate Behaviour

Inappropriate behaviour can consist of, but is not limited to:

- rudeness, swearing
- fighting (or play fighting)
- lack of respect for others, taunting
- throwing objects (rocks, sticks, snowballs, etc.)
- defiant behaviour, insolence
- running in the halls
- unauthorized leaving of school grounds
- littering

Consequences

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age and maturity; and be restorative rather than punitive in nature. The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. The classroom teacher has primary responsibility for correcting and documenting unacceptable behaviour and minor incidents. In common areas such as playgrounds and hallways, the classroom teacher and supervising adults share this responsibility.

Level 1

For behaviours that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following consequences may be used to encourage more positive behaviour:

- Reminder/informal discussion
- Use of problem solving techniques
- Verbal or written warning
- Contact with parents/guardian by the classroom teacher
- Separation from peers
- Written or verbal apology
- Restitution for damage

Level 2

For behaviours that are repeated or are more serious, a staff member will speak directly to the student. An incident report may be sent home to parents with a request to review the Code of Conduct and to return the signed sheet back to the school. The following consequences may be used to encourage more positive behaviour:

- Any from Level 1
- Verbal or written warning
- Contact with parents/guardian by the teacher and/or administration
- Creation of behaviour contract or plan
- Removal from the classroom/situation

Level 3

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when determining the level of consequence. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following consequences may be used to encourage more positive behaviour:

- Any from Level 1 and/or Level 2
- Administration involved in discussion/planning consequences
- Official written documentation of the incident
- Directly supervised recess/lunchtime activity
- Lunchtime suspensions
- In school suspensions

Level 4

In accordance with the School Act, the CISVA authorizes the principal to suspend a student. Students may be suspended because their behaviour has a harmful effect on the character or persons of other students, e.g. physical fighting or name calling; or because of vandalism to the school, student or staff property. The Parent or Guardian will be asked to return with their child to meet with the administration and make a commitment to improve behaviour. Some of the consequences from Level 3 may apply.

Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter.

It is hoped that this system will encourage students to monitor their behaviour, know what is expected of them, and strive toward maintaining and/or improving their academic and social skills.

Queen of All Saints School's Code of Conduct has been structured to align with and adhere to the standards outlined in: The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007 B.C. Human Rights Code, (SD 36 Policy No. 10900 and Regulation No. 10900.1) CISVA Policy Manual – General School Administration Student Code of Conduct #407 CISVA Policy Manual – General School Administration Anti-Bullying #408 B.C. Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc.ca/sco/>