

Our Lady of the Way School

Code of Conduct

[Home](#)

POLICY STATEMENT:

It is the belief of **Our Lady of the Way School**, 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 favorable to learning
- and appropriate Church behaviour at all liturgical celebrations.

It is the goal of the Our Lady of the Way 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 policy B05**, Code of Conduct, 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 Catholic community.

SCHOOL EXPECTATIONS:

Expectations for students

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 position 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 Catholic climate of the school;**
- to use language that is appropriate to their dignity as Catholics;
- 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

APPROPRIATE DRESS REGULATIONS

- a) Appropriate Dress Regulations: The students should adhere to the following guidelines:
- clothes should be neat, clean and without tears or holes; patches, symbols or sayings on clothing shall not be offensive to anyone who might read it; There shall be **no slogans** involving drugs, alcohol, tobacco or sexual explicit materials
 - shorts or skirts must be at mid thigh or longer;
 - belly shirts should not be worn at school –
 - halter tops, mesh shirts, cut-off shorts, cut-off shirts and bandannas are inappropriate for school; The “two finger” rule will be applied to check for modesty on shoulder straps, this means the straps must be at least two fingers wide, or the garment shall be deemed inappropriate. The school will provide an appropriate shirt to be worn for the day.
 - sunglasses and hats are inappropriate in the school building and classroom;

- make-up (at the elementary level) should not be worn at school.
- Appropriate dress may be left to the discretion of Principal, Teacher –in-Charge.
- Baggy pants must be secure at the waist.
- Legs on pants should be short enough so that they do not pose a safety problem, ie: dragging on the floor.
- Heavy chains and studded jewelry shall not be worn at school
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Should a student wear offensive clothing they will be asked to change their clothing, turn it inside out or call home for different, appropriate clothing. If the student fails to comply with these regulations on more than on occasion they may face consequences to be determined by the principal.

b) School uniform: The students are required to dress accordingly.

Students who fail to comply with these regulations will face consequences to be determined by the Principal.

DRUGS AND ALCOHOL

The possession, sale or use of alcohol or illicit drugs on school property or at school events are 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. Possession of tobacco products by the **students under nineteen years of age is illegal.**

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

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, SNOWMACHINE SAFETY

The riding of bicycles, scooters or snow machines on school property is prohibited during the school day. Snow machines must be parked at the North end of the school between the parking lot and school. Students must walk their bicycle or scooter to the stands from the sidewalk. This is done in order to assure the safety of the school community. The school is not responsible for lost or damaged bicycles, scooters or snow machines. The use of skateboards, roller blades/skates 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 suspended for up to ten 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 ten 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 will 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, name calling, insults, ethnic jokes, teasing, physical abuse or violence. **A student who verbally abuses any member of the teaching staff and non teaching staff shall be suspended for up to ten days. A student who physically or sexually abuses any member of the teaching or non teaching staff shall be suspended for a minimum of ten days. As well :**

- **the police shall be involved;**
- **expulsion proceedings will be initiated.**

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 or in person.

BUS POLICY

Students must be aware that the bus is an extension of the school and as such students are bound by all the rules of Our Lady of the Way while riding on it.

In order that the Board may provide the safest possible transportation in an efficient, economical and safe manner, students must observe the following rules.

- The bus driver is in complete charge of the bus.
- Students may be transported from a designated bus stop to school and return only.
- Students shall be at a pick up point 5 minutes prior to the scheduled arrival of the bus.
- Students shall board or leave the bus in an orderly fashion.
- Students shall take a seat on the bus as directed by the driver and remain seated at all times.
- Do not distract the driver and/or other students.
- Keep feet and lunch pails, etc. out of the aisle.
- Students may open windows only with the driver's permission, but not extend hands/arms or other parts of the body out the window.
- Students will maintain a clean bus by using the garbage containers located at the front of the bus.
- Students must not tamper with the emergency door, windows or equipment.
- Students must not throw anything inside, out of, or at the bus at any time.
- Students will not bring annoying, dangerous or disturbing objects on school buses, which include but are not limited to fire crackers, water pistols, weapons, firearms, explosives, ammunition, electronic games, Bop It, etc.
- Students shall not fight or use inappropriate language or gestures on the bus.
- No smoking or using non-prescribed drugs or alcohol on all school buses at any time.
- Students will be held responsible for any wilful damage to the bus.

In any instance where a student violates the Code of Behaviour, which is deemed to be an extension of the school Code of Behaviour at the school, which the student attends, it is the driver's responsibility to issue a Student Behaviour Report and deliver to the Principal. The Principal will send a copy to the parents.

Bus privileges may be withdrawn for a fixed period of time as a result of misbehaviour on the bus. As the students are bound by the Code of Behaviour of the school while riding the bus consequences will be given for misbehaviour on a board bus in line with the school code of conduct.

Playground Guidelines

Students Shall:

- Remain in the designated areas
- Show respect for staff and students by refraining from using profane or impolite language

Rules for use of specific pieces of equipment and yard behaviour are found in Our Lady of the Way “Management of Students on the Playground.”

Playground Safety Rules

General Rules:

1. No pushing.
2. No running around play structures.
3. Take turns.
4. No fighting.
5. In case of injury – ***DO NOT MOVE THE PERSON***. Report to supervisor immediately.
6. No throwing sticks, stones or other objects.
7. No eating while on playground equipment.
8. Playground equipment is off limits during rainy, snowy or icy weather.
9. Skipping ropes, ropes or strings are not permitted on playground equipment.
10. No scarves or loose drawstrings are permitted on playground equipment.
11. Set rules for specific pieces of play equipment – define maximum number of students, and age levels permitted.
12. Train teachers, volunteer supervisors and the students about the playground rules. Reinforce.

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 . Walking to the café is left to the discretion of the principal even though parents grant written permission.

ACCESS TO PREMISES

All visitors are required to report their presence on school premises by reporting to the main office and sign in.

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

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.

COMPUTERS

Students must adhere to the guidelines provided in the Boards Computer Acceptable Use Policy and consequences will follow guidelines set out by the school and recommendations put forth by the Management of Information Systems.

LIBRARY BOOKS, TEXTS, AND EQUIPMENT

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

LITTERING

Students are expected to help keep the buildings, grounds and neighborhoods 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.

NOTE: There are school policies governing the activities/behaviour of students in various areas of the school. (ie: Library, Gym, Computer Lab) All of these fall within the Ministry of Education and Board Guidelines.

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 or Teacher-in-charge:

- the student and teacher and if need be the non teaching staff member will present the situation;
- feedback will be provided to the teacher and if need the non teaching staff member 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 counseling
- 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 behavioral contract
- requiring the student to make restitution
- referral to outside agencies-Police, Childrens' Aid, etc.
- temporary withdrawal from school
- suspension or expulsion from school
- student may be issued a fair play code

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

3. The process of student discipline shall reflect the principles of natural justice and defined process.
4. One essential element of this Code of Conduct is a clear outline of disciplinary procedures and realistic, effective and appropriate consequences.
5. **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.**