



QUEEN OF ANGELS

CATHOLIC ELEMENTARY & MIDDLE SCHOOL

CODE OF RESPECTFUL BEHAVIOUR

Our school's code of student behaviour is based on these guiding principles:

- Students will be provided an environment that enables learning, ensures a safe and protected environment, and allows equity of opportunity for growth for all involved.
- Students participating in an educational program actively contribute to an environment that enables learners to develop their individual potential.

GENERAL SCHOOL CONDUCT

Students are expected to treat one another with consideration and respect for their differences. No one has the right to hurt another's feelings or body. Our school is expected to be a safe and caring environment where all can enjoy the programs and activities offered. This means that our school does not permit fighting, bullying, or intimidating behaviour. Students and adults will work with each other in a courteous manner.

Students are expected to use sound judgment in their choice of activities. We expect that students will treat the school and grounds with respect. Students are expected to recognize that some activities might lead to injury and are thus not acceptable. These activities include, but are not limited to, such behaviours as play fighting or throwing objects in and around the school.

Students are expected to remain on the school grounds, unless given specific permission to leave. Leaving the school grounds is not permitted unless accompanied by a parent or guardian, and/or appropriate arrangements have been made, and agreed to, by the parent/guardian and the school. Such leaving would also include written or spoken permission by the parents or

guardians. All students leaving before the end of the school day must be signed out at the office by a parent, guardian, or authorized designate.

CLASSROOM CONDUCT

Students are expected to participate in Classroom lessons by listening carefully, following directions, completing assignments, and co-operating with the other students and adults who may be part of that Classroom environment. It is expected that students shall actively participate in all Classroom activities. Students are to treat the physical Classroom with respect and to maintain furniture, textbooks, and other school materials in proper and undamaged condition. They are to be responsible for keeping their desks, lockers, and cubbies clean. Students are expected to walk in Classrooms, hallways, and on stairways.

We expect that students will respect the rights of others in the Classroom. Students must be able to have their materials and belongings left in a personal place, without fear of loss or damage. **All cell phones must be kept in the student's locker and not be used during the school day.**

FIELD TRIPS TO AWAY FROM SCHOOL

Leaving the school grounds places an increased demand on staff to ensure student safety. Students travelling on field trips or sporting excursions are expected to listen carefully at all times to teachers, and designated supervisors. Supervisors are expected to be able to focus on the safe participation of all our students, instead of being distracted by individuals who choose not to follow directions. Students are expected to follow our school behaviour policy at all times.

LUNCH EATING PERIOD

The lunch period should be a pleasant and relaxing time for all students. To ensure this, all students are to exhibit appropriate eating behaviour and to speak to each other using "inside voices". While eating, students should remain in their seats. Students should leave a clean desk and floor area and should appropriately dispose of garbage. As well, students are encouraged to follow the 3 R's of Reduce, Re-use, and Recycle. Healthy eating and nutritional foods are encouraged. Please do not bring pop, potato chips, and candy, as they are not acceptable choices for snacks or lunches.

PLAYGROUNDS

Students are encouraged to develop “open and inclusive” games so that all interested players can participate. Games must not involve actions that include hitting or rough physical contact. Classroom equipment is provided at the beginning of the year, but will not be replaced if students neglect it, or fail to bring it back in from outside. Climbing bars and adventure apparatus are provided on the grounds. Students are required to always use caution on the apparatus. Games of tag through or in the vicinity of playground apparatus are not permitted. Students are expected to respect boundaries, bells, buildings, and to interact respectfully with supervisors.

CELL PHONE USE

Cell phones are not to be used during the school day and should be locked away between first bell and end-of-day dismissal. Cell phone use during the day will result in confiscation of the cell phone. If parents need to contact their child before 3:00 p.m., they should call the school office @ 250-746-5919 and leave a message.

Students may not take photos of other students with their phones at any time.

ARRIVALS AND DEPARTURES

- Students are to arrive no earlier than 8:20 a.m., at which time, supervision is provided (unless involved in a school activity).
- The buzzer rings and the day begins at 8:40 a.m.
- All students travelling by car must be dropped off and picked up in the main parking lot. Please refer to our parking lot procedures in this handbook or on the school website. Students must leave the school grounds immediately after school and go directly home, unless waiting for transportation or involved in supervised extra-curricular activity. Students walking or bike riding, to and from school, will use crosswalks and obey all traffic regulations.
- All students will use the walkway on the school side of the road up to the crosswalk before heading off to different locations.
- All elementary students who are waiting for school bus or car transportation must wait on the primary play area behind the fence.

- Middle school students are asked to wait for their transportation in their designated areas.
- There will be no direct supervision after 3:20 p.m.

HEALTH AND SAFETY

- Please be aware of, and follow, extraordinary health and safety protocols that may be implemented as necessary in response to provincial health concerns. These will be communicated to families from the school as required through the school year. Students must stay home if they are feeling sick and they need to wash their hands when they enter the school building.

CONSEQUENCES RELATED TO UNACCEPTABLE BEHAVIOUR

All of us, adults and students alike, make choices about how to react to any set of circumstances. Students make positive and negative choices as they interact with others. This is a “normal” part of growing and learning. Negative choices can be opportunities to learn and develop their social skills.

The first line of discipline is to have the students identify the unacceptable behaviour, discuss why the behaviour was not acceptable, and determine what choices are open to them the next time they find themselves in similar circumstances. We want children to be clearly aware of expectations. Classroom teachers begin the year by sharing classroom and school expectations with students. These expectations are reviewed throughout the year both in the classroom and at assemblies. In each classroom, teachers design a system that establishes the consequences for students who make inappropriate choices in behaviour.

These consequences are designed to help students realize that they are choosing behaviours that do not meet our school’s expectations about the learning environment, safety, or consideration of feelings. The consequences might include writing a reflection paper, serving a detention, or completing missed work at recess or lunch.

Students are given a limited number of opportunities to make acceptable choices. Teachers will implement an alternative set of consequences to help students realize that changes are necessary in their chosen reaction to classroom expectations. When there are indications that poor behaviour or

work habits are limiting the student's progress, parents will be informed. No predetermined number of chances will exist before moving to the next level of discipline. Instead, the nature of the unacceptable behaviour and the student's attitude will be taken into consideration at the time.

When regular classroom consequences and teacher-parent discussions do not seem to be effective in curbing the inappropriate behaviour, the administration (Principal or Vice-Principal) will confer with the student.

At this stage, parents may be informed at the discretion of the Principal or Vice-principal. Frequently a "Plan of Action" will be created involving the student, parents, teachers, and administration. The Principal or Vice-principal will document each discipline referral from a teacher.

When the actions of a student demonstrate a serious disregard for the expectations of our school, even though the student has been afforded opportunities to make appropriate choices, the student might receive an "in-school" suspension. The length of the suspension will vary according to the nature of the inappropriate behaviour. Longer suspensions or "out-of-school" suspensions will be considered in serious situations where the safety of others is a concern or when a student is not responding to in-school suspension consequences. For incidents involving serious, aggressive, or inappropriate behaviour, counseling might be required before the student returns to school. If a student repeatedly chooses to disregard Queen of Angels' Catholic School Code of Respectful Behaviour, he/she might be asked to withdraw from the school permanently. (CISDV Policy and Regulations Manual, Policy #507)

UNACCEPTABLE BEHAVIOURS

The following behaviours are unacceptable and will generally be handled internally by teachers and/or school administration. Parents may or may not be contacted depending on the frequency and severity of the behaviour.

- Running in classrooms, hallways, on stairways, or on walkways.
- Throwing objects like rocks or snowballs.
- Climbing trees, fences, or the school building.
- Chewing gum.
- Being out of uniform (including inappropriate jewelry or make-up).
- Defying authority.
- Defacing school or personal property.
- Swearing or using inappropriate language.
- Play-fighting and rough play.
- Cell phone use

The following behaviours are unacceptable and will involve school administration. Parents will be contacted and suspension from school or expulsion of the student may result, depending on the frequency and severity of the offence.

- fighting.
- bullying through intimidating actions or harassment of others.
- stealing.
- possession and/or use of any weapon (weapon is defined as any instrument designed, or used, to injure or intimidate another person).
- possession and/or use of alcohol and restricted or illicit drugs.

WHAT IS BULLYING?

Bullying is when a student is being exposed, repeatedly, and over time, to intentional pain, discomfort, or embarrassment inflicted by one or more students. Bullying implies an imbalance in power or strength in which a child is victimized and includes some or all the following:

- physical actions (punching, kicking, biting)
- verbal actions (threats, using offensive names, ridiculing)
- social exclusion (spreading rumours, malicious gossiping, excluding)
- cyber bullying (using information and communication technologies to support, deliberate, repeated, hostile behavior)

HOW TO RESPOND TO BULLYING

General awareness of issues around bullying and bullying prevention are discussed, when appropriate, in the classroom or assembly. Incidents of bullying need to be reported to a responsible staff member (educational assistant, teacher, or school administrator) to allow for a timely response. All incidents of bullying are in turn made known to the school administration, which keeps a record of the incidents.

The Principal, Vice-Principal, or staff of the school take appropriate steps to understand the situation, provide support to the student who has experienced bullying, and use a variety of strategies to help the bullying student learn appropriate behavior both in and out of the classroom. If initial methods of behavior management are not successful, the school administration takes progressive steps that may include:

- phone calls to parents.
- in-school suspensions.
- meeting with parents.

- suspensions from sports/Club activities or field trips.
- out-of-school suspensions.
- expulsions.

Depending on the age-appropriate expectations for the student, as well as the nature and severity of the bullying, some of the above steps may be bypassed, progressing immediately to a suspension or expulsion.

In all disciplinary actions, Queen of Angels Catholic School administration follows procedural fairness guidelines as set out by the Federation of Independent Schools (FISA) and Island Catholic Schools Policy (ICS).