

# **Our Lady of Fatima School**



## **Code of Behaviour**

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## CODE OF BEHAVIOUR

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### WORKING TOGETHER WE CAN MAKE A DIFFERENCE

#### Commentary

Children learn more by example and witness than by words. The Our Lady of Fatima School Community shall endeavor to establish procedures that will nurture our Catholic environment through example, witness, and the implementation of this Code of Behaviour. The Our Lady of Fatima School environment will provide a safe, secure environment based upon Gospel values and an attitude of non-tolerance for unacceptable behaviour.

#### Rationale

The Ministry of Education and Training in its Safe School Act 2000 requires that each school develop a clear code of student behaviour. This code has been developed in accordance with the Antiracism and Ethnocultural Equity Policy 327, The Education Act and Regulation 298, section 23, "Requirements of Pupils".

#### Intended Outcomes

The Catholic School Community of Our Lady of Fatima will ensure a violence free school environment,

- which emphasizes that every community member is valuable, capable and responsible;
- which provides a school climate free from abuse, intimidation, discrimination and distraction;
- which provides a sense of empowerment, cooperation, kindness and ownership in a committed partnership with staff, students, community members, parents/guardians;
- which ensures that positive behaviour is acknowledged, rewarded, and modeled by all;
- which protects the rights of individuals to learn and to teach;
- which fosters the academic, emotional and spiritual growth and development of each member;
- which deploys fair and non-violent discipline strategies that maintain self-respect while teaching the students appropriate behaviour;
- which facilitates conflict resolution and behaviour management strategies by utilizing school and community-based resources;
- which provides a physically safe school environment that maintains adequate safety procedures in day-to-day functioning of the school

#### General Expectations

The staff, students, community partners, and parents/guardians of Our Lady of Fatima School believe that:

- physical, verbal (oral or written), sexual, or psychological abuse, bullying, or discrimination on the basis of race, culture, religion, gender, languages, disability, sexual orientation, or any other attribute is unacceptable;
- damage to property in the school/ environment (including school grounds, school buses) is unacceptable;
- students will treat each other, teachers, educational assistants, secretaries, custodians, volunteers, all board employees, visitors and parents with courtesy, dignity, and respect at all times;
- students will conduct themselves in such a manner during all activities so that productive learning may take place in the classroom on the school grounds, or on school excursions;
- students will settle arguments in a fair, non-violent manner; violence towards each other or towards adults is unacceptable.

### Visitors

To ensure the safety of all our students upon entering the school all visitors must report to the office.

### Routines/School rules

The students of Our Lady of Fatima School shall observe routines and school rules throughout their school day.

The Students of Our Lady of Fatima School shall:

- be punctual and attend school regularly
- display proper behaviour at all times and comply with all school rules
- wear clothing which is comfortable, neat and appropriate for school and the seasons of the year. Warm weather attire consists of the following:
  - dress/walking /sport shorts (length needs to be between mid-thigh to knee, cut-offs are unacceptable);
  - modest tops, t-shirts or collared shirts will be deemed appropriate (muscle shorts, tops with spaghetti straps, tops with alcohol/tobacco slogans, clothing with messages of a violent or sexual nature and tops that show mid-drifts are unacceptable to wear at school)
  - sleeveless shirts need to be of the t-shirt variety/cut to the shoulder.
- participate in school religious activities
- work to the best of their ability and complete all assigned tasks
- prepare adequately for their classes with regularity and punctuality
- follow directions to the best of their ability the first time they are given.

### Teachers and School Staff

- under the leadership of their Principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:
- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

### Parent/ Guardians

- play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:
  - show an active interest in their child's school work and progress;
  - communicate regularly with the school;
  - help their child to be neat, appropriately dressed and prepared for school;
  - ensure that their child attends school regularly and on time;
  - promptly report to the school their child's absence or late arrival;
  - become familiar with the Code of Behaviour and school rules;
  - encourage and assist their child in following the rules of behaviour;
  - assist school staff in dealing with disciplinary issues.

### Playground

- play fairly and safely with peers;
- use appropriate language;
- play within their assigned playground boundaries;
- show courtesy and respect to the playground supervisors at all times.

### Entering/leaving the school

- meet your teacher at your yard entrance door and enter the school in a quiet, orderly fashion, in single file;
- remove hats upon entry;
- dismiss from classroom or building under your teacher's direction;
- leave the school building and school grounds promptly upon dismissal, unless you are involved in a supervised activity.

### Hallways

- walk quietly in the hallway, in a single file along the wall;
- use the washroom or drinking fountains only with teacher permission;
- during class time students must carry a student pass issued by a teacher and conduct themselves in a quiet orderly manner.

### Lunchrooms

- lunchroom students are expected to behave as if they were guests in someone's home;
- observe our school work plan for waste management and recycling of re-usable materials;
- students who eat lunch at school must remain on the school property under our direct supervision (they must submit a written permission signed by their parent/guardian to leave the school property; this note must be presented to the Principal or designated person of authority).

### Attendance (punctuality, absenteeism)

- students should have a parent/guardian phone if they are going to be away; for the entire day/a portion of the day.
- upon the return to classes after an absence, all students are expected to have a written note signed by a parent or guardian explaining the absence
- students who need to be released from school should bring a note signed by the parent or guardian;
- students who arrive after the morning or afternoon bell has gone, are considered to be late. Students arriving late must check in at the school office.

### School Buses

- obey the school bus rules issued;
- behave in a manner which assures the safety of all;
- treat your bus driver and your peers with courtesy and respect at all times;
- move directly out of the bus to your assigned playground area when you arrive at school;
- be on time and move directly to your assigned bus line when leaving for home.

### Personal Property

- treat all public and private property with respect;
- the school is not responsible for lost personal property and equipment;
- lost items will be placed in the lost and found area and may be collected there;
- the school recommends that all personal items be labeled.

### Students Rights

- each student has a right to education provided in a safe and nurturing learning environment;
- each student has a right to be aware of his/her responsibilities and expectations;
- each student has a right to be treated with respect and dignity;
- each student has a right to be heard when involved in a compromising incident;
- each student has a right to address any accusations against him/her, without fear of repercussion and/or punishment;
- each student has a right to attempt to participate in school activities.

### Student Responsibilities

- each student will show respect for others in the school, namely teachers, students, staff, parents, including a respect for their belongings;
- each student will discuss with the teacher or principal, openly and honestly, any concern affecting his safety and/or learning;
- each student will co-operate with the staff and students to foster a healthy and positive learning environment;
- each student will accept and follow daily rules of the school at all times;
- each student will assume responsibility for his/her actions and follow through on any consequences given;
- each student will attend school regularly, and will provide written parental documentation for being absent;
- each student will realize that there are natural and logical consequences for any deviation from school rules;
- each student will complete assigned work, assist others when required, listen while others talk, partake in school chores;
- each student will always endeavor to be truthful.

### Consequences of Inappropriate Behaviour

Every student will receive a copy of the Code of Behaviour; please review the code with your child.

The students at Our Lady of Fatima School will be expected to live up to the expectations, rules and routines as set out in this Code of Conduct. Students who fail to live up to these consequences shall be subject to the following consequences.

### MINOR OFFENCES:

Offence	Responsible	Consequence
<ul style="list-style-type: none"> <li>▶ disruptive behaviour</li> <li>▶ not following routines</li> <li>▶ disturbing/ antagonizing other students</li> <li>▶ rough play</li> <li>▶ other inappropriate minor offences</li> </ul>	<ul style="list-style-type: none"> <li>• minor offences may be initially addressed by classroom teachers/ supervisors at the time of the incident.</li> <li>• may be referred to the Principal (or designate)</li> </ul>	<ul style="list-style-type: none"> <li>-Discussion of the incident with the student (s)</li> <li>-Apology if appropriate</li> <li>-Withdrawal of privileges</li> <li>-Isolation from the classroom</li> <li>-Removal from field trips/ special - projects or activities</li> <li>-Removal from the classroom to an alternate supervised setting within the school</li> <li>-Detention</li> <li>-Establishment of a behaviour, attendance or performance contract</li> <li>-Restitution by replacement, repair, clean-up or community service</li> <li>-Suspension from school</li> </ul>

**MAJOR OFFENCES:**

Offence	Responsible	Consequence
<ul style="list-style-type: none"> <li>▶ Any minor offence that occurs 3 times</li> <li>▶ rudeness or defiance</li> <li>▶ rough behaviour or play</li> <li>▶ intimidation/ fighting with other pupils</li> <li>▶ bus offences reported by the driver</li> <li>▶ disruptive behaviour in the classroom</li> <li>▶ throwing objects (e.g. snowball, books)</li> </ul>	<ul style="list-style-type: none"> <li>• reported by classroom teacher or supervisor</li> <li>• Principal</li> <li>• Parental contact</li> </ul>	<ul style="list-style-type: none"> <li>-Withdrawal of privileges</li> <li>-Detention</li> <li>-Community service/ assigned tasks</li> <li>-Time-out</li> <li>-Sent to the office</li> <li>-Discretionary suspension</li> </ul>

**SERIOUS OFFENCES:**

Offence	Responsible	Consequence
<ul style="list-style-type: none"><li>▶ physical violence</li><li>▶ weapons</li><li>▶ illegal drugs or alcohol</li><li>▶ smoking</li><li>▶ extreme defiance of authority</li><li>▶ verbal/ physical abuse</li><li>▶ chronic infractions of the school code</li><li>▶ swearing at a person in the position of authority</li></ul>	<ul style="list-style-type: none"><li>• Principal</li><li>• Parental contact</li></ul>	<ul style="list-style-type: none"><li>-Suspension from school</li><li>-Involvement or referral to outside agencies such as the Children’s Aid Society or Police Service</li><li>-Mandatory suspension</li></ul>

**REPORTING TO THE POLICE:**

Offence	Responsible	Consequence
<ul style="list-style-type: none"><li>▶ possession of weapons including guns and knives</li><li>▶ threats of physical injury</li><li>▶ physical assault causing serious bodily harm</li><li>▶ sexual assault</li><li>▶ robbery or extortion</li><li>▶ hate motivated violence</li><li>▶ vandalism causing extensive damage to school property or property located on school premises</li></ul>	<ul style="list-style-type: none"><li>• Principal</li></ul>	<p>These offences will be reported to the police when the students are 12 years or older and may be reported for students under 12.</p> <p>Mandatory suspension- maximum limit of 20 days per incident.</p>

***OUR LADY OF FATIMA SCHOOL***

***Student Commitment Contract***

**Student's Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

I have read the Our Lady of Fatima School Code of Behaviour and I will try to do my best to uphold the honour and reputation of my school.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

I have seen the Our Lady of Fatima School Code of Behaviour.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

**Please complete and return this page to the school as soon as possible.**

**Thank You for your ongoing support,**

**The Staff of Our Lady of Fatima School.**