

**St. Andrew's Elementary School
Code of Conduct**

***At St. Andrew's School we look to Jesus as our model
and expect everyone to act in a Christ-like manner.***

The code of conduct at St. Andrew's School is designed to maintain an understanding of the expected behaviours that are consistent with our school philosophy and mission statement.

The expectations and corresponding consequences apply to behaviours:

- at school
- during school-organized or school-sponsored activities, and
- beyond these times (specifically online behaviour) that negatively impacts the safe, caring, orderly environment of the school and/or student learning.

St. Andrew's School strives to develop a culture in which students feel safe, accepted and respected. The vast majority of students in St. Andrew's School are well disciplined, responsible and self-directed. However, as with any large group of people, there are a few students who, from time to time do not abide by the guidelines established for the benefit of all.

This Catholic Code of Conduct clearly reflects the need to provide a safe, effective learning environment for all students and staff based on a set of behavioural expectations, disciplinary procedures, and consequences which are both fair and consistent.

"As God's chosen ones, holy and beloved clothe yourselves with compassion, kindness, humility, meekness and patience. Bear with one another and if anyone has a complaint against another, forgive each other just as the Lord has forgiven you"
1 Thessalonians 5:14

Purpose:

- to establish and maintain safe, caring and orderly environments for purposeful learning and character building.
- To clarify and publish expectations for behaviour of all members of our community while at school, going to and from school, and while attending any school function or activity at any location.

The three guiding principles of our school code of conduct are: Respect, Responsibility and Reverence

- *treat others with **respect** by our words and actions*
- *demonstrate **responsibility** by doing our part in the classroom and in the school*
- *show **reverence** while praying, especially during Mass and also for the dignity of each human person*

Conduct Expectations:

Acceptable Conduct

- *treat others with **respect** by our words and actions*

Unacceptable conduct

Respect for Self:

- Students are to recognize God given talents and use them to their full potential.
- Students are expected to do their best work at all times and to seek help when necessary.
- Students are expected to take care of one's appearance- clean uniform and neat books

Respect for others:

- Students are to be inclusive of everyone in the classroom and on the playground
- All children feel safe and accepted.
- Report problems to an adult in a timely manner
- All communication between staff, parents and students must be respectful
- Students will follow the directions of staff members.

Respect for property :

- Care for the property of the school, other students and self
- Everyone should co-operate to maintain a safe and orderly environment.

- using inappropriate language, interrupting others
- Not learning to the best of one's ability
- Behaviors which interfere with the learning of self or others.
- Incorrect wearing of uniform
- Hitting, pushing, shoving, or other unwanted acts.
- Defying authority,
- bullying, acts of aggression, name calling, intimidation or threats
- disobedience

*demonstrate **responsibility** by doing our part in the classroom and in the school*

Acceptable Conduct

Unacceptable conduct

Responsible for our own learning:

- students are to listen to the teacher and try to do what he/she says. They are to ask questions if they don't understand something, and are expected to do their own work, including homework. They are expected to do their best at all times, always trying to improve. If deadlines are missed they may ask for an extension and also accept the consequences.

Responsible for our own belongings:

- students are to hang up coats, and backpacks carefully in the morning. They are to put gym clothes inside their backpack and zip it up. They are to keep their desk organized and tidy. They are to clean out their desk once a week. They are to put library books in a plastic bag so they don't get wet. They are to put all notices in their planners so they are not forgotten at home or at school. They are to pack their bag at night, and leave it by the door so as not to forget homework. They are to leave clothes tidily in a pile- or hanging for gym, so nothing is misplaced. If letters or notes are brought to school they are to be handed to the teacher or brought to the office. If permission slips are sent home, only one will be given. If lost the student needs to figure out a way to remedy that. (depending on grade level)

Responsible for own actions.

- Students are expected to act with respect and dignity of themselves and others.
- If mistakes are made then the student is to accept responsibility and consequences for that immediately.
- If someone is hurt through a child's actions or words, a student is expected to admit the hurt or harm done and to make amends.

- not following teacher direction
- talking back,
- being rude,
- distracting others,
- making a mess and not cleaning it up,
- destroying property such as desks, walls or textbooks;
- not taking care of our uniform or other belongings,
- losing things often,
- not admitting when we make a mistake,
- lying,
- blaming others,
- forgetting or not doing homework more than once a week,

show reverence while praying, especially during Mass

Acceptable Conduct

- Students are expected to take our faith seriously, are to participate in the Mass, class prayers and all assemblies.
- They are to act in ways that bring themselves and others closer to God.
- They are to be reverent of the presence of God in all people and things, realizing that he is the creator of all and all things belong to Him. See code of conduct grid on next page.

Unacceptable conduct

- talking during prayers/Mass, making faces or giggling, distracting others,
- not taking our faith seriously,
- not being reverent of other people's dignity or ourselves
- not actively participating in Mass and prayer services

Discipline Policy

There is a general expectation that as children mature more responsible behavior is expected of them. Children are to accept personal responsibility for their actions and belongings and are expected to exercise self-discipline to various degrees based on maturity. Treatment of individual cases will be at the discretion of the principal and/or the classroom teacher.

"Put away from you all bitterness and wrath and anger...and be kind to one another, tenderhearted, forgiving one another as God in Christ has forgiven you"

Ephesians 4:31-32

What happens if I don't follow the Code of Conduct?

	Unacceptable Behaviours <i>Examples are not limited to the following; refer to parent handbook for further details.</i>	Possible Consequences <i>Repeated incidents of behaviour will require principal involvement. Consequences may vary according to the age of the student, the circumstances and the severity of the offence.</i>		
Level 1	<ul style="list-style-type: none"> • Running in the halls; moving noisily through the school • Rudeness to adults or peers • Disrupting class or activity • Laughing at others' mistakes; • teasing 	<ul style="list-style-type: none"> • Verbal warning • Reprimand • Apology in response to unacceptable behaviour staff will initially attempt to correct the child gently and firmly, in a consistent and fair way. • The unacceptable behaviour will be explained to the child and he/she will be given at least two opportunities to improve behavior. • Should behaviour continue then Level 2 action will be taken. 		
Level 2	<ul style="list-style-type: none"> • Repeated incidents of Level 1 • Being disrespectful—looks, body language, comments that demean others • Refusal to follow instructions given by staff and parent supervisors • Swearing • Lying • name calling • leaving school grounds • defiance • aggressive behaviour. 	<ul style="list-style-type: none"> • Reprimand • Apology • Letter home to parents • Note in file • staff will file a behaviour form with the principal, • child will be asked to write an account of what happened, why and what they plan to do to improve behaviour. • This will be sent home for parent signature. • If the behaviors continue then Level 3 action will be taken 		
Level 3	<ul style="list-style-type: none"> • Repeated incidents of Level 2 • Aggressive behaviour— verbal/physical • Stealing • Damaging property • bullying- physical, or emotional or cyber-bullying. 	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Removal to another class • Letter home to parents • Note in file </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Behaviour plan • Service projects • Recess/lunch removal </td> </tr> </table>	<ul style="list-style-type: none"> • Removal to another class • Letter home to parents • Note in file 	<ul style="list-style-type: none"> • Behaviour plan • Service projects • Recess/lunch removal
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Level 4	<ul style="list-style-type: none"> • Repeated incidents of Level 3 • Fighting (physical) • Abusive language • Verbal/physical behaviour that harms others (i.e. bullying of any sort, including online bullying) • theft, forgery, cheating, • bullying, sexual harassment; causing physical harm or • possession of a dangerous weapon. 	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Possible suspension or expulsion • Loss of privileges • Principal/Parent/Teacher Conference </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Behaviour plan • Restitution • Note in file </td> </tr> </table>	<ul style="list-style-type: none"> • Possible suspension or expulsion • Loss of privileges • Principal/Parent/Teacher Conference 	<ul style="list-style-type: none"> • Behaviour plan • Restitution • Note in file
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"Do nothing from selfish ambition or conceit but in humility regard others as better than yourselves. Let each of you look not to your own interests, but to the interests of others. Philippians 2:3-4

Rising Expectations:

It is expected that students in the intermediate grades will show example to the primary students and lead by their actions. It is also expected that the older the students the more he/she should be aware of the rules and acceptable behavior. Therefore older students should expect and accept harsher consequences for their actions.

Expected behavior

General expectations	In the classroom	In the hallway	On the playground	In the gym	In the washrooms
<ul style="list-style-type: none"> • Turn off electronics and keep them in your backpack • Work together to build a safe, caring, positive learning environment • Report to a responsible adult any incidents of threats, harassment, intimidation, assault or bullying, including online harassment 	<ul style="list-style-type: none"> • Participate actively • Come prepared with homework and materials • Care for your belongings; label personal items • Keep workspace and classroom tidy • Raise your hand • Say please and thank you • Help others • Do the best you can • Ask for help if you need it • Be respectful of students, adults and self 	<ul style="list-style-type: none"> • Walk safely in the halls and stairways • Keep on the right-hand side • Use appropriate doors (“Go”, “Stop”) • Use quiet speaking voices, especially by the office • Exit by the west doors (Primary Field) at the end of the day except for Kindergarten and Grade 1 • Use quiet voice at all times- silence when coming in from outside 	<ul style="list-style-type: none"> • Stay on school grounds • Play safely and fairly; include everyone • Use your words to solve problems • Return equipment • Decide on the rules ahead of time • Report dangerous behaviours to the supervisors 	<ul style="list-style-type: none"> • Enter gym only with a teacher supervisor • Bring gym shoes and gym strip • Keep washrooms/change rooms clean • Change quickly and quietly • Do your best • Use gym equipment properly • Place clothes in a neat pile so nothing gets lost- or hang on hook 	<ul style="list-style-type: none"> • Use washrooms during regular classroom breaks • Use washrooms quickly and quietly • Wash and dry hands • Keep washrooms clean • Only one at a time from each classroom may be in the washroom • Report problems to the office