



# St. Maurice School Inc.

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<b>POLICY</b>	<b>CODE OF CONDUCT</b>
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Implemented	2006	Updated	May 2014
Date Approved	May 20, 2014	Dates of Amendment	
Cross Reference	Respect for Human Dignity and Equality, Respectful Workplace Policy, Mission Statement		

## **POLICY STATEMENT:**

All people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity and respect.

We believe that everyone - students, parents/guardians, teachers, staff and volunteers - has the right to be safe and feel safe in our school. With this right comes a very large responsibility: to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. Violent or disrespectful behavior is contrary to our Gospel and Catholic values.

## **POLICY:**

### **Section A**

Our *Code of Conduct* outlines the responsibilities students, parents/guardians and staff must accept to maintain a safe, secure, positive, productive, and faith-based learning environment. Detailed descriptions are found in the school's student and staff handbooks. The School Administrators referred to in this policy are the Principal, Vice-Principal for K-8 and Vice-Principal for 9-12. The term "parent" used throughout this policy also applies to any legal guardian of the child or to any person designated by the child's parent as being their guardian in that instance.

The Principal has disciplinary authority over the conduct of students while they are at school, over their conduct towards one another on their way to and from school, while being transported via school bus, at school sponsored activities, and to address unacceptable student conduct including bullying, cyberbullying, and abuse of a student by another.

*Students and staff must behave in a respectful manner and comply with the Code of Conduct.*

## Expectations and Responsibilities:

### **Staff shall:**

- create a positive faith-based learning environment where all students are accepted, feel respected and encouraged to develop self-esteem and respect
- encourage the involvement of parents in educational decisions involving their children
- operate on the premise that school, parish and home work together for the benefit of all students
- treat and discipline students with courtesy, respect, consistency, and fairness
- report incidents of bullying (including cyberbullying) to a School Administrator as soon as reasonably possible
- model behaviour in keeping with the school's Respectful Workplace Policy and its internet, social media and electronic device policies
- teach and model by positive example

### **Students**

St. Maurice School students are expected to conduct themselves in a manner which exhibits reverence, respect and responsibility. Students are expected to maintain a respectful attitude towards their peers, schoolmates, school staff, substitute teachers, student teachers, parent volunteers, and visitors to the school.

### **Students shall:**

#### *Respect the rights and safety of others by:*

- developing self-discipline
- demonstrating behaviour that contributes to an orderly, supportive and safe learning environment
- respecting human differences
- complying with the school's discipline policies including rules related to dress codes, bullying and cyberbullying, etc. as described in the Student Handbook
- resolving conflicts and difficulties with others through discussion or, by seeking assistance from school personnel

Make a commitment to promote their academic success by:

- attending school regularly and punctually
- coming to class on time with all necessary materials, e.g., textbooks, pens, notebooks, etc.
- completing assignments and handing them in on time
- participating, to the best of their ability, in class and school activities

**Parent(s) are encouraged and/or expected to:**

- ensure regular and punctual attendance and encourage completion of all school assignments by their children
- attend school meetings and events, and support the school
- maintain open communication with staff by addressing concerns through proper lines of communication
- treat all staff with dignity and respect
- assist their children to establish positive attitudes towards achievement as well as respect for peers, school personnel and property
- monitor their children's use of social media, the internet and personal communication devices to keep them safe and ensure they are not the subject or cause of cyberbullying or other dangerous activities
- inform the school of problem areas or areas of behavioural concern
- discuss with their children and support the school's *Code of Conduct* and policies

**Section B**

Bullying, harassing, or abusing another student physically, sexually or psychologically, verbally, in writing or otherwise, is unacceptable. Bullying is behavior that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behavior intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically repeated behavior. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication.

Types of Harassment or Bullying may include but, are not limited to:

Physical - such as gestures, slapping, hitting, choking, poking, punching, pinching, kicking, scratching, spitting, defacing property, physical acts that are embarrassing, locking in and out of space, physical violence against family or friends, threatening with a weapon, or inflicting bodily harm.

Verbal - such as name calling, gossiping or embarrassing another, spreading rumors, ethnic slurs, setting up to take blame, taunting, teasing, threatening phone calls or text messages, threats of violence against family or friends.

Social/Relational – actions or behaviours such as rejection, exclusion, manipulating social order, setting up to humiliate in person or through the use of technology.

Cyberbullying - such as the use of information and communication technologies including e-mail, cell phone text messages, instant messaging, social media, digital cameras, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, or hostile behaviour by an individual or group that results in harm to others.

### **Section C**

Possession or use of illegal drugs or alcohol, possession of weapons or dangerous goods (including laser pointers) and gang-related activities are prohibited at St. Maurice School.

- a. Using, possessing or being under the influence of alcohol or illicit drugs at school or, on school related activities - inside or outside the school - is unacceptable.
- b. Possessing a weapon, as defined in section 2 of the *Criminal Code*, will not be tolerated at school.
- c. Gang involvement will not be tolerated inside or outside the school.

### **Section D**

Students and staff must adhere to school policies respecting appropriate use of computer technology, electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable. Access is a privilege and not a right.

To gain access all students must obtain parental permission and must have their parent sign and return the school's Computer Acceptable Use Agreement to the school.

Staff must also complete the staff Computer Acceptable Use Agreement and return it to the school.

### **Section E**

In order to maintain a Catholic learning environment based on the teachings of the Catholic Church, staff and students must follow the Respect for Human Dignity and Equality Policy. Discriminating with prejudice on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code is unacceptable.

## **Section F**

Disciplinary consequences for violating the school's *Code of Conduct* will follow the Provincial Code of Conduct which may include, but are not limited to:

- Informal Discussion with Teacher or School Administrator
- Parental Involvement
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Restitution/Compensation
- Behaviour/Performance Contract
- In-school suspension
- Out-of-school suspension
- Revoking of the student's re-registration for the next school year
- Expulsion

School Administrators and Teachers must ensure that interventions and disciplinary consequences are appropriate given the frequency and severity of the conduct and must take into account a student's state of development.

Parents/Students have the right to appeal the disciplinary consequences issued in accordance with the Grievance Procedures outlined in the Student Handbook ...

Parents//Students having a concern must first approach the teacher with their concern. If unresolved, the student and/or parents should approach the K-8 or 9-12 Vice-Principal, as applicable. As a final measure, the student and/or parents should approach the Principal regarding the concern.

Concerns about more serious disciplinary consequences (suspension, revoking of re-registration, expulsion) should first be discussed with the K-8 or 9-12 Vice-Principal, as applicable. If unresolved, the student and parent(s) should approach the Principal regarding the concern. As a final measure, the student and parent(s) may request that the Board of Directors for St. Maurice School review the processes used in the determination of the consequence(s) assigned to the student. Such a request must be made in writing, addressed to the Chair of the St. Maurice School Inc. School Board, and received not more than 7 days after the meeting of the student and parent(s) with the Principal.