

J.J. O'Neill & St. Patrick

CATHOLIC SCHOOL

NAME: _____



J.J. O'Neill
Catholic Elementary School
240 Marilyn Avenue,
Napanee, ON
K7R 2L4
Phone: (613) 354-9500



St. Patrick's
Catholic Elementary School
6041 Highway 41
Erinsville, ON
K0K 2A0
Phone: (613) 379-2991

J.J. O'NEILL CATHOLIC SCHOOL/ST. PATRICK CATHOLIC SCHOOL CODES OF CONDUCT

Serve Well, Bring Hope, Celebrate All

*"This is what God asks of you, only this: to act justly,
to love tenderly and to walk humbly with your God." Micah 6:8*

The community of J.J. O'Neill and St. Patrick Catholic School is concerned with the welfare and safety of our children. This Code of Conduct, which is based on the Ontario Code of Conduct, is intended to be a clearly communicated set of expectations formulated for all members of the school community. We will focus on prevention and restorative practices that will foster dignity and respect while ensuring the safety of everyone through fair and progressive strategies designed to promote self-respect and respect for others. We believe all children are created in the image of God and can achieve academic excellence within a safe and caring, Christ-centered, learning environment.

ROLES AND RESPONSIBILITIES

Catholic schools are places of learning and believing. We believe in the fundamental right of children to be treated with respect, love and dignity. In return, children must learn to respect fellow students, staff, volunteers and visitors as well as personal and school property. A Catholic school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in our school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. A community rooted in these ideals responds to the call for each member to respect his/her own human dignity and ultimately recognize and respond to the uniqueness and worth of each other.

The Algonquin and Lakeshore Catholic District School Board acknowledges the roles and responsibilities for its students and staff as follows:

Principals, under the direction of the school board, take a leadership role in the daily operation of the school. They provide leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching environment and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- developing and enforcing local codes of conduct;
- communicating the contents and expectations contained in local codes of conduct regularly with all members of their school community;
- ensuring the communication of local codes of conduct includes a communication plan that outlines how these standards will be made clear to the entire school community;
- providing an example of respect and civility for all members of the school community;
- empowering students to be positive leaders in their schools and community.

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Teachers and school staff, under the leadership of their principal, 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;
- empower students to be positive leaders in the classroom, school and community;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules, policies and local codes of conduct and takes responsibility for his or her own actions.

Parents/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 fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly, and appropriately, with the school;
- help their child 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;

Volunteers play an important role at our school. Under the direction of the principal and teachers, volunteers contribute to our school in many different ways. Volunteers fulfill their responsibility when they:

- consider any information to which they have access while assisting at the school as confidential;
- avoid any comments/conversations which may be harmful/hurtful to students;
- use the same care and consideration that they would use with their own children;
- refer any concerns or requests for student information to the school principal.

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Parish and Clergy Members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school community.

Police and community partners are essential in making our schools and communities safer. Community members need to support and respect the rules of our school. Police investigate incidents in accordance with the Police/School Board Protocol developed by our school board. These protocols are based on a provincial model developed by the Ministry of Education.

STANDARDS OF BEHAVIOUR

We believe that at J.J. O'Neill and St. Patrick Catholic School, RESPECT FOR OTHERS is directly tied to how WE RESPECT OURSELVES. By treating all people in a positive, supportive, and caring manner, we also respect ourselves.

The standards of behaviour apply:

- on school property,
- while traveling on a school bus that is under contract to the school/board,
- in off-site school-sponsored activities such as trips and tournaments
- in circumstances where engaging in an activity could have a negative impact on the school climate (i.e. Internet)

Respect, Civility and Responsible Citizenship

All members of the school community must:

- conduct themselves in a manner consistent with the beliefs and practices of the Catholic Faith;
- show respect and comply with all applicable federal and provincial acts and regulations and municipal by-laws;
- demonstrate honesty and integrity;
- show respect for differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- show respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- show respect for the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- show respect for persons who are in a position of authority;
- show respect for the needs of others to work in an environment of learning and teaching;
- comply with standards regarding appropriate dress, as required.

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Progressive Discipline

Progressive Discipline is a step-by-step process of supporting positive behaviours and responding to and resolving a wide range of infractions and conflicts with appropriate interventions and consequences. It is a whole school approach that helps to facilitate the renewal of relationships and to ensure new beginnings for students within a nurturing environment. It considers the developmental needs of all students and provides opportunities for students to learn and grow. Progressive discipline exists at all times for all students and includes classroom management strategies and school wide programs that teach and reinforce positive social skills, provide support for students, promotes virtue formation and fosters Catholic values.

Bullying

Bullying: means aggressive and typically repeated behaviour by a pupil where;

the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would likely have the effect of,

i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or ii) the behaviours occurs in a context where there is real; or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation").

Cyber-bullying: For the purposes of the definition of "bullying" bullying includes bullying by electronic means including:

- a) creating a web page or blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.



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Respect:

- Of Self – Students should show respect for themselves as creations of God, appreciate their special gifts, and make an effort to contribute to their school;
- For Others – Students are expected to treat all members of the school community in a polite and cooperative manner. **Profanity, name-calling, poor sportsmanship, verbal or physical threats, racial slurs, and sexual harassment are unacceptable. Bullying, including verbal, and physical acts of aggression, will not be tolerated.**
- For Authority – Students are to be respectful and honest when dealing with school staff, and are to follow the rules and expectations of the school. Lying, stealing, and cheating are unacceptable.
- For Property – Students are expected to treat their own property, school property, and the property of others respectfully. Supplies, equipment, and textbooks must be used with care, keeping conservation in mind. Students have a responsibility to maintain the school yard, desks, and washrooms in a neat and tidy manner. Persons who damage property will be held financially responsible.

PROCEDURES

Attendance at School

We believe that every school day counts as students are more likely to be successful if they attend regularly. Parents/guardians are to contact the school before 8:45 a.m. if your child is going to be late or absent. Our answering machine is in operation 24 hours a day. All absences not cleared on the day of the absence will be recorded as truancy. Students who are not in the classroom prior to the end of our morning announcements will be recorded as late. Please note that chronic concerns will result in the matter being referred to the Board's attendance counselor.

Students are expected to remain on school property. Students who walk to school may walk home for lunch, provided they have parental permission that is communicated to the classroom teacher in writing at the beginning of the year. Any change to routines should be accompanied by a note. All other students shall remain at school for lunch unless they are being picked up by a parent/guardian.

Parents/guardians are to notify the school by phone or in the student agenda if their child will be leaving school for an appointment. Parents/guardians are to meet their child(ren) at the office and inform the staff upon leaving.

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Punctuality

- It is very important to have students arrive on time.
- The late arrival of students will be monitored and recorded on school records. All students who arrive late must report to the office prior to going to their classrooms.
- School starts in the morning at J.J. O'Neill at **9:15** and in the afternoon at **12:50**. Dismissal is at **3:25**. School starts in the morning at St. Patrick at **8:55** and in the afternoon at **12:50**. Dismissal is at **3:05**.

Personal Appearance

- Students are expected to be neat and clean in their habits and to be dressed appropriately. Backs and midriffs must be covered. Students should not be wearing tops with spaghetti straps. The shirt should be able to be tucked in so that backs and midriffs (belly buttons) are not exposed. Shorts should be of an appropriate length.
- Suggestive pictures and slogans, profanity, alcohol, drugs or any other offensive materials on clothing are not acceptable.
- Students require shorts, or track pants and a T-shirt for Physical Education. These are not to be worn in the regular class. A gym bag is recommended for storage of these items. Jewelry must not be worn in Physical Education classes or for school sporting events for safety reasons.
- Hats are to be removed when students enter the school; coats and outside footwear are also to be removed and neatly arranged before entering the classroom. Inside footwear must be worn in the school and portables. Running shoes must be worn for Physical Education classes.

Preparation for Class:

Students are to be prepared for each class, to have all notebooks, textbooks and material indicated by the teacher as necessary, and to have homework assignments completed. Assignments are to be completed by due dates and students are to be prepared for tests and examinations. Students are expected to submit work which is original, completed by themselves, and represents their best efforts. Students will not be excused from Physical Education class without a note from the parents or a medical certificate as required

Safe and Orderly Conduct

- In the mornings students from grade 1 to 8 will go directly to the schoolyard. Only bussed students are permitted in the bus-loading zone at arrival and dismissal times. Students will walk their scooters, skateboards, and bicycles when on school property.
- Students are expected to walk in a quiet, orderly manner at all times as they move through the school and classrooms. Students are to sit while eating lunch.

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- In order to ensure student safety and instill independence in our students, we ask that parents/guardians who are dropping off or picking up their child(ren) during the school day do so at the office. Thank-you for your co-operation!

Transportation

Students who qualify shall be granted the privilege of using transportation provided by the Board. School buses are an extension of the school system and the schools' standards of behaviour are carried over to the school bus for daily transportation as well as excursions.

Use of Technology

- Computers are in school for instructional purposes. Students are taught to be respectable digital citizens and should be engaged in a purposeful activity that requires them to complete an activity with the use of information technology. Personal devices can be used during the school day with teacher permission for educational purposes.
- Teachers are responsible for ensuring that all students are using the Internet to support student learning. Students are supervised at all times when given permission to access the Internet. Students and parents must sign the Acceptable Use Policy and be aware of the policy for inappropriate use of the Internet.

Electronic Devices

- Cellular phones and other electronic devices must be powered off during regular school hours. These items are not necessary for the students' educational experience and students will have access to the school telephone in the event of an emergency.
- Our schools promote healthy, active living. Handheld electronic games will not be permitted on the school yard. In order to respect the privacy of our students and staff, students are not allowed to take photographs without permission from staff.
- Failure to comply could result in the item being confiscated and parents having to come to the school to pick them up. It is recommended that electronic devices not be brought to school. The school does not assume responsibility for lost, broken, or stolen property.

Illness/ Injury

- Students will not be excused from any classes (i.e. Physical Education) without a note from parents/guardians and/or a medical certificate as required.
- The best place for a child who is ill is usually their home. Parents/guardians should refrain from asking that students be allowed to remain inside at recess as there will be no supervision. Most students who are well enough to be at school are well enough to benefit from fresh air and the exercise of outdoor activities.

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- In cases of injury at school, appropriate first-aid will be administered. If the injury appears more serious, we will notify the parent/guardian or emergency contact in order that their child may receive the necessary medical attention. It is critical that up to date information is given to the office.

Storage and Dispensing of Medication

School personnel are not authorized to dispense non-prescribed medication. Any student bringing medication to school must report it to the office where it will be stored to ensure safety. On occasion we have been asked by a parent to ensure their child receives a prescribed medication. Please be aware that in order to do so, we **require the completion of a Medical Information and Consent Form signed by the parent and the physician** prescribing the medication. All such medication should be clearly labeled, dated, and stored in the office. It is the parent's/guardian's responsibility to initiate this arrangement on a yearly basis.

Extra-curricular Activities

All relevant school rules and expectations apply to school trips, on buses, and during school-related activities, such as sports events and dances. On-going co-operative school behaviour, such as commitment to schoolwork, regular attendance, and positive behaviour is a prerequisite for participation in any extra-curricular activity.

It is important to remember that attendance at any such activity is a privilege which can be removed for lack of co-operation. Students should always remember that they represent the school and they are expected to show respect in both their words and actions.

Prohibited Substances/Inappropriate Possessions

The following substances or inappropriate possessions will not be tolerated on school property, while commuting to and from school, or during extra-curricular activities:

- tobacco
- alcohol
- illegal drugs
- inappropriate media material
- pornography
- weapons/replicas
- prohibited objects
- laser pointers
- fire crackers/caps

These items will be confiscated, parents will be informed, and when applicable, the police will be contacted.

Suspensions and Expulsions

Please refer to the Algonquin & Lakeshore Catholic District School Board Policy S-2011-10-3. This can be found on the website at www.alcddb.on.ca

Under Parent section, look under Policies and Procedures for Schools & Students.

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