

# **OUR LADY OF MOUNT CARMEL 2019-20 STUDENT CODE OF CONDUCT**

Our Code of Conduct is designed to ensure that the learning environment in our school is welcoming, caring, respectful, and safe. Only then can students function effectively in the learning process. It follows that the efficient operation of our school and of the learning atmosphere in each classroom will be enhanced with students adhering to this Code of Conduct. The staff of Our Lady of Mount Carmel School believes that discipline should have as its goal, the development of a mature, Christ-like, self-disciplined individual who is a responsible, contributing member of their school and community. Therefore, our Code of Conduct philosophy recognizes that Parents/Guardians are the first educators in all areas and as such have the primary role in ensuring that their child's conduct contributes to a welcoming, caring, respectful, and safe learning environment. Mount Carmel staff believe that effective discipline should teach students to take full responsibility for their own actions. This Code is consistent with the Catholicity of our school and encompasses the social, emotional, intellectual, physical, and spiritual needs of the child.

## **BEHAVIORAL EXPECTATIONS**

We expect our students to always behave reasonably well and to treat each other and our school staff with the respect that recognizes the inherent dignity we all have as children of God. These expectations cover the entire school day and extend beyond it when social media and other electronic communication is involved. We define unacceptable behaviour as any conduct that negatively impacts an individual in the school or the school generally.

## **LEVELS OF DISCIPLINE**

When student behaviour fails to meet these expectations, it is our responsibility to take action to address it. Any action we deem necessary will be based on the individual needs of the child involved and attributes such as age, maturity, and individual circumstances. We believe that treating everyone the same is not necessarily "fair" and thus our Code of Conduct contains the flexibility to deal with our students on an individual basis. Rest assured that we will provide a continuum of supports to students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior. The first two levels below are intended to effectively address minor infractions such as class disruptions including repeated interruptions, not having needed books and supplies, not doing assigned work in class, incomplete homework, failure to respect other's space and property, horseplay, and violation of dress code policy.

### **Level 1 - Verbal Warning**

- a staff member will discuss the inappropriate behavior with the student who will be encouraged to change their behavior and, if applicable, apologize to any aggrieved party

### **Level 2 - Out of Class Time-Out**

- the student will be asked to leave the classroom and be directed to another designated area
- the teacher will have a discussion with the student
- the teacher will record the incident and possibly contact the parent by phone or email

The next two levels are intended to effectively address major infractions such as repeated minor infractions, defiance of school authority, use of improper or profane language/gestures, verbal abuse, fighting or physical violence, harassment or bullying\* (during the school day or by electronic means), theft or damage to property, unexplained absence from class, any other conduct deemed injurious to the moral tone and reputation of the school, its staff and students. The School Administration will be directly involved in these levels.

### **Level 3 - In-School Suspension**

- parents will be notified of an in-school suspension
- can be from a half day to a full day
- students will be placed in a quiet working area
- students will lose lunchroom and all extra-curricular privileges during suspension (i.e. sports, field trips, etc.)
- students are responsible for all assigned work during an in-school suspension
- parent/guardian may need to attend a school meeting for student to be reinstated
- students misbehaving during suspension will proceed to the next level

#### **Level 4 – Out-of-School Suspension**

- parents will be notified by the school administration of an out-of-school suspension
- can be from one day to five days
- students will lose extra-curricular privileges during suspension (i.e. sports, field trips, etc.)
- students are responsible for all assigned work during an out-of-school suspension
- students can use their virtual classrooms to determine the assigned work
- returning to the school or school grounds, without the express permission of school administration, constitutes trespass and will be dealt with accordingly

It is important to note that a student who receives two or more one day in-school or out of school suspensions, or a two day or longer suspension may lose other school privileges such as computer use, reduced field trip participation, and exclusion from year-end activities. The school administration reserves the right to review each suspension on an individual basis to determine appropriate consequences.

Level 5 is only used in exceptional circumstances. These would include situations involving the possession or use of narcotics, tobacco, or alcohol at school or at school sponsored activities, severe harassment or bullying, or the possession or use of a weapon. In addition, less serious behaviour or incidents may also warrant a Level 5 such as when a student is given numerous opportunities to correct his/her conduct but no improvement is seen. The Principal will be directly involved at this level.

#### **Level 5 - Recommendation for Expulsion**

- Principal recommends to the Superintendent that the student be expelled from the school
- Parents will be notified by the Principal of a recommendation for expulsion

It is extremely unlikely that your child will ever go through all the steps outlined above. However, if he/she should experience one or more of these steps, parents can be assured that it will be done in a caring manner to help them learn from their mistakes and move forward. When parents and school staff work in partnership, we are empowering your children to develop into responsible adults and good citizens.

#### **CONCLUDING STATEMENT**

This Code of Conduct is reflective of the expectations of students as addressed in legislation and district policies. It will be communicated annually in writing to all members of the school community and will also be reviewed and adapted as needed. It is our responsibility to teach your children to the best of our ability and to provide a Christian classroom environment that is conducive to learning. Our Code of Conduct will assist us in providing the best possible environment for all students. We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within Our Lady of Mount Carmel School. We further affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

#### **\*More on Bullying**

Definition: Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to **bullying** through information and communication technologies.

How to Report Bullying – Students who are the victims of bullying are strongly encouraged to immediately contact school administration, preferably the Principal. Remember, not reporting it is what the bullies want. Don't allow them to continue their behaviour that is harming you and others. BE BRAVE!