

HOLY SPIRIT CATHOLIC SCHOOL

Student Behaviour and Conduct Policy

Recommendation from School Improvement Process, November 2013



Mission Statement

Holy Spirit Catholic School exists as the result of the expressed need of our Christian community for a Catholic school to serve students in a setting where they can celebrate their common bond of faith in God.

The staff and parents, working in the name of Jesus and in the Spirit of His challenge, are committed to providing a quality Catholic education that prepares students to live compassionately and morally where change is the only constant within an atmosphere of Faith, Hope, Love and Prayer.

At Holy Spirit Catholic School we believe that all students have the right to learn in a positive, caring environment that strives to meet individual needs. We believe that this can be accomplished by establishing a setting where learning, achievement, service to others and a sense of belonging is valued. These expectations model the precepts of our Catholic faith, involving staff, students and parents/guardians.

Acceptable behaviour will demonstrate RESPECT for self, others and property.

My children, our love should not be just words and talk;
it must be true love,
which shows itself in action.

1 John: 3:18

Rights and Responsibilities of Students

Holy Spirit Catholic School has expectations of all students to become actively involved in their academic, social, and spiritual growth. These expectations have evolved to provide an effective learning environment for everyone. Students have both the right to receive, and the responsibility to provide, respect for themselves, others, and property within our school community. As students develop an understanding of these rights and responsibilities, they will learn skills and self-discipline necessary to conduct themselves accordingly. This process requires modeling and support from both staff and parents/families.

Students have the RIGHT to:	Students have the RESPONSIBILITY to:
<ul style="list-style-type: none"> ✓ Belong in a faith-filled community ✓ Feel safe ✓ Be respected ✓ Be heard ✓ Academic success 	<ul style="list-style-type: none"> ✓ Respect all individuals and property ✓ Follow expectations and directions of school and staff ✓ Come to school prepared to participate to the best of their ability, and seek help when needed

Responsibilities and Expectations of STAFF

Holy Spirit Catholic School staff are responsible for establishing a school climate in which all students develop a sense of belonging to our faith-filled community. Through support, structures and routines, staff members assist students in developing academically, socially and spiritually.

Staff members will:

- ✓ Be a witness of our Catholic faith, modeling Christ-like behaviours and attitudes
- ✓ Treat all community members with dignity and respect
- ✓ Create an environment where students feel safe, loved and trusted
- ✓ Provide an environment where students succeed, considering individual needs and circumstances
- ✓ Encourage and acknowledge appropriate behavior of students
- ✓ Assist students in developing self-discipline and good study habits
- ✓ Co-create classroom guidelines and consequences, clearly communicating these to students and parents, following through with consequences and completing an Student Action Plan, if necessary
- ✓ Establish positive and regular communication with parents/guardians
- ✓ Provide opportunities for dialogue, problem solving with students and families
- ✓ Model appropriate use of technology

Minor infractions, such as:

- Being late for class
- Running in the building
- Not being prepared for class
- Use of personal devices
- Inappropriate attire
- Incomplete homework
- Inappropriate intimate behavior
- Disrespecting property, trash on floor
- Moving to undesignated areas

...may result in action being taken, such as:

- Clear, verbal warning
- Brief time-out in designated area or detention
- Documenting infraction in student agenda
- Completion of Student Action Plan and contacting family
- Performing school community service
- Confiscation of device or property

Major infractions, such as:

- Fighting, physical aggression, including “play fighting”
- Defiance
- Vandalism and Theft
- Disrespectful, abusive, profane language
- Carrying dangerous items, such as lighters, weapons
- Threats/Harassment
- Disregard for any division policies/regulations such as smoking, drugs, alcohol
- Cheating
- Continual “minor infractions”
- Interfering with code of conduct set out in School Act

...will result in action being taken, and consequences will be determined based on the severity and the repetitive nature of the infractions. At any time, student may be suspended from a school activity. At any time, student may be required to perform school community service. At any time, a student may be asked to complete and discuss a Student Action Plan, which will remain on file at the school and will be copied and sent home. Parents and guardians will be contacted.

Level I: at minimum, student will spend 30-60 minutes in designated area, such as the office in order to evaluate behavior, discuss retribution.

Level II: at minimum, student will serve in-school suspension.

Level III: at minimum, student will serve an out-of-school suspension.

Following any out-of-school suspension, staff, parent/guardian and student will meet to arrive at an agreement for re-entry and/or additional options for success.

Contacting the RCMP may also occur at any level if the infraction warrants such involvement.

Expectations and Responsibilities of Parents/Guardians

At Holy Spirit Catholic School we believe that school and family partnerships are essential in achieving the greatest possible growth for all our students. It is our hope that parents and guardians will support their children and our community in ways such as:

- ✓ Demonstrating respect for our Catholic faith and community members
- ✓ Being aware of the various means of communication used by the school; keeping up-to-date with newsletters and school messages.
- ✓ Communicating concerns, information and circumstances that may impact children at school.
- ✓ Ensuring the regular and punctual attendance of children
- ✓ Being aware of school policies and supporting their children in following expectations
- ✓ Participating in parent-student-teacher conferences

Holy Spirit Catholic School Dress Code

Students are expected to maintain good grooming practices, and dress appropriately for our faith-based, public community.

The following are not to be worn at school at any time, nor at school-related activities:

- Hats or other headwear within the school
- Short shorts or skirts (these should hang past the hands when at the side)
- Pants that are too low cut or falling down
- Low cut tops
- Sheer tights or sheer leggings
- ‘Muscle shirts’; cut-off shirts or sweaters; tube tops; tops with spaghetti straps; tank tops; strapless tops; sheer-fabric tops, unless solid fabric worn underneath
- Clothing or accessories that depict or suggest alcohol, drugs, sex, violence, or inappropriate language – whether through words, symbols, or pictures
- At no time should undergarments be showing

Students, beginning in Grade Four, are required to change for Phys. Ed. Students are encouraged to wear ‘Holy Spirit’ sportswear, as well as soft-soled running shoes for Phys. Ed. class.

- Students will be asked to change or cover up if their clothing is deemed inappropriate by any staff member.
- Staff members will not engage in negotiations or lengthy discussions about the appropriateness of clothing. Their perceptions and decisions about inappropriate articles of clothing will be supported by school administration.

Holy Spirit Catholic School Expectations for Personal Devices

Students increasingly have access to cell phones and other personal technological devices which are often accessed throughout the school day. As we continue to move toward a “Bring your own device” protocol, expectations for using these devices at school are evolving, although Evergreen School Division does have in place the Appropriate Use Agreement contract that all students and parents sign at the start of each school year. Along with these conditions, our expectations with regard to technology devices allow students to:

- ✓ use before school, during morning and lunch recess, and after school

Students may not use these devices:

- ✓ as a calculator
- ✓ between classes
- ✓ to take photographs or videos on school property or at school-related activities

Teachers reserve the right to request/approve the use of devices for specific academic purposes.

Consequences for students in violation:

1st offence: Device taken for 1 class period

2nd offence: Device taken for full school day

3rd offence: Device taken until picked up by a parent/guardian.

At this point additional consequences may be considered.

Action Plan

Student		Class
Date	Block	Time
Infraction		
Staff Signature		

Illustrate or explain what happened.

Try to include: Who? What? Where? When? Why?

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In discussion with

Staff	Date	Time
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The facts, feelings and perspectives were addressed

Who?	
What?	
Where?	
When?	
Why?	

Now What?

Action Plan includes student responsibility and staff responsibility

Agree that a staff member will follow up in one day, and then again in one week before filing the document.

Next day	
Next week	