

School Code of Behaviour

St. Michael School Motto

*“This is what Yahweh asks of you;
only this, to act justly, to love tenderly,
and to walk humbly with your God.”*

Micah 6

Responsibility

Responsibility creates a community of respectful individuals. It is not always easy to make responsible choices, especially if someone else is not being responsible. It is important to remember that you are in charge of yourself. You can do what is right.

Respect for Self

You are called to respect the health of the body, the alertness of the mind and the dignity and sanctity of the person.

Respect for the Rights and Property of Others

You are expected to be courteous to, and considerate of, everyone and compassionate to those in need. Verbal or physical harassment is not acceptable.

Everyone must know that our Catholic School is a safe and supportive place to be. Members of the school community are expected to use non-violent means to resolve conflict. Conflict and differences will be addressed in a manner characterized by respect and civility. We believe in the dignity of each person. This includes respecting property by caring for school equipment and the personal property of classmates, teachers and staff.

Respect for Our Community

We are all expected to comply with the rules and expectations of the school. The teaching staff, the secretarial, custodial, maintenance, hall monitors and cafeteria staff, all work very hard to make your years happy and rewarding. They deserve courtesy, consideration and respect. **In order to promote responsible citizenship, we will encourage participation in the civic life of the school community.**

Academic Expectations

You are expected to attend school regularly and attend all your classes. You are expected to be there on time and be prepared by bringing all notebooks, textbooks, and necessary materials to class. Have assigned homework completed and submit assignments on due dates. Be prepared and present for all assessments and final summative evaluations.

<i>Cooperation with Police and Community</i>
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Parents, Students, educators and police must work together to support a cooperative partnership aimed at creating and maintaining a safe school environment. A protocol has been developed with our school board and police forces in Huron and Perth Counties.

The Protocol:

- **Emphasizes the rights of students, staff and community to learn and work in safe and positive learning environments**
- **Provides schools with guidelines for reporting serious incidents to the police**
- **Reinforces the need for community and co-operation**

The protocol includes procedures to follow in specific incidents such as:

- Assault causing bodily harm, threat to use violence or sexual assault
 - Possession, use of, or threat to use a weapon
 - Destruction of property causing extensive damage
 - Intimidation for the purpose of extortion
 - Robbery
 - Possession of drugs
 - Racially motivated incidents
 - Prohibited items on school property
- Also addressed are procedures dealing with
- Questioning of students
 - Search and seizure
 - Arrests
 - Recording and reporting of incidents of violence.

Copies of the protocol are available from the principal.

Roles and Responsibilities

Our school works to ensure a safe and orderly learning environment for all students and staff. To achieve this goal, programs and strategies are provided that assist students in acquiring the positive behaviours needed to maintain a violence-free school. This can best be accomplished when parents, school and the community work together to teach discipline.

St. Michael Catholic Secondary School recognizes that each student is an individual – unique in personality, family context, attitude and abilities – and that each behavioural situation has a different set of circumstances.

Our school, in partnership with parents and community, has the responsibility to:

- Provide a safe school environment
- Teach positive behaviour and good citizenship
- Teach acceptance of and respect for others
- Foster open and honest communication

Principal

The Principal, under the direction of the school board, takes a leadership role in the daily operation of a school.

He provides this leadership role by:

- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- Holding everyone, under his authority, accountable for their behaviour and actions;
- Communicating regularly and meaningfully with all members of the school community.

Teachers

Teachers and school staff, under the leadership of the principal, maintain order in the school and are expected to hold to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- Help students work to their 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;
- Prepare students for the full responsibilities of citizenship.

Parent Responsibilities

1. Parents 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 are partners in the education of their children.
 - Parents agree to respect and support the Catholic nature of the school.
 - Parents agree to sign permission forms when they approve a school request. Parents are invited to contact the school if they have questions or concerns about a request.
 - Parents are encouraged to cooperate with the school if the student's program or performance requires special attention.
 - Parents are encouraged to help their children be neat, appropriately dressed and prepared for school.
2. Parents agree to fulfill their responsibilities.
 - Persons of compulsory school age must attend school punctually and regularly. Parents agree to support this legal requirement.
 - Parents are encouraged to become familiar with the Code of Conduct and school rules.
 - When students are absent from school, parents are asked to inform the school of the reason.

- Parents are encouraged to work with school staff to resolve any behaviour problems which may arise.
- Parents are encouraged to show an active interest in their child's schoolwork and progress.

Student Responsibilities

1. Students are accountable for their actions.
 - Students are responsible for following the rules of their school when attending any school or board sanctioned event, regardless of location.
 - Students will respect and comply with all applicable federal, provincial and municipal laws.
2. Students agree to accept, from the school, discipline as exercised by a kind, firm and judicious parent.
 - If a student refuses to follow school rules or comply with disciplinary action, the matter will be treated as a serious infraction.
3. Students are expected to act as responsible members of the catholic Community.
 - Students' actions will reflect dignity for self and others and demonstrate honesty and integrity in their actions.
 - Students agree to be courteous to other students, to staff and to visitors. Insults, disrespect, and other hurtful acts disrupt learning and teaching in our school community.
 - Students will respect differences in people their ideas and opinions.
 - Students will respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, citizenship, religion, gender, age, disability or sexual orientation in accordance with the Catechism of the Catholic Church.
 - Students agree to use appropriate language while at school, or when participating in any school-sponsored activity.
 - Students agree to respect the needs of others to work in an environment of learning and teaching.
4. Students agree to respect property.
 - Destroying or defacing property will not be tolerated.
 - The student agrees to pay for repairs resulting from acts of willful damage.
 - The student will take proper care of school material..
5. Students agree to comply with their school dress code,
 - The student acknowledges that repeated dress code violations will be treated as serious infractions.
6. Students are responsible for attending classes.
 - Regular attendance is an essential component of every course at St. Michael. Poor attendance is often the cause of course failure.
7. Students are responsible for putting a strong, consistent effort into their

studies.

- It is expected that students will participate in daily learning activities and will complete assignments.
- Students with difficulties in their studies are encouraged to seek help from their teachers or other staff members.
- 8. Violence or the threat of violence will not be tolerated.
 - All incidents of threats or acts of violence will be acted on.
 - Students must not inflict or encourage others to inflict bodily harm on another person.
 - Student must seek staff assistance, if necessary, to resolve conflict peacefully.
 - Students agree that prohibited materials are not allowed at school or school-sponsored events. These materials include drugs, alcohol, weapons or articles intended for use as weapons, sexually explicit material, racist or sexist material, material glorifying violence and any other materials prohibited by law. Our school will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of or under the influence of alcohol or illegal drugs.
 - The student acknowledges that sexually explicit, racist or sexist material undermines the Christian respect and dignity everyone deserves. Display or possession of such material at the school or school-sponsored events is completely unacceptable.
 - Physical, verbal or sexual harassment, and sexist or racist actions will be considered in the same manner as an act of violence.
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School's Actions and Responses

1. When an infraction occurs, students and parents are assured that the school and the Board will use actions and responses, which suit the circumstances. Normally, the initial actions will involve the teacher working with the student. Whenever necessary, parents and appropriate school staff will be involved. Some of the following actions may be chosen as responses to an infraction:
 - Verbal warning;
 - School contact with parents;
 - Involvement of Learning Services professional;
 - Detention with special assignments;
 - Written performance agreements between the student and the teacher;
 - School or community service;
 - Additional assignments;
 - Loss of privileges (e.g., participation in school teams);
 - In-school suspension;
 - Out of school suspension for up to 20 days with Superintendent approval;
 - Involvement of community agencies;
 - Compensation for damages or destroyed property, up to replacement or repair costs;
 - Police involvement in response to illegal acts;

- Recommendation of expulsion from school

2. **Mandatory Expulsion** – In accordance with the Safe Schools Act, a student who commits any of the following acts of violence while he or she is either at school, or engaged in a school-related activity (i.e., extra curricular activity), shall be expelled from his or her school and from engaging in all school-related activities.

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor.

In situations in which the student has committed any one or more of the above noted infractions, the school:

- Shall report the incident to the police;
- Shall confiscate the weapon or material;
- Shall either expel the student immediately or depending upon the circumstances, suspend the student who is suspected of the above acts of violence, pending an investigation.
- Shall provide notice of the expulsion or suspension pending investigation in writing to the student, and if the student is under 18 years old, to the student’s parent or guardian;

In addition to the above, the school may also:

- Recommend a counselling program;
- Recommend the services of community agency.

Note: The expulsion/suspension of a pupil is not mandatory if:
 The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour or the pupil does not have the ability to control his or her behaviour;
 The principal determines that the pupil’s continuing presence in the school does not create an unacceptable risk to the safety of any person.

3. **Suspension** – In accordance with the Safe School’s Act a student shall be suspended from his or her school and from engaging in all school-related activities if the student commits any of the following infractions:

- Uttering a threat to inflict bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or another person in position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the school, or to any other property which is located in the premises of the school;

- Using the internet or other electronic media for illegal purposes or in a manner that does not reflect our Catholic values;
- Engaging in another activity that, under a policy of the board, is one for which a suspension is mandatory.

In situations in which the student has committed any one or more of the above noted infractions, the school shall:

- Suspend the student for a minimum of one day up to a maximum of 20 days with the Superintendent approval;
- Provide notice in writing to the student, and if the student is under 18 years of age, to the student's parents or guardian.

In addition to the above, the school may also:

- Report the infraction to the police;
- Consider placing the student in an alternate learning setting;
- Recommend participation in a counselling program;
- Remove school privileges;
- Recommend expulsion from school if the infractions are severe or habitual.

The minimum duration of a mandatory suspension is one school day and the maximum duration is 20 school days.

Note: Parents or guardians of a minor can request a review of a decision to suspend or appeal a decision to expel a pupil. If the pupil is not a minor, the pupil may make this request.

One-day suspensions may not be appealed.