



CODE OF CONDUCT

• ST. AUGUSTINE SCHOOL •

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It is the goal of the St. Augustine School Code of Conduct to clearly state the expectations of behaviour for all students and to promote an optimal learning environment. We believe that all children have the right to learn in a safe, caring and orderly environment. Our expectations are that students will maintain an attitude that is cooperative, courteous and respectful.

Bottom Lines

1. No bullying. (Definition: *A pattern of repeated aggressive behavior, with negative intent, directed from one child to another where there is a power imbalance.* – Dr. Dan Olweus.) *Please, refer to page 6 for full Bullying Prevention details.
 - a) Physical bullying – involves hitting the victim in some way or taking or damaging a victim’s property.
 - b) Verbal bullying – using words to hurt or humiliate others.
 - c) Social bullying – trying to convince their peers to exclude or reject a certain person or group of people, and cutting the victims off from their social connections.
2. No damaging school property.
3. Do not use your body to intentionally injure others. (Example: Biting, elbowing, kneeing, pushing, shoving, kicking, punching.)
4. No weapons or using objects as weapons. (Such as knives, matches, lighters, and fireworks)
5. No stealing.
6. Do not leave the school or school playground at recess or lunch break without the permission of the teacher on supervision duty or the Principal.

Consequent for Breaking a Bottom Line:

As soon as a student has broken a bottom line, the Principal will be informed, the student will be removed from the situation, his or her parent(s) will be notified (by phone or in writing), and he or she may be asked to leave the school that day. This may be followed by a suspension (in-school or home) or recesses may be suspended temporarily.

Rules for Reckless and Disrespectful Behavior

1. No defiance of an adult. (Example: talking back, refusing to follow directions, lying)
2. No swear words or gestures.
3. No teasing, name-calling or exclusion.
4. No dangerous behavior in the classroom. (Such as running, throwing things, playing in the closets)
5. No irresponsible or inconsiderate actions during recess time. (Such as throwing water, sand, sticks, snowballs, or other hard objects, playing in the washrooms)
6. No running in the school, except at appropriate times and places. (Example: Courtyard time, PE.)
7. Do not enter the building during outdoor recess without the permission of the teacher on supervision duty.
8. Washrooms must be kept clean and tidy. Toilets, sinks, paper towels, soap, and water fountains must be used properly.

Consequences (3 strikes):

1. Firm warning. (depending on the behavior, a behavior warning letter might be necessary immediately)
2. Behavior Warning Letter
3. 4 Way meeting with student, teacher, principal and parent
4. In-school suspension

Personal Conduct & Work Habit Rules

1. Students are expected to enter and leave the classroom and building quietly and avoid unnecessary talking in the hallway and stairs. They should walk in an orderly manner and keep to the right.
2. Students are expected to use washroom before and after mass, enter and leave church quietly, be respectful, keeping silent, have proper posture, sit and stand properly, no hands in pockets, participate fully in all aspects of the mass.

3. Students may not bring spending money or wear expensive jewelry to school. Things such as trading cards, laser pointers, toy guns, water pistols, electronic games, MP3 players, cellular phones, or other toys from home, are not allowed at school.

Personal Conduct & Work Habit Rules (continued)

4. Students must keep their classroom and other parts of the school clean. They should keep their own desk clean (inside and outside) and tidy.
5. Students must not litter in the courtyard, playground or anywhere on campus.
6. Students must take care of school resources such as books, toys, math materials, PE equipment, etc. Lost or damaged resources must be compensated for.
7. All class assignments and homework are to be completed and handed in on time. Students are expected to pursue excellence in all academic areas.

Consequences (4 strikes)

1. Warning
2. Meeting with student
3. Behaviour letter
4. Four-way meeting with student, teacher, principal and parent

Possible restitutions to accompany consequences (how they can give back to the school)

1. Clean-up duty: courtyard/campus cleaning
2. Letter of apology signed by a parent
3. Intermediate students can volunteer in a primary class

4. Primary students can help a classmate in their own class
5. Help teachers in supervision
6. Peer tutoring to younger grade students

**Exceptions may be made for medical or safety concerns if the school is notified by parents in writing.

Expectations for field trips:

1. Behaviour is orderly and safe :
 - a) Students sit in designated seats on the bus facing the front
 - b) No standing
 - c) Nothing out the window
 - d) Appropriate noise level
2. Behaviour is exemplary and reflects Christian Courtesy
 - a) Listen to and follow instructions completely
 - b) Show manners at all times
 - c) Do not speak out of turn
 - d) Use a low voice tone when asked to speak
 - e) Be respectful of the property of others
 - f) Fully participate in all activities
 - g) Stay in the same assigned group and with the same assigned parent

Consequences:

1. The student is given a warning and reminded of the appropriate behaviour
2. Student is asked to sit beside and/or accompany the teacher for the remainder of the field trip activities

3. The student will be denied privileges at the discretion of the administration. Privileges include future field trips, sporting events, activities, games and clubs. A note will be sent home to the parents to inform them of the consequence. A restitution plan will be written.

Dress Code

1. Students are expected to follow the new uniform guidelines as outlined in the Parent and Family Handbook at all times during school hours and on fieldtrips except on casual days.
2. Students are expected to accept consequences of any uniform infractions.

Consequences: (4 strikes)

1. Firm warning
2. Meeting with student note sent to parents
3. Three-way meeting with student, teacher and parents
4. Four-way way meeting with student, teacher, parents and principal.

Identification of personal items:

All personal items such as uniforms, sweaters, t-shirts, shorts, shirts, blouses, skirts, bags and lunch kits must be clearly labeled with the first and last name and class of the owner.

Lost and Found:

All clothing and other items found in the school are placed in a “Lost and Found” box. Students may retrieve the lost articles at recess, lunch break, or after school. Unclaimed items will be donated to a charitable organization.

Use of Telephone:

Students are not allowed to use cellular phones during the school day. If students become ill during the day, they are to inform their classroom teacher. The office staff will contact the child’s parents.

BULLYING PREVENTION (adapted from [CISVA Policy 408](#))

Definition:

Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evokes fear of physical harm or emotional distress in the person being targeted.

St. Augustine School makes every effort to promote an environment of safety, acceptance and respect for all. Every person has a right to feel safe. Anyone who bullies another is denying them that right. The school will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps necessary to stop such behaviour. Therefore, in accordance with CISVA Policies [406](#), [407](#) and [408](#), and the Ministry of Education's ERASE Bullying initiative, our goals are:

- To promote a secure and happy environment free from threat and harassment and where Christian values and attitudes are nurtured.
- To show commitment to overcoming bullying by practicing zero tolerance.

Bullying encompasses a wide range of behaviours within a relationship between a dominant and a less dominant person or group where:

- an imbalance of the perceived power is manifest through aggressive actions.
- physical or psychological (verbal and social) abuse occurs.
- negative interactions occur directly (face-to-face) or indirectly (gossip, exclusion).
- negative actions occur with intent to harm, which can include some or all of the following:
 - physical actions such as punching, kicking, biting and initiating unwanted sexual touching can hurt the person's body, damage belongings or make the person feel badly about himself or herself;
 - verbal actions such as threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments. Also includes sexual harassment that is when a person or group hurts another person by taunting or discussing sensitive sexual issues, creating sexual rumours or messages, and making derogatory comments on a person's perceived sexual identity;
 - social exclusion such as spreading rumours, ignoring, gossiping, excluding.
- negative actions are repeated and/or the intensity or the duration of the actions establishes the bully's dominance over the person. The person thus becomes a victim of injustice.
- information and communication technologies are used to physically threaten, verbally harass or socially exclude an individual or group.

Response to alleged or identified bullying. Behaviour must first and foremost be concretely identified as bullying. Once this identification has occurred, the following will be applied to respond to the bullying:

- a. track bullying incidents at school, including “cyber- bullying”.
- b. deal directly and promptly with bullying behaviour.
- c. stop the hurtful behaviours.
- d. support students who seek help.
- e. recognize the pattern and characteristics of bullying.
- f. inform and obtain parental collaboration and support in responding to the bullying behaviour.
- g. create a written disciplinary philosophy and practice.
- h. teach age appropriate social skills to develop healthy interpersonal relationships.
- i. determine consequences by age and maturity of individuals involved, the degree of harm done, incidences of past or continuing pattern(s) of behaviour, relationship between parties involved and context in which incident(s) occurred.
- j. ensure that a follow-up occurs, and assess whether the response to the bullying incident has led to the desired outcome.
- k. educate students on their responsibility to report, and take an active stand against bullying acts.
- l. increase supervision in identified high risk areas in the school building.

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Create positive classroom environments, thereby, lowering psychological and physical aggression leading to prevention and control of bullying behavior. Such classrooms would have (Roland and Galloway 2002):

- a. student oriented methods of teaching;
- b. opportunities for achievement and success;
- c. positive teacher/student relationships;
- d. social commitment;
- e. clear expectations of behavior and personal responsibility;
- f. specific classroom lessons devoted to teaching acceptance and tolerance;
- g. positive teacher role models who display consistently appropriate behaviours and attitudes favoring a culture of respect.

Consequences are outlined above under school Bottom Lines. Examples of consequences to identified bullying behaviour may include one or more of the following: formal apology to the victim, restitution to the victim, involvement of the police, suspension, expulsion and any other consequence as deemed necessary by the school administration and the Parish Education Committee where applicable in order to maintain a safe, orderly and caring school environment.

School expectations with respect to bullying, harassment and other forms of intimidation are applied both inside and outside the school building. For example, inappropriate emails and/or web pages may be deemed by school administration and the police as

bullying. In order to protect students from harm, the student code of conduct also applies to interaction between St. Augustine School students (including electronic communication) outside the school building.

INTERNET ACCEPTABLE USE POLICY

St. Augustine School provides students with access to the Internet with its informational resources and searching and browsing tools. This access is a privilege, not a right. Inappropriate use of the Internet will lead to suspension of user privileges and possibly other consequences.

A list of guidelines follows, as well as a list of specific behaviours that may lead to the suspension or the termination of privileges.

- Use of the Internet is intended for educational and/or research purposes as directed by and under the supervision of teachers
- When interacting with others on the Internet, students are expected to behave as they would in any other environment where they represent the school.
- Using the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited.
- The Internet is a shared resource, and must be used in moderation. Students must be aware that there are other St. Augustine users who will want to access the Internet.
- The use of "Chat" areas is not permitted.
- Playing on-line games is not permitted unless with the permission and under the immediate supervision of a teacher

Inappropriate use of the Internet includes, but is not limited to the following:

- the transmission of any materials in violation of Canadian or international laws;
- the duplication, storage, or transmission of pornographic materials;
- the transmission or posting of threatening, abusive, or obscene material;
- the duplication, storage, or transmission of copyrighted material that violates copyright law;

When interacting with others on the Internet, students should NOT:

- criticize the spelling, writing or keyboarding of others;
- re-post personal e-mail that they receive to public forums (e.g. list serves, newsgroups) without the permission of the author;
- use abusive, vulgar, profane, obscene or other inappropriate language.

CONSEQUENCES OF VIOLATION OF GUIDELINES

These are dependent on the seriousness of the infraction:

- loss of Internet access;
- loss of access to networked computers;
- no access to St. Augustine School computing facilities or devices of any sort (Learning Commons, iPad cart, Chromebook cart, classroom computers);
- suspension or expulsion.

In each case the parent will be notified, as will the student's teacher(s) and the administration.

St. Augustine School is proud of its ongoing commitment to educational technology. Teachers and students will strive to ensure that this commitment is in no way threatened by any actions that could harm our community.

ELECTRONIC DEVICE USE

In order to assist the school in the monitoring and use of electronic devices at school, students are expected to turn off their electronic device when they arrive on campus and to hand them to their teacher when classes begin or store them in their lockers. They can only access them for use during lessons that require them. At the end of the day, the devices will be returned to the students, and they are asked to not turn them back on until they have left campus. If the device is being used in any way outside of educational purposes, even to simply listen to music, for example, it will be confiscated for the day, and your child will be asked not to bring it back to school in the future. The unsupervised use of the camera AND/OR video camera on these devices can be very risky and damaging. Combined with access to the internet, information can be shared instantly. These devices are very powerful tools, and St. Augustine students need to learn to use them responsibly. School and home need to work together to ensure this, and this is best done through open discussion and clear parameters.

Chart I: How students are expected to behave in different areas of the school

Always remember that it's okay to make a mistake, it is how we learn.

Gym	Assemblies	Pickup/Drop off Areas	Mass	In/Out of Doors	Hallways	Washroom	Multi-purpose Rooms, STEAM Rooms, Learning Commons, Music Room
<ul style="list-style-type: none"> • Listen to P.E. Teacher's instructions 	<ul style="list-style-type: none"> • Use washroom before and after assembly as not disrupt presentations • Enter the gym quietly and be seated in the appropriate area 	<ul style="list-style-type: none"> • Thank the morning parking patrol parents for opening the car door • Wait outside on the playground until the bell at 8:45 	<ul style="list-style-type: none"> • Use washroom before or after Mass not during • Bless yourself and quietly go to your pew • If you move the kneeler, please do so gently 	<ul style="list-style-type: none"> • 1st student in line holds door for rem. class 	<ul style="list-style-type: none"> • Pick up anything that has fallen to the floor and put it in the garbage or where it belongs • Go where you have to go 	<ul style="list-style-type: none"> • Always ask for permission to go to the washroom (follow classroom procedures) • Ensure that the washroom stays clean 	<ul style="list-style-type: none"> • Enter quietly • Food and drinks are not allowed • Walk to assigned seat and get to work quickly
<ul style="list-style-type: none"> • Praise others • Do the best that you can do • Active participation unless with medical conditions (med notes required) • Use equipment appropriately 	<ul style="list-style-type: none"> • When the assembly leader raises his/her hand do the same and sit silently • Sit quietly looking at the speaker or the performer • Praise each other by clapping when appropriate 	<ul style="list-style-type: none"> • When let in, walk quietly to your classroom using the appropriate stairwell • (2:00/3:00 Dismissal) Wait quietly until your ride arrives. (unless other arrangements have been made) 	<ul style="list-style-type: none"> • Be respectful, keeping silent so people can pray • Sit and stand properly • No hands in pockets • Participate fully in all aspects of the Mass • Respond clearly 	<ul style="list-style-type: none"> • Hold door open for disabled persons • Open and close doors quietly • If you are the last one to leave, close the door quietly behind you 	<ul style="list-style-type: none"> • Open doors for others • Walk in a straight line (single file) • Keep hands & feet to yourself and away from walls 	<ul style="list-style-type: none"> • Use a quiet voice inside the washroom • Respect the privacy of others • Flush the toilet • Wash your hands before you leave (keep water in the sink) 	<ul style="list-style-type: none"> • Listen to the teacher's instructions • Report immediately if computer is not working, as needed in Learning Commons • Respect others' work spaces • Use a quiet voice

<ul style="list-style-type: none"> • Show sports-manship to coaches, team-mates, opponents & officials • Put away Equipment 	<ul style="list-style-type: none"> • Participate fully in prayer or song • Keep hands & feet to yourself • Stay seated • Upon leaving, walk back to class quietly 	<ul style="list-style-type: none"> • Wait respectfully with teacher until your parent arrives • When crossing the parking lot or street always obey the parking patrol (no jay walking) remember to watch or other cars 	<ul style="list-style-type: none"> • Pay special attention to the consecration • Genuflect towards the Tabernacle on your right knee before you go to sit down and leave after Mass. 	<ul style="list-style-type: none"> • Thank classmate for opening the door for you 	<ul style="list-style-type: none"> • Walk with quiet feet, head up, on the right hand side of the hall • Lift feet when walking to avoid marking the floor • Leave enough space around you so people can walk safely 	<ul style="list-style-type: none"> • No horseplay is allowed (standing on the toilet seat or hanging on the partitions) • Leave when you are finished 	<ul style="list-style-type: none"> • Follow instructions for clean up after activities
<ul style="list-style-type: none"> • Leave the gym quietly when directed by your teacher 	<ul style="list-style-type: none"> • Bring back any belongings 	<ul style="list-style-type: none"> • Extracurricular –Students remain under supervision of teacher until picked up by parents 	<ul style="list-style-type: none"> • Upon leaving, walk back to class quietly Bring back any belongings e.g. choir booklets 		<ul style="list-style-type: none"> • Bumping into one another 	<ul style="list-style-type: none"> • Tell your teacher or the office if there is a problem 	

Chart II: How students are expected to behave in different areas of the school

*St. Augustine School students always have GREAT SCHOOL SPIRIT,
SHOW GOOD SPORTSMANSHIP, and THINK ABOUT THE PERSON THEY WANT TO BE.*

Stairwells	Playground	Indoor Recess – Classroom	Library	Music Room	Office	Classroom
<ul style="list-style-type: none"> • Use the appropriate stairwell unless accompanied by a teacher 	<ul style="list-style-type: none"> • Help or get help when needed • Respect people playing organized games • only the assigned grade is allowed on the “big toy” 	<ul style="list-style-type: none"> • Help or get help when needed • Respect people playing organized games 	<ul style="list-style-type: none"> • See Librarian for details 	<ul style="list-style-type: none"> • See Music Teacher for details 	<ul style="list-style-type: none"> • Report to the office when late for school 	<ul style="list-style-type: none"> • See Classroom Teacher for details
<ul style="list-style-type: none"> • Walk on right side of stairwell away from the wall 	<ul style="list-style-type: none"> • Always include others • Respect others as they play • avoid contact sports 	<ul style="list-style-type: none"> • Always include others • Respect others as they play 			<ul style="list-style-type: none"> • Place attendance clipboards on the counter 	
<ul style="list-style-type: none"> • Banisters are to be used for support rather than as a sliding toy • do not skip steps 	<ul style="list-style-type: none"> • Stay within the fenced area • Take care when using the equipment • Take turns by sharing equipment fairly 	<ul style="list-style-type: none"> • Observe boundaries • Take care when using the equipment • take turns by sharing equipment fairly 			<ul style="list-style-type: none"> • Politely ask the secretary before using the phone 	
<ul style="list-style-type: none"> • Walk with quiet feet so as not to disturb classrooms 	<ul style="list-style-type: none"> • Use balls provided by school • Respect supervisors and schoolmates • Play fair 	<ul style="list-style-type: none"> • Respect supervisors and schoolmates on duty • Play fair 			<ul style="list-style-type: none"> • If injured, report to a duty teacher first before going to the office 	
<ul style="list-style-type: none"> • Do not loiter on staircase or block passages 	<ul style="list-style-type: none"> • Be responsible by picking up anything left behind (i.e. equipment, garbage, clothing) 	<ul style="list-style-type: none"> • Be responsible by picking up anything left behind (i.e. equipment, garbage, clothing) 			<ul style="list-style-type: none"> • For all requests use Thank You and Please 	
	<ul style="list-style-type: none"> • When the bell rings, line up in the appropriate spot 	<ul style="list-style-type: none"> • When the bell rings, sit in your desk 				
	<ul style="list-style-type: none"> • Return all equipment 	<ul style="list-style-type: none"> • Return all equipment 				