

# Code of Conduct

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## Philosophy

**We believe** that discipline is a daily part of teaching each student to honour God through his or her behaviour. Our focus in discipline is not what we will do when children misbehave; it is what we do so that they won't misbehave.

**We believe** that as faculty and Board members, those exercising authority, it is our responsibility to provide a safe and orderly environment where children can learn scholastically, emotionally, and spiritually.

**We believe** that we must consistently provide a disciplined environment based on love, justice, and responsibility. Our students must experience love through our actions; both encouragement and correction. They must learn to take responsibility and bear the consequences of actions taken.

**We believe** that as staff, our responsibility is to train our children/students, and not provoke them to wrath. We will encourage and train our students by planning positively for discipline, and be prepared every day for the task ahead. We will plan ahead for activities and pre-think areas of possible difficulty, so that through training and prevention we can avoid problems. We will take into account the gradual process that helps a child grow into a self-controlled individual.

**We believe** that as staff, we must be committed to giving our students the best teaching and training possible. We will strive to provide an environment that is free from stress and anxiety, and conducive for learning. Our goal is to partner with parents/guardians to foster Christ-like character in our students. We will endeavour to teach, train, and practise all of the behaviours necessary to accomplish this goal. Our expectation is not perfection, but a heart that is willing to learn and grow in Christ-like attitudes and behaviours. We will work with students to see them accomplish these goals.

**We believe** that the behaviour of students should improve as they get older. We expect each of our students to be role models to each other and to those who are younger than they are. Therefore, we expect our oldest students to be the best behaved students in the school.

We will continue to emphasize "Protecting the Moral Integrity and Heart of Calvary Christian School". The training of Christ-like character in our students is a core program for our school. We are committed to partnering with parents/guardians to help our students/children in making the right moral choices and exercising kindness in a world that is saying the opposite. God has given us His Word, the Bible, which clearly tells us of *absolute* right and wrong. We want to educate and train our children/students in a Biblical Worldview to prepare them to engage the challenges of this culture.

Our discipline plan begins with two intensive weeks of 'training camp' in which we teach, train, and practise the behaviour expectations for our school environment. This training is continued everyday as we are always ready to remind, re-teach, and re-train behaviours, as needed. We offer two mini training camps one after Christmas holidays and one after March Break, to help students get back into the school routine. Our desire is for every student to be successful and we work diligently to see this accomplished.

## Student Guidelines

Guidelines and rules are given for the well being of each student. A well-disciplined classroom creates the best environment for learning. God expects us to live by certain guidelines and rules outlined in His Word. Since we are responsible as a school, both to God and to parents/guardians, these guidelines have been set to give order to the school and to the lives of the student.

All students are expected to display Christ-like behaviour in the following ways:

- Respect those in authority over you by being obedient and respectful.

- Show kindness and compassion to one another.
- Have truth and honesty in all matters.
- Be sensitive to other people's feelings by the things you say and do.
- Respect self and others, other people's belongings, the school building and property.
- Wear the school uniform neatly and appropriately.
- Dress neatly and modestly in accordance with the Dress Code, which includes modesty in hair, makeup, and jewelry.
- Remain quiet while instruction is being given.
- Give your best effort at your schoolwork by completing assignments and homework on time.

Aggressive physical contact (including play fighting and rough play) is strictly forbidden. In additions, in order to maintain a professional learning environment, we discourage prolonged physical contact of any type between our students (i.e. holding hands, hugging, sitting on lap, etc.) Age appropriate exceptions are taken into consideration (i.e. younger students may be permitted to hold a hand or sit on a teacher's lap, etc.)

Students are not permitted to be involved in bartering, selling, giving, or taking belongings of another student, without special permission from administrative staff.

Students are not permitted to be involved in dating relationships or conversation and letters that relate to this. This includes on-line communication.

Students are not permitted to have inappropriate conversations and make suggestive or unkind comments whether in person, on the telephone, or on the internet. This includes conversations that promote fear or put inappropriate thoughts into the minds of other students.

**The Bible provides clear instruction on how we are to conduct ourselves. In Philippians 4:8, we are instructed that, "Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things." This verse is our "school pledge" for students, staff, and parents/guardians.**

#### **Staff Commitment to Parents and Students**

1. It is the heart's desire of the staff of Calvary Christian School to recognize and praise positive attitudes and actions, and develop school programs that encourage this behaviour.
2. It is the staffs' desire to teach and train the students in order to prevent poor behaviour situations at school.
3. The staff is also committed to the partnership of family and school with ongoing communication and suggestions concerning student conduct.

#### **Steps that will be taken if Behaviour Code is not followed**

Our training camps give us the opportunity to ensure that all students understand what is expected of them. We take time to demonstrate, teach, train, and practise the behaviour expectations. The staff is always prepared to re-teach and re-train behaviours that are not being exhibited correctly. We endeavour to search the hearts and motives of our students. We understand that mistakes happen and can be corrected and forgiven. If a student has a persistent difficulty in following the rules or exhibits defiance in heart or attitude, we will take the necessary steps, in partnership with parents/guardians, to correct the situation in order to ensure that our school environment is not compromised. The following represents the progressive discipline for working with students who are not adhering to the behaviour expectations.

#### **Training Camp**

- All students are taught the school rules, routines, and expectations.
- Class rules are posted for students to review.
- Parents and students review and sign the Code of Conduct.

- Cooperative play/work and conflict resolution strategies are taught and practised.
- Students have a chance to practise appropriate behaviour.
- All teachers enforce the Code of Conduct and review it with all students.

### **Re-Learning**

- Students are given a chance to practise and try again when they have trouble following rules (i.e. go back and walk if running in the hall).
- Teachers will review the rules and ensure that the student understands them and can explain them.

### **Remediation/Restitution**

- Student will apologize (orally or written) when they have offended another person. Apologies are given in person, explain exactly what the apology is for, and allow the injured party a chance to speak about how they feel and accept the apology. The person who has not followed the Code of Conduct will be encouraged to think of a way to make restitution to the injured party.
- Student is re-taught appropriate behaviour. Stories, worksheets, and/or activities, that review this material, may be included and completed during non-teaching times.
- The student is encouraged to spend time thinking and writing about what he/she should have done.

### **Level One Intervention/Remediation**

- Logical consequences may be used for repeated misbehaviour.
  - Staff prays with student to seek God's help in breaking wrong habits and establishing Christ-like character and attitudes.
  - If the behaviour persists, the parents will be called to discuss the behaviour and elicit home support.
  - Code of Conduct forms or notes may be sent home indicating repeated, inappropriate behaviour and in-school suspensions may be considered.

### **Level Two Intervention/Remediation**

- Parents will be contacted and asked to meet with the classroom teacher and the principal or the tutoring team to determine the next steps.
- The student may be given an 'in-school suspension', in which they will be required to complete their school work outside of their regular classroom.

The student may be asked to participate in the tutoring program for more intensive support and training in appropriate school behaviour and/or social behaviour.

### **Level Three Intervention/Remediation**

- If the behaviour continues, the principal will be notified and will arrange a meeting with the teacher, parent/guardian, and student to discuss strategies to correct the behaviour.
- The student will be warned that non-compliance could result in an 'out-of-school working suspension', in which they will be required to complete their school work off of the school premises.

### **Level Four Intervention/Remediation**

- If the problem is not resolved or the student is defiant and unwilling to change an out of school suspension will occur.
- If the misbehaviour continues after an out of school suspension, the principal will meet with the School Board regarding expulsion from the school.

Opportunities for re-learning and practice will occur in all stages to help students make positive, lasting changes. It is understood that the length of time spent on each step will vary depending on the behaviour, age, ability, and attitude of the student.

We believe that students learn in different ways. The goal of school discipline (and classroom discipline) is always about learning; therefore, the intervention used for inappropriate behaviour will depend upon the individual student. Many students may just need a reminder that they have broken a rule and need to be given an opportunity to demonstrate how to uphold the rule in the future. Some students may require a more detailed plan for success. Our goal is not punishment, but student learning in order to develop Christ-like character. In order to accomplish this goal, one or more of the following interventions may be used to get the student "back on track".

1. Interview with the student(s)
2. Withdrawal of privileges
3. Recess/Lunch in alternate location
4. Oral or written reflections
5. After school extensions
6. Contact with parents
7. Payment for damages/restitution
8. Removal from special events
9. Enrolment in Tutoring program
10. In-school working suspension with re-entry plan
11. Out of school working suspension with re-entry plan
12. Involvement of support agencies; police, medical assessments, counselor etc.
13. Other intervention as deemed appropriate

The following behaviours would result in an administrative decision that could result in the student being suspended and/or expelled:

- persistent opposition to authority
- habitual neglect of duty
- habitual, willful destruction of school property
- habitual use of profane language
- violence (zero tolerance)
- habitual conduct injurious to the moral tone of the school
- habitual bullying whether physical or verbal including teasing and sarcasm
- consistent disrespect of staff or fellow students
- habitual, aggressive physical contact

Please note that the school reserves the right to accept, reject, retain, or expel any student at any time during the school year, for the well-being of other students, teachers, or the school's reputation, as it sees fit without prior notice. Grounds for expulsion include, but are not limited to: the use, sale, or purchase of illegal substances, any criminal activity, possession of any sort of weapon at school (including a knife), habitual physical, verbal, or emotional abuse of school staff or students, malicious damage of property, excessive truancy, use of alcohol, tobacco, vaping, or cannabis at school, drunkenness, theft, vandalism, or an unwillingness to accept responsibility, correct misbehaviour, and change.

The school reserves the right to search and remove a student's belongings from desk or knapsack without prior notice.

### **Bullying Prevention and Intervention**

A positive school atmosphere is evident when:

- Students and staff feel safe and are safe.
- Healthy and inclusive relationships are promoted.
- Students are encouraged to be positive leaders in their school community.
- Everyone is actively engaged in creating a positive school community.
- God's Word is honoured and followed as the blueprint for interaction and relationships.
- Cooperative working and playing is taught, trained, and emphasized.

Bullying is an on-going domination or belittling of another person, with malicious intent, through physical, emotional, or verbal abuse. We do not tolerate this behaviour and work diligently to protect our staff and students against it.

We recognize that bullying:

- Adversely affects a student's ability to learn.
- Adversely affects healthy relationships and the school climate.
- Adversely affects a school's ability to educate its students.

Therefore, we will not tolerate bullying, teasing, or sarcasm; on school property, at school-related events, or in any other circumstance (e.g. online) where engaging in this behaviour will have a negative impact on the moral integrity and heart of Calvary Christian School.

#### **What Parents Can Do**

- Be aware of any signs of possible bullying, such as: fear of going to school, school work problems, injuries, changes in sleep patterns, or disturbed sleep.
- Phone the Principal immediately if your child indicates that he/she has been the victim of physical, social, or emotional abuse.
- Assure your son or daughter that he/she has the right to take care of himself/herself by telling a staff member about the situations.
- Assure your son or daughter that the Principal will act to ensure his/her safety.
- Help your child develop safe strategies for dealing with future incidents.
- Let the principal know immediately if the problem is not resolved.

#### **What Victims Can Do**

- Tell the student engaged in bullying to stop.
- Walk away.
- Tell the yard duty teacher, your own teacher, the Principal, and/or your parents.
- Know you have the right to feel safe and happy.
- Remember that telling is not "tattling". It is always alright to tell someone when you are scared or upset.

#### **What Observers Must Do**

- Stop watching. Under no circumstance is it acceptable to watch a person being bullied, either physically or verbally.
- Walk away. Do not give the person who is bullying an audience.
- Go and tell a teacher or the Principal immediately.

We are committed to ensuring the safety and well-being of all staff and students. Any student who is habitually participating in bullying behaviour, whether physically, verbally, or emotionally will be removed from the classroom.

We are also committed to teach, train, and help change the heart of any student who has chosen to participate in bullying behaviour. Our goal is to develop cooperative, productive citizens who display Christ-like character and we will seek to do this through the enforcement of our positive discipline plan.

It is our constant desire and aim to provide a safe and happy environment where the students are encouraged to be responsible persons and cooperative citizens conducting themselves in a Christ-like manner. As our students grow and mature, we offer many opportunities for them to exhibit a leadership role including:

1. Setting a good example, being a role model
2. Using excellent, courteous manners and behaviour (opening doors for others)
3. Helping other students with their work (study buddies, reading buddies)
4. Greeting visitors to the school (Grandparents' Day, Christmas Concert)

5. Setting up audio/visual equipment
6. Yard Patrollers
7. Lead Unity Teams
8. Serving on Student Council
9. Organizing intra-mural teams
10. Organizing Unity Team events
11. Providing orientation for new students
12. Serving as helpers for guest teachers and volunteers
13. Respecting others and their property
14. Making sure everyone is treated fairly
15. Helping others solve conflicts and disputes
16. Participate in special assemblies (Remembrance Day Chapel)
17. Teach recess games to younger students
18. Help with Kindergarten snack or winter clothing
19. Identify and resolve issues in the school or community
20. Participate in fundraising and missions (Adopt-a-family)

**Parent/guardians and students will read and sign the Code of Conduct.**