

St. Joseph's All Grade

P.O. Box 70, Main Drive

Terrenceville, Fortune Bay, NI

A0E 2X0



Code of Conduct

Grade 7 – Level III

Adopted: October 2000! Revision to Dress Code November 05, 2003!

Classroom Rules & Regulations

Every student must conduct themselves in a manner respectful of others understanding that they are in a school setting.

- Whistling, shouting, and boisterous behaviour is always discouraged in school.
- The use of foul and obscene language is **STRICTLY** forbidden. Disrespect for school property, students, and teachers will not be tolerated. A breach of this rule will result in an immediate suspension.
- Outdoor wear (boots, coats, etc.) Are not permitted in the classroom.
- No food items and/or chewing gum is permitted to be consumed during class, unless during special classroom events.
- Students should not speak out of turn, leave their seats, open windows, adjust thermostats, etc. , unless teacher permission is given. Teacher discretion is advised.
- Students should not mark on their own or school owned books.
- Students should not mark on desks and walls, including posters, bulletin boards, etc.
- Courteous and respectful behaviour is expected from all students/ teachers towards one another.
- Personal hygiene/ cleanliness is expected.
- Students should listen attentively to classroom instruction.
- Students are to complete all homework and classroom assignments to the best of their abilities.

Note: Every student is expected to put aside a certain period of time every night for the purpose of completing homework. It must be pointed out that sometimes specific topics or assignments will be given and will be expected to be completed. However, sometimes nothing specific will be assigned and students will be expected to spend some time reviewing subjects covered to that point. There is an expectation that each night, homework, written assignments, tests, study, review or preview will be done.

- Plagiarism is forbidden.
- Breaching exam rules is forbidden.
- No student is permitted to visit another classroom except for the changing of classes and/or with permission from their teacher.
- All required texts and/or supplementary materials for required subjects are mandatory.
- Students are required to be in their classrooms for homeroom. Anytime afterwards they will be considered late.

Between Classes

- When classes end, students should prepare for their next class in a silent manner. There is no need for any students that does not change classes to be unprepared for the incoming teacher.

Lunch Room

- Seats and tables should not be moved from their designated positions unless directed by the teachers on duty.
- Students should remain seated until instructed to leave the room by the teachers on duty.
- Proper disposal of trash should be noted.
- Students are not permitted to enter the building once they go out for lunch, unless prior permission is given by one of the supervising teachers.
- Any drinks and food spilled and/or wasted must be cleaned up by the student responsible or reported to the janitor.

Grounds Supervision

- Students are not permitted to leave school grounds once they arrive in the a.m./ p.m.
- Students are not permitted to smoke on school grounds (automatic suspension from school).
- Unnecessary roughness will not be tolerated.
- Proper disposal of wrappers, chip bags, drink cans, etc. is required.
- Students are not permitted to loiter or play around vehicles on the school grounds.
- The making and throwing of snowballs is not permitted.

Gym

- Students should come properly dressed for gym classes. This includes Gym sneakers, along with proper top and bottom (i.e. t-shirt, shorts and/or track pants).
- Students must proceed quietly to the showerroom in an orderly fashion.

NOTE:

When going to gym classes, all students in grades 7- level III should go to the main entrance and wait for the gym teacher, who will accompany them as a group to the dressing room. When dressed, students should come outside of the shower rooms and wait as a group until everyone is ready (this should take approximately 2 minutes), before proceeding to the gym with the gym teachers guidance. Students who are not dressed must follow this route also. However, students are expected to participate in gym classes unless they have a legitimate excuse for not attending. Anyone missing gym for unexplained or invalid reasons will receive a verbal warning or written letter of warning, that, future incidents will mean an immediate school suspension and/or possible removal from gym class.

Gym classes should end approximately 5 minutes before the bell. All students are to stop at once and go to the head of the stairs that lead to the dressing rooms. When the group is together, the gym teacher, after seeing that all the equipment is locked in the room will lead the group to the shower rooms. As students they will come out and group in the area outside the shower room. When everyone is dressed and the bell goes, the gym teacher will lead the group to the first floor where they will go to regular classes.

Teachers in grades K- 6, taking their own classes to gym should carry them as a group to the dressing room. When the students are dressed they are to gather outside the dressing room and go to the gym as a group. The reverse will apply when returning to class.

In ALL cases students have to be under constant supervision and continually monitored while in the dressing area.

- **Drinks and/or food items are not permitted in the gym.**
- **Participants are not permitted in any other area besides the gym.**
- **No student is to leave the gym without permission.**
- **Those students not participating should remain seated on the stage. There is to be no horseplay on the stage.**
- **No chewing gum and/or candy is permitted in the gym.**
- **Jewelry should be removed before taking part in class (ie. chains, rings, loose dangling earrings, etc)**
- **If any student litters the floor or parts of the gym, locker rooms, stage, the student is subject to reprimand. For after school activities, the ACTIVITY is subject to cancellation and/or the student will be suspended from the activity.**
- **NO equipment is to be taken out of its place or used without prior permission from the gym teacher.**
- **If any student abuses the equipment which results in damage, they will be held liable for the costs.**
- **Spectators shall not be permitted in the gym for after school activities unless they gain permission from the program supervisors.**
- **In the dressing room, students are to change quickly and quietly. There is to be NO littering in the change rooms. If the toilet is used it should be flushed.**
- **All activity is to stop at the sound of a whistle.**
- **There is to be NO talking when instructions are being given by the gym teacher.**
- **DRILLS, SKILLS, PLAY (GAMES)**
 - **Students should give their best effort always.**
 - **Working noise, but not noisy work**

- **Low talking**
- **Follow rules**
- **Good sportsmanship at all times**
- **Consideration of others**

USE OF EQUIPMENT

- S wait your turn....go to the end of the line.**
- S assist others...Two to carry a mat, etc.**
- S common sense should be used at all times.**
- S be courteous to others/ manners.**

Instructions For Science Students

- **Students are to maintain quiet behaviour during laboratory periods. Never rush. Always be prepared to stop quickly.**
- **Never carry hot equipment or dangerous chemicals through a congestion of students.**
- **Study the purpose of the experiment before performing the experiment.**
- **Report ALL injuries to the teacher IMMEDIATELY, regardless of how minor.**

- **Know the position of the nearest fire alarm and DO NOT hesitate to use it if you see fire or poisonous vapor, such as bromide, threatening. The first concern must be to get students out of the building. When the fire alarm rings, turn off all burners. The last students out of the classroom should close the door and report to the teacher that he/she was the last to leave.**
- **Know the location of the fire blanket. If clothing should catch fire smother the clothing with the blanket.**
- **NEVER ATTEMPT UNAUTHORIZED EXPERIMENTS. NO LABORATORY WORK MAY BE CARRIED ON WITHOUT THE TEACHERS PERMISSION.**
- **Be aware of what might appear to be drops of water in the laboratory benches. It may be a CORROSIVE liquid.**
- **The most common student injury is a burn caused by touching an object that has just been heated. Determine whether an object is hot by bringing the back of your hand close to it.**
- **When removing an electrical plug from its socket, pull the plug not the cord. Report frayed cords to the teacher. BARE ELECTRIC WIRES CAN BE EXTREMELY DANGEROUS.**
- **Report sharp edges on mirrors, prisms, glass plates, metal plates, etc. to the teacher so that they can remove it. Do not work with glass tubing that has jagged edges that have not been fire polished.**
- **Broken glass should be properly disposed of. Be especially careful not to leave broken glass on the benches or in sinks. The same crocks should be used for insoluble residues. NEVER empty these into the sink.**
- **Mercury vapors are highly toxic. NEVER handle mercury with your hands. It will ruin gold or silver jewelry on contact.**
- **Safety glasses are MANDATORY during hazardous experiments.**
- **Aprons or lab coats should be worn during hazardous experiments**
- **Appropriate footwear should be worn at all times. No flip flops.**

NOTE: Any unsafe behaviour that a student involves himself/herself in will lead to that student being suspended from school and/or possibly removed from the science program.

Guidelines for Student Dress/ Procedures for Violation

St. Joseph=s All Grade is committed to providing a safe, friendly, learning environment for its students. Attire is not only a reflection of the individual student but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and the community. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. No article of clothing shall be worn that distracts from the educational process. Our school views the dress code as a serious issue and expects parents to promote the observance of this policy. School administrators have the final decision as to the appropriateness of all clothing and attire.

Following are the guidelines for the students:

1. Writing or symbols on clothing that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, substance abuse, or an unhealthy attitude toward school are not productive for a positive school environment and also are not permitted.
2. Hats (or other head coverings) and sunglasses are not permitted to be worn inside the school building unless approved by the administration.
3. Low cut tops, see-through clothing, tank tops, spaghetti straps, and shorts or skirts shorter than the middle of the thigh are examples of styles that are considered unacceptable for students.
4. Sleeveless tops, blouses and shirts must have a wide shoulder strap in order to be considered acceptable.

5. See-through clothing is not permitted. Clothing that is ripped, torn, or has holes in it is not permitted.

6. All undergarments are to be covered.

7. Stomachs and navels must be covered.

Procedures for Violations:

School administrators have the final decision as to the appropriateness of all clothing. Students who dress inappropriately will be sent to the office and asked to change or be provided with appropriate clothing if possible. Parents will be contacted if they need to bring clothing to a student. Parents are an important part of the school dress code and will be informed if the student is repeatedly in violation of the dress code. Administration will work with students and parents to enforce our dress code.

***CONSEQUENCES FOR BREACH OF CLASSROOM RULES
AND REGULATIONS***

SCHOOL DISCIPLINE PROCEDURE

In any school system the most effective way of dealing with troublesome student behaviour is of course, when the classroom teacher and not the school's administration deals with the problem. Showing the students that you, the teacher, are in control is essential.

As you realize, discipline is a very necessary part of school life, indeed everyday life. School and society, including the family unit, can enforce proper discipline by having a firm set of rules that must be followed, by having negative consequences for not following these rules, etc. While there is no denying that some of these methods are necessary, it can also be argued that a gentler approach also has positive results. A combination of the two is probably necessary for good discipline. The question then becomes: How much of one? How much of the other? This is a difficult question to answer because it depends on the personalities, circumstances, the issues, setting, etc.

In spite of the complexities of the above, one thing is for certain; no type of enforced discipline can replace self-discipline. Through a process of proper experiences, society, home, and school should develop as best as they can a system of self-discipline. When a society and home fails, then more onus falls on the school to develop a system of self-discipline within our students. This must start early, but it is never too late, and must involve the home as much as possible, or as the need arises. As teacher we must try to develop in our students; **self-respect, manners, self-reliance, respect for others, respect for property, etc.** These issues are covered in our religion programs, but the onus is on us as educators to develop these characteristics continuously whenever the opportunity arises. We must do it through proper example. We should be a shining example of self-discipline. We should be firm but fair in all circumstances. We should avoid negative comments and accentuate the positive. Look for the positive things (everyone has them) and try to build on these. It is so easy to tear down walls by finding something wrong in every situation. We have to take children from where they are and work from there. Developing a rapport with students can do some wonders for developing proper behaviour. Young people don't have to be shouted at and told to do what is right- they just have to be directed to do what is right. If your efforts fail in this area, you will still feel better in the future for taking the positive route. Remember the discipline system is still there to take care of problems as they arise, but the problems will be less (hopefully) if we are examples of self-discipline and lead students to practice it.

However, when a problem continues to persist the following procedures are to be followed to a letter:

1. The first incident of misconduct should be dealt with by the classroom teacher, (usually discussion with the student) making sure that the incident is documented, explaining what measures were taken to resolve the problem.
2. If the problem persists the classroom teacher should use other avenues available to them....such as....detention, changing seating plan, consulting the guidance counsellor, etc. Document this step. (See PBS Support Matrix)

NOTE: under absolutely no circumstances should a student be placed outside the classroom, without direct permission from the school=s administration.

3. If the problem persists, the classroom teacher should telephone the parent(s) of the student concerned, setting up an interview when possible, to explain to them what their child is doing wrong and that their cooperation is necessary to prevent further disciplinary action. Document this step.
 4. If steps 1, 2 and 3 have adhered to and the problem continues, then the administration will speak to the student. Various options will be discussed....interview with parents, telephone conversation with parents, possible suspensions, suspensions, removal from class for a period of time, removal from a particular course, etc. The point will be made clearly to both the student and the parents that the student=s behaviour will no longer be tolerated and that serious disciplinary action will follow. Document this step.
1. If the problem continues with no success the student will receive a one-day suspension. At the end of the suspension, the parents must accompany their child on their return to school for a case conference with the school=s administration. Document this step.
 2. Continued problems will elevate the suspension to two, three, four or five days. At each step the student=s parents must attend an interview upon their child=s return to school. Document this step.

3. If everything previously mentioned has been tried without success, there will be no further recourse but to place the student on a Behavioural Contract. A copy of the contract will be sent to the appropriate Director at the school board office.

4. Finally, if all aforementioned have not successfully resolved the situation, an expulsion request will be made to the Director of Education at the school board office. All documentation pertaining to this case will be forwarded with the expulsion request.

Note: This situation only applies to recurring situations. Teacher discretion is essential, while consistency in classroom management is a must.

If a major problem arises in or outside a classroom ie. Fighting, stealing, vandalism, disrespect, etc, the matter should be immediately referred to the school's administration.

The importance of documenting student misconduct, conversations with students/parents, steps taken to resolve the issue, etc. are essential in the disciplinary process. Records must be kept for the purpose of Due Process. Without such measures the administration's hands are tied.

Assist us in helping you!!!