

Student Code of Conduct

I Care – JK-Grade 2

I Care, Rules for Young Students

I listen to others.
I will use my hands and feet for helping - not hurting.
I will use "I care" language.
I care about other people's feelings.
I am responsible for what I say and do.
I will behave on the school bus.

CAR2E – Grades 3-6

The following is by no means an exhaustive list of characteristics that should be found within our students. However, it does form the basis of some understanding of what a Christian student should be.

Christ-Like

- Desire to follow Christ's example
- Micah 6:8
- Mark 12:29-31
- Demonstrates a life of joyful service to God and others.
- Demonstrates a desire to learn about, and appropriately use, God's creation.

Attentive

- Respects the right of others to speak (listens well - speaks in turn, etc.)
- Pays attention to instructions and lessons, and acts in respectful accordance with them.

Respectful

- Uses formal titles to address adults and authorities.
- Uses appropriate language (no swearing, etc.) and tone of voice when speaking to others.
- Demonstrates respect for another person's beliefs.
- Shows respect for the person and property of others (both personal and corporate).
- Shows a respectful attitude toward spiritual matters; i.e. sings reverently, sits quietly and properly during assemblies, respects the spoken and written message.
- Demonstrates proper manners to everyone.
- Uses humour appropriately (for enjoyment, not harm).

Responsible

- Demonstrates appropriate work habits.
- Works diligently and neatly at assigned tasks (both in class and homework).
- Strives to uncover their special God-given talents and abilities and use them in the service of God and others.
- Be prepared at all time and in all places

Encouraging

- Is helpful to others.
- Assists others in appropriate tasks and behaviour.
- Gives appropriate empathy when/where needed.

Student Relationships – Grades 7-8

"Love the Lord with all your heart, and with all your soul, and with all your strength, and with all your mind...; and love your neighbour as yourself." Luke 10:27

Our Relationship with God

- We will speak of God and His Word in respectful ways.
- We will encourage a close relationship with God, in others as well as ourselves, through Bible reading, prayer, singing, sharing, etc.
- We will develop and use our God-given talents and abilities in service to God and others.

Our Relationship with Those in Authority

- We will respect each other in our speech and conduct.
- We will obey those in authority over us.
- We will not accept disrespect shown by others to those in authority.

Our Relationship to Others

- We will respect and help each other.
- We will address each other properly and kindly.
- We will respect each other's property.
- We will encourage everyone to feel included
- We will respect each other's body and "personal space".
- We will use humour for enjoyment, not to harm others.
- We will learn to apologize when necessary, and to seek God's strength as we strive to live in fellowship.

Our Relationship to our Task at Wallaceburg Christian School

- We will work diligently, since all we do is for the Lord.
- We will pay attention to lessons and instructions.
- We will show a desire to learn about God's creation and use it with respect.

Our Relationship to School Property

- We will respect school property (furniture, books, equipment, and building).
- We will report any damage done and volunteer to pay for damages if we are responsible.
- We will accept responsibility for the cleanliness of the school and grounds.
- "My son, do not forget my teaching, but keep my commands in your heart." Proverbs 3:1

Individual and Group Responsibilities of the Discipline Policy

1. It shall be the policy of Wallaceburg Christian School to support and encourage the staff, students and parents in developing a school environment which is conducive to effective learning and to attitudes of mutual respect and trust.
2. The Wallaceburg Christian School Board has the final authority for the effective application of policy for student conduct and discipline. The Board will support the principal and staff in the implementation and application of these policies.
3. The Administration has the responsibility for maintaining an orderly atmosphere conducive to learning. Policies in keeping with the Ministry of Education and Board regulations are to be developed and made known to all teaching and non-teaching personnel, students and parents. Such policies must emphasize consistency and fairness and be supported by the school staff.

For that reason, the Principal shall:

- a) Be responsible for the implementation and administration of the provisions of this policy.
- b) See to it that all areas of the school property are properly supervised in order to discharge the Board's moral and legal obligations.
- c) Help to resolve conflicts by acting as a fair, firm and patient arbitrator, by following up on all discipline issues which are referred to the office and by ensuring closure to each incident.
- d) Be an active listener and on occasion be a counsellor for members of the school community who seek help and, if needed, work with other agencies to provide support.

Thus, the staff shall:

- a. Teachers have the task of clearly defining school rules and expectations for the students and the reasons for them, emphasizing the underlying Christian calling to love God and each other.
 - b. They shall provide counsel to students to assist them in adhering to these rules and expectations.
 - c. They shall use appropriate measures of discipline when needed, in harmony with the aims of discipline and in accordance with the discipline policy.
 - d. They shall teach the student(s) to recognize closure once incidents have been dealt with satisfactorily.
 - e. All Teachers have a moral and legal obligation to support the Board's policies and to do so in a manner that is consistent among the entire staff at all times
4. It is the Students' duty to follow the standards of expected behaviour during school hours, staff-supervised school events and on the buses. The Students must submit to the authority of school personnel in matters pertaining to the school's Code of Behaviour. Students shall encourage each other to follow the WCS Student Code of Conduct.
 5. Parents, as partners in the education of their children have the responsibility to be aware of and uphold the rules governing student behaviour in the school. **It is expected that they will support the school staff by helping their children understand and obey the rules.**



*"Shaping Children,
Shaping the World"*
Since 1961

**Wallaceburg Christian School
Record of Student's Incident Report**

Student Incident Report No. _____

Incident Report

Students who disregard **school rules** on the bus, playground or in the classroom or are not committed to their learning will be given one or more Xs for the incident of misbehaviour. Three SIRs will result in an after-school detention, to be served on the following Wednesday from 3:30-4:45 pm. A third after-school detention within a 12 week period will become a one-day suspension.

Student's Name: _____ **Grade:** _____ **Date:** _____

Location: _____ **Bus** _____ **Playground** _____ **Classroom** _____ **Other:** _____

Teacher/Driver: _____

SCHOOL RULE INCIDENT:

BUS:

- | | |
|---|---|
| <input type="checkbox"/> eating or drinking on the bus | <input type="checkbox"/> excessive noise on the bus |
| <input type="checkbox"/> throwing objects in the bus | <input type="checkbox"/> failure to remain seated |
| <input type="checkbox"/> throwing things out the bus window | <input type="checkbox"/> having head or arm out of window |
| <input type="checkbox"/> taking personal items away from students | <input type="checkbox"/> tripping students |
| <input type="checkbox"/> other | |

PLAYGROUND:

- | | |
|--|--|
| <input type="checkbox"/> climbing trees or fences | <input type="checkbox"/> snowball throwing |
| <input type="checkbox"/> interfering in play of others | <input type="checkbox"/> ignoring warning to play safe |
| <input type="checkbox"/> disruptive entry/exit from the school | <input type="checkbox"/> ignoring line up bell |
| <input type="checkbox"/> <i>throwing stones etc</i> | <input type="checkbox"/> going outside of playground zones |
| <input type="checkbox"/> other | |

SCHOOL

- | | |
|---|---|
| <input type="checkbox"/> Passing notes | <input type="checkbox"/> leaving school property without permission |
| <input type="checkbox"/> knocking books etc. off desk | <input type="checkbox"/> disruptive in library, lab, or hall |
| <input type="checkbox"/> incomplete homework | <input type="checkbox"/> disrupting the class after a warning |
| <input type="checkbox"/> failure to bring gym clothes (Gr. 5-8) | <input type="checkbox"/> loitering inside at recess time |
| <input type="checkbox"/> not wearing indoor shoes | <input type="checkbox"/> running in the hall |
| <input type="checkbox"/> loitering in the washrooms / hall | <input type="checkbox"/> chewing gum |
| <input type="checkbox"/> disrespecting personal / school property | <input type="checkbox"/> other |

Explanation:

This form is sent home to inform you about the checked matter(s). Please talk to your child about the need to obey school rules and then sign the form and return it.

Parent's signature _____ Date Signed: _____

This form must be completed, signed and returned to the office on or before _____



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**Wallaceburg Christian School
Record of Student's Incident Report**

**Student Incident
Report No.**

Detention Report

Students who show disrespect to their bus driver, teacher, or to those who supervise the playground and to school staff members, will receive a detention. Any three after school detentions within a 3 month period will result in a one-day suspension.

Date of your child's Detention: _____ Student will be picked up by:

Student's Name: _____ **Grade:** ____ **Date:** _____

Location: ____ **Bus** ____ **Playground** ____ **Classroom** ____ **Other:** _____

Teacher/Driver: _____

Incidents resulting in a detention

- ___ 3rd active SIR within a 3 month period
- ___ A fourth SIR for the same offence (habitual)
- ___ Showing disrespect to a bus driver/staff member/teacher/yard supervisor
- ___ Causing a disturbance which causes the driver to pull the bus over to the roadside.
- ___ Wilfully or un-wilfully disobeying bus driver/staff member/teacher/yard supervisor
- ___ Lying to a bus driver/staff member/ teacher/yard supervisor
- ___ Disobeying a bus driver/staff member/teacher/yard supervisor
- ___ Defying a bus driver/staff member/teacher/yard supervisor
- ___ Deliberate disruption of the class
- ___ Injuring a student
- ___ Use of mild profanity
- ___ Spitting inappropriately
- ___ Deliberate teasing, name-calling, or embarrassing a student
- ___ Other

Explanation:

THIRD DETENTION

___ This is the third detention and therefore it becomes an automatic one day suspension to be served

This form is sent home to inform you about the checked matter(s). Please talk to your child about the need to obey school rules and then sign the form and return it.

Parent's signature _____ Date Signed: _____

This form must be completed, signed and returned to the office on or before _____

Detention Procedures

All detentions will be served on the following Wednesday from 3:30-4:45 p.m.

Due to the Abuse Prevention Policy:

There will always be two adults on site during any detention (1-2 Staff and/or one Board or Education Committee member)

Parents or guardian are expected to arrive on time to pick up their child out of respect to those supervising.

While serving a detention a child will begin by writing a letter addressing the reasons why they are here in the first place, what they should do to prevent this from happening again, and why from a Christian perspective this is unacceptable. Biblical references will be provided to assist in the creation of the letter. The letter will be kept in the student's file along with all other SIRs.

If the letter is completed before time is over, they must remain silent and still until the arrival of the parent(s).

This is not a study hall. Using this time for homework will be forbidden!



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**Wallaceburg Christian School
Record of Student's Incident Report**

**Student Incident
Report No.**

Suspension Report

Students who have:

- a. engaged in repeated disrespectful behaviour to any of the following: bus driver, teacher, playground supervisors and to school staff members,
- b. engaged in bullying activities,
- c. engaged in blasphemy,
- d. possessed forbidden items at school,
- e. done deliberate damage to bus, school, student or teacher property,

receive an automatic suspension. Before the student is restored to class, there will be an interview with the affected bus driver/teacher/playground supervisor, principal, parents, and representative Education Committee and Board members

Student's Name: _____ **Grade:** ____ **Date:** _____

Location: ____ **Bus** ____ **Playground** ____ **Classroom** ____ **Other:** _____

Teacher/Driver: _____

Beginning Date: _____ **Return Date:** _____

MINOR SUSPENSION: (1 to 2 days)

- ___ skipping a detention
- ___ 3rd detention
- ___ A 5th SIR of an habitual nature
- ___ Throwing objects at others and striking them
- ___ physical bullying, deliberate or intentional actions (aggressive harassment)
- ___ verbal bullying, repetitive
- ___ Cyber bullying
- ___ Gender based bullying
- ___ Sexual bullying
- ___ Racial bullying
- ___ Blasphemy
- ___ Possession of forbidden items (tobacco, alcohol, inappropriate literature)
- ___ Deliberate damage to bus, school, student and /or teacher property
- ___ Thoughtless activity which injures a student and requires medical attention
- ___ Theft
- ___ Extreme profanity

MAJOR SUSPENSION: (3 to 5 days)

- ___ 3rd suspension

The Police will be notified for the following:

- ___ possession of weapons at school
- ___ possession of illegal drugs
- ___ extortion of money

BULLYING

Bullying is “A pattern of repeated aggressive behaviour with negative intent and a power difference between individuals” (Dunbebin, Clarence; “Dealing with Bullying in Christian School,” 1997). It comes in several forms and in this section there are definitions for the various types of bullying which are defined in Ontario educational literature. The school strives to work towards a zero level of bullying.

1. **Verbal**
Verbal bullying consists of name calling, hurtful teasing, insulting others, making humiliating comments, or threatening someone.
2. **Physical**
Physical bullying consists of deliberate physical violence such as punching, hitting, shoving or pushing someone in a nasty way, spitting or beating another student deliberately or with malicious intent.
3. **Social**
Social bullying occurs when a student has overstepped the boundary of teasing and persistently irritates the other person to the point of exasperation or distress. Since this boundary varies from one person to the other, it is difficult to define clearly. Other social bullying activities could be: Excluding others from “the group”, gossiping, spreading rumours about others, embarrassing fellow students, making them look foolish, and making sure that others don’t associate with someone.
4. **Sexual**
Indecent sexual gestures, sketches, improper touching, pinching, repeated unwanted attention or making sexual comments, are sexual harassment. Making crude comments or spreading rumours about someone’s behaviour, labelling someone as “gay”, “lesbian” etc. are all forms of bullying. There is no tolerance for such activities. It must always be remembered that No means NO, even at the elementary level. Students guilty of such harassment will be suspended.
5. **Cyber**
This is done by sending e-mail or phone text messages or pictures to threaten or hurt someone’s feelings, to make someone look bad, spread rumours or reveal secrets about fellow students.
6. **Racial**
Saying negative things about someone’s culture, racial or ethnic background or skin colour constitutes racial bullying and will not be tolerated.

The Steps of the Policy

1. JK to Grade 2 Discipline procedures

When an incident takes place between children of Wallaceburg Christian School, during class time, recess break, or field trips, the following questions should be used to determine how to handle the situation:

Begin by asking each child:

1. Tell me what happened. (Investigation.)
2. How do you feel about this, and how do you think the other person feels?
3. What can we do to make things better?

Follow up:

1. Help the child understand which of the school rules were broken.
2. Record the incident, when applicable.
3. Let the classroom teacher know about what happened.

**Student Incident Reports (SIRs)* will be applicable to JK after Christmas, SK beginning in November, and Grades 1 and 2 beginning in October. SIRs are immediately applicable for all other grades.

2. Incident Report for disobeying school rules

- a. A student can receive a maximum of one SIR per day.
- b. Multiple infractions can be recorded on a single SIR throughout the day.
- c. The student must bring the SIR home. The parent is required to read the SIR, sign the form and return it to school within 2 school days or by the date specified on the bottom of the SIR form.
- d. Active SIRs are incident reports that have been accumulated during the past 3 months. Upon receiving the third active SIRs an automatic detention will be issued and the SIRs will no longer be considered active.
- e. If a student has had 4 SIRs for the same type of incident within the school year an automatic detention will be assigned. The 5th incident for the same offence will result in a minor suspension.

1. Detention Reports

- a. All detentions are served on Wednesdays after school from 3:30 – 4:45.
- b. Parents will be given two days of notice before a detention is served. Therefore, a detention received on Tuesday or Wednesday will be served the following week.
- c. Parents are required to pick up the student at 4:45. Failure to do so on time will result in a notification to the Board.
- d. At the time the detention is issued the student will be required to write an apology letter and also state what steps will be taken to avoid a recurrence. This letter will be kept in the student's discipline file for future reference if necessary.
- e. For students who deliberately skip an after-school detention there will be a one day, undocumented suspension, generally the following school day.
- f. Accumulating 3 detention reports within 3 months, results in an automatic minor suspension.
- g. The school has many teams and participation on a team is a privilege, not a right. Factors that are considered when deciding on a team are aptitude, attitude, coach ability, self-esteem, team dynamics and ability to be a responsible team-mate, discipline and academics. Students who receive detentions violate many of these factors and so significantly reduce their chances of being allowed to participate.

2. Suspension Reports – Major reports

- a. A major suspension occurs when a serious misbehaviour is reported to police.
- b. A major suspension also occurs by accumulating 3 suspensions within one year.
- c. A major suspension is served over 3 to 5 days.
- d. Before returning to school the parents need to meet with the principal, at least two Education Committee representatives, and two Board representatives to determine what the next step

- will be. A summary statement of the meeting will be written and kept in the student's discipline file.
- e. If a second major suspension has occurred within the school year, before returning to school the parents need to meet with the principal, Education Committee and Board representatives. The purpose of this meeting is to give the parents an opportunity to assure the Board that a variety of steps are being taken to deal with the matter which will help the student avoid further suspensions. The Board may decide to terminate enrolment privileges for the student. A summary statement of the meeting will be written and kept in the student's discipline file.
 - f. In the event of an immediate suspension, a parent will be called to pick up the student since access to the bus is also suspended. Until that parent arrives, the student will remain in the office. It is the parent's responsibility to notify the bus driver that the student will not be returning on the bus.

3. Suspension Reports – Minor reports

- a. If the first suspension is of a minor nature, the student will be suspended for 1 day.
- b. The parents, student, principal and the homeroom teacher/ bus driver/teacher(s)/playground supervisor will meet to review the cause(s) for the suspension and discuss what must be done to avoid further incidents. The meeting will take place at noon time or after school on the day before returning to school.
- c. The purpose of the meeting is to help students articulate their goals for learning and to identify ways in which they must behave so they can achieve these goals. A summary statement of the meeting will be written and kept in the student's discipline file.
- d. If the second suspension is of a minor nature, the student will be suspended for 2 days.
- e. Before returning to school, there will be mandatory meeting between the parents, Principal, homeroom teacher, and at least 2 Education Committee members. At this meeting there will be a frank discussion about causes and a mutual agreement about special corrective measures. A summary statement of the meeting will be written and kept in the student's discipline file.

Record Keeping

1. In an effort to foster responsible behaviour at school in all grades, parents will sign a copy of the appropriate Student Code of Conduct for their student. The school office will retain the signed statements in a binder for the years the student is at WCS.
2. The student's discipline file is retained until graduation, at which time it is shredded.
3. The student starts with a "clean slate" at the beginning of each school year in terms of active and accumulated incident reports.
4. The principal's office will ensure that the Student Incident Report (SIR) is properly and completely filled out. The office will identify how many active or habitual SIRs the student has on file and determine whether a detention or suspension is warranted.
5. The original copy of the SIR will be sent home with the student in a sealed school envelope for the parents to sign. A copy will be kept in the office. The copy will be shredded when the signed original is returned.
6. The student must return the signed SIR to the office within 2 school days or by the date specified on the bottom of the form. The office will contact the parent(s) if the SIR is not returned.
7. If the SIR is not back within 4 school days, the parents will be notified that the student may not return to school until the SIR is signed and returned to the office.

8. If a student receives a SIR while the parents are on vacation, the office will send the SIR to the host family for a signature and follow the normal procedures. It is the responsibility of the host family to inform the parents of any incidents that occurred during their absence.
9. The principal's office issues all notices of detentions and will phone parents when detentions are to be served.
10. The original copy of the detention form will be sent home with the student in a sealed school envelope for the parents to sign. The same procedures that were used for returning SIRs apply to detention notices.
11. The student cannot serve his detention until the signed form has been returned, unless verbal or email acknowledgement of the detention has been documented.
12. If a parent is late in picking up their detained student, the time that they arrived will be documented on the detention form.
13. Detention apology letters will be kept in the student's discipline file.
14. The principal's office will notify the parents as soon as possible when a suspension is issued using the normal communication methods of phone, voicemail, or email messages. In the event of an immediate suspension the parents will be informed that access to the bus is also suspended.
15. The original copy of the suspension form will be sent home with the student in a sealed school envelope for the parents to sign. The same procedures that were used for returning SIRs apply to suspension notices.
16. The student cannot serve his suspension until the signed form has been returned, unless verbal or email acknowledgement of the suspension has been documented.
17. The principal's office issues all notices of any scheduled meeting between the student, parents, and Education Committee and Board representatives.
18. A summary statement of the meeting will be written and kept in the student's discipline file. These minutes will contain the names of the participants, the date and time of the meeting, and a summary of the action items identified in the discussion. The minutes will be signed by the parents at the end of the meeting.