

# Our Lady of Good Counsel School

## Student Code of Conduct

### 2010-2011

The Good Counsel School Student Code of Conduct is based on our core values of **RESPECT**, **RESPONSIBILITY**, **HONESTY**, and **KINDNESS**. The Student Code of Conduct is an integral part of our teaching/learning process. It is a constructive process to guide and develop the attitudes of our students so that they may achieve the highest possible standards of Christian behavior and cooperation.

We desire that our students understand the need for discipline and acquire responsibility and maturity through self-discipline. The proper attitude toward discipline on the part of parents and students is essential in order that our students may grow spiritually, mentally and emotionally and to prevent frustration, resentment or rebellion on the part of an individual student or groups of students.

As students progress from grade to grade, their behaviors should improve because they have learned to control their tendencies, emotions, thoughts, words and actions. The rights of individuals must always be balanced with the acceptance of responsibilities toward the entire school community. It is the role of Good Counsel School to help students accept responsibility for their actions and to understand the consequences. In keeping with the mission of the school our Student Code of Conduct will be implemented in a positive manner being primarily diagnostic and remedial in purpose rather than punitive in intent.

#### Expectations

##### Rules for Safety

- Students are to walk on the right side when traveling throughout the school building and when using stairs.
- During a fire drill, students are to exit and re-enter the building in silence.
- Students are to enter the school building before school or re-enter after leaving **only** with permission of a member of the faculty.
- Students are to go directly home when dismissed.
- Bus students are to **remain seated for the entire bus ride**. Students will speak quietly, keep all parts of the body away from the windows and adhere to the rules set forth by the bus driver. (see Addendum)
- Students are to remain on the premises at **all times** during the school day unless permission has been given by the Principal to leave.
- Students are to refrain from being truant.
- Students are to refrain from using, selling, or bringing any items that pose danger onto the school premises. These include but are not limited to tobacco, drugs, alcohol, and weapons.
- Students should refrain from any potentially dangerous activities on the school premises.

##### Rules for Maintaining a Learning Atmosphere

- Students are to keep silence at the times and places designated throughout the school day. Times of silence include, but are not limited to: **morning and afternoon activity periods, library periods, assemblies**. Places of silence include, but are not limited to: **corridors during the change of class, the school yard after the bell has rung**.
- Students are to arrive at school and to class on time.
- Students are to raise their hand and wait to be acknowledged before speaking in class.
- Students will knock before entering a classroom.
- Students will wait for door to be opened before entering a classroom.
- Students will quietly inform teachers of mission and gain permission to speak to individual student or class.

##### Respect for Others

- Students are to uphold the good name, character, and reputation that is part of each member of Good Counsel School.
- Students are to refrain from speaking, writing, or gesturing obscenities.
- Students are to settle conflicts using non-violent- means rather than physical force.
- Students are to avoid behaviors that exclude other students in any way during the school day.
- Students are to seek permission to use or handle the possessions of any member of Good Counsel School.
- Students are to refrain from acts of bullying, i.e., using words or actions that demean another or abuse the dignity or rights of any member of school community. These include, but are not limited to: **any act of physical, verbal or social/emotional bullying described in the school policy.**
- Students are to answer all persons (teachers, parent volunteers, students) in a tone of voice and choice of words that is appropriate.

### **Academic Responsibilities**

- Students are responsible for completing all written class work and homework neatly and carefully.
- Students are responsible for studying for a minimum of **thirty minutes per night – Grade 3; forty-five minutes – Grade 4; sixty minutes – Grades 5 & 6; ninety minutes – Grades 7 & 8.**
- Students are responsible for bringing to class all supplies that are needed to do the day’s work (pencil, paper, books, projects, gym clothes, lunch, etc.)
- Students are responsible for asking for and completing all work that was missed during an absence from school or from class.
- Students are responsible for participating in class by contributing to discussions, asking questions, and listening to the teacher.
- Students are responsible for keeping a homework pad in which all assignments are copied.
- Students are responsible for delivering school communications to parents and returning communications on time.
- Students are responsible for keeping copybooks and workbooks neat and up to date.
- Students are responsible for participating in our religious services by singing, praying, and showing a reverent attitude.
- Students are responsible for keeping the building and grounds clean and in good order.

### **Spirit of Cooperation**

- Students are to recognize that all teachers, substitutes, bus drivers, and volunteers have the authority to correct them if behavior needs correction. Students are expected to show respect even in the face of correction
- Students are to do what they are told without complaining. If a student feels that a request or correction is unreasonable, they may follow the “due process” procedure.
- Students are to do all they know is “right” so that learning and teaching can take place and so that a pleasant atmosphere is present.

### **Respect for Property**

- Students are to refrain from writing on or damaging school property. This property includes, but is not limited to: books, furniture, walls, equipment, and supplies.
- Students are to use the trash cans to dispose of trash and garbage.
- Students are to refrain from taking or using property that does not belong to them.
- Students will use a school bag to carry books.
- Students will be responsible for keeping all textbooks covered.
- Students are to handle and use all school property carefully.
- Students are to remain on blacktopped area of playground and refrain from running or walking on grassy areas.
- Students are to refrain from copying the academic work of other students.
- Students are to refrain from taking or using the property of other members of Our Lady of Good Counsel - School without asking permission.

### **Respect for Rules**

- Students are to eat only at the times (lunch and recess) and places (classroom, lunchroom) stated for the

- purpose. Chewing gum is not permitted at any time during the school day on the school premises.
- Students are to adhere to the dress code and uniform policies as stated in the school handbook.
  - Students are expected to maintain a reverential attitude during church services.
  - Students are to maintain an attitude of respect for yard parents in the recess yard and during indoor recess periods.
  - In the lunchroom (see Addendum), students are to:
    - Speak in quiet tones.
    - Remain seated.
    - Refrain from throwing food, trash, or other items.
    - Dismiss in silence.
  - In the schoolyard (see Addendum), students are to:
    - Remain in the area of the yard assigned to each grade.
    - Refrain from doing anything that is potentially dangerous.
    - Line up in silence when the bell rings.
  - Students are to enter and exit an assembly in silence and to refrain from speaking to or disturbing others while the assembly is in progress.
  - Students are to adhere to all classroom rules that have been set up by the teacher.

## Unacceptable Conduct

Since a Good Counsel student is expected to be **respectful, responsible, honest and kind** at all times in all circumstances any actions that either deter Christian development, demonstrate socially or morally undesirable behavior or does not meet the stated expectations of the school will be considered unacceptable conduct by the school. The following conduct is considered unacceptable and may be subject to remedial action by the school.

### 1. Disrespect for any member of the school community.

- Any act of physical, verbal or social/emotional bullying behavior that is mean or hurtful toward another.
- Settling conflicts using physical force rather than non-violent means.
- Excluding other students in any way during the school day.
- Displaying anger, hatred, emotional outbursts, and tantrums.
- Disobeying or defying authority, insubordination or lack of cooperation.
- Using improper or obscene language, gestures, pictures, etc.
- Defacing, damaging or destroying property of others or the school.

### 2. Disregard for the school rules or rules of safety.

- Running in the building.
- Using phones, ipods or other electronic devices, trading cards, etc. at school.
- Violating attendance rules: excessive absences or tardies, truancy etc.
- Disregarding the dress code.
- Chewing gum; or eating anywhere other than in the cafeteria.
- Using, possessing or selling tobacco, alcohol or illegal drugs.
- Inappropriate using of technology (e.g. Internet, e-mail, etc.)
- Using, threatening to use and/or possessing dangerous objects of any kind or the perception of such during any school related activity, (weapon-like objects, guns, knives, scissors, pens, etc.).
- Inappropriate using of any materials that can be used as a projectile (e.g. rubber bands, paper clips, balls, etc.)
- Harming the good name, character or reputation of the school.
- Misbehavior on the bus, in the school yard or the lunchroom. (see Addendum)

### 3. Disregard for general classroom rules.

- Dishonesty: stealing, lying, cheating/copying, forging, etc.
- Incomplete homework, class work, make-up work, etc.
- Inadequate class preparation or participation.
- Failure to have test papers, homework, discipline notices, bus conduct reports, etc. signed
- Failure to report to detention.

**4. Any other questionable behavior or just cause which is not easily defined in the Code of Conduct but may be deemed unacceptable by the school.**

### **Consequences of Unacceptable Conduct**

Unacceptable behavior is not always an easy area to deal with. Circumstances and prior behavior require the ability to respond fairly but flexibly. Good Counsel School, therefore, reserves the right and accepts the charge to exercise good judgment, in keeping with Christian standards, when dealing with the consequences of such behavior. Since a Good Counsel student is expected to be **respectful, responsible, honest and kind** at all times, unacceptable conduct may be subject to one or more of the following remedial actions, not necessarily in this order:

- Warning
- Discipline Notice
- Parent Phone Call
- Parent Meeting
- Recess restriction
- After school detention
- School Conduct Mark of N or U
- Behavior Contract
- Suspension
- Expulsion

### **Due Process**

If a student feels he/she has been unjustly accused of wrongdoing, the student may follow the process stated below:

1. The student should accept the correction at the time it is given, but speak to the faculty member who gave the correction privately on the same day to arrange a time to discuss the incident.
2. The student should state the facts of the incident. The faculty member will state the facts as he or she knows them.
3. Through a respectful discussion of the facts, both the student and the faculty member will have an opportunity to state their sides of the story to bring about an understanding of what occurred.

### **Addendum**

#### **Bus Regulations**

1. Students may not ride any bus except the one to which they are assigned.
2. Students must remain in assigned seat with seat belt on at all times.
3. Keep head and hands inside the bus at all times.
4. Loud talking, use of profanity or any disorderly conduct is forbidden.
5. Eating, drinking, changing out of uniform or throwing anything in the bus or out the windows is not permitted
6. Damaging or vandalizing the bus in any way is forbidden.

7. Acts of bullying or any other disrespectful behavior, as described in the Good Counsel Handbook, will be subject to disciplinary action.
8. The bus driver may issue a Bus Conduct Report to the principal for students who do not follow the rules set forth by the bus driver which may result in school detention(s) or suspension from riding the bus.

### **Cafeteria Rules**

1. Be respectful, courteous and polite at all times.
2. Listen to and obey the cafeteria monitor at all times.
3. Walk at all times and do not cut into lines.
4. Remain seated and talk in quiet tones.
5. Refrain from throwing food, put all trash in receptacles and return all trays
6. Do not touch another's food
7. Leave tables and floor area clean and push in chair before dismissing.
8. Do not take food out of the cafeteria and never leave the cafeteria without permission

### **Playground Rules**

1. Be respectful, courteous and polite to others and obey the yard parents at all times.
2. No bullying, bullying, teasing, name calling, ridiculing or laughing at another, etc.
3. No physical or verbal fighting, obscene language or excluding others from playing
4. Remain in the area assigned to each grade.
5. Play fairly and show good sportsmanship and no interfering with the play of others.
6. No reckless running, rough, aggressive or physical contact play.
7. Refrain from doing anything that is potentially dangerous, hurtful or destructive.
8. Line up in silence immediately when the bell rings.

# Parent-Student Handbook & Student Code of Conduct Agreement Form

Dear Parent or Guardian:

We ask you to carefully read the Parent-Student Handbook and Student Code of Conduct for the 2009-2010 school year. Please make sure that your child (children) has also read the Handbook and Code thoroughly.

By enrolling your child at Our Lady of Good Counsel School, you are thereby agreeing to support all the school policies, rules and regulations in the Parent-Student Handbook and Student Code of Conduct.

Please sign below indicating that you have read the Handbook and Student Code of Conduct, understand its contents, and are prepared to support the policies, rules and regulations outlined. Please have your son or daughter in grades 3-8 return this signed form to their homeroom teacher by October 1, 2009.

---

Name of Student (please print)

Grade of Student

---

Signature of Student

Signature of Parent or Guardian