



## **OLGC School Code of Conduct**

### **INTRODUCTION**

The staff at OLGC School is committed to ensuring that our school environment is safe and non-threatening. All students are valued and treated with respect and dignity. All students should be able to learn in an atmosphere free from fear, hatred, harassment, bullying and intolerance.

Students are expected to follow four basic principles to help ensure that our school is a safe, caring and respectful environment:

**1. Treat others in a respectful and Christ-like manner.**

Jesus was the greatest teacher of kindness and tolerance towards others.

**2. Respect the property of others.**

Personal and shared property needs to be treated with care and respect.

**3. Follow school rules and play safely.**

The school must be a place where all students feel safe.

**4. Take responsibility for your actions and your learning.**

Throughout life, we all make daily decisions and must take responsibility for those decisions. Therefore, we expect OLGC School students will do the right thing, even if a teacher or parent is not present. This is called acting responsibly.

### **CODE OF CONDUCT**

Provincial Standards for Codes of Conduct Order, School Act, sections 85(1.1)168(2) (5.1)  
CISVA General School Administration Student Code of Conduct # 407

**1. Safety**

All students and staff have the right to a safe school environment. Students are expected to:

- ☐ behave in a safe manner. (Play without harming or threatening others.)
- ☐ inform an adult, in a timely manner, of incidents of bullying, cyber bullying,

harassment or intimidation.

- ☐ arrive at school no earlier than 8:15 am unless involved in an extracurricular activity.
- ☐ remain on the school grounds, in the designated areas, at recess and lunch.
- ☐ provide written permission from a parent or guardian to leave the school grounds during the school day.
- ☐ Depart the school by 3:15 pm unless involved in an extracurricular activity.
  
- ☐ bicycles, scooters, skateboards, etc. are not to be used on the school grounds (bicycles must be walked onto the school grounds).
- ☐ use all playground equipment as it is meant to be used.
- ☐ play in designated playground areas as per the playground schedule.
- ☐ walk in the hallways.

## **2. Respect**

All students and staff have a right to be respected. Students are expected to:

- ☐ demonstrate empathy towards others.
- ☐ be considerate of everyone's feelings.
- ☐ listen to the ideas and opinions of others.
- ☐ behave in a non-disruptive manner.
- ☐ follow staff directions co-operatively.
- ☐ when transitioning between classrooms, walk silently in the hallway.
- ☐ come to school wearing the school uniform properly.
- ☐ care for the property of others.
- ☐ care for the school and community environment.

Every act of physical, verbal, emotional, or psychological abuse is unacceptable. Any act of violence against property is not acceptable. This includes, but is not limited to, fighting, bullying, cyber bullying, profanity, belittling, name-calling, intimidating, stealing, threatening, retribution for reporting and damaging property. Failure to respect the authority of OLGC School staff members is also unacceptable.

## **3. Responsibility**

All students have a right to learn. Students are expected to:

- ☐ be on time.
- ☐ be attentive.
- ☐ be ready to work and engage in purposeful learning.
- ☐ complete school and home assignments to the best of their ability.
- ☐ seek help when needed.
- ☐ use problem-solving skills to settle differences.

- ☐ eat in their classroom, sitting quietly. Demonstrate responsible behaviour during lunch to ensure a safe and respectful environment for everyone.
- ☐ support others and be positive role models.
- ☐ be accountable for personal property.
- ☐ increase personal responsibility and self-discipline as they become older and move through successive grades.
- ☐ leave all personal electronic devices (PED) in bags or lockers in the classroom. A cellphone is only permitted on school property when a parent has completed a PED Permission Form and staff are aware it is being used – See OLCG PED Policy.

Inappropriate clothing on non-uniform days (i.e. clothing with offensive words/graphics/logos, bare shoulders, bare midriff (front and back must be covered at all times, even with arms raised), shorts or skirts that are too short (i.e. length must reach or exceed the fingertips when arms are fully extended beside the leg) is not to be worn.

Prohibited items include, but are not limited to knives, fireworks, items which are weapon like or intended to be used as a weapon (including toy knives and guns). Inappropriate items will be confiscated. A meeting with the parents, administrator, and when required the Surrey Police Force will take place.

**Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school or at any school-sponsored function.**

**Inappropriate behaviour may consist of, but is not limited to:**

- ☐ rudeness, swearing
- ☐ fighting (or play fighting)
- ☐ lack of respect for others; taunting
- ☐ throwing objects (rocks, sticks, snowballs, etc.)
- ☐ defiant behavior; insolence
- ☐ running in the halls
- ☐ unauthorized leaving of school grounds
- ☐ littering

## **Consequences**

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age and maturity; and be restorative rather than punitive in nature. The staff will recognize students who consistently display appropriate conduct. Students will be taught and encouraged to use proactive and appropriate decision-making and social skills. The classroom teacher has primary responsibility for correcting and documenting unacceptable behaviour and minor incidents. In common areas such as playgrounds and hallways, the classroom teacher and supervising adults share this responsibility.

**Level 1**

For behaviours that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following consequences may be used to encourage more positive behaviour:

- ☐ Reminder/informal discussion
- ☐ Use of problem-solving techniques
- ☐ Verbal or written warning
- ☐ Contact with parents/guardian by the classroom teacher
- ☐ Separation from peers
- ☐ Written or verbal apology
- ☐ Restitution for damage

**Level 2**

For behaviours that are repeated or are more serious, a staff member will speak directly to the student. An incident report may be sent home to parents with a request to review the Code of Conduct and to return the signed sheet back to the school. The following consequences may be used to encourage more positive behaviour:

- ☐ Any from Level 1
- ☐ Verbal or written warning
- ☐ Contact with parents/guardian by the teacher and/or administration
- ☐ Creation of behaviour contract or positive behaviour support plan
- ☐ Removal from the classroom/situation

**Level 3**

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when determining the level of consequence. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following consequences may be used to encourage more positive behaviour:

- ☐ Any from Level 1 and/or Level 2
- ☐ Administration involved in discussion/planning consequences
- ☐ Official written documentation of the incident
- ☐ Directly supervised recess/lunchtime activity
- ☐ Lunchtime suspensions
- ☐ In school suspensions

#### **Level 4**

In accordance with the School Act, the CISVA authorizes the principal to suspend a student. Students may be suspended because their behaviour has a harmful effect on the character or persons of other students, e.g. physical fighting or name calling, or because of vandalism to the school, student or staff property. The Parent or Guardian will be asked to return with their child to meet with the administration and make a commitment to improve behaviour. Some of the consequences from Level 3 may apply.

Please note that if there is a violation of a very serious nature, suspension will be immediate. Parents will be contacted by phone and letter.

It is hoped that this system will encourage students to monitor their behaviour, know what is expected of them, and strive toward maintaining and/or improving their academic and social skills.

**OLGC School's** Code of Conduct has been structured to align with and adhere to the standards outlined in:

- ☐ The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- ☐ *B.C. Human Rights Code*, (SD 36 Policy No. 10900 and Regulation No. 10900.1) *CISVA Policy Manual – General School Administration Student Code of Conduct #407*
- ☐ *CISVA Policy Manual – General School Administration Harassment and Bullying Prevention #408*
- ☐ B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide* (Nov. 2008) and *Developing and Reviewing Codes of Conduct: A Companion* (Aug. 2007), both found at <http://www.bced.gov.bc.ca/sco/>

Approved: Parish Education Committee

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## **STUDENT DISCIPLINE**

The classroom teacher has primary responsibility for correcting and documenting unacceptable behaviour and minor incidents. In common areas such as playgrounds and hallways, the classroom teacher and supervising adults share this responsibility. If a student chooses to break a school rule, not accept responsibility, or infringe on the rights of others, discipline is at the staff member's discretion and may include any of the consequences noted above.

## **PARENT CODE OF CONDUCT**

*CISVA Policy Manual - General School Administration Parent, Guardian Code of Conduct Policy #412, Family Statement of Commitment Policy #411, Major Complaints - Policy #302 and #302 Annex A*

The Pastor/Archbishop's Representative has the right and duty to provide for the spiritual welfare of the students and families within the parish and the school. They work towards this end with parental cooperation. Parents are expected to follow the Parent Code of Conduct. (CISVA Policy #412) The Principal has the discretionary right to take appropriate action to maintain a safe and orderly school environment, and to ensure that staff, students, parish members or other members of the school community are not subjected to threatening, intimidating, or harassing behaviour. The Education Committee, in consultation with the principal, reserves the right to determine consequences for non-compliance.

## **CONFLICT RESOLUTION**

*CISVA Policy Manual – Human Resources Major Complaints #302*

Occasionally, issues may arise where the parties involved differ in their perspectives. When this happens, everyone is expected to work toward a resolution in a Christian manner, respecting each other's dignity and point of view. Our goal is to enhance our students' Christian formation by guiding them to a better understanding and appreciation of their role and responsibility in helping to build the kingdom of God.

The CISVA policy dealing with Major Complaints sets out the minimum procedures to be followed in dealing with disputes. Full details are available through the office. The following is a summary of the guidelines to be followed to facilitate amicable resolution of conflict issues:

1. First speak with the staff member most directly involved (i.e. the person who made the decision, sent the letter, made the statement, etc.) Meaningful communication must be established at the outset with both parties clearly identifying the issue in dispute. Parties must be open to discussion and an honest attempt to resolve the issue, keeping in mind that resolution of an issue usually involves compromise.

2. If the issue cannot be resolved at the first level, bring your concerns to the principal's attention. The principal will clarify the issue in dispute, determine the appropriate policies to be applied, provide a resolution and give written notice to all parties of the decision reached and the available appeal procedures.

## **HARASSMENT AND BULLYING PREVENTION**

*Provincial Standards for Codes of Conduct Order, School Act, sections 85(1.1)168(2) (5.1)  
CISVA Policy Manual – General School Administration – Harassment and Bullying  
Prevention #408*

*Safe schools make a BIG DEAL about SMALL incidents.*

**OLGC School** follows the BC Ministry's guide: *Safe, Caring and Orderly Schools* which provides provincial standards for codes of conduct and identifies the attributes for a safe and caring school environment. This includes the protection of a student's physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression. The school will make every possible effort to see that no student is harassed or bullied. Classroom teachers will actively engage students in discussions about bullying and solutions to stop bullying when it occurs.

Bullying is the willful, conscious desire to hurt, threaten, or frighten someone. It is intentional and repeated aggressive behaviour meant to inflict injury or discomfort on another person and involves a power imbalance. There are three types of bullying behaviour – physical aggression, verbal aggression and social alienation. Harassment is defined as directing derogatory or mean-spirited comments or acting in an unchristian manner towards another. Cyber bullying is bullying behaviour which is carried out online through email, chat rooms, blogs, discussion groups, instant messaging and social media platforms. It can also include bullying through cell phone technologies and emerging internet technologies.

Incidents of harassment or bullying/cyber bullying behaviour will always be taken seriously. When an incident happens, the school will make every effort to speak with the victim and his or her parent on the day of the incident, separate from the bully. The safety and security of the victim is always a primary concern. Any student who assaults, displays aggressive or violent behaviour toward, or bullies or harasses another person is subject to suspension or expulsion. The principal will review all the circumstances and determine the appropriate consequence which may include contacting the Surrey Police Force.

It is critical that parents be alert to signs that their child is being bullied or may be bullying

others and inform the school immediately. Adult intervention and support are key to stopping bullying behaviour. *Call It Safe*, a parent guide for dealing with bullying in elementary schools, can be obtained from the office or on-line at [CALL IT SAFE](#).

### **SAFETY AND STUDENTS WITH DISABILITIES OR DIVERSE ABILITIES**

*Provincial Standards for Codes of Conduct, School Act, Section 85(1.1) 168(2) (5.1)*

Some students with disabilities or diverse abilities present particular challenges because of the nature of their disabilities. Students with severe needs may be unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. Careful planning for the safety of staff and students is part of the development of these students' Individual Education Plans.

### **MEDICAL EXCLUSION FOR BEHAVIOUR**

*Provincial Standards for Codes of Conduct Order, School Act, section 91(2) (4) (5)*

In accordance with section 91(2), (4) and (5) of the *School Act*, when a student is suspected to be suffering from a health condition, communicable disease or other physical, mental or emotional condition that would endanger the health or welfare of the other students or employees, the student may be excluded from school for medical reasons. The school will follow procedures in accordance to section 91 (2), (4) and (5) of the *School Act*.

### **SERIOUS INCIDENTS**

*Provincial Standards for Codes of Conduct Order, School Act*

Serious or persistently repeated discipline problems are the ultimate responsibility of the principal, who must act for the protection of all members of the school community. Disciplinary action is at the principal's discretion. The most serious consequence would be suspension or expulsion from the school.

Disrespect, misbehaviour on school grounds or at school sponsored events, physical harm or attempted physical harm to another person, theft, and the destruction of property, are examples of serious inappropriate behaviour that may result in a student being suspended or expelled. The principal may also suspend or expel a child who is persistently disrespectful, disobedient or repeatedly fails to obey school rules. In serious discipline cases, the principal will consult with the Pastor, the PEC, and where appropriate, the police.

The school does not tolerate aggressive or violent behaviour. This includes deliberate acts intended to harm, intimidate, bully, alienate or injure another person. Aggressive retaliation falls into this category. Other examples of serious misconduct include the possession, use, or threatened use of a weapon\*, and the use, possession or sale of explosive devices, alcohol, drugs or other noxious substances. (\*A weapon is anything that is



used, or designed to be used, to inflict bodily harm or to intimidate another.)

## **PERSONAL ELECTRONIC DEVICES**

*CISVA Policy Manual – General School Administration #430 Local Parish Education Committee Policy*

Without expressed permission from the principal or designate, **personal electronic devices are strictly prohibited** on school premises. Failure to comply with this may result in the confiscation of the device and/or disciplinary action. The school assumes no responsibility for the theft, loss, recovery, repair or replacement of any personal electronic device brought onto school property, whether the item is lost, stolen or confiscated. **A parent or guardian will be required to retrieve any confiscated PED from the principal.** Electronics included are Game Systems (Gameboy, PSP, Nintendo DSi, etc.), iPods, MP3 players, video and digital cameras. Parents who require their child to have a cell phone in their possession during the day due to a medical reason (i.e. to monitor blood glucose levels) or require their child to bring a cell phone to school due to safety reasons (i.e walking to and from school without an adult) must complete a cell phone permission form. Please see the school office for further details.

## **SUSPENSIONS AND EXPULSIONS**

*CISVA Policy Manual – General School Administration Suspensions and Expulsions #426*

Except in extreme cases, an expulsion is usually preceded by a suspension. During a suspension, the student is denied the privilege of attending school and any school-related activities. A suspension is a serious penalty for behaviour which, if repeated or continued, would result in an expulsion.

The principal fully investigates every serious incident and records the incident, the investigation, and the follow up. This documentation is used to support the school's decision to suspend and/or expel.

The length of the suspension must fit the severity of the incident. No student will be suspended for more than one school day without prior consultation between the principal and the pastor or the PEC. The school will provide the parents with written notification of the suspension. The notice will outline the school's expectations of the student if granted re-admission to the school.

If the incident is serious enough to warrant expulsion, the principal will consult with the pastor and the PEC. During this consultation period, the student will be suspended. After the

consultation, the principal will immediately inform the parent, either in person or by telephone, of the school's decision and the parent must make appropriate arrangements for the student to leave the school. The principal will follow up within 24 hours with written notification of the expulsion.

### **APPEALS OF DISCIPLINARY DECISIONS**

*CISVA Policy Manual – General School Administration Suspensions and Expulsions #426*

Parents may appeal a student's suspension or expulsion according to the following CISVA policy guidelines:

1. An appeal must be submitted in writing to the PEC within 7 days after the principal's decision has been communicated to the parent.
2. On receiving the appeal, the PEC will form a subcommittee which must always include the pastor. The subcommittee will review the documentation of the incident and arrange for input from the parties involved. Following this, the sub-committee will make recommendations *in camera* to the PEC. The PEC will notify all parties, in writing, of its decision within 7 days. If the decision involves disciplinary action, the PEC must consult with the Superintendent before implementing its recommendations.
3. The PEC's decision may be appealed to the CISVA Board of Directors who reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board to be delivered to the Superintendent's Office within 14 days of the PEC communicating its decision. The Board's decision shall be final.

Full details of the CISVA appeals procedure are available through the school secretary.  
CISVA Policy 407