

SASKATOON FRENCH SCHOOL

CODE OF CONDUCT

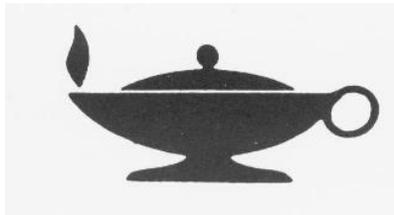
Mission

SASKATOON FRENCH SCHOOL

**“Excellence, Cooperation, Partnership, Diversity”
The foundation to the enriched French language
education we offer in a
safe, caring milieu.**

The mission of the Saskatoon French School is to provide an enriched French language program that combines academic **excellence** and bilingual proficiency. An understanding of French culture is to be fostered through the provision of a sound and supportive French milieu and through **partnerships** which provide exposure to the French culture.

Open to families of all religious and linguistic backgrounds, Saskatoon French School embraces **diversity** with emphasis given to the uniqueness and development of the whole child. Respect and safety are the inherent right and responsibility of all members of the school community and are to be assured through the **cooperation** of all stakeholders.



“The child is not a vase to be filled, but a flame to be enkindled.”

CHARTER OF RIGHTS & RESPONSIBILITIES

L'École Française de Saskatoon

Supportive
Distinctive
Positive
Friendly
Safe
Equal
Caring
Creative
Inclusive
Disciplined
Inspiring



Cooperative
Respectful
Forgiving
Sensitive
Honest
Polite
Tolerant
Attentive
Dedicated
Considerate
Valued

This safe, positive milieu supported by the Charter of Rights and Responsibilities provides the foundation for the development of our students in heart, mind, body and spirit. Parents, students, and staff should collaborate in the modeling and reinforcement of the Charter of Rights and Responsibilities.

This Charter stems from these beliefs:

- ❖ We believe that all stakeholders, parents, students and staff have a role in the development and education of the child.
- ❖ We believe in a positive learning environment where each individual is accepted and feels emotionally, spiritually and physically safe.
- ❖ We believe in loving, laughing, caring and sharing.
- ❖ We believe in a community respectful of each person's dignity, culture, ideas, and property.
- ❖ We believe that embracing the French language and culture will lead to a more enriched life.

EXPECTATIONS

PARENTS

Parents are expected to participate in the development of their children by

- < supporting punctual & regular attendance.
- < working with their child, and the school to resolve concerns.
- < providing an atmosphere at home that is conducive to learning and promotes French language and culture.
- < being actively involved and informed.
- < reinforcing the Code of Conduct.

STUDENTS

Students are expected to

- < attend school regularly & punctually
- < utilize the French language in all of their activities - this includes when speaking to one another and their teachers at all times
- < work to the best of their abilities - this means participating in class, completing their assignments and not disrupting others' rights to learn and share
- < respect others' well being, safety, and property - this means not intimidating others, hurting others emotionally or physically or damaging property
- < be positive role models by setting a good example - this means assisting someone in need and being mindful of the safety and cleanliness of our school
- < be accountable for their actions - this means realizing that there are always
- < choices and that choices have consequences be they positive or negative
- < follow the school Code of Conduct

STAFF

Staff are expected to:

- < involve students in developing classroom expectations with reasonable, respectful consequences
- < provide a safe positive learning environment
- < model, teach, and reinforce appropriate behaviour
- < be open and receptive to the needs of all students
- < reinforce the Code of Conduct

ADMINISTRATING THE CODE

Parents, students, and staff must understand and abide by the code. When problems arise, they will be resolved in this manner:

- < checking for understanding
- < mediation between parties involved
- < consulting with parents

Consequences may include:

- < discussion, problem solving
- < reviewing the Code & expectations
- < reprimand, action plans, restitution, loss of privileges
- < counseling, community services
- < detentions, suspensions, expulsions
- < alternative programming

When the principal suspends a student, the principal will follow appropriate policies and legislation.

A student may be suspended for behaviours such as:

- < overt opposition to authority
- < theft or damage to school or others' property
- < use of profanity
- < intimidation, harassment or any behaviour that threatens the safety of parents, students, and staff
- < possession of illegal drugs

This Code is intended to assist parents, students, and staff in establishing expectations for personal and social conduct conducive to a safe positive learning environment. This can only happen if all individuals accept personal responsibility for their attitudes and actions.

General Information - The School Day

Bell	8:45
A.M. Recess	10:20 - 10:35
Noon Hour	11:50 - 12:35
P.M. Recess	2:05 - 2:20
Dismissal	3:20

Bus Departure 3:27 & 3:32

Supervision

At 10:20 – 10:35, 11:50 – 12:10 and 2:05 – 2:20 supervision is provided by four teachers, three outdoor and one indoor. At lunch, there are two supervisors from 12:10 – 12:35 while the students eat.

Attendance

As part of our concern for your child's welfare at school, we request that parents phone the school if your child is going to be absent for any reason. If by 9:00 am, students have not arrived at school,

and parents have not contacted the school, the Office Coordinator will contact the parent at home or at work. This procedure is to assist in ensuring the safety of our students.

French In The School

Our mandate at the Saskatoon French School is to develop the French language and have students capable of functioning in French. In an effort to achieve the highest degree of success as many activities as possible are conducted in French. Students are expected to take every opportunity to practice their oral skills, whether they are in class, in the hallways or playing outside.

Newsletters

Newsletters will be distributed every second Tuesday electronically. A hard copy may be provided upon request and to families without a provided e-mail address.

Routine & Student Expectations

A. Classroom Expectations:

- < be on time (in desks and ready to work) 8:50, 10:35, 12:35, 2:20
- < be prepared with all necessary materials
- < notebooks/binders organized & complete
- < assignments completed & handed in on time
- < respect rules specific to each classroom and in accordance with the Code of Conduct
- < kindergarten students have the permission to enter and exit through the front entrance, all other students enter & exit through other access doors.

B. Expectations during Non-Instructional Time:

- < wet tracking footwear is to be removed on the mats at the entrances
- < when students are leaving the school they are to carry their boots to the mats to put them on
- < hats, toques and other headgear are to be removed at the entrances
- < there will be no running in the hallways, movement in the hallways should always be quiet and orderly
- < students need to wear non-marking gym shoes when they are in the gym
- < students are required to go outside at recess throughout the year and so they need to dress according to weather conditions.

Students may be allowed to remain indoors:

- < when it is raining, wind chill reaches 1800 or temperature is below -24C
- < when recovering from illness with a note from parents

Playground Expectations

1. Students are not permitted in out-of-bounds areas:
 - o front of the school
 - o parking lot
 - o the bushes at the south east and north west of the playground
 - o alley on east side of school, and Avenue P

2. There will be no throwing of snowballs.
3. Skateboards are not allowed at the school.
4. Bicycles - To minimize risk to others, students are required to exercise caution when arriving or leaving the school. Bikes are to be locked up on bike racks and no one is allowed to play around the racks.

Dress Code

1. As a general rule short shorts, halter tops and brief T shirts (spaghetti straps) are not considered appropriate. Students are also discouraged from wearing shirts, tops, hats, etc with crude or suggestive sayings and/or pictures on them. Bare mid-ribs are not appropriate at the school.
2. Hats are not allowed to be worn inside the school.
3. Students wearing objectionable clothing will be asked to change or sent home to change if they have no other clothing at the school.

Leaving the School Grounds

The school is responsible for the supervision of students from the time they arrive until they are dismissed in the afternoon. Students will only be allowed to leave if they are going home for lunch or being picked up by their parents/guardians. Students must follow the rules and regulations while on the bus and may lose privileges for not conforming to bus rules.

Telephone

Permission slips are given to students before using the phone. The classroom teacher will determine whether a student has a valid reason to use the telephone.

Noon Lunch

Eating lunch at school is a privilege, not a right. Students staying for lunch at school will be supervised. A few simple basic rules are established to ensure that proper eating habits are followed in a relaxed atmosphere. Milk and chocolate milk are \$1.00 each and Milk Cards for \$20.00 may be purchased from the Office Coordinator.

From 11:50 – 12:10 students will be outdoors with 3 supervisors outside and one supervisor indoors. Students are provided with time to eat from 12:10 – 12:35. Students eat at their desks and are responsible for their own clean-up. Students who cannot follow the rules and expectations will be given a warning. If the behaviour persists parents will be notified and if the behaviour is still in evidence, eating privileges at the school will be suspended for a specific time period.

Anti-bullying Policy

Saskatoon French School believes in the universal values of love and forgiveness. These common values guide us to fulfill our mission of **excellence**, **diversity**, through **partnerships** and **cooperation** of all stakeholders.

Saskatoon French School believes that all students have a right to a safe, caring, respectful school. With this in mind, acts of bullying will be addressed. As a community, we also have the responsibility to model and reinforce the Charter of Rights and Responsibilities to ensure a milieu that is safe, positive and caring where children can grow and flourish.

Definition of Bullying

An individual can be bullied when he or she is exposed to negative actions on the part of one or more persons causing emotional, psychological and/or physical harm. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational, cyber or reactive. Bullying involves an imbalance of power, creates fear, and is not gender specific.

Roles and Responsibilities

The effectiveness of this policy can only be ensured through an open and honest communication between all involved.

It is expected that all will follow our established Code of Conduct and:

- 1) Saskatoon French School students are expected to:
 - be positive, caring role models
 - refrain from bullying or be a bystander to acts of bullying
 - take an active role against bullying
 - report any acts of bullying to parents and/or school personnel in an open and honest fashion

- 2) Saskatoon French School staff are expected to:
 - Deal with bullying in a way that is age appropriate
 - be positive, caring role models
 - refrain from bullying or be a bystander to acts of bullying
 - Provide reinforcement of anti-bullying initiatives within the school
 - Investigate reports of bullying, apply interventions and follow-up
 - Keep the lines of communication open between home and school
 - Encourage and teach students to report incidences of bullying

- 3) Saskatoon French School parents / guardians and community members are expected to:
 - Learn about bullying behaviours and related issues
 - Inform the school if bullying is suspected
 - Work with the school to resolve identified incidents of bullying

Procedures

Prevention

The long term goal is to prevent bullying behaviours. This is achieved through the application of our school Code of Conduct, programs such as Second Step, Steps to Respect, and other social skills programming, the establishment of classroom rules and open communication between home and school.

Investigation

- the safety and care of all students is always the primary focus
- students involved shall be spoken to and dealt with individually using age appropriate interventions
- information shall be gathered from all students involved
- the classroom teacher or the in-school administrator will use professional discretion to determine the level of involvement of parents
- a Bullying Incident Report may be completed

Administering the Code

- interventions and parental involvement will be dependant upon:
 - a) the safety and care of students
 - b) age and maturity of the students involved
 - c) degree of harm – physical or emotional
 - d) patterns of behaviour
- student services personnel may be called in for assistance
- intentionally falsely accusing another student of bullying behaviour shall be considered bullying

Consequences may include:

- discussion, problem solving
- reviewing the Code of Conduct expectations
- reprimand, action plans, restitution, loss of privileges
- Stop Think Plan form
- Counseling, community services
- Behaviour contract
- Detentions, suspensions, expulsions
- Alternative programming

When the principal suspends a student, the principal will follow appropriate policies and legislation.

A student may be suspended for behaviours such as

- overt opposition to authority
- theft or damage to school or others' property
- use of profanity
- intimidation, harassment or any behaviour that threatens the safety of parents, students, and staff
- possession of illegal drugs
- bullying behaviour

If bullying behaviours are part of a continuing pattern, a range of interventions may be considered such as:

- a) the in-school administrator or designate may complete a Bullying Incident Report

- b) parents / guardians of those students involved may be invited to a meeting to discuss child's involvement in the incident(s) and to establish a plan of action
- c) a written record shall be kept of this plan. This record shall be held in a confidential file by the principal or designate and reviewed as necessary.

This policy shall be reviewed annually by staff, students and parents and will be placed in the school newsletter and / or student handbook. It will also be available on our school website.