

Junior School Forms

Code of Conduct

Please Read to your Child

Our Code of Conduct encourages respect and an expectation of good judgement amongst the student body. Faculty members are always looking to encourage success for each student, and refer to the Code of Conduct to serve as a guide for responses and actions.

General Principles of Behaviour

The Junior School community expects that each member will work and learn within a climate of respect, which includes the following principles:

1. **Respect for one's self:** promoting our personal well-being and taking responsibility for our actions and appearance.
2. **Respect for others:** being careful with others' emotional and physical well-being and being accepting of others' differences.
3. **Respect for the community:** maintaining an attractive and orderly environment and striving for cooperation with one another.

Rights and Responsibilities

1. **Everyone has a right to learn:** I have a responsibility to listen to instructions, work carefully and always try to do my best.
2. **Everyone has a right to hear and be heard:** therefore, I have a responsibility not to talk, shout or make distracting noises when others are speaking.
3. **Everyone has a right to be safe:** therefore, I have a responsibility not to threaten, kick, punch or physically harm others.
4. **Everyone has a right to privacy:** therefore, it is my responsibility to respect others' personal property and space.
5. **Everyone has a right to be respected:** therefore, I have a responsibility not to tease or bother people, or to hurt their feelings.

Student Name (please print): _____

Student Signature: _____ Date: _____
(if able to sign name)

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Parents/Guardians are asked to read this form with your child and have the student complete the student name and sign (if able to write). Parent/Guardian name and signature is also required.

Acceptable Use Policy for Technology Student Conduct Form

All students at St. Michaels University School must complete the Student Conduct form. Please read this form with your child and have the student complete the student name and sign (if able to write). Parent name and signature is also required.

Rules for Technology Use

1. I will follow the SMUS Junior School Code of Conduct.
2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will not give my password to anyone else, or use anyone else's password.
4. I will not access anyone else's files without permission from a teacher.
5. I will not give out personal information, such as my name, address and telephone number or information about family or friends.
6. I will not use inappropriate, harassing or bullying language online
7. I will not agree to get together with anyone I meet online. I will not use social media without permission from a teacher.
8. I will not respond to any messages that are mean or make me feel uncomfortable and will report any incidences to the School.
9. I will not plagiarize or copy any work done by other people.
10. I will not print excessively, print directly from the internet or print email, unless permission is given to me by a teacher.
11. I will not purposely damage any part of the school's technology equipment or computer network.
12. I will not use any personal device during school hours, unless I have been given permission by the Director of the Junior School.

Failure to comply with these rules will result in disciplinary action as stated in the SMUS Junior School Code of Conduct.

Student Name (please print): _____

Student Signature: _____ **Date:** _____

(if able to sign name)

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

(To indicate that a conversation has occurred with the student)

Level 1 and 2 Off Campus Activity Acknowledgement of Risk and Consent Form

Please complete form, print and sign. Return to Junior School Office

Student Name: _____ **Student Grade:** _____ **Age:** _____

Throughout the year, SMUS Staff coordinate a wide range of off-campus activities for students. The Directors, Board of Governors and Staff recognize the value of these activities for the educational, athletic and experiential benefits they provide to students. There is also an understanding that the safety of all participants should always be the primary concern. The preparation requirements for different off-campus trips vary, from a relatively simple activity to a more complex activity (Vancouver field trip).

Therefore, activities are separated into 3 levels of risk based on location, duration and type of activity. Each level reflects a specific set of pre-trip preparation requirements and parent information, which corresponds with the increased level of risk associated with the activity. This Acknowledgement of Risk and Consent form applies to Level 1 and Level 2 activities only. For Level 1 activities, parents may not receive any additional information. Information for Level 2 activities will be sent to parents. For Level 3 activities, parents will be provided with additional information.

Level 1 Activities:

- Of one day or less in duration within the normal academic school day
- Within the vicinity of the Junior School
- Involves activities with no increased level of risk (the same as what one would expect at school)

Examples of Level 1 Activities include but are not limited to:

- Science, Art, Geography or other class activity in the vicinity of the Junior School
- Non-contact daytime sporting event

Level 2 Activities:

- Of one day or less in duration but not entirely within regular school hours
- Take place within the Greater Victoria and Southern Vancouver Island area and requires transportation
- May involve activities with a minimal increase in level of risk

Examples of Level 2 Activities include but are not limited to:

- Daytime activities that require transportation
- Museum trips, Imax movies
- Evening Drama or Music rehearsals and performances
- Non-contact evening or weekend day sporting events at another school or in the vicinity of SMUS Junior School
- After-school activities with minimal level of increased risk

Parent/Guardian Acknowledgement of Risk and Consent:

The undersigned, as the parent(s) or guardian(s) of the student, having reviewed the information on this form about Level 1 or Level 2 Activities, hereby:

- a) Consent to the student participating in the type of activities defined as Level 1 and Level 2.
- b) Recognize and understand the inherent risks associated with these types of activities including but not limited to the hazards of vehicle travel, accident/illness in places without nearby medical facilities, weather and other circumstances beyond the control of St. Michaels University School employees, related parties and agents.
- c) Authorize the trip leaders to consent to medical treatment for the student by any qualified medical practitioner as may be necessary in the event of an emergency.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

Sport Acknowledgement of Risk and Consent

Please complete form, print and sign. Return to Junior

Student Name: _____ Student Grade: _____ Age: _____

Throughout the year, SMUS students are invited to join sports teams. The Directors, Board of Governors, Staff and Coaches recognize the value of these sports teams for the educational, athletic and experiential benefits they provide to students. There is also an understanding that the safety of all participants should always be the primary concern.

While attempting to minimize the risk of injury in each sport, SMUS also feels it is important to inform parents of the nature and frequency of injuries that students may sustain while participating in specific sports. It must also be recognized that the nature and extent of injuries are also dependent on the behavior and actions of the individual player. *We encourage parents to call the coaches of the respective sports or the Junior School Athletic Director to discuss risks and injuries and measures taken to alleviate or reduce them.*

Sports Group	Low Severity	Moderate Severity	High Severity
Indoor gym games, badminton, track & field, cross country running, swimming	Frequent injuries (see definitions)	Occasional injuries (see definitions)	Rare injuries (see definitions)
Soccer, field hockey, basketball, gymnastics, field games	Frequent injuries (see definitions)	Occasional Injuries (see definitions)	Rare Injuries (see definitions)

Definitions:

Frequency of Injury:

Frequent: This type of injury can occur at almost every game/event/class (*bumps, bruises, scrapes, abrasions, minor cuts, minor sprains*)

Occasional: This type of injury may occur a number of times each year (*sprains, mild concussions, cuts, major bruises, broken small bones*)

Rare: This type of injury may occur but does not happen every year (*severe concussions, eye injuries, long bone fractures, spinal cord injury*)

Severity of Injury:

Low: Injuries requiring basic first aid, which heals with no long-term issues. Participants typically continue participating in the activity.

Moderate: Injuries may require more than basic first aid, possibly including a hospital visit. Participants are usually not able to continue playing in the activity and require some time to heal.

High: This type of injury, requires immediate medical care in the infirmary and/or hospital and may require long term rehabilitation. Students are not able to continue playing in the activity and the injury may restrict their ability to participate in this and other activities.

Parent/Guardian Acknowledgement of Risk and Consent:

The undersigned, as the parent(s) or guardian(s) of the student, having reviewed the information on this form about sports activities at SMUS and, hereby:

- Consent to the student participating in the SMUS sports program, including practices and games at SMUS and day trips to other locations on Vancouver Island and the Lower Mainland (if required).
- Understand that certain sports have a higher frequency and severity of injury.
- Recognize and understand the inherent risks associated with these types of activities, including but not limited to, the hazards of vehicle travel, accident/illness in places without nearby medical facilities, weather and other circumstances beyond the control of St. Michaels University School employees, related parties and agents.
- Authorize the trip leaders to consent to medical treatment for the student by any qualified medical practitioner as may be necessary in the event of an emergency.
- I DO NOT want my son/daughter to participate in the following sports:** _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____