

After-School Activities Code of Conduct and Expectations

Program Hours: 16:00–18:00

Purpose

Our after-school activities provide students with opportunities to learn, develop skills, build relationships, and represent CAISL positively. As an extension of our school mission, these activities encourage students to challenge themselves, pursue excellence, collaborate with others, and make positive contributions to their community. Participation is a privilege that requires responsible behavior, respect for others, and a commitment to maintaining a safe, supportive, and student-centered environment.

The CAISL Learner Profile

Participation in after-school activities provides students opportunities to develop as:

- **Life-Long Learners** who seek growth and improvement.
- **Creative Problem Solvers** who approach challenges with innovation and perseverance.
- **Effective Communicators** who listen and speak respectfully.
- **Conscientious Contributors** who strengthen their communities.
- **Principled Individuals** who act with integrity and respect.

Student Expectations: Living the CAISL Mission

Through their participation in after-school activities, students are expected to contribute to a caring, safe, and inclusive community while developing the skills, character, and habits described in the CAISL Learner Profile.

All students participating in after-school activities are expected to:

1. Be Respectful

- Treat all students, staff, coaches, advisors, and visitors with courtesy and kindness.
- Use appropriate language at all times.
- Respect different backgrounds, beliefs, opinions, and abilities.
- Follow directions from staff members promptly and respectfully.

2. Be Responsible

- Arrive on time and attend regularly.
- Sign in and out according to activity procedures.
- Bring required materials, equipment, or uniforms.
- Inform the activity leader in a timely manner if an absence is unavoidable.
- Take responsibility for personal belongings.
- Demonstrate self-discipline and accountability for your actions and decisions.

3. Be Safe

- Follow all school safety rules and procedures.
- Remain in designated activity areas unless given permission to leave.
- Keep hands, feet, and objects to yourself.
- Report unsafe situations, accidents, or concerns immediately.
- Use equipment only as instructed.

4. Be Engaged

- Participate actively, positively, and with a growth mindset.
- Give your best effort and strive for personal improvement and excellence.
- Collaborate effectively with teammates and peers.
- Demonstrate creativity, curiosity, and a willingness to learn new skills.
- Encourage others and demonstrate good sportsmanship.
- Embrace challenges as opportunities for learning and growth.

5. Be a Conscientious Contributor

- Contribute positively to the success of the group.
- Support peers and help create an inclusive environment.
- Take initiative when appropriate.
- Care for school facilities, equipment, and resources.
- Demonstrate responsible local and global citizenship through your actions.
- Recognize how your actions impact others and contribute to the strength of the CAISL community.

6. Represent CAISL Positively

- Demonstrate integrity, honesty, and good character.
- Act responsibly during practices, meetings, performances, competitions, and field trips.
- Communicate respectfully and professionally with peers and adults.
- Understand that CAISL expectations apply during all school-sponsored activities.
- Serve as a positive ambassador of the school in both in-person and online interactions.

Attendance Expectations

- Students must arrive by the designated start time unless prior arrangements have been made.
- Students are expected to attend consistently once enrolled in an activity.
- Repeated unexplained absences may result in removal from the activity to allow participation by other students.
- Students may not leave an activity early without parent/guardian permission and approval from the activity leader.

Technology Use

- Mobile phones and personal devices are not permitted during after-school activities and may only be used in exceptional circumstances with the permission of the activity leader.
- Devices should not distract from participation, learning, or safety.

- Recording, photographing, or posting content involving others requires permission and must follow school policies.

Prohibited Behaviors

The following behaviors are not permitted:

- Bullying, harassment, intimidation, or discrimination of any kind.
- Physical aggression, fighting, or threatening behavior.
- Disruptive or disrespectful conduct.
- Use of inappropriate or offensive language.
- Damage to school property or the property of others.
- Theft or dishonesty.
- Possession of prohibited items.
- Misuse of technology or social media.
- Leaving designated activity areas without permission.

Consequences for Misconduct

Behavior concerns will be addressed progressively when appropriate. Students will be encouraged to reflect on their choices, repair harm when possible, and identify strategies for future success.

Tier 1

- Verbal reminder or redirection
- Reflection conversation with the activity leader

Tier 2

- Parent/Guardian notification
- Reflection conversation with the HSAA Coordinator
- Development of a plan to support positive participation

Tier 3

- Parent/Guardian meeting
- Involvement of the Division Principal
- Temporary removal from a session, activity, or event when appropriate
- Additional interventions or consequences determined based on the nature, severity, or frequency of the behavior

The school reserves the right to immediately remove a student from an activity when safety is at risk.

Expectations for Parents/Guardians

Parents and guardians are expected to:

- Ensure students are picked up promptly at the designated pick-up area:
 - **Elementary School:** 17:00 (Clubs) or 17:30 (Athletics & After-school care)- pick-up after 17:30 will be charged by our business office.
 - **Secondary School:** 17:00 (Office Hours) or 17:30 (Athletics), or ensure students are registered on the bus list when applicable.
- Communicate absences or schedule changes in a timely manner. Failure to attend a scheduled session after being present at school, without prior notice, will be considered a safety concern.
- Support school expectations and policies.
- Treat staff, students, and other families with respect.
- Follow all visitor and supervision procedures.
- Partner with activity leaders and school staff to support student growth, responsibility, and positive participation.

Student Commitment

By participating in after-school activities, students agree to:

- Respect others and value diversity.
- Follow instructions from staff and activity leaders.
- Participate actively and strive for excellence.
- Communicate respectfully and responsibly.
- Act safely and responsibly at all times.
- Support teammates and contribute positively to the group.
- Demonstrate integrity and good character.
- Represent CAISL with pride.
- Develop as a Life-Long Learner, Creative Problem Solver, Effective Communicator, Conscientious Contributor, and Principled Individual, in accordance with the CAISL Learner Profile.

Core Message

Respect • Responsibility • Safety • Participation • Growth • Contribution

These principles guide all after-school activities and help ensure every student can learn, grow, contribute positively to the community, and pursue excellence as a member of the CAISL community.