

STUDENT CONDUCT

Background

The Division supports the endeavours of staff, students, parents and the community to ensure positive behaviour and conduct. The Division upholds the responsibility to provide the opportunity to ensure all students have the opportunity to meet the standards of education set in place by the Minister. Students must understand that they should be actively engaged in their education and that they are responsible for their behavior, and they must recognize that any behavior that disrupts or detracts from the educational climate of the school is unacceptable. Students are expected to follow reasonable rules and procedures which are established for the benefit of themselves, other students in the school as well as the community as a whole. The students in our Division are expected to behave in a manner that is courteous, respectful of others, supportive of the school philosophy, and the goals of Catholic education. Staff, parents and the greater community supports the school's code of conduct to ensure all students and staff have a respectful and safe learning environment. The Division recognizes that schools are diverse and multicultural societies where all staff, students and families are considered equal and have a richness of life that grows by the sharing of that diversity. Schools will be comprehensive and holistic in their approach to inclusion and open to supporting students and staff on a variety of issues including bullying, justice, respectful relationships, language and human sexuality.

Actions that affect the physical or mental well-being of students and staff and occur away from the school building, via electronic means and whether or not it occurs during school hours will be addressed by school staff to provide an environment that allows for optimal student learning. Administrative Procedure No. 103 *Safe and Caring Learning Environment for Students* will further outline the responsibilities of staff, students and parents in maintaining a welcoming, caring, respectful and safe school environment.

Procedures

1. Schools shall foster and maintain a safe, secure and caring learning environment that is free from physical, emotional and social abuse and model our Catholic philosophy.
 - 1.1 All schools and classrooms enact procedures that support the safety and wellbeing of staff and students with respect to bullying or harassment. Students will respect themselves and the rights of others.
 - 1.2 All students and staff are created in the image and likeness of God, and any action that humiliates or contributes to diminishing the reputation of a student or staff on the basis of race, colour, ancestry, place of origin, religious belief, sexual

orientation, gender identity, gender expression, disability, family circumstance, or age is unacceptable and will be addressed by teachers and/or the principal.

- 1.3 In maintaining a safe and caring learning environment for all students and staff, each incident will be considered on its individual circumstances using a comprehensive and holistic approach to inclusion and meeting all students' needs.
2. Students shall be treated with dignity, respect and fairness by other students and staff as consistent with the Gospel values.
3. Students and parents shall be informed of the Division's and school's expectations for student behaviour within the school, the school bus, the school grounds and during school activities. Discipline practices within the school will be communicated to all students and parents.
4. Students are responsible for what they choose to do. Therefore, students must be willing to accept the consequences of their actions. Students who misbehave face various disciplinary actions such as the withdrawal of privileges; detention at lunch or after school; suspension, both in school and at home; and expulsion.
5. Students of the Division are expected to use language that is caring, kind and courteous. Students are expected to observe proper and respectful conduct in classrooms, hallways, buses and school grounds. These standards of behavior are expected during all school-related activities.
6. Bullying or physical violence is not acceptable in Division schools. Schools are public and vocal about anti-bullying actions and initiatives. Students who are bystanders to an act of bullying, harassment, intimidation, or other safety concerns have a responsibility to report observed incidents to school staff. Students are expected to either exercise communication dedicated to prevent bullying behaviour, or failing this, immediately report such incidents to school staff.
7. Students shall not engage in any illegal activity during school time, on school property or related to any school activity.
 - 7.1 The drinking or possession of intoxicating beverages or illegal possession or use of drugs by students in the school building or on school grounds is prohibited. Nor shall a student be under the influence of same in school or on school property. This applies to all students involved in extracurricular activities for the duration of that activity, whether on school property or not. Transportation to and from that activity is deemed part of that activity.
 - 7.2 Students are not to bring any weapons or dangerous objects to school or on any school activity.

8. Discipline practices within the Division schools are to be designed by the principal, in consultation with the staff and the School Council, and are to have the following purposes:
 - 8.1 They are to be instructional and communicate clear standards of behavior;
 - 8.2 They are to have elements which recognize positive student behaviour and consequences for misbehaviour;
 - 8.3 They are to reflect the partnership and trust between the home, the school and the parish;
 - 8.4 They are to enhance the instructional climate of the classroom and school;
 - 8.5 They are to encourage maturity among the students commensurate with their age and readiness to accept responsibility;
 - 8.6 Each individual and each situation will be resolved based on the specific circumstances of the situation;
 - 8.7 They are to affirm the necessity of respect for authority and courtesy in the community;
 - 8.8 Support will be provided for students who engage in inappropriate behaviours as well as those students who were impacted by inappropriate behaviours to develop and maintain student self-esteem: and,
 - 8.9 Retribution against any person who has intervened to prevent or report bullying or any other safety concern is unacceptable and will result in an intervention.
9. Conduct and behavior on school buses must comply with expectations provided in Administrative Procedure No. 313 Suspension of a Student From Riding a School Bus. Student misbehaviour on a bus may result in the loss of bus riding privileges for that student for a specified period of time. Under such circumstances, the student is still expected to attend school.
10. Corporal punishment shall not be used in Division schools.
11. All members of a school staff have a teaching responsibility with respect to student conduct and discipline. Students need to understand that they must cooperate with school staff and that they are accountable to teacher direction and supervision. Students and staff will review school and Division behaviour expectations yearly as well as the information being provided via student handbook and school website.

11.1 In maintaining a safe and caring learning environment for all students and staff, each incident will be considered on its specific circumstances using a comprehensive and holistic approach to inclusion and meeting all students' needs.

12. When dealing with students requiring disciplinary procedures, staff should consider the following guidelines:

12.1 The Division recognizes the value of temporary exclusion from class of students whose continued presence may be detrimental to the learning environment;

12.2 Professional referrals may be made to appropriate school and community agencies;

12.3 Staff shall invoke the use of the Division Crisis Response plan when dealing with a situation that may question the safety of the school community;

12.4 Parent(s)/guardian(s) need to be communicated with on a regular basis to be kept informed of their child's behaviour.

13. Emergency physical restraint is the last resort and is only utilized when the student is at risk to himself or others (staff or students). Staff members should try to avoid forcing a student through physical means to take a student to a seclusion timeout. If a student is posing physical danger to self or others, a plan of action shall be in place and staff will be properly trained on its implementation. All physical contact with a student must be documented in the student's record. Following each use of restraint, the parents(s)/guardian(s) of the student must be contacted and debriefed on the incident.

13.1 Where the use of physical restraint may become reoccurring, a behaviour support plan must be created and signed by the parent(s)/guardian(s) of the student.

13.2 Authorization for physical restraint will be granted by the Associate Superintendent of Inclusive Services on the advice of the Division's multi-disciplinary team. Authorization must be time-limited and undertaken for an appropriate assessment period as part of the support plan for that student.

14. The principal shall ensure appropriate in-service training is made available to appropriate school personnel for working with students and for Threat and High Risk incidents.

15. Staff members are to inform parents of discipline problems with a student.

16. Parents who wish to discuss a matter of student conduct or discipline are to first contact the child's teacher.

17. Further inquiries or complaints are then to be addressed to the principal.
18. Student Records and records of interactions with students and families shall be maintained in a way that respects privacy and confidentiality.
19. If the matter cannot be resolved by the principal, the parent may contact the Superintendent.

Reference: School Act Sections 12, 14, 24, 25, 45, 60, 61, 113, 123, 124, 125
Alberta Human Rights Act

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