

## **CODE OF CONDUCT – St. Mark Junior High School**

### **Statement of Purpose**

The Edmonton Catholic School District and St. Mark School is a welcoming, caring, and respectful place. We have an obligation to provide a positive and safe environment in which learning can occur. Believing that everyone is created in the image and likeness of God and that all are capable of good actions, we challenge the behavior but affirm the individual. As partners in this community of learners, parents have an important role in teaching acceptable behavior and helping students accept the consequences of their actions. Moreover, parents should ensure that their conduct contributes to our welcoming, caring, respectful and safe learning environment.

### **Foundation**

Our St. Mark Student Code of Conduct is developed by school community stakeholders; based on input from students, parents and school staff and is presented on an annual basis *through our first student assembly, and the initial school council meeting*. The plan is communicated in writing to all members of the school community (School Website/ Registration Handbook) and can be reviewed and adapted as necessary by said members of the school community.

### **General Expectations**

We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within St. Mark Catholic Junior High School. We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

### **Student Supports**

At St. Mark we strive to support the learning needs of all our students. One of our primary interventions is our Success Centre; a space that accommodates and personalizes the learning needs of each of our students. The students may come to the Success Centre for a variety of reasons including:

- A quiet space to complete work
- A space that allows for extra time to complete class work
- A space that facilitates personalized instruction, such as a different approach to learning mathematics or writing
- A space that presents learning strategies to students
- A space that gradually scaffolds learning, to ensure the positive growth of each student

- A space to remind students they are valued and loved

Students use the Success Centre for a variety of reasons and it is the work of the Success Centre teachers in conjunction with classroom teachers who play a critical work in facilitating the positive learning development of each student.

Other supports that are in place for student success include: Learning Coach, FSLW, STAY, Emotional Behavioral Specialist, AHS supports including OT, SLP, and Mental Health, Spiritual Support through our Chaplaincy Program, Edmonton Catholic Schools Regional Multidisciplinary Team also provides parallel services with regards to SLP, OT, Assistive Tech

### **Edmonton Catholic Schools Administrative Regulation 104 (Student Responsibility)**

1. Students shall contribute to the best of their ability to the realization of a Catholic Christian school community.
2. Students shall participate to the best of their ability in the education program assigned to them.
3. Students shall be responsible for their own learning.
4. Students shall be responsible and accountable for their behavior and conduct:
  - while involved in school-sponsored or related activities;
  - while on school property;
  - during lunch periods on or off school property;
  - while traveling to and from school; and
  - beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).
5. Students shall be concerned about the safety of themselves and others.
6. Students shall conform to the rules and regulations of the school, the district, and Alberta Education.
7. Students shall treat school property with proper respect. Students who cause willful damage shall be expected to make restitution.

### **School Act (Part 1, Section 24) (Student Responsibilities)**

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) cooperate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) co-operate with everyone authorized by the board to provide education programs and other services;
- (h) be accountable to the student's teachers and other school staff for the student's conduct;
- (i) positively contribute to the student's school and community.

## *Conduct Expectations*

At St. Mark we avoid a 'one size fits all' approach as it is inconsistent with the School Act and will endeavor to take into consideration unique student attributes such as age, maturity and individual circumstances when dealing with student consequences and events. A continuum of supports will be provided to students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior. These expectations include behaviors which occur within the school building, during the school day or by electronic means. Examples will include the following components:

- preventative procedures;
- supportive procedures for minor breaches of conduct; and
- fair, corrective interventions to address major breaches of conduct.

In accordance with the School Act and District Policy, the following represent acceptable behaviors:

### Be Respectful-

- be honest and truthful
- find out about other people's feelings
- accept other's differences
- care for other people's belongings and public property
- listen attentively when required
- use polite language and behavior
- wear appropriate clothing and footwear as per school policy
- cooperate with school staff
- develop the talents and abilities that God has given them
- show consideration, courtesy and respect for self and others
- attend school regularly and punctually
- complete homework and assignments
- avoid the use of profane or vulgar language
- avoid the use of actions and words that may make others feel unsafe
- do not possess or use drugs, alcohol or tobacco products in the school or its vicinity
- dress appropriately for school
- respect all school property
- respect both self and others

### Be Leaders-

- be welcoming of others
- practice positive comments
- be a team player
- look for ways to improve our school
- be a positive ambassador for our school
- resolve conflicts in a peaceful manner

Be Safe-

- walk quietly in the hallways
- stay on school property
- report any injuries, problems, conflicts or dangerous behavior to adult supervisors

### **Conflict Resolution and Reconciliation**

1. Display of behavior contrary to policy or expectations may result in one or several consequences, such as:

- monitoring
- reprimand
- contact with parents
- Student Advisory sessions
- incident report
- office referral
- loss of privileges
- referral to proper authorities
- suspension
- expulsion

2. For time lost from school because of skipping or habitual late arrival, time will be made up based on discussion with Administration and the students TA.

3. Homework or assignments not completed may be required to be done after school or during the lunch hour.

4. Students are expected to use appropriate strategies to deal with conflicts and disputes. If there is a problem and a student needs help, she/he should tell a teacher, our student support advisors (STAY, FSLW) or an administrator.

5. Physical or verbal aggression, teasing, intimidation, threats or harassment (in person or through cyber bullying) may result in a suspension or expulsion from school and/ or police involvement.

6. Like other places of work, St. Mark has a dress code. Students are expected to wear clothes and accessories that do not interfere with the learning atmosphere at school. For example, some clothing items that are considered inappropriate for school are: muscle shirts, caps, bandanas, spaghetti strap/racer back tops, garments with offensive or inappropriate logos and shirts that do not appropriately cover the midriff or the chest area. Skirts/shorts that are too short or affect the student's full participation in the lesson and activities is inappropriate. All pants/jeans must be worn at the waist level. Undergarments are NOT to be visible at any time. Proper footwear that does not damage the gym floor is mandatory for gym use. Inappropriate dress will result in students being asked to change or being asked to return home to change into suitable attire. Chronic issues will result in further consequences.

7. St. Mark School is a closed campus. Unless specifically requested by a parent to support the family dynamic, students are required to remain at school over the lunch hour.
8. Illegal activities will be reported to the proper authorities, including police.
9. Damaging school property will result in a consequence as well as an expectation of restitution. Vandalism will result in suspension and a referral to police may occur.
10. Supports are available for all students impacted by inappropriate behavior.

### **Bullying/Cyberbullying**

Section 1(1) (d) of the Education Act defines bullying as:

*“Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.”*

Bullying can take different forms:

Physical – pushing, hitting

Verbal – name calling, threats, put-downs

Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation

Cyber – using the computer or other technology to harass or threaten

Students are expected to report bullying behavior as soon as they can after seeing it or experiencing it. Students may do this by telling an adult in the school. Students who are uncomfortable with coming forward to school personnel are encouraged to talk with parents or friends, who could then assist them in notifying the school about bullying.

At St. Mark School, students will:

- refrain from, report and refuse to tolerate bullying or bullying behavior within the school or during the school day or by electronic means as that may disrupt the proceedings of the school
- inform an adult you trust of incidents of bullying, harassment, intimidation or other safety concerns in the school.
- Bullying and/or cyberbullying could result in a suspension from school.

### **Regarding Suspension from School**

- Suspension (Section 24) of students is the result of behavior(s) which contravene Section 12 of the School Act and also school expectations as outlined in the school conduct policy.
- A student can be suspended from school for a period of up to five days. Parents will be informed of the suspension and a letter will be sent home outlining the circumstances of the suspension. This letter is also placed in the student’s file.
- While at home or on alternate suspension (YMCA), the suspended student will be responsible for the work missed.
- A suspended student may not participate in school activities or be on school property.