

St. Justin School Student Code of Conduct Policy

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. Justin Catholic Elementary School. The students, parents and staff of St Justin School work together to create a safe, welcoming, caring and respectful learning environment. The Student Code of Conduct Policy is based on input from all stakeholders including students, parents and school staff. It was developed in accordance with provincial legislation and district policies. The Code of Conduct is shared with all members of the school community every year. We invite families to review this policy, and sign below to join us in maintaining a positive school climate.

CHILD'S Name/Signature Grade

PARENT/GUARDIAN Signature Date

Please sign and have your child show this portion of the Student Code of Conduct Policy to his/her teacher.

The St Justin Student Code of Conduct applies at all times, this includes within the school (instructional time, recesses, lunch-hour) during the day (extra-curricular activities, field trips, arrival/dismissal, while waiting for and riding the school bus) or by electronic means.

St. Justin School Student Code of Conduct Policy

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.

St Justin strives to create a welcoming, caring, respectful and safe learning environment. Our Code of Conduct does this by establishing clear expectations for student behavior at school and school-related activities that reflect our Catholic values of hope, mercy, and reconciliation.

As children learn and grow, they may make poor choices or become involved in negative situations. In keeping with the School Act, our Student Code of Conduct Policy is not a 'one size fits all' policy. It is flexible enough to respect the uniqueness and dignity of each child and to encourage children to learn from their mistakes.

DEFINING APPROPRIATE CONDUCT

According to the School Act – Section 12, a student shall conduct himself or herself so as to reasonably comply with the following conduct:

- (a) be diligent in pursuing the student's studies
- (b) attend school regularly and punctually
- (c) co-operate 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) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- (h) refrain from, report and not tolerate bullying or bullying behavior directed toward others, whether or not it occurs within the school building, during the school day or by electronic means
- (i) positively contribute to the student's school and community.

St Justin further defines appropriate behavior as follows:

Be Active Learners

- take responsibility for your own learning by staying on task during class time
- put your best effort into your assignments
- take risks and make mistakes in learning
- seek assistance when required
- attend school regularly and arrive on time
- complete homework assignments diligently
- organize school supplies

Be Respectful Citizens

- be honest and truthful
- use polite language and behavior
- demonstrate respect for personal and school property
- walk quietly in hallways
- listen to class monitors during lunch
- wear appropriate clothing and footwear
- balance your personal needs with the needs of the community

Be Ambassadors of Christ

- be welcoming and inclusive of others
- accept others' differences
- show forgiveness and mercy in resolving conflicts
- show reverence during prayer times and religious celebrations
- "good talk" our school out in the community

Be Safe on the Playground

- play safe games (bullying, play-fighting, throwing snowballs, rocks, etc. not allowed)
- use equipment properly
- stay on school property
- when arriving or leaving by bus, or through the designated drop off lane at the front of the school, use marked crosswalks
- stay away from the parking lot and public walkway adjoining school property to our north
- report any injuries, problems, conflicts or dangerous behavior to adult supervisors right away
- stay in designated areas

Be Safe On the Bus (as outlined in the Bus Conduct Agreement presented in September):

- respect the bus drivers
- remain seated
- wait for bus to stop before moving
- talk quietly
- obey the rules as set by the driver

According to the School Act – Section 16.2, a parent of a student has the responsibility:

- (a) to take an active role in the student's educational success, including assisting the student in complying with section 12,
- (b) to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (c) to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- (d) to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (e) to engage in the student's school community.

Together, staff and parents should work cooperatively to:

- provide a safe, caring and supportive learning environment.
- provide clear expectations and appropriate consequences for inappropriate behavior.
- model appropriate behaviors.
- maintain a model of supportive, open and respectful communication.
- encourage punctuality and regular attendance.
- monitor the progress of the child/children.
- review this conduct policy with the child/children to ensure understanding and compliance.
- speak positively and respectfully to and about school

***At all times, discrimination is prohibited. Students, parents and staff are expected to act in accordance with the Alberta Human Rights Act, whereby 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 is forbidden if the denial or discrimination is based on race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.**

DEFINING AND RESPONDING TO INAPPROPRIATE CONDUCT

At St Justin, we respond to inappropriate conduct which occurs within the school building, during the school day at school-sponsored events, or by electronic means. We do so in accordance with the Catholic value of reconciliation. We encourage the child to assume responsibility for his/her actions. Children will be given opportunities to reflect upon the consequences of their actions through writing and dialogue. Teachers, administrators and parents work together to empower students to find solutions to difficult situations. This requires clear communication between all parties – parents, teachers, administrators and children of all ages.

Intervention strategies, preventative procedures, and/or consequences will take into consideration unique student attributes such as age, maturity and individual circumstances.

A minor offence may include:

- **impolite manners**
- **disruptive behavior**
- **incomplete homework**
- **disrespectful conduct**
- **tardiness**
- **unsafe/rough play**
- **inappropriate dress (no beachwear, no offensive graphics/language)**

In such instances, the student may be asked to

- a) complete missed work on their own time,
- b) work in a different classroom (change of community),
- c) work in an alternate, supervised area,
- d) verbally apology to parties affected,
- e) write an apology,
- f) temporarily lose privileges such as participation in Broadcast Club or school sports,
- g) walk with a supervisor at recess,
- h) cover inappropriate dress,

Both students impacted by the inappropriate behavior and students engaged in inappropriate behavior will receive adult assistance in the restorative process. Students may be asked to phone parents to inform them of their inappropriate behavior to ensure they take ownership for their actions.

A major offence may include:

- **bullying (within the school, during the day, or by electronic means)**
- **vandalism**
- **stealing**
- **fighting**
- **use of inappropriate language/gestures**
- **failure to comply with the school district's Responsible Use Agreement for Technology**
- **habitual neglect of student responsibilities**
- **willful major disobedience that endangers the safety and smooth operation of the school**

In such instances, the student will speak with an administrator, and parents will be contacted. Major offences will generally result in an in-school or out-of-school suspension. Suspensions could range from a one-hour period to a full-day in-school suspension or an out-of-school suspension ranging from one to five days. During the suspension, the student may lose having lunch with his/her peers, lose extra-curricular privileges, and will be responsible for any work missed. In accordance with section 24 of the School Act, the administrator will determine the length and nature of the in-school or out-of-school suspension based on the severity and/or frequency of any breach of conduct.

Bullying

St Justin 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".

Students will:

- **refrain from bullying**
- **refuse to tolerate bullying even if it happens outside of the school or school hours or electronically**
- **immediately report incidences of bullying to staff and parents through dialogue and/or in writing**

Students may report bullying by:

- **telling an adult staff member at the school**
- **telling a parent/guardian**
- **calling the Kids' Help Line at 1-800-668-6868**

CONTINUUM OF SUPPORTS

A continuum of supports may be provided to students who engage in inappropriate behavior as well as for students who are impacted by such behaviors. This may include:

- services provided by the school Inclusive Support team (emotional-behavioral specialist, family-school liaison worker)
- services provided by the Early Learning Multi-disciplinary team (occupational therapist, speech-language pathologist, behavior therapist)
- services provided by RCSD and Alberta Health Services (occupational therapist, mental health therapist, speech-language pathologist)