

ST. CATHERINE SCHOOL CODE OF CONDUCT

The Code of Conduct at St. Catherine was developed by the school community over a considerable period of time through practice and consultation and was based on input from students, parents, teachers, and other school staff. The Code of Conduct reflects the expectations of students as addressed by provincial legislation and district policies, is communicated in writing to the school community on an annual basis and is reviewed and adapted as necessary on an annual basis by members of the school community.

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.

In keeping with the instructional goals of Alberta Education and the Edmonton Catholic School District, St. Catherine Catholic School will provide:

- ❖ Learning
 - in a Christ-centered, Catholic environment
 - that provides for the academic achievement of all students
 - that recognizes students have different styles and varied rates of learning
 - that will enable students to become independent but cooperative learners in a multicultural school and in preparation for living in a multicultural society
 - engages students, encourages ethical citizenship and entrepreneurial spirit
- ❖ Opportunities for students to discover and explore new ideas and to develop new skills and interests.
- ❖ Supports that promote stability, growth toward self-realization, increased independence and responsible behavior.
- ❖ Opportunities for students to be recognized as individuals and build self-esteem.
- ❖ Physical development experiences and challenges designed to address the changing and varied physical needs of our students.

Shared Responsibilities

Students, parents and teachers at St. Catherine are expected to share a set of responsibilities, which are based on common sense and courtesy. All students are taught to recognize the connection between rights and responsibilities and understand that privileges are tied to obligations. **We affirm that rights set out in the *Alberta Human Rights Act* and *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members with St. Catherine Catholic Elementary/JH school.**

Student Responsibilities

Students are expected to attend school regularly, punctually and to devote their energies to learning, under the supervision of school staff. Therefore, students are expected to:

- ❖ Respect themselves, other students, all staff and parents and guests involved with our school both in person and through electronic means
- ❖ Respect for their own property, as well as the property of others
- ❖ Be on time for class, with all required materials and be ready to learn
- ❖ Signal the teacher when they wish to speak or leave the classroom
- ❖ Do all school work to the best of their ability
- ❖ Complete all assignments to the best of their ability
- ❖ Following classroom rules and expectation of teachers and other school staff

Parent Responsibilities

In addition to being the primary caregivers, parents are expected to:

- ensure regular and punctual attendance of their children
- inform the school of any absences or lates for their children
- establish and maintain appropriate communications with the school
- work cooperatively with the school in resolving issues and concerns
- respect school staff and school rules and policies
- teach and expect their children to respect all other people
- ensure their personal conduct contributes to a welcoming, caring, respectful, and safe learning environment at school

DISCIPLINE POLICY

The Edmonton Catholic School District pre-supposes that general order be defined as part of the climate of a Catholic School. Only in such conditions can all students function effectively in the learning-teaching process. It therefore follows that the efficient operation of a school and of the learning atmosphere in the classroom will be diminished by specific behavioral problems.

Discipline Policy Statement

The staff at St. Catherine School believes that effective discipline should teach students to be responsible for their own actions and create a positive, respectful, caring, and safe learning environment. This discipline policy then fits into the spirit of Christian unity and inclusivity of the school and encompasses the social, emotional, intellectual, physical and spiritual needs of the child.

Student Discipline Cycle

Students have the right to be in school, but an education should also be considered a privilege. If students abuse the privilege (through interfering with the education of other students) or bully and harass another student in person or through electronic means, the most logical consequence becomes the progressive loss of that privilege. Suspension occurs after a student has chosen to misbehave and does not respond appropriately to corrective requests or external supports to address unique student attributes such as age, maturity and individual circumstances.

Definition of In-School Suspension

- ❖ Students will be placed in a quiet working area.

- ❖ Students will lose lunch area and extra-curricular privileges (i.e. sports activities and field trips) for the duration of the suspension.
- ❖ Students misbehaving during their suspension will immediately proceed to the next step in the Discipline Cycle.
- ❖ Parents will be notified regarding the student suspension, the reason and duration.

Definition of Out-of- School Suspension (As per Section 24 of School Act)

- ❖ Parents or guardians will be notified of the out of school suspension. Students will be sent home or their parents or guardians will be requested to pick them up.
- ❖ Students will lose extra-curricular privileges (i.e. sports activities) for the duration of the suspension.
- ❖ Students will not be allowed to participate in any school-sponsored activity during the duration of the suspension.
- ❖ Returning to the school or school grounds, without the expressed permission of the school administration, during an out of school suspension constitutes trespassing and will be dealt with severely.

Student Discipline with Support Cycle

Step 1

- ❖ Verbal warning and discussion of the inappropriate behavior with the offending student by any staff member of St. Catherine Catholic School:
 - Unacceptable behavior will be identified
 - Choice of displaying acceptable behavior or moving to Step 2 will be given

Step 2

- ❖ Change of location:
 - Offending student will be asked to change places in the classroom
 - Choice of displaying acceptable behavior or moving to Step 3 will be given

Step 3

- ❖ Out of class time-out:
 - Offending student will be asked to leave the classroom and go to another designated area of the school.
 - Teacher will remind the offending student of the behavior expected and will reinstate the offending student into the classroom.
 - Final warning notice or phone call is sent to the parent/guardian by the staff member.
 - If deemed necessary by school administration offending student may be referred for support from FSLW, STAY officer, or other school supports.
 - Parent/guardian is expected to discuss the infraction with his/her child, before the offending student is re-admitted into class.

- If other students are affected by the behavior of the offending student, if deemed necessary by school administration they may be referred for support from FSLW, STAY officer, or other school supports.

Step 4

- ❖ In-school suspension or detention (first time):
 - One-half to three full days (lunch time included)
 - This or further misbehaviors may result in supports being provided for the offending student by a specified behavior plan, FSLW, STAY officer, our EBS, OWOC liaison worker, principal, assistant principal, learning coaches, or RCSD mental health
 - Misbehavior at this point will result in moving to Step 5
 - Upon returning to the classroom, offending student will begin at Step 1
 - If offending student repeats Step 3, he/she will move directly to Step 5
 - If other students are affected by the behavior of the offending student, if deemed necessary by school administration they may be referred for support from FSLW, STAY officer, or other school supports.

Step 5

- ❖ Out of school suspension:
 - One half to five days out of school suspension as per Section 24 of the School Act
 - A meeting with the offending student and his/her parents/guardians before reinstatement.
 - The offending student will be directed to receive necessary supports from a specified behavior plan, FSLW, STAY officer, EBS, OWOC liaison worker, principal, assistant principal, learning coaches, RCSD mental health, or outside agency.
 - Upon returning to the classroom, offending student will begin at Step 1.
 - If the offending student repeats Steps 3, 4 or 5 without significant improvements to behavior even with external supports then he/she will move to Step 6.
 - If other students are affected by the behavior of the offending student, if deemed necessary by school administration they may be referred for support from FSLW, STAY officer, or other school supports.

NOTE: Depending upon the severity of the misbehavior it is a possibility that the offending student could be suspended immediately after an infraction, without going through the first three steps. **Parents or guardians will be called immediately.**

Step 6

- ❖ When the school has done everything possible to correct the behavior but cannot reach the child, the Principal will recommend to the Superintendent that the offending student be expelled from the school or program as per Section 24 of the School Act.

Student Expectations

- ❖ Respect themselves, other students, all staff and parents and guests involved with our school
- ❖ Respect for their own property, as well as the property of others
- ❖ Be on time for class, with all required materials and be ready to learn

- ❖ Signal the teacher when they wish to speak
- ❖ Do work to the best of their ability
- ❖ Complete all assignments to the best of their ability
- ❖ Following classroom rules and expectation of teachers and other school staff

SAFE SCHOOL POLICY

- ❖ **The possession and/or use of illegal drugs, alcohol or offensive weapons in the school or on the grounds are strictly prohibited.**

Students in possession of illegal drugs, alcohol or weapons shall be suspended immediately from attending school. Students will only be re-admitted to St. Catherine School when they are accompanied by a parent/guardian and resolution has been achieved.

If students or parents have concerns about drug and alcohol use, they should contact the school administration for information or assistance. The administration can also provide students and parents with names of referral agencies that provide support.

- ❖ **Fighting of any type will not be tolerated at St. Catherine and will result in suspension from school.**
- ❖ **Inappropriate electronic communication or use of electronic devices of any type within the school, during the school day, or outside of school will not be tolerated at St. Catherine and will result in removal or electronic privileges, confiscation of electronic devices and/or suspension from school. Please see “Bring Your Own Device (BYOD) Policy” signed by both students and parents for further details.**

BULLYING AND HARASSMENT POLICY

Purpose

The staff at St. Catherine Catholic School strongly believe in the dignity of the person. All policies help create an environment where students feel safe, respected, welcome, and are able to learn. The policy outlines our definition of bullying or harassment, the procedures that will be used in dealing with cases, and the consequences.

Definition

There are many ways in which bullying or harassment is expressed and bullying and harassment can be any conduct or behavior that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodations or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, religious beliefs, colour, gender, mental disability, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. Repetitive incidences of harassment can become bullying behavior which is also unacceptable; however, a single incident of harassment is not bullying.

There are many ways in which harassment or bullying can happen. These include:

- Verbal or physical conduct of a nature that intimidates, coerces, or humiliates
- Disrespectful conduct
- Repetitive teasing
- Leering or whistling

- Verbal abuse or disrespectful language
- Patting, rubbing, or other unwelcome physical contact
- Suggestive remarks, displays of suggestive pictures, or compromising invitations
- Suggestive or inappropriate jokes or pranks
- Unwanted sexual advances
- Outright demands for sexual favors
- Physical assault or sexual assault
- Any activities on the Internet, cell phone, e-mail or other electronic devices that are deemed harassment or bullying within the school, during the school, or outside the school.

Procedure for Dealing With Bullying or Harassment

- The student will tell the individual that his/her behavior is unwelcome and ask him/her to stop.
- If the student feels uncomfortable in confronting the individual he/she should access another adult for help.
- If student or staff witness inappropriate behavior he/she should report the behavior to an adult or school administration.
- If the situation is deemed serious enough the administration will be notified by the student or staff.
- Students involved will be reprimanded, suspended or expelled.
- Parents/guardians will be notified of the actions and consequences.