

STUDENT CODE OF CONDUCT AND COMMITMENTS

Specific Rules and Regulations

This portion of the Student Handbook attempts to present:

1. the general principles that form the foundation of the Blessed Oscar Romero High School Code of Conduct,
2. the school's expectations for student behaviour,
3. the rationale for the differences in the way in which the school day is structured for students,
4. the consequences of inappropriate behaviour

Please recognize that these rules apply while students are in the school or on school grounds, on school-sponsored field trips, to and from school, in proximity to the school, and while in attendance at co-curricular activities in which Blessed Oscar Romero High School is a participant. No listing of rules can be all-inclusive. Students will receive disciplinary action any time their behaviour is disruptive, illegal, or inconsiderate of others. The specific consequence will be assigned by a teacher or an administrator.

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 Blessed Oscar Romero High School. We believe it is important to establish a culture that is conducive to learning and focused on a welcoming, caring, safe, and respectful environment. 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.

Staff at the school in accordance with Edmonton Catholic Schools, have established a Code of Conduct that will help ensure success for students who attend the school. We believe that everyone is created in the image and likeness of God and that all are capable of caring and respectful actions. We challenge the behavior but affirm the individual while considering the circumstances of each unique situation. As partners in this community of learners, parents/guardians have an important role in fostering and supporting learning, encouraging acceptable behavior and helping students accept the consequences of their actions. The school conduct policy aligns with the Alberta School Act and the Alberta Human Rights Act. This conduct policy is reviewed and adjusted annually by staff and the Parent Advisory Committee. It is then reviewed with students at the beginning of the school year. The conduct policy will be included in the student handbook which will be posted on the school website www.blessedoscarrromero.ecsd.net

Seven commitments form the foundation of the Code of Conduct of Blessed Oscar Romero High School. If students act in accordance with these principles, they will be within the rules of the school, and more importantly, they will increase the likelihood of experiencing personal success in, and satisfaction with, the school. Listed below are guidelines that, if followed by all, will help to make Blessed Oscar Romero High School a welcoming, safe, caring learning environment.

Parents

Parents need to ensure that their conduct and the conduct of their children contributes to a welcoming, caring, respectful and safe learning environment.

Section 16.2 of the Alberta School Act serves as the guideline for parent 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.

The classroom is certainly the most critical area of an educational institution, and teachers will insist that student behaviour and attitude in the classroom reflect the importance of the serious business of learning.

Students shall

1. Attend school regularly and punctually, be ready to learn, and actively engage in and diligently pursue the student's education
2. Take responsibility for their education, decisions, and actions
3. Act in a manner that best represents themselves, their school, and the school community
4. Be active in the school community
5. Maintain a balance between academics, co-curricular activities, and other endeavours, continually giving their best efforts to each of these
6. Respect cultural diversity, individuality, and the choices and rights of others
7. Carry their school identification during school hours
8. Display exemplary behaviour during celebrations, assemblies and fieldtrips
9. Refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.

Expectations for Classroom Behaviour

Each teacher is able to establish the rules and procedures for his or her classroom and to include them in their course syllabus. Students are expected to observe those rules and to respond promptly to the direction of their teacher. Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances.

It is important to note that fieldtrips are a privilege and not a right. As an extension of the classroom students are expected to display exemplary behavior.

Section 12 of the Alberta School Act requires the following behavior:

- a) 12 A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:
- b) be diligent in pursuing the student's studies;
- c) attend school regularly and punctually;
- d) co-operate fully with everyone authorized by the board to provide education programs and other services;
- e) comply with the rules of the school;

- f) account to the student's teachers for the student's conduct;
- g) respect the rights of others;
- h) 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;
- i) environment that respects diversity and fosters a sense of belonging;
- j) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- k) positively contribute to the student's school and community.

Bullying is defined as the repeated and hostile or demeaning behavior by an individual of the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community (whether within the school building, during the school day or by electronic means), including psychological harm or harm to an individual's reputation. Any form of bullying will not be tolerated; each situation is unique and will be dealt with as such. Students need to report bullying to any adult they trust whether it is happening to themselves or others. Supports are in place to help those who are affected by bullying or other inappropriate behavior through our staff, Mental Health Therapist, School Social Worker or School Resource Officer.

Consequences

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. Each discipline issue is unique will be treated in a unique manner. These consequences apply to behavior whether within the school building, during the school day or by electronic means.

The consequences listed below are broad suggestions and not a one size fits all prescription. Severe breach of conduct could result in suspension in accordance with Section 24 of the Alberta School Act.

Throughout the year students will be educated by school staff on appropriate behavior and alternative preventative actions. Both Counselling and School Resource Officers will provide direct support students engaging in inappropriate behavior. All discipline intervention will be fair and corrective in nature. Supports in place at Blessed Oscar Romero include a Mental Health Therapist, Family School Liaison Worker (Social Worker), Emotional Behavior Specialist, Therapeutic Assistant (Behavior Therapy) and a School Resource Officer.

Lunchtime Detention (LOP Loss of Privilege) - minor breaches of conduct

Students may be assigned a LOP detention to be served at lunchtime to be served in the specified lunchtime detention room. Students must bring their lunch and constructive activities to complete. Students are not to socialize in the lunchtime detention room or listen to music, etc. The whole lunchtime period must be served. Late arrival may result in another lunchtime detention being assigned. Failure to report to the lunchtime detention room on the assigned day will result in further disciplinary action by an administrator.

In-School Suspension (ISS) – significant breaches of conduct

If students are given a full-day in school suspension (ISS) they must report to the office no later than 8:30 am and remain in a specific location until end of the school day. This consequence includes missing field trips, assemblies, pep rallies, etc. In the event that parents are not informed prior to the ISS being given, students must phone them on the morning of their ISS time. The sole activity permitted in this room is silent study.

All of the provisions listed under "expectations for classroom behaviour" apply to the in-school suspension.

In addition:

- a) students will be allowed to leave the room only during specified restroom breaks,
- b) students must complete all assigned course work

Students must see their teachers for missed work and bring materials to an ISS. Failure to do so can result in one or more of the following consequences: an additional ISS, an out-of-school suspension (OSS), an administration referral, and/or a parent/guardian conference.

Out-of-School Suspension (OSS) - severe breaches of conduct

In the case of severe breaches of conduct Under Section 24 of the Alberta School Act, a student may be suspended from school for one to five days. If a student is suspended from school, he or she may not be on the campus or attend any school function for any reasons unless they have made prior arrangements with the administration. Students are responsible for personally contacting their teachers for missed assignments. Students are not allowed to participate in any athletic practice session or contest, or any co-curricular practice, rehearsal or performance until their suspension is complete.

School Act Section 24

- (1) teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal:
 - (a) the student has failed to comply with section 12,
 - (b) the student has failed to comply with the code of conduct established under section 45.1(2), or
 - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.
- (2) A teacher may suspend a student from one class period.
- (3) A principal may suspend a student
 - (a) from school,
 - (b) from one or more class periods, courses or education programs, or
 - (c) from riding in a school bus.
- (4) A principal may reinstate a student suspended under subsection (2) or (3).
- (5) When a student is suspended under subsection (3), the principal shall
 - (a) forthwith inform the student's parent of the suspension,
 - (b) report in writing to the student's parent all the circumstances respecting the suspension, and
 - (c) if requested, provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the reasonableness of the suspension.
- (6) If the student is not to be reinstated within 5 school days after the date of the suspension, the principal shall
 - (a) forthwith inform the board of the suspension, and
 - (b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendations, and the student remains suspended until the board has made a decision under subsection (8).

- (7) The principal may recommend that the board expel the student if
 - (a) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with section 12,
 - (b) the student has displayed an attitude of wilful, blatant and repeated refusal to comply with the code of conduct established under section 45.1(2), or
 - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.

- (8) The board shall within 10 school days after the date of the suspension
 - (a) reinstate the student, or
 - (b) expel the student from school in accordance with section 25.

- (9) Before the board makes a decision under subsection (8), the student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.

Out-of-School Suspension with a Recommendation for Expulsion – (most severe incidents of conduct breach)

In cases of severe breaches of conduct students may be recommended by the principal for expulsion under Section 25 of the Alberta School Act.

- (1) On considering the report provided to it under section 24(6)(b) and any representations made to it under section 24(9), the board may expel the student if
 - (a) the principal has recommended that the board expel the student, and
 - (b) the student has been offered another education program by the board.

- (2) An expulsion must be for a period of more than 10 school days.

- (3) When a student is expelled under this section, the board shall forthwith notify, in writing, the student's parent, and the student if the student is 16 years of age or older,
 - (a) of the expulsion, and
 - (b) of the right to request a review under section 124.

- (4) The board may re-enrol a student who has been expelled.

Absences

Students are expected to attend all classes, and absences must be excused by a parent/guardian. Not only is daily attendance required by Alberta Education, it is essential for the successful completion of curricular courses. *The most common cause of academic failure is absence.* Parents/guardians are contacted daily by phone message and by email (if setup by parent in PowerSchool) regarding student absences.

The school requests parents/guardians to inform them regarding the reason(s) that the student is absent. Students, however, are ultimately responsible to verify **ALL** absences to their teachers and to the office. It is their task to provide a note from their parent/guardian or to ensure that a phone call has been made to the school office. **Students are required to make up any missed work, or assessments in a timely manner.**

Attendance intervention may include: teacher contact, detention, student attendance meeting with administration, parent-student attendance meeting with administration, referral to the Alberta Attendance Board, alternative delivery of education, and student withdrawal.

Excusable absences are:

- illness
- hospitalization
- bereavement/funeral
- medical/dental appointments
- travel
- family holidays and competitions sanctioned by parents

Unexcused absence	→	Teacher contact. Referral to grade coordinator. Lunchtime detention may be issued.
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Lates

Students are expected to be in class promptly to prevent disruption to learning. “Chronic tardiness” will be addressed by teachers and parents/guardians and if necessary, by the administration.

Consequence	→	Under the discretion of the individual teacher
	→	Referral to grade coordinator
	→	Lunchtime detention if warranted

Dress Code

For our students, school is their work place and the staff expect them to dress accordingly. Student dress should not distract from a Catholic learning atmosphere or be a hazard to students’ safety or the safety of others. Therefore, the following kinds of clothing are not permitted:

- Hats, hoodies, or other similar kinds of head wear
- Clothing which greatly exposes buttocks or cleavage
- Clothing or jewellery that promotes the use of drugs, alcohol, tobacco, or sex
- Clothing with abusive or suggestive language or symbolism

- Clothing that exposes the mid-section, back, or under garments, or is distracting
- Tube tops, spaghetti straps, and muscle shirts

Students may be asked to put on cover-up clothing or be sent home to change.

Each offence	→	Referral to grade coordinator, and lunchtime detention and cover-up clothing
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Swearing / Profanity

Swearing or profane words or gestures in the school, and school grounds is not permitted, and have no place in an educational atmosphere.

Each offence	→	Referral to grade coordinator, and lunchtime detention
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Insubordination / Disrespect

Students are asked to respond promptly to the directions of staff members and to act respectfully at all times. Refusal to do so is considered a serious breach of the Blessed Oscar Romero High School Code of Conduct. Students are expected to behave in an appropriate manner even when off school property on a field trip and when representing the school in the local community at lunch; therefore, students are subject to all rules of conduct and expectations.

Each offence	→	Administration Referral
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Lying to School Official

Each offence	→	Administration Referral
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Cheating / Plagiarism

Cheating and/or plagiarism are not permitted at Blessed Oscar Romero High School. Students are expected to refer to and adhere to Alberta Education and Oscar Romero schools grading policies. Examples include, but are not limited to, the following:

- Copying from another student, or enabling someone else to do so

- Using someone else's (classmate or published author) words without using quotation marks. Whenever you use a key word or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source.
- Using someone else's (classmate) ideas without giving that person credit
- Unauthorized use of translators in language courses

Consequence	➔	Under the discretion of the individual teacher
	➔	Reduction of grade to zero Option to remake at teacher discretion

Bullying / Harassment

Every member of the school community is entitled to a school environment without harassment, threats, or fear. Bullying and/or intimidation of others may include, but is not limited to, any repetitive aggressive, or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school environment.

In addition, any off-campus behaviours where there is a reasonable forecast of disruption to Blessed Oscar Romero High School's educational environment, or that could interfere with the safety and/or well-being of students/staff, will be considered a breach of the Code of Conduct and will be subject to disciplinary consequences. Blessed Oscar Romero High School has no tolerance for any racial, sexual orientation, or gender-biased comments whether or not they occur within the school building, during the school day or by electronic means. Repeated comments of this type will be viewed as harassment.

First offence	➔	Referral to Administration with possible suspension or lunchtime detention Referral to School Resource Officer
Second offence	➔	OSS (Out-of-school suspension) - 1 to 5 days Referral to School Resource Officer Possible expulsion recommendation
Third offence	➔	5-day suspension and recommendation for expulsion. Referral to School Resource Officer.

Student-owned Devices (e.g. Cell/Mobile Phones)

Students are expected to follow the district's Appropriate Use Policy, which emphasizes that laptops, tablets, and mobile Internet devices are to be used strictly for educational purposes in a classroom. Students may use their mobile Internet devices as well as cell phones in the Core area of the school providing that no other student-based activities are taking place at the time.

If a cell phone or student owned electronic device is removed from a student's possession as a result of inappropriate use, it will be brought to the office. Your child and the grade coordinator/ teacher/ administrator will discuss appropriate use and possible consequences.

Should parents need to get a hold of their child in an emergency when the child is in class, they are asked to call the school.

Fighting/Assault

Disputes between members of the school community should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If students are involved in a fight, they should be prepared to receive the consequences listed below. Furthermore, charges of assault or battery may be issued against them. Students encouraging, but not participating, in a fight may face a detention or school suspension. Fights that take place off school grounds may also be subject to these consequences.

Each offence	→	ISS or possible 1 – 5 days OSS (Out-of-school suspension), referral to School Resource Officer, and possible recommendation for expulsion depending on the severity of the incident.
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Cleanliness and Respect of School Property

Be proud of our school! Students are responsible to dispose of personal garbage in the classrooms, hallways, gym, and in the Core. In the Core, students are expected to clean up after themselves. This means putting trash in trash cans and taking cafeteria trays back to the serving area. **No sitting on top of tables, lockers and locker counter surfaces.**

First Offence	→	Under the discretion of the teacher
Second Offence	→	Referral to grade coordinator, and lunchtime detention and clean-up duty

Vandalism and Theft

Vandalism includes, but is not limited to, defacing or damaging school property intentionally. Theft includes, but is not limited to, theft of school property, staff, or student property.

Each offence	→	Possible referral to police. Students are responsible for replacement/repair cost, possible 1-5 OSS (Out-of-school suspension) and possible recommendation for expulsion.
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Smoking / Tobacco Products

It is illegal for anyone under the age of 18 to be in possession of or consume tobacco products. This includes cigarettes, cigars, and smokeless tobacco. It is also against the Edmonton Catholic School District's policy for anyone to consume tobacco, e cigarettes, or vape, on school property. Anyone caught under the age of 18 with tobacco products in his/her possession will have them confiscated. In order to keep positive relations with our neighbours, students are prohibited from smoking anywhere on our campus area *including the YMCA, Callingwood Arena, and the Lois Hole Library*.

Each offence	→	Administrative referral with possibility for suspension
	→	Smoking education package
	→	School Resource Officer referral

Drugs / Alcohol

Possession of and use of drugs or alcohol is illegal. Students caught in possession of drugs or alcohol will be severely addressed. *Drug trafficking will be referred to the police.*

Each offence	→	3-5-day OSS (Out-of-school suspension), possible recommendation for expulsion
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Gambling

No gambling is allowed on school property. Gambling is defined as any game of chance involving the exchange of money or credit.

Each offence	→	Administrative referral
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Dangerous Conduct

Any action which endangers the safety and well-being of individuals will not be tolerated. Examples include, but are not limited to, the following:

- sounding a false fire alarm
- possession of dangerous materials
- mob action, inciting an altercation
- any behaviour causing harm to an individual

Consequence	→	Immediate OSS (out-of-school suspension) and possible recommendation for expulsion Referral to School Resource Officer
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If students have knowledge or have reason to believe that the safety of a member of the school community may be at risk, they should immediately contact the school's administration.

Weapon Offences

Student possession of weapons or replicas (examples are, but not limited to, knives, firearms, pepper/bear spray, bats, clubs) is strictly prohibited.

Consequence	→	Immediate 5 OSS (Out-of-school suspension) and possible recommendation for expulsion Referral to police
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Personal Displays of Affection

Our school community is a Catholic educational environment. As such, all members are required to show discretion in their public displays of affection. School staff will approach and discuss with students the inappropriateness of their conduct. Repetitions of inappropriate behaviour will be considered insubordination and dealt with as such.

Trespassing

Trespassing is illegal; therefore, Blessed Oscar Romero High School students are not to trespass at other schools as they will be dealt with by the administration. Similarly, students are not allowed to have visitors to the school or on school property without prior approval by the school administration.

Consequence	→	Administrative referral, possible suspension, and/or referral to School Resource Officer
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Jaywalking

Students are asked to follow City of Edmonton Bylaws regarding jaywalking. Please use the crosswalks.

Student and Visitor Parking

Students can park in any stall that does not have a reserved, handicapped, or visitor designation.

Conduct in Celebrations and Assemblies

Students are expected to be on their best behaviour during celebrations and assemblies.