

## Administrative Procedure 315

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Revised: June 2018

# STUDENT CODE OF CONDUCT

## Background

If all students are to benefit from the instructional program in school and from the wide variety of activities planned for them by the teaching staff, both inside and outside of the school building, then students must conduct themselves in an acceptable manner. The establishment and enforcement of standards of student conduct and behaviour consistent with the division's mission statement, vision, values and goals must occur.

As stated in the *School Act*, Section 45.1, the division is committed to providing welcoming, caring, respectful, and safe learning environments that respect diversity and foster a sense of belonging. Each member shares responsibility for the well-being of every other member of the division. As such, a student code of conduct must be established, reviewed yearly, and shared publically with staff, parents/legal guardians, and students.

Our priority is to ensure that all of our students are provided with a respectful and compassionate school environment rooted in Catholic values and teachings. This includes placing a strong value on having students conduct themselves properly at all times by respecting:

- All individuals and not engaging in discriminatory actions towards others because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation;
- School division's Mission, Vision, and Value statements
- School and division property, as well as, the property of others.

The ultimate goal of a Catholic school is for students to move from self-discipline to a life of discipleship, following the spirit of God. However, the division recognizes that student conduct is a shared responsibility amongst students, their parents/legal guardians, the division, and the broader community.

## Procedures

1. Students are expected to meet the requirements of the *School Act* (Section 12) which states that students shall conduct themselves so as to reasonably comply with the following code of conduct:
  - 1.1 Be diligent in pursuing the student's studies.
  - 1.2 Attend school regularly and punctually.
  - 1.3 Co-operate fully with everyone authorized by the Board to provide education programs and other services.

- 1.4 Comply with the rules of the school.
  - 1.5 Account to the student's teachers for the student's conduct.
  - 1.6 Respect the rights of others.
  - 1.7 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.
  - 1.8 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
  - 1.9 Positively contribute to the student's school and community
2. Students are expected to meet the requirements of Section 3 of the *Human Rights Acts* that prohibits discrimination on the basis of an individual's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons. Any behaviour that supports this discrimination is prohibited.
  3. Parents/legal guardians, as primary educators of the student, have the legislated responsibility:
    - 3.1 To take an active role in the student's educational success, including complying with legislated responsibilities.
    - 3.2 To ensure that the parent's/legal guardian's conduct contributes to a welcoming, caring, respectful and safe learning environment.
    - 3.3 To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student.
    - 3.4 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.
    - 3.5 To engage in the student's school community.
  4. Holy Spirit Catholic School Division has the legislated responsibility to:
    - 4.1 Ensure that each student enrolled in a school operated by the Board, and each staff member employed by the Board, is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
    - 4.2 Establish, implement, and maintain a policy that includes the establishment of a code of conduct for students that addresses bullying behavior.
  5. Each school, following the expectations of Section 12 and the required elements listed in 45.1 of the *School Act*, is expected to develop a code of conduct and school rules.

6. Within the code of conduct, each school is expected to develop school discipline guidelines and procedures that reflect the following characteristics:
  - 6.1 Parental/legal guardian contact is paramount.
  - 6.2 Parents/legal guardians are respectfully brought into the discipline process and apprised of both consequences and interventions, as appropriate, with the understanding that teachers and administrators are responsible for final decisions.
  - 6.3 Actions to address bullying through student expectations, standards of behaviour, education, and safe reporting as outlined in *Administrative Procedure 314: Welcoming, Caring, Respectful, and Safe Learning Environments*.
  - 6.4 Consequences for inappropriate behaviour are logically connected to offenses as outlined in *Administrative Procedure 314: Welcoming, Caring, Respectful, and Safe Learning Environments* and *Administrative Procedure 356: Student Discipline and Intervention*.
  - 6.5 Consequences for inappropriate behaviour escalate in seriousness and take into account the student's age, maturity and individual circumstances.
  - 6.6 Restorative practices are used whenever appropriate.
  - 6.7 Interventions are put in place to prevent further indiscretions whenever possible and practical.
  - 6.8 Support is provided for students who are impacted by inappropriate behavior, as well as for students who engage in inappropriate behavior.
7. The code of conduct shall be made public, reviewed annually, and be provided to all staff, students, and parents/legal guardians of the school.
8. Some or all of the following practices can be applied in the discipline process: preventive, supportive, and corrective interventions, restorative justice sessions, and threat-risk assessments.
9. 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:
  - 9.1 They are to be instructional and communicate clear standards of behavior.
  - 9.2 They are to have elements which recognize positive student behaviour and consequences for misbehavior.
  - 9.3 They are to reflect the partnership and trust between the home, the school and the parish.
  - 9.4 They are to enhance the instructional climate of the classroom and school.
  - 9.5 They are to encourage maturity among the students commensurate with their age and readiness to accept responsibility.
  - 9.6 They are to affirm the necessity of respect for authority and courtesy in the community.

- 9.7 They are to support and seek to develop student self-esteem.
- 9.8 Corporal punishment shall not be used in our division.
10. 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.
11. Suspension and expulsion of students shall be in accordance with the *School Act* and will only be used for serious disciplinary infractions as outlined in *Administrative Procedure 319: Suspension and Expulsion of Students*.
12. All members of a school staff have a teaching responsibility with respect to student conduct and discipline. Orientation procedures for new staff include instruction in this responsibility.
13. Parents/legal guardians who wish to discuss a matter of student conduct or discipline are to first contact the child's teacher.
- 13.1 Further inquiries or complaints are then to be addressed to the principal.
- 13.2 If the matter cannot be resolved by the principal, the parent/legal guardian may contact Senior Administration, beginning with Director of Support Services
14. The following are examples of behaviours that are unacceptable:
- 14.1 Conduct, whether or not the conduct occurred within the school building, during the school day, or by electronic means, that was injurious to the physical or mental well-being of others in the school in contravention of section 24(1)(c) or 24(7)(c) of the *School Act*.
- 14.2 Distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution or being reckless as to whether or not that person consented to the distribution in contravention of section 24(1)(d) or 24(7)(d) of the *School Act*.
- 14.3 Disturbing or interrupting the proceedings of a school or a school, division, or Board of Trustees meeting in contravention of sections 27(1)(a) or (b) of the *School Act*.
- 14.4 Loitering or trespassing in a school building or on property owned by the division in contravention of section 27(1)(c) of the *School Act*.
- 14.5 Canvassing, selling, or offering to sell goods, services, or merchandise to a teacher or a student in a school without the prior approval of the division in contravention of section 27(2) of the *School Act*.
- 14.6 Bullying
- 14.6.1 Repeated and hostile or demeaning behaviour where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in any division school community, including psychological harm or harm to an individual's reputation.

- 14.7 Academic dishonesty
  - 14.7.1 Cheating or participating in any cheating behaviour whatsoever, whether directly or indirectly.
  - 14.7.2 Misrepresenting anything or being dishonest in any way in one's academic work.
- 14.8 Mobile phones and other electronic devices
  - 14.8.1 Using a mobile phone or other electronic device when not permitted by a teacher or principal.
  - 14.8.2 Using a mobile phone or other electronic device when there is an expectation for privacy, such as in bathrooms or change rooms.
- 14.9 Smoking and smokeless tobacco
  - 14.9.1 Smoking, burning, or vaporizing any substance whatsoever, including any tobacco, clove, herb, electronic liquid, shisha, cannabis, medical cannabis, medication, legal drug, or illegal drug, by any delivery method whatsoever, including by cigarette, electronic cigarette, cigar, pipe, hookah, joint, bong, or water pipe, unless a teacher or principal grants permission to burn a substance during a Mass or other liturgical or cultural celebration, a classroom lesson, or an activity sponsored or approved by the division.
  - 14.9.2 Chewing, inhaling, snorting, or consuming any smokeless tobacco substance whatsoever, including chewing tobacco, dipping tobacco, and snuff.
  - 14.9.3 Selling any tobacco or similar substance.
- 14.10 Alcohol, cannabis, and illegal drugs
  - 14.10.1 Possessing, selling, consuming, using, or being under the influence of alcohol, cannabis, or an illegal drug, with the exception of consuming consecrated wine during a Mass.
- 14.11 Prescription and non-prescription drugs
  - 14.11.1 Consuming, using, or being under the influence of a prescription drug without or in excess of a prescription, and in the case of medical cannabis, without being authorized to do so under or in excess of the federal *Access to Cannabis for Medical Purposes Regulations*.
  - 14.11.2 Consuming, using, or being under the influence of a non-prescription drug in excess of the standard recommended dosage.
  - 14.11.3 Selling any non-prescription or prescription drug, including medical cannabis.
- 14.12 Unauthorized recordings
  - 14.12.1 Making, possessing, selling, accessing, or sharing any audio, visual, or audiovisual recording of any individual without the individual's consent unless the recording is of a public space or an event open to the public.

- 14.13 Pornography and obscene matters
  - 14.13.1 Making, possessing, selling, accessing, or sharing any pornographic or obscene audio, visual, or audiovisual matter or recording.
- 14.14 Threats, harassment, and assault
  - 14.14.1 Uttering, conveying, or causing any individual to receive a threat to cause death or bodily harm to any individual or to destroy or damage property.
  - 14.14.2 Repeatedly following or communicating with any individual or engaging in threatening conduct directed at any individual that causes the other individual reasonably, in all the circumstances, to fear for his or her safety or the safety of anyone he or she knows.
  - 14.14.3 Applying force, directly or indirectly, to any individual.
- 14.15 Sexual harassment, sexual interference, and sexual assault
  - 14.15.1 Directing any unwanted sexual behaviour toward any individual.
  - 14.15.2 Directing any unwanted touching, directly or indirectly, with a part of the body or with an object, to any part of any individual's body for a sexual purpose.
  - 14.15.3 Applying force to any individual, directly or indirectly, for a sexual purpose.
- 14.16 Theft
  - 14.16.1 Taking, temporarily or absolutely, anything that belongs to the division or any individual without the division's or the individual's prior consent.
- 14.17 Property damage
  - 14.17.1 Destroying or damaging anything that belongs to the division or any individual.
- 14.18 Weapons
  - 14.18.1 Possessing, selling, or using anything designed to be used or intended for use in causing death or injury to any individual or for the purpose of threatening or intimidating any individual.
- 14.19 Hazing
  - 14.19.1 Organizing, directing, or participating in any activity expected of any individual joining any kind of group that humiliates, degrades, abuses, or endangers the individual, even if the individual joining the group claims he or she participated in the activity willingly.
- 14.20 Gang activities
  - 14.20.1 Participating in any activity for the benefit of a gang or criminal organization.
- 14.21 Behaviours during transportation
  - 14.21.1 Distracting the driver.

- 14.21.2 Disobeying the driver, including disobeying a bus driver's instructions respecting crossing the street at a bus stop.
  - 14.21.3 Moving between seats or in the aisle while the vehicle is in motion.
  - 14.21.4 Throwing any object inside the vehicle or extending any body part or throwing any object outside the vehicle window.
  - 14.21.5 Tampering with or deploying any vehicle safety mechanism other than during an emergency.
- 14.22 Dress code violations
- 14.22.1 Wearing inappropriate footwear for an indoor activity or physical education.
  - 14.22.2 Wearing clothing that is indecent or disrespectful.
  - 14.22.3 Wearing clothing that displays text or an image that is clearly obscene or disrespectful.
  - 14.22.4 Wearing clothing that is significantly soiled, torn, ripped, or frayed.
  - 14.22.5 Wearing a hat, cap, or sunglasses inside a building without the prior permission of a teacher or principal.
15. The unacceptable behaviours listed in this student code of conduct:
- 15.1 Apply to all students, including independent students within the meaning of the *School Act*;
  - 15.2 Apply at all times and everywhere on division property, including in a school building, on school grounds, or in any parking area used in relation to a school building;
  - 15.3 Apply at all times off division property during activities sponsored or approved by the division;
  - 15.4 Apply at all times off division property if the behaviour is in relation to any individual in any division school community;
  - 15.5 Apply at all times during transportation provided or coordinated for or by the division, including transportation to and from the site of a school or elsewhere in connection with an activity sponsored or approved by the division
  - 15.6 Apply to all online and electronic activity conducted anywhere if the behaviour is in relation to any other individual in any division school community.
16. Subject to the right and responsibility of the division to provide education programs to students through separate schools in such a way that the rights guaranteed under the Constitution of Canada of separate school electors are preserved and maintained, the division affirms the rights of each student and employee as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* and will not discriminate against students and employees as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

**Legal References:**

*School Act*, Sections 12, 16.1, 24, 25, 45.1  
*The Alberta Human Rights Act*  
*Access to Cannabis for Medical Purposes Regulations*  
Council of Catholic School Superintendents of Alberta (CCSSA): LIFE Framework  
“Living Inclusion Faithfully for Everyone”  
Board Policy 1: Mandate, Mission, Vision, Values and Goals;  
Board Policy 14: Appeals and Hearings on Student Matters  
Administrative Procedure 104: Harassment  
Administrative Procedure 119: Issues Management  
Administrative Procedure 130: Public Civility in Schools  
Administrative Procedure 314: Welcoming, Caring, Respectful, and Safe Learning  
Environments.  
Administrative Procedure 315: Student Code of Conduct  
Administrative Procedure 319: Suspension and Expulsion of Students  
Administrative Procedure 356: Student Discipline and Intervention  
Canadian Teachers Federation: Supporting Transgender and Transsexual  
Students in K-12 Schools “A Guide for Educators.”