

Student Code of Conduct – Cardinal Léger Junior High School

The Student Code of Conduct at Cardinal Léger Catholic Junior High School has been developed with a focus on creating a welcoming, caring, respectful and safe learning environment for all. It is based on the following Edmonton Catholic School Division and Government of Alberta documents:

Administrative Procedure 351 – Edmonton Catholic School Division

The Division has an obligation to provide a welcoming, caring, respectful and safe learning environment that respects diversity, nurtures a sense of belonging and a positive sense of self and that recognizes the unique gifts and inherent value of each student and staff member who is part of the school community. In this environment the goodness, dignity, and worth of all are recognized and all are held accountable for their actions.

Believing that all people are created in the image and likeness of God, the Division recognizes all are capable of good and therefore, inappropriate behaviour is challenged but the individual is affirmed.

As members of a Christ-centered learning community, the actions of all focus on service to one another with emphasis on growth and transformation rather than restitution and expediency.

The Division recognizes the need for a learning environment that is well ordered, safe, developmentally appropriate, and non-threatening. Students have the opportunity for growth and for choice with the understanding that there are logical consequences that follow their actions in order to ensure the welfare and security of the entire community.

Alberta Education Act

Students have a right to be in school, but they also have related responsibilities. The **School Act Part 3 Section 31** reads as follows:

A student, as a partner in education, has the responsibility to

- a) attend school regularly and punctually,
- b) be ready to learn and actively engage in and diligently pursue the student's education,
- c) 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
- d) respect the rights of others in the school,
- e) 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;
- f) comply with the rules of the school and the policies of the board,
- 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, and
- i) positively contribute to the student's school and community.

Parent Responsibilities (Section 32)

Under Part 3 Section 32 of the School Act it states that parents have a corresponding responsibility to assist their child meet their responsibilities. As a partner in education, a parent has the responsibility to

- a) act as the primary guide and decision-maker with respect to the child's education,
- b) take an active role in the child's educational success, including assisting the student in complying with section 31,
- c) ensure that the child attends school regularly,
- d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- f) 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
- g) engage in the child's school community.

In addition to the above, it is highly recommended that parents:

- ensure their children come to school ready to learn, attend school regularly and are punctual,
- provide a supportive learning environment at home,
- monitor and assist with homework,
- regularly check PowerSchool and,
- review the School Conduct Policy with their children.

Suspension of Students (Section 36)

(1) A 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 31,
- b) the student has failed to comply with the code of conduct established under section 33(2)
- 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, or
- d) the student has distributed an intimate image of another person in the circumstances described in section 1 (1.1).

(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 or courses,
- c) from transportation provided under section 59, or
- d) any school-related activity

(4) When a student is suspended under subsection (3), the principal shall

- a) immediately 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) 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 suspension.

(5) A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

Expulsion of Students (Section 37)

(1) If a student is suspended in accordance with section 36, the principal may recommend, prior to the end of the student's suspension, that the board expel the student if

- a) the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 31,
- b) the student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under section 33(2),
- c) the student's conduct, whether or not the conduct occurs within the building or during the school day, is injurious to the physical or mental well-being of others in the school, or
- d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).

(2) If the principal recommends expulsion under subsection (1), the principal shall

- a) immediately inform the board of the recommendation for expulsion, and
- b) report in writing to the board all the circumstances respecting the suspension and the principal's recommendation for expulsion, and the student remains suspended until the board has made a decision under subsection (4).

(3) The student and the student's parent may make representations to the board with respect to the principal's recommendation to expel the student.

(4) The board shall, within 10 school days after the initial date of the suspension, make a decision

- a) to return the student to school, class, a course or courses, transportation provided under section 59 or a school-related activity, or

b) to expel the student.

(5) The board may expel a student under subsection (4) only if the principal has recommended that the board expel the student.

(6) If a student is expelled under this section, the expulsion takes effect immediately following the board's decision under subsection (4)(b).

(7) The board may establish rules or conditions for an expelled student respecting the circumstances in which the student may be enrolled in the same or a different education program.

(8) An expulsion or any rule or condition under subsection (7) may apply to a student beyond the school year in which the student was expelled.

(9) When a student is expelled under this section, the board shall immediately notify, in writing, the student's parents, and the student if 16 years of age or older,

- a) of the expulsion and any rules or conditions that apply to the student, and
- b) of the right to request a review under section 43.

(10) When a student is expelled under this section, the board shall

- a) ensure that the student is provided with a supervised education program consistent with the requirements of this Act and the regulations,
- b) ensure that the student is provided with supports and services in accordance with section 33(1)(e), and
- c) make all reasonable efforts to ensure the attendance of the student in accordance with section 7.

Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms

Cardinal Léger student conduct policy complies with the Education Act and the Alberta Human Rights Act. We aim to create a welcoming, caring, safe, and respectful community. We celebrate our accomplishments, and we believe that each person brings gifts and talents to our school community to share with others. We are committed to living as people of God in the world. This is achieved through an appropriate balance between individual and collective rights, freedoms and responsibilities in the school community and clear expectations for student behavior while in the school building, during the school day, at school related activities or while engaging in an activity that may have an effect on others at the school including by electronic means.

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 Cardinal Léger 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. We share an awareness and appreciation of the diverse racial and cultural composition of society and that the richness of life in Alberta is enhanced by sharing that diversity.

Student Discipline Policy

Cardinal Léger's student conduct policy complies with the Education Act and the Alberta Human Rights Act. We aim to create a welcoming, caring, safe, and respectful community. We celebrate our accomplishments, and we believe that each person brings gifts and talents to our school community to share with others. We are committed to living as people of God in the world. This is achieved through an appropriate balance between individual and collective rights, freedoms and responsibilities in the school community and clear expectations for student behavior while in the school building, during the school day, at school related activities or while engaging in an activity that may have an effect on others at the school including by electronic means.

It is the school's expectation that students adhere to the student code of conduct that respects the rights of others in the school. Students who do not adhere to the student code of conduct shall enter the discipline cycle outlined. It is also important to note that consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances.

Student Expectations:

1. **Preparedness:**

Students will come prepared to all classes by having supplies, texts, notebooks and completed assignments in place.



2. **Attendance:**

Students must attend school regularly if they are to be academically successful. They must also be punctual for all of their classes. If your child will be absent, please notify the school at **780-475-6262** and leave a message with the secretary or on the answering machine (the answering machine is on before and after the business day). It is the responsibility of the student to catch up on all work missed during an absence. If a student becomes injured or ill at school a parent/guardian will be contacted and asked to pick up the child. Students are to sign out at the office if they have to leave the school during the regular school day and parental permission is required. Students arriving at school late must sign in at the office immediately upon entering the school building.

3. **Promptness:**
Students will change classes within the time allotted between morning registration, prayer, classes and activities.
4. **Action-Interaction:**
Students will act and interact appropriately at all times with all members of the school community.
5. **Lunchroom:**
Students will maintain a pleasant and quiet atmosphere in the lunch area. Students will remain in the lunch area until the outdoor break begins.
6. **Unsupervised Areas:**
Students are to be in areas supervised by staff. Students should be on the Northside of the school ONLY.
7. **Responsibility:**
Students will accept the responsibility for their actions.
8. **Safety:**
Students are expected to behave in a safe manner at all times. Students will not throw any object, including snowballs, in respect of the inherent danger of serious injury. Students are to walk while in the school building and travel on the right side of the hallway to allow proper traffic flow. Students will not engage in any physical contact that could be interpreted as aggressive (i.e. play fighting, pushing, wrestling).
9. **Smoking:**
It is illegal for minors to smoke or to possess tobacco, cannabis, vaporizers or e-cigarettes. Possession of tobacco, vaporizers or e-cigarettes and/or smoking is therefore forbidden on school premises or within sight of the school.
10. **Profanity:**
Students will contribute in word and action towards a positive Catholic learning environment which respects the dignity and self-worth of all members of our school community.
11. **Backpacks & Purses:**
Students will leave backpacks and/or purses in their lockers during the school day.
12. **Rollerblades/Skateboards/Scooters/Longboards:**
Use of rollerblades, scooters, longboards or skateboards are not permitted on school property at any time
13. **Fighting:**
Fighting in school or on school grounds will not be tolerated under any circumstances. Consequences for fighting will include suspension and/or expulsion. Any student fighting might be dealt with by the Edmonton Police Service.
14. **Illegal or inappropriate materials:**

Any student possessing, using or selling controlled substances might be dealt with by the Edmonton Police Service. Students may not have on them weapons of any kind or items that can be used as a weapon. Consequences for violations will include suspension and/or expulsion.

15. **Bullying:**

Bullying is defined as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour 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 will:

- abstain from, report and refuse to tolerate bullying or bullying behavior, that occurs within the school, during the school day, at a school related activity or by electronic means.
- inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.

Threatening any member of the Cardinal Léger community (physical/mental harassment, indignity, defamation, cyber, injury or violence) will be treated as a criminal offence and may be referred to Edmonton Police Service for processing.



16. **MASKS/Physical Distancing/Sanitizing**

Students need to wear their masks during the following times:

- When entering the school
- At their lockers
- During lunch when not eating
- During ALL options
- All common areas
- During assemblies or celebrations
- During PE when indoors
- As a spectator

- Please complete your self-screening daily [ALBERTA HEALTH DAILY CHECKLIST](#)
- If sick, please stay home.

Physical distancing to continue when/where possible

Students are to practice proper hand hygiene and sanitize/wash their hands throughout the day

Enhanced cleaning protocols will continue.

17. **Student Expectation:**

Section 12 of the School Act outlines student responsibility to the adults put in charge of the delivery of their education program, including guest instructors, education students, and service personnel working in the school. Students shall comply with the authority given to all staff members (i.e. custodial, support, substitutes, teachers, and administration).

Student Consequences

The following consequences may be used in order to address inappropriate behaviour, whether or not it occurs within the school building, during the school day, at a school related activity or by electronic means, at the discretion of the administration, and will avoid a one size fits all approach.

- **Low Level Intervention** – this may include meeting with teacher to resolve issue, meeting with administration, contact of parents or guardians, completing conflict resolution process between students involved, etc
- Direct counseling – helpful support in developing a behaviour plan.
- Formal interview with student – a scheduled private meeting with an administrator.
- Verbal warning – a conversation with an administrator and agreed upon strategies.
- Verbal reprimand – a more serious conversation which would include possible consequences.
- Phone call home – ensure parents are informed of inappropriate behavior and possible strategies.
- Relocation – removal from class usually to ensure missed assignments are completed.
- **Loss of School Privileges** – this might include, but is not limited to, the loss of lunch and recess breaks, loss of computer and technology access, loss of locker usage and hallway privileges, loss of ability to participate on school teams; length of loss of privileges determined by the school.
- Student contract – signed agreement regarding problematic academic/social behaviour that clearly names strategies and evaluation.
- Restitution – repairing relationships and/or damaged property caused by student behaviour.
- **In-school Suspension** – students will remain at school and will work in isolation under the supervision of school staff; this suspension may be for one half day up to 2 days. Upon the student's return to classes, they will meet with the school administration, as well as the school's FSLW to discuss and plan for future success.
- **Out-of-School Suspension** – students will not be permitted to attend school and will be provided with work to complete at home during the suspension; this suspension may be for one half day up to 5 days. Students that receive an Out-of-School Suspension for major breaches of conduct, may be directed to attend the Alternative Suspension Program during their suspension, or other appropriate community programs relevant to the circumstances of the suspension. Upon the student's return to classes, they will meet with the school administration, as well as the school's FSLW to discuss and plan for future success. Students are not to be on school property while suspended.
- Contact with parents – may occur at many stages to ensure helpful support.
- **Expulsion** – the principal may recommend expulsion of a student to the board as per Section 37 of the Education Act. Notification of school board and parent/guardians required. Student loses privilege of attending school but is eligible to attend an alternative education program provided by the board, subject to terms of re-enrollment between the student, parent and board.

Any consequences will take into consideration the uniqueness of each student and individual circumstances. Severe breaches of conduct will be suspended in accordance with section 36 of the Education Act.

Please note the following:

- The administration, at its discretion, may require students who enter the discipline cycle to meet with Family School Liaison Worker (FSLW) assigned to Cardinal Léger School or other division personnel.
- In addition to the above consequences, students who enter the discipline cycle may be required to check in with administration for a period of time as determined by school administration.

Students affected by inappropriate behaviour will also have access to supports that may include, but are not limited to:

- Family School Liaison Worker (FSLW)
- School administration
- Police Services
- Children and Family Services
- Alberta Health Services
- Behavioral Therapeutic Assistant

Parent-School Conflict Policy

The following principles shall act as guidelines for the resolution of parent-school conflicts in Edmonton Catholic Schools:

- (a) Edmonton Catholic Schools recognizes the freedom of all members of the school community (students, staff, parents and neighbours) to voice their concerns in an appropriate manner to the appropriate school personnel.
- (b) The school has a responsibility to facilitate communication and to provide procedural direction to parents who initiate complaints or concerns in accordance with the policy and regulations.
- (c) All parties in a conflict situation must recognize and respect the protocol, and more specifically the principle of **“first contact”**. This means that the person(s) who have the concern, have a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere.
- (d) All parties in a conflict situation shall be treated with, and have the responsibility to treat each other with fairness, dignity, and respect.
- (e) All parties will deal with their concerns in a manner that is consistent with the teachings of the Catholic Church.
- (f) Attempts will be made to deal with concerns that are brought to the attention of the school in an appropriate manner, in a timely fashion.

Conflict resolution protocols shall respect the provisions of the Education Act, the Alberta Human Rights Act, the Canadian Charter of Rights and Freedoms, the Code of Professional Conduct of the Alberta Teachers' Association, and Edmonton Catholic School Division Administrative Procedures.

Bullying Behaviour and School Protocol

Bullying in the school community is defined as the **repeated** and hostile or demeaning behavior by an individual where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.



It is the school's expectation that all bullying behavior (whether it occurs within the school building, during the school day or by electronic means) is reported to a responsible staff member (anonymously, if necessary) at the school. Such reports will be investigated thoroughly, and any

students found to be involved in bullying behavior will enter the discipline cycle. Incidents of bullying may also be reported to the appropriate authorities to be dealt with accordingly.

Development and Review of School Code of Conduct

The school conduct policy has been developed by the Cardinal Léger School Community. Each year, the student code of conduct will be:

- reflective of the expectations of students as addressed in legislation and division policies;
- reviewed by staff and students during the first week of classes;
- shared with parents at a School Council meeting
- posted to the school's website.

