

## **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.

### **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) conduct themselves in a manner that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviors. Every individual plays a vital role in respecting diversity and fosters a sense of welcome and belonging for all members of the school community,
- 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 Education 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) conduct themselves in a manner that supports a safe and caring learning environment through respectful and welcoming behavior within the school community,
- 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 activated, 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 Conduct 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 influence 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:

See section on "student consequences"



1. **Preparedness:**

Students will come prepared to all classes by having subject specific supplies, notebooks, pens, pencils, binders etc. 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 using **School Messenger (Safe Arrival)**, 780-475-6262 ([8287web@ecsd.net](mailto:8287web@ecsd.net)) 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 must 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. Students going on vacation are to pick up a vacation form from the office and parents must inform the teachers in advance of the vacation.

3. **Promptness:**

Students will change classes within the time allotted for transitions. Continual lates may result in consequences at the discretion of the teacher.

4. **Action-Interaction:**

Students will always act and interact appropriately with all members of the school community.

5. **Lunchroom:**

Students will maintain a pleasant, **clean**, and respectful atmosphere in the lunch area. Students will remain in the assigned lunch area until the outdoor break begins, at which point students must proceed immediately outdoors. Students are expected to maintain respectful behavior during inclement weather situations.

\*Grade 9 students are eating lunch in Room 101, 102, 104, and 105. Once they have chosen a lunchroom each day, they are to stay in that lunchroom for the duration of lunch (11:41-12:01)

6. **Food Etiquette:**

Students are expected to demonstrate respect for themselves, others, and the school environment during meals and snack times. Students should only eat food that belongs to them or has been shared with permission and may not take food from the Foods room without staff authorization. Students are also expected to clean up after themselves and dispose of food-related garbage appropriately. A reminder that students must bring their own eating utensils for lunch (utensils are not supplied by the school).

7. **Unsupervised Areas:**

During school hours, students are to be in areas supervised by staff. Students should be on the Northside of the school ONLY during lunch recess. Students are not allowed to be on or past the hill on the Northside of the school field. At no times should students be at the St. Philip's playground. After school hours, students are not permitted to loiter on school grounds.

8. **Responsibility:**

Students will accept the responsibility for their actions.

9. **Safety:**

Students are expected to always behave in a safe manner. 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 (hands off) that could be interpreted as aggressive or antagonistic (i.e. play fighting, pushing, slapping, wrestling, grabbing, poking).**

10. **Violence/Response to Violence:**

Students will refrain from engaging in violence of any kind at school and during school-related activities. Students will assist in the prevention of violence without putting the student's own safety or well-being at risk, by co-operating with school staff and supporting intervention efforts. Students are encouraged to report incidents of concern to school staff.

11. **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.

12. **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. Students who have received prior warnings for repeatedly using profane language or making offensive gestures will face an escalated consequence.

13. **Offensive Language/Slang**

Using offensive language or inappropriate slang is never allowed. Students who do not contribute positively to creating an inclusive and welcoming environment will face appropriate consequences.

14. **Backpacks, Bags, Satchels & Purses:**

Students will leave ALL backpacks, bags, purses, satchels in their lockers during the school day.

15. **Rollerblades/Skateboards/Scooters/Longboards:**

Use of rollerblades, scooters, longboards or skateboards are not permitted on school property at any time. Students who bring these items are responsible for storing them in their locker. Items that cannot be stored in their locker, should not be brought to school. **We do not have the space in the office to store these items.**

16. **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 may be dealt with by the Edmonton Police Service.

17. **Illegal or inappropriate materials:**

Any student possessing, using or selling controlled substances may 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 **and/or replica (imitation) weapons**. Consequences for violations will include suspension and/or expulsion.

#### 18. Responsible Use of Internet and Software

Technology is a privilege. Students will follow the responsible use of technology agreement as outlined by the division at all times. **This includes the appropriate use of the internet for online research purposes, artificial intelligence, editing software (Grammarly), etc. to complete assessments with regards to copyright laws and maintaining the integrity of students' authentic, independently created work.** Students who are suspected of having been inappropriately utilizing online software or programs to complete assignments for them will be considered cheating/plagiarism and treated as such.

#### 19. Responsible Use of Washrooms

Students are expected to respect washroom spaces and use them only for their intended purpose. Washrooms are not to be used as gathering or hangout spaces. Students are expected to maintain cleanliness, dispose of garbage properly, and refrain from graffiti, vandalism, or damage to school property. Misuse of washroom spaces in any way will result in parent/guardian communication and may lead to further school consequences.

#### 20. Water Toys

Water toys of any kind are not permitted on school property. If these items are brought to school, they will be confiscated and must be picked up by a parent or guardian from the office. Any behavior that violates additional school policies will be addressed accordingly. This expectation also applies to the misuse of water bottles, including throwing bottles or squirting water.

#### 21. Bullying:

Bullying is defined 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.”

##### **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.

Any students found to be involved in bullying behavior will enter the discipline cycle. 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.

## 22. **Student Expectation:**

The Education 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, replacement staff, teachers, and administration).

## 23. **Student Searches:**

When information has come forth that a student is in possession of items not permitted at school, a search will be conducted of their locker, their person and or personal belongings such as their backpack.

## **Student Consequences**

The following consequences may be used to address inappropriate behavior, 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. Some of these interventions will take place at the teacher level, administrative level or both.

- **Low Level Intervention** – this may include meeting with teacher to resolve issue, meeting with administration, contact of parents or guardians, loss of privilege, completing conflict resolution process between students involved, etc
- Direct counseling – helpful support in developing a behavior plan. Class based by teacher and/or school based by Emotional Behavior Specialist.
- Formal interview with student – a scheduled private meeting with an administrator.
- Verbal warning – a conversation with the teacher and/or 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; classwork to be completed in an alternative environment.
- **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 field trip 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 behavior that clearly names strategies and evaluation.
- Restitution – repairing relationships and/or damaged property caused by student behavior.
- **Out-of-School Suspension** – students will not be permitted to attend school and are expected to continue their studies via Google Classroom; this suspension may be for 1 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 may meet with the school administration, as well as the school’s MDT (multi-disciplinary team) 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. A student loses the 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 the 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 behavior will also have access to support that may include, but are not limited to:

- Family School Liaison Worker (FSLW)
- Emotional Behavior Specialist (EBS)
- School administration
- Police Services
- Children's 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 neighbors) 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 directions 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, and Edmonton Catholic School Division Administrative Procedures.

**We All Belong Here!**

Our school is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

There is no room for discrimination or racism at our school. If you experience or witness racism or discrimination, talk with your family, your teacher, or a trusted adult at your school. If you are in a situation where you need help and you feel there is no one you can talk to at home or school, then please use the reporting form found on [ecsd.net/reportdiscrimination](https://ecsd.net/reportdiscrimination). When you make a report to a teacher, administrator, or staff member, or through the reporting form, an investigation will begin. It is brave to speak up.

If you need immediate help, you can contact the Kids Help Phone by calling 1-800-668-6868 or texting 686868.

### **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
- posted to the school's website.

