

## STUDENT CONDUCT

### Background

In order to provide welcoming, caring, respectful and safe learning environments which are conducive to effective learning, the Division believes that students must demonstrate a respect for self, others and property, display a willingness to learn and complete a reasonable program of studies, and attend regularly. Further, the Division supports schools in their development and achievement of standards of conduct that will assist students in meeting these expectations.

### Procedures

1. The objective of schools will be the provision of a welcoming, caring, respectful and safe learning environment where student behaviour and conduct is characterized by intelligent and responsible self-control. Basic standards of student behaviour and conduct are to be expected and achieved while students are involved in any school or school-sponsored activity.
  - 1.1 Students shall be responsible and accountable for their behaviour and conduct:
    - 1.1.1 While involved in any school or school-sponsored activity;
    - 1.1.2 While on school property;
    - 1.1.3 While riding on a school bus;
    - 1.1.4 During any recess or lunch period on school property;
    - 1.1.5 While traveling to and from school; and
    - 1.1.6 Even when off school property, outside of school hours or by electronic means, and where there is no supervision by school personnel if, in the opinion of the Principal in consultation with the Superintendent, the conduct or behaviour:
      - 1.1.6.1 Is injurious to the educational climate in the school or the physical or mental well-being of others in the school; or
      - 1.1.6.2 Diminishes the ability of any student to experience a safe and caring environment that fosters and maintains respectful and responsible behaviours.
  - 1.2 The requirement for students to be responsible and accountable as set out above does not give rise either expressly or by implication to any obligation on the part of school personnel to supervise students except as may be required by Administrative Procedure 311 – Supervision of Students.
2. A student shall conduct himself/herself in a manner that complies with the following code of behaviour and conduct.
  - 2.1 A student shall:
    - 2.1.1 Be diligent in pursuing the student's studies;
    - 2.1.2 Attend the school regularly and punctually;

- 2.1.3 Cooperate fully with everyone authorized by the Division to provide education programs and other services;
  - 2.1.4 Comply with the rules of the school;
  - 2.1.5 Account to the student's teachers for the student's conduct;
  - 2.1.6 Respect the rights of others;
  - 2.1.7 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;
  - 2.1.8 Refrain from, report and not tolerate bullying, or bullying behaviour directed towards others in the school, whether or not it occurs within the school building, during the school day or by electronic means; and
  - 2.1.9 Positively contribute to the student's school and community.
- 2.2 In addition the student shall show respect for:
- 2.2.1 School authority;
  - 2.2.2 Others and their property;
  - 2.2.3 Ethnic, racial, religious, physical, mental and gender differences;
  - 2.2.4 School property, textbooks and equipment; and
  - 2.2.5 Division policies and procedures relating to smoking, alcohol, drugs and solvents used for the purpose of inhaling.
3. Written expectations for acceptable student behaviour and conduct shall be developed by each Principal in consultation with the school community and the School Council to ensure that the school's expectations of student behaviour and conduct are reflective of Board policy, administrative procedures and community values.
- 3.1 The written expectations for acceptable student behaviour and conduct shall be made available to staff, parents and students annually and shall be incorporated into the School Handbook.
4. The Division supports the endeavors of staff, students, parents and the community to ensure appropriate and acceptable student behaviour and conduct. In addition the Division expects parents and students to recognize their responsibility in developing student self-discipline.
5. Students at all levels shall be informed of their rights and responsibilities in a way that is appropriate to the age and maturity of students.
- 5.1 Each Principal shall develop a statement of student rights and responsibilities with involvement and input by the school community.
  - 5.2 Students and parents shall be provided with a written statement of the student's rights and responsibilities at the beginning of the school year. This statement of student rights and responsibilities shall be incorporated in the School Handbook.
6. Consequences are to be a component of a student conduct plan where the goal is the development of student behaviour and conduct that meets the expectations of the Division, the school and the community. The focus of a student conduct plan must be to contain and then change unacceptable behaviour and conduct.
- 6.1 Each Principal shall develop a student conduct plan subject to the following considerations:

- 6.1.1 The provisions of the *School Act*, Board policies and administrative procedures shall be followed;
- 6.1.2 Affirms the rights, as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*,
- 6.1.3 Students and parents are to be given opportunities for involvement in developing the school conduct plan;
- 6.1.4 The identification of discipline strategies that are acceptable for use in the school. In identifying strategies acceptable for use in the school, the Principal and the staff shall be cognizant of the following:
  - 6.1.4.1 Verbal attacks (i.e., name calling, sarcasm, belittling comments, etc.) are not permissible consequences or proper discipline procedures;
  - 6.1.4.2 Physical abuse (i.e., shaking, slapping, hitting with a ruler, etc.) are not permissible consequences or proper discipline procedures;
  - 6.1.4.3 Corporal punishment (strapping/spanking) is not allowed in any school in the Division.
  - 6.1.4.4 Mass detention or other actions where the non-guilty are punished with the guilty is not a permissible consequence or proper discipline procedure;
  - 6.1.4.5 The individual worth and dignity of students shall be accepted and respected;
  - 6.1.4.6 Individual student needs shall be recognized and appropriate alternatives shall be provided; and
  - 6.1.4.7 Other limitations set out in clauses 6.2, 6.3, and 6.4.
- 6.1.5 To assist students in the development of responsible self-control and to meet the written expectations of behaviour and conduct, the Principal shall offer preventive and/or remedial programs.
- 6.2 Actions undertaken to bring about a change in behaviour shall demonstrate a range of consequences with increasing severity appropriate to the offense. Consequences will take into account the age, maturity and individual circumstances of the student. The action taken shall be consistent with the nature of the offense and the treatment received by others in similar circumstances.
- 6.3 Support will be provided for students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour.
- 6.4 Students must have prior knowledge that failure to meet the expectations for behaviour and conduct shall result in some or all of the following range of consequences that may be undertaken to bring about a change in their behaviour and conduct:
  - 6.4.1 Problem solving, monitoring or reviewing behaviour expectations with the student and reprimand;
  - 6.4.2 Involvement of parents;
  - 6.4.3 Referral to Attendance Board;
  - 6.4.4 Temporary removal of privileges;
  - 6.4.5 In-school suspension;

- 6.4.6 Out-of-school suspension;
- 6.4.7 Restitution for property damage to an individual or the Division;
- 6.4.8 Assessment of the student to develop appropriate programming;
- 6.4.9 Involvement of the police; and
- 6.4.10 Expulsion from a school or all Division schools.
- 6.5 Parents shall be given the opportunity to participate in determining consequences for persistent contravention of expected behaviour and conduct by their child.
- 6.6 Students may be suspended in accordance with section 24 of the School Act if in the opinion of the teacher or Principal:
  - 6.6.1 The student has failed to comply with section 12 of the School Act; or
  - 6.6.2 The student's conduct is injurious to the physical or mental well-being of others in the school.

## 7. Suspensions and Expulsions

- 7.1 Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:
  - 7.1.1 Conduct which threatens the safety of students and/or staff;
  - 7.1.2 Possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff (a weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person);
  - 7.1.3 Displaying or brandishing a weapon in a threatening or intimidating manner;
  - 7.1.4 Assaulting another person;
  - 7.1.5 Participating in the physical attack of another student through frothing, hazing or initiation practices that may occur, whether on or off school property;
  - 7.1.6 Possession or use of illegal drugs, alcohol, or solvents for the purpose of inhaling, in school and on school property;
  - 7.1.7 Contravention of Division policies and procedures related to student harassment, smoking, student attendance, and student rights and responsibilities;
  - 7.1.8 Theft;
  - 7.1.9 Willful disobedience and/or open opposition to authority;
  - 7.1.10 Use or display of improper or profane language;
  - 7.1.11 Willful damage to school or others' property;
  - 7.1.12 Interfering with the orderly conduct of class(es) or the school;
  - 7.1.13 Contravention of the code of conduct set out in clauses 1.1, 2.1 and 2.2 and the Appendix to this Administrative Procedure;
  - 7.1.14 Contravention of the school's written expectations of student behaviour and conduct.
- 7.2 Suspensions
  - 7.2.1 In the event of an in-school suspension or class suspension, the following steps shall be taken:

- 7.2.1.1 The conditions of the in-school suspension or class suspension shall be consistent with the student conduct plan developed by the Principal.
- 7.2.1.2 The Principal shall notify the parents of the decision to exclude the student from class or other activities during the suspension.
- 7.2.2 In the event of a suspension from school, the following steps shall be taken:
  - 7.2.2.1 The conditions of the suspension from school shall be consistent with the School Act.
  - 7.2.2.2 The Principal shall immediately inform the parents of the suspension.
  - 7.2.2.3 The Principal shall provide written notification to the parent of the student and, in the case of a student who is sixteen (16) years of age or older, the student, of the decision to suspend from school. Details of the circumstances that led to the decision to suspend from school shall be provided in this letter.
  - 7.2.2.4 The Principal shall, if requested, provide an opportunity to meet with the student's parent, and the student if the student is sixteen (16) years of age or older, to discuss the reasonableness of the suspension.
  - 7.2.2.5 The Principal shall notify the Superintendent of the suspension from school of any student.
  - 7.2.2.6 Prior to the return of the student, an interview shall be arranged and all concerned parties shall be given an opportunity to be present. Expectations that must be met upon the return to school of the student shall be clearly determined at this meeting.

### 7.3 Expulsions

- 7.3.1 The Principal may recommend that the Board expel a student from an individual course, school or riding the bus, if:
  - 7.3.1.1 The student has displayed an attitude of willful, blatant repeated refusal to comply with sections 1 and 2 of this Administrative Procedure or the school's conduct code; or
  - 7.3.1.2 The student's conduct is injurious to the physical or mental well-being of others in the school.
- 7.3.2 In the event of a recommendation for expulsion, the following steps shall be taken:
  - 7.3.2.1 The Principal shall immediately notify the parent of the student and, in the case of a student who is sixteen (16) years or older, the student, of his/her decision to recommend that the Board expel the student.
  - 7.3.2.2 The Principal shall provide written notification by registered mail to the parent of the student and, in the case of a student who is sixteen (16) years of age or older, the student, of the recommendation for expulsion.
  - 7.3.2.3 The student shall be considered suspended until such time as the Board acts on the Principal's recommendation for expulsion.

- 7.3.2.4 In accordance with the School Act, the Board shall reinstate or expel the student within ten (10) school days of the date of the suspension. The parent of the student and, in the case of a student who is sixteen (16) years of age or older, the student, shall be provided with the opportunity to make representation to the Board with respect to the suspension, prior to the Board making a decision with respect to the Principal's recommendation to expel the student.
- 7.3.2.5 In the event of expulsion, the parent of the student and, in the case of a student who is sixteen (16) years of age or older, the student, shall be informed of the options that may be available for the student to complete his education.
- 7.3.2.6 The parent of the student and, in the case of a student who is sixteen (16) years of age or older, the student, shall be informed in writing of his/her right to request a Ministerial review of the Board's decision that resulted in expulsion of the student.

## 8. Appeals

- 8.1 The parent of the student and, in the case of a student who is sixteen (16) years of age or older, the student, or either of them have the right to appeal the school's decision regarding consequences for unacceptable student behaviour when they significantly affect the education of the student. The appeal shall be in accordance with the School Act, Section 123, and Board Policy 13 – Appeals and Hearings Regarding Student Matters.
  - 8.2 In the event of an appeal, consultation at the school level is to be the first usual avenue of appeal. This appeal shall occur within three (3) days of the disciplinary action being taken.
  - 8.3 In the event that a satisfactory resolution is not reached at the school level, the first formal request of appeal to the Superintendent shall occur within five (5) days of the disciplinary action being taken.
  - 8.4 In the event that a satisfactory resolution is not reached through the formal appeal to the Superintendent, the Superintendent's decision may be appealed to the Board, in writing, within seven (7) days of the disciplinary action being taken.
  - 8.5 In the event that a satisfactory resolution is not reached through the formal appeal to the Board, the Board's decision stands. The parents of the student, and in the case of a student who is sixteen (16) years of age or older, the student, have the right to request a Ministerial Review only in the case of a Board decision to expel.
9. When confronted with exceptional circumstances, the Principal shall determine what actions shall be taken, what assistance to call in and what resources to utilize.
10. Corporal punishment will not be allowed in Division schools as part of any student conduct plan or as a consequence for any student behaviour.
11. Development of standards of student behaviour and conduct is a dynamic process subject to continuous review.

Reference: Section 12, 14, 16, 16.1, 16.2, 18, 20, 24, 25, 45, 45.1, 47, 60, 61, 113 School Act  
Occupational Health and Safety  
Tobacco and Smoking Reduction Act  
Review by the Minister Information Bulletin 3.5.1

Board Policy 13 – Appeals and Hearings Regarding Student Matters

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