

# **HOLY FAMILY**

## **STUDENT CODE OF CONDUCT POLICY**

Holy Family Catholic School is committed to providing students with a school environment that is both safe and conducive to learning. 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 Holy Family Catholic School. We believe that:

- We need to work in partnership with parents to teach students to be responsible for their own actions.
- We are unique and worthy persons and God calls each of us to work together in love, hope and courage in our school community.
- In the spirit of Catholic Education, we encourage personal integrity, which results in sincerity, honesty and compassion.
- We demonstrate responsibility and accept consequences for the choices we make.
- By striving for understanding, we provide an environment that stimulates growth and accepts differences.
- We maintain forgiveness as a basic belief of our Catholic faith.
- Showing respect for our self, each other and our environment, provides for harmony and personal growth.
- In accordance with the Alberta Human Rights Act, all students have a right to resources, services, and facilities that are required for their learning and comfort.
- We celebrate our accomplishments and cherish that each person brings gifts, talents and interests to our community to develop and share.
- We are dedicated to teaching all students appropriate behavior towards themselves and others.
- Students should behave in an appropriate manner, which does not interfere with the learning or behavior of others.
- Students perform better when they know what is expected of them.

### **EXPECTATIONS FOR APPROPRIATE BEHAVIOR**

- Students and parents are to conduct themselves in a respectful manner that contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
- Expectations of students and school rules are outlined at the beginning of the year and then regularly communicated to our students:
  - by the teachers in classroom discussions,
  - by school administration in assemblies or classroom visits,
  - during morning broadcasts, and
  - through the student agenda.
- The school administration sets behavioral guidelines for the school, as a whole community, and each teacher applies programs, procedures, and expectations designed to maximize student learning and responsibility.
- Specific expectations and procedures will vary from class to class since each teacher has a different instructional style.
- Students are expected to conduct themselves according to the requirements set out in the Education Act as outlined below:

## **EDUCATION ACT AND DISTRICT AP351—STUDENT RESPONSIBILITIES**

A student has the responsibility to:

- attend school regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- 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,
- respect the rights of others in the school,
- 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,
- comply with the rules of the school and the policies of the School Division,
- co-operate with everyone authorized by the School Division to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community.

## **EDUCATION ACT—PARENT RESPONSIBILITIES**

A parent, as a partner in education, has the legislated responsibility to:

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

## **EXPECTATIONS OF STUDENT BEHAVIOR**

Students are expected to follow the expectations set out in the Education Act, our School Code of Conduct, and the classroom expectations set out by their teachers. The details of which are described below; however, student expectations are not exclusive to those detailed.

## **ELECTRONIC DEVICE POLICY**

- Students are not permitted to bring and carry their own electronic devices to school or to class for any purpose.
- Students who bring electronic devices to school and use them in classes will have the device confiscated and it will be kept in the office and returned at the end of the day.
- Bringing electronic devices to school are at the students' own risk as the school will not be responsible for the safe keeping of devices.
- Students are expected to put electronic devices of all types in their lockers at the beginning of the school day and keep them there until the end of the school day.
- Students cannot use electronic devices during lunchtime when they are eating as this is a time when they are expected to engage with their peers and school staff.

- Students are not to walk down the hallway or enter class with headphones or earbuds in place.
- When repeated infractions of the electronic device policy take place, parents may be contacted, and further consequences may result.
- Both parents and students must understand that communicating via texts or phone calls during the school day is prohibited. We expect that if parents need to contact their child during the school day, they will do so by contacting the main office. In reverse, if students need to contact their parents we would expect this to be done via the office.
- Students and parents are expected to read and sign our ECSD Joint Use Agreement and Device Use Policy (DUP), as well as read and understand the digital citizenship information.
- Students should not take pictures of other students and should not post any pictures on websites as this violates privacy. Parents and the School need to teach students to use technology responsibly so that students continue to ensure their privacy and to maintain the privacy of others.

## **SOCIAL MEDIA POLICY**

The use of Social Media—Facebook, Snapchat, Twitter, Instagram, etc.—to post information, opinions, or pictures of students, school staff or school events **is not permitted**. No students, staff members, parents or members of the outside public are permitted to post any information, pictures, or opinions about the school community without prior permission, and should this happen it could become a legal matter involving the police and legal counsel.

## **APPROPRIATE DRESS**

Rapidly changing styles and fashions make it impossible to suggest a definite standard of dress; however, students attending Holy Family Catholic School are expected to dress in a neat, tasteful and appropriate manner consistent with educational goals, school activities, and the weather. A style of dress that is not respectful in tone and values of a Catholic School are unacceptable. The following rules govern student dress at school:

- Tank tops, muscle shirts, short shorts, low-cut jeans, spaghetti straps, shirts that do not cover the midriff are not allowed.
- T-shirts with questionable slogans or pictures, and torn clothing for the sake of fashion are not to be worn.
- Jackets, coats, hooded coats, and other outdoor clothing are not to be worn in the school or classrooms.
- Leggings/jeggings may be worn, but only when the top portion is covered by a long shirt or sweater, skirt, or shorts.
- During warm weather, shorts may be worn if they are a proper length and fit.
- Sunglasses are not to be worn in the school, unless under a prescription by a doctor that will include a letter from said doctor.
- Knapsacks, bags, or purses of any type are not permitted in class and should remain in students' lockers or coatrooms. PE clothes can be carried in a draw string bag.
- Clothing worn in a manner that is disrespectful to the person wearing it or to those around them is unacceptable.
- Footwear is mandatory at all times. Footwear that leaves marks or damages the floor is not permitted.
- Students are expected to dress appropriately for the weather and elementary students are to have a pair of inside shoes to change into.
- Hats of any sort (this would include bandannas, toques, hoods and berets) are not to be worn on the premises except special occasions with the administration's approval.

- Students are expected to adhere to all teacher requests for coverage, removal, or adjustment of inappropriate attire.
- Students dressed inappropriately will be asked to go home to change or have clothes brought to school for them to change into, and further consequences may be implemented.

## **CLOSED CAMPUS**

Holy Family Catholic School has a closed campus policy, all students must stay on the property of the school during school hours including lunch; unless they have permission from their parents to go home and these arrangements must be made with the administrative staff.

## **LUNCH PROCEDURES**

- Students who attend Holy Family are expected to remain for lunch.
- Elementary students will eat in their classroom. Classroom monitors from grade six classrooms will be trained to become responsible helpers.
- Junior High Students will eat in the gym and are to stay in the designated area until staff dismiss them by small grouping to ensure that their area is clean.
- Students are expected to behave responsibly by remaining seated, speaking at a conversational level, recycling and throwing garbage away at dismissal, and dismissing quickly and safely.
- At all times, students are to show respect to supervisors and monitors. Students who are not behaving responsibly will be warned, and then may have their lunchtime privileges removed.
- As Holy Family has a closed campus policy, students who bring lunch to school are required to remain at the school during noon hour, unless a permission note from parents indicating otherwise is brought to the main office.

## **STUDENTS LEAVING OR RETURNING DURING SCHOOL HOURS**

Any student who leaves the school during the school day must be signed out by an adult at the office. If a student returns to school or comes back during the day they must be signed in at the office. A late slip will then be issued to the student who will use this to be admitted to class.

## **RECESS RULES**

- Elementary students are not permitted beyond the first row of trees on the west side of the school yard; the soccer fields are off limits for elementary students.
- The field and the sand pit by T.D. Baker are off limits for playing by all students.
- Access to the hill is limited to the following:
  - Grades 3-6 have access to the hill during morning recess,
  - Grades 1-2 have access to the hill during lunch recess,
  - No sleds, crazy carpets, etc., are to be used on the hill,
  - No sliding into the playground on the east side is permitted, and
  - No sliding face first is permitted.
- Running on a bench is not permitted.
- Grades 3 – 6 have access to the big playground.
- Kindergarten to grade 2 have access to the small playground.

## **RECREATIONAL TRANSPORTATION**

- Students must walk their bicycles, skateboards, longboards, or scooters on school property, and not to use these on the school grounds.
- Lock up bicycles in the racks on the south or west sides the school.

- Skateboards, longboards and scooters must be locked in lockers or in a space designated by the homeroom teacher.
- The school will not take responsibility for theft or damage of recreational transportation.
- Students are reminded that helmets are mandatory by law.

## **LOCKERS AND COAT CUBBIES**

- Lockers are to remain locked at all times and are not to be shared. Locker combinations should not be shared as well.
- Students are to keep lockers and coat cubbies clean and organized.
- Boots and other outdoor footwear are to be kept on the designated boot racks.
- Junior high students may go to their lockers only at the specified times. In exceptional cases, students may be sent to lockers during class time. They must have their **signed agenda** books with them.

## **EXTRACURRICULAR PARTICIPATION**

Holy Family offers students a variety of extracurricular activities. In order to participate in or be an audience member at extracurricular events, students must be in good academic and behavior standing.

## **UNACCEPTABLE BEHAVIOR AT HOLY FAMILY CATHOLIC SCHOOL**

### **Bullying**

- Bullying is defined in law as “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse.”
- Students who experience bullying or witness it are encouraged to report such incidents to their teachers, parents, and the administration depending on the severity and frequency of the action.
- Students need to be taught how to recognize and deal with bullying. Bullying of students could result in an immediate suspension from school.
- The police may be involved in the investigation of bullying incidents.
- Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250.00 fine.

### **Discrimination**

- 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.
- Students who experience discrimination are encouraged to report such incidents to their teachers, parents and the administration depending on the severity and frequency of the actions.
- Students need to be taught how to recognize and deal with discrimination.

### **Defiance and Repeated Violation of General Expectations**

- Repeated violation of general expectations and school code of conduct, or a continual disregard of classroom rules may result in an out-of-school suspension.
- Any act of defiance, that is refusing to comply with a reasonable request from a staff member, may result in an out-of-school suspension.

### **Physical or Verbal Abuse or Harassment**

- Physical abuse of any type to anyone will result in an immediate suspension. Verbal intimidation or harassment will also result in an immediate suspension. At Holy Family there is no such thing as “play fighting,” and therefore, this will not be considered an acceptable excuse for physical contact with another student. Police may be involved if this is deemed to be appropriate by school administration.
- IMPORTANT NOTE: Students who choose to watch or encourage other students in a physical fight might also be suspended from school. The fact that they have an audience encourages those students who are fighting to continue the conflict, as they do not want to “lose face” in front of their peers. Thus, the spectators are viewed by school administration as being a major contributing factor to the continuation of the fighting, and they will be treated accordingly.

### **Improper Physical Contact**

No physical contact, including hand holding, kissing, or inappropriate touching, is tolerated between students.

### **Improper or Profane Language**

The use or display of improper or profane language could result in a suspension from school. Students who use profane language in addressing a teacher will be suspended from school.

### **Vandalism**

- Vandalism to school property will result in an immediate suspension and/or community service depending on the circumstances. Students will be expected to pay fully for any damages caused deliberately or through carelessness.
- Community service occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, or support staff). This is for a specific number of hours in a specified period of time.

### **Theft**

Theft or the removal of property, either from the school or from another person is strictly prohibited. Restoration of the stolen property is mandatory. In some instances, cases of theft will be referred to the police.

### **Illegal Drugs or Substances**

Possession or use of illegal drugs or substances on school property or within sight of school property will result in an immediate suspension and may lead to expulsion from the school. In cases of illegal drug or substance use or possession, the police will be involved in the investigation and charges could be laid.

### **Behavior Dangerous to Self or Others**

Students, who engage in reckless or dangerous behaviors that could harm themselves or others, will be suspended from school. In appropriate instances, the police will also be involved in the investigation.

## **Weapons**

- Possession of a weapon or presentation, on school property or within sight of the school, of any object meant to threaten or intimidate or be used as a weapon will result in suspension.
- Any object that could be used as a weapon and is brought to school will be confiscated and turned over to the police. In appropriate instances, the police will also be involved in the investigation.
- **IMPORTANT NOTE:** This rule also applies to toy knives and guns. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Holy Family Catholic School concentrates on positive behavior and attitudes; however, there are times when a student has difficulty recognizing his/her responsibility as a student. In such cases, there are a number of possible consequences for inappropriate behavior. When a student behaves inappropriately, he/she can expect that the school staff member (teacher, administrator, educational assistant or custodial staff) present will apply the most appropriate consequence. Based on individual needs, the code of conduct contains a continuum of support to correct the unacceptable behaviors. These are some of the consequences and supports that may be put in place:

- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parent involvement and/or parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behavior expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the school bus
- In-school suspension
- Out-of-school suspension – severe breach of conduct will be suspended in accordance with Section 36 of the Education Act
- Referral to Attendance Board of Alberta
- Behavior contract
- Involvement of outside agencies
- Supports for both the instigator and the victim will be made available as needed, and may include access to a Family School Liaison Worker, or a referral to the appropriate AHS mental health agency or other outside agency.
- Involvement of Police
- Recommendation for expulsion

As might be expected, the more serious the behavior, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of inappropriate behavior and the age, maturity, and individual circumstances of student, are also considered.

This Student Code of Conduct Policy was developed by the school community and is:

- Based on input from student, parents and school staff;
- Reflective of the expectations of students as addressed in Province of Alberta legislation and Edmonton Catholic Schools Division policies;

- Communicated in writing to all members of the school community on an annual basis; and reviewed and adapted as necessary on an annual basis by members of the school community.

My child and I have read and discussed this code of conduct, and we understand that my child must be in good standing to participate in extra-curricular or special activities at the school.

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Student signature

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Parent signature