

Redwater School- Student Code of Conduct

(Student Code of conduct is defined under Section 31 of the Alberta Education Act).

Redwater School recognizes its responsibility to maintain a welcoming, caring, respectful, and safe learning and working environment. Students will be treated with fairness, dignity and respect by staff and other students. Students, while in school or participating in school sponsored activities, are expected to behave in an appropriate manner that does not interfere with the rights and privileges of other students. The school is a location where there is a joint effort to learn, relate and grow. Our quality of success in educating all the children is determined by parent support and student acceptance of his/her own responsibilities. To facilitate this environment, please take a moment to familiarize yourself with our student conduct policy.

Students have the responsibility to:

- attend school regularly and punctually
- show respect for fellow students, teachers and visitors
- be ready to learn and actively engage in and diligently pursue the student's education, including completion of assignments and homework
- comply with the rules of the school and the policies of the board
- 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
- be accountable to the student's teachers and other school staff for the student's conduct
- utilize technology appropriately for the school setting
- fully cooperate with school authority and personnel authorized to provide educational programs and other services throughout the school day, during all school-sponsored activities, and beyond the hours of school operation if that behavior or conduct has a connection back to the school
- refrain from, report, and not tolerate bullying or bullying behaviour (physical, verbal, cyber) directed toward others in the school, whether it occurs within the school building, during the school day, or by electronic means.
- positively contribute to the student's school and community.

General School Rules:

- students will conduct themselves in an appropriate manner in the hallways. They are expected to walk quietly and safely from all activities.
- Use respectful language
- Staff are responsible for students therefore we ask students to always remain in class. Students may leave with the permission of teachers are informed of their whereabouts and have permission to be elsewhere under supervision
- Students are expected to be prepared for class by having those available. Materials that are lost or need replacement are the responsibility of the student
- School desks, lockers, and classrooms are used by individual students and may be used by multiple students the day. Students are expected to show respect for the property as they are being used by others.
- Vandalism, damage, and criminal acts affect all of us at Redwater School. We expect students to report these incidents to the school office.

Beyond school hours students will be held responsible for unacceptable behaviour, whether it occurs during the school day or by electronic means if that behaviour has a connection back to the school and has a demonstrated detrimental impact on the welfare of other students or staff.

Consequences including intervention, suspension, and/or recommendation for expulsion from school may be imposed when a student fails to meet the expectations for student conduct.

Equity, diversity inclusion, and human rights

All students, staff, parents, and guests share responsibility for proactively creating and maintaining welcoming, caring, respectful, safe, and inclusive learning environments that acknowledge and promote understanding, respect, and the recognition of the diversity, equity, inclusion and human rights of all students and families within the school community.

Any language or behavior that degrades, labels, stereotypes, incites hatred, prejudice, discrimination, and/or harassment towards students, staff, or families based on their real or perceived sexual orientation, gender identity or gender expression will not be tolerated. Student offences will be dealt with as outlined in our Code of Student Conduct. Parents, community members, or other guests at the school who engage in this behavior or language will be dealt with directly by the school administration and may be asked to leave online gatherings or meetings.

Each year, Redwater staff will evaluate our website, learning resources, and common practices to ensure they support the safety, health, well-being, and educational needs of students who identify as, or are perceived to be, gender minorities. We will also strive to promote critical thinking and include age-appropriate materials that accurately reflect the diversity of Canada's sexual and gender minority families, cultures, and communities.

Dress

In keeping with the philosophy of Alberta Education, we strive to help our students become productive citizens who are ready to pursue high school and eventually careers in the workforce. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work setting.

Students are expected to choose clothes in good taste while thinking of the impact their choices have on others. Redwater's dress guidelines promote safety and learning at school and includes the following expectations:

- Images and text are suitable for children and are respectful of others
- Footwear:
 - Students require a separate set of indoor shoes. Non-marking running shoes are required in the gymnasium.
- Clothing covers the body and under garments, allowing students to be active and dignified.
- Please dress for the weather. Please choose clothing that allows students to participate in cold, wet, windy and warm weather. Students are expected to be outside on those days which are warmer than -20 degrees (unless involved in a supervised inside activity). Students are not allowed access to the school until 8:15 am (unless weather determines otherwise).
- Students are expected to dress in good taste, with integrity as the guiding principle.

Technology and Cell Phones

- **Cell Phones:**

- For safety, privacy and maintaining a proper learning environment reasons, the use of cellphones and personal listening devices are not allowed during class time. This extends to the use of telephones, personal cameras, iPods, and any text message devices. If any phone is seen or heard in class, the student will be asked to put their phone in their lockers, and lock it.
- Delivered phones will be returned to students at the end of the day in the first and second instances. Should there be a third occurrence, a call will be made home requiring a parent/guardian to collect the student's phone.
- Students are still able to use their phones prior to school, during morning recess, during lunch, and during personal Preps (*High School students only*). The restriction is in place at all other times including transition from class to class.
- There will be instances where the teacher deems it valuable to use a personal device and may allow temporary use during class times for strictly educational purposes.
- If you need to contact your child, please contact the office.
- Redwater School will not be held responsible for any personal electronic communication devices if lost or damaged.
- Ultimately, school is a microcosm of wider society. Just as most workplaces have mobile phone policies in place to ensure minimal distractions during work hours, so it is in the classroom.
- Students must follow [Policies and Procedures](#) which outlines the expectations for students while working within Sturgeon Public Schools' Network Resources.

- **Student Technology**

- Redwater School is a Bring Your Own Device (BYOD) school. We encourage all students from Grades 5-12 to bring their own device (chrome book/laptop) . **Junior High and high school students MUST bring a device to school.** If they do not have a device, they can rent one from the library for a semester. This process goes through the librarian and office administration.
 - Students may use additional wireless Personal Electronic Devices (PED) once they and their parents/guardians have agreed to the policies stated in the Personal Electronic Device Agreement.
- Please note that Alberta Education policy states that students may not bring cell phones and/or personal audio devices into any exam. Electronic use is for learning.
- If students access inappropriate content at school, regardless of whether the device or the internet connectivity is school property or not, students will be held responsible for their conduct.

Please note: It is requested that students **store their PEDs away, locked in their lockers**, during the time they are at school. Engaging in game playing or social networking during school time is prohibited unless directed by a teacher and in the pursuit of educational outcomes.

If students have challenges with personal use of electronic devices during learning, students may be asked to either:

- leave their electronic devices with their teacher, with the office, or to leave the device at home.

• Cyber Bullying is a serious offense and will not be tolerated. Any incidents of cyberbullying will be dealt with according to the school code of conduct and discipline policy.

Alcohol, Tobacco, Illicit Drugs, Other Harmful Substances

Redwater School is a tobacco-free facility. All tobacco products are prohibited from use in the school, and school grounds. The use of any type of e-cigarette/vaporizer is prohibited. Students are encouraged to seek help from school staff if they have substance-related issues. Students that are expelled for substance-related issues will be asked to seek addiction substance-related counselling before returning to school. School staff will contact parents/guardians of students suspected of being under the influence of a substance. Please be aware that graduation, field trips, and other school-sanctioned events are included.

The use or possession of alcohol, illicit drugs, other harmful substances, and/or drug paraphernalia while under the school's jurisdiction, will result in one or more of the following:

- transfer of the student to the custody of parents
- suspension from school
- possible recommendation for expulsion from school, and/or involvement of law enforcement agencies.

Weapons

A weapon is anything used, designed to be used, or intended for use in causing injury to any person, or for the purpose of threatening or intimidating another person. Any student found in possession of a weapon, or replica of a weapon, whether on their person, in their vehicle, or in their locker or desk, may be suspended and/or recommended for expulsion. Contact with the RCMP may also be required based on the severity of the offense and VTRA protocol may be enacted.

Plagiarism and Cheating

Plagiarism is defined as passing off the work of someone else as your own. Cheating includes but is not limited to, gaining access to answer keys, and bringing answers into a secure testing situation. Using Artificial Intelligence (AI) software and programs, to complete either formative and/or summative assessments is also included in the definition of plagiarism; the work is not created by the student and the student is representing the work of the AI technology as their own. Plagiarism is not helpful when learning course material and is academically dishonest.

Parents/guardians will be notified if plagiarism and/or cheating occurs. In consultation with the administration, consequences will be assigned.

Redwater School takes plagiarism as a teaching opportunity to both educate and correct the behaviour. Redwater School uses a level system to correct the plagiarism behaviour:

- **Level one:**
A discussion of the plagiarism incident will occur between the teacher and the student. A mark may be awarded when an alternative assignment or test is completed by the student. A record of the incident will be kept and repeat offences will be dealt with by the school administration.
- **Level two:**
A conversation will occur between the teacher and the students discussing the repeated offense of plagiarism. The student will be given a mark of zero on the work suspected of being plagiarized and will not be given the opportunity to re-do the assignment. A letter will be sent by the principal to parents outlining the event and its consequences.

Bullying, Harassing, Discriminatory and Aggressive behaviours

A welcoming, caring, respectful, and safe learning environment for all students and school staff will be one that is free from bullying, harassing, discrimination or violent behaviour. To achieve this at our school all students, staff, parents, and guests will,

- Model respectful conduct, inclusive behaviour, and an understanding and appreciation for diversity, equity, and human rights.

- Refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of school hours or electronically.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.

When concerns arise relating to bullying, harassment, discrimination, aggressive behavior, or conflict it is expected that students, staff, parents, and guests will communicate directly with the authority most closely involved. This staff member will investigate and respond to the concern promptly. They will also relate the incident and any actions carried out to our school administration.

What is Bullying?

Bullying: 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 individuals in the school community, including psychological harm or harm to an individual's reputation.

What Bullying is Not:

Bullying behaviour is not the same as hurting someone's feelings if there is no misuse of power or a deliberate intent to cause harm. Bullying behaviour is sometimes confused with conflict. Conflict is a disagreement about different beliefs, ideas, feelings, or actions.

Field Trips

Rewater staff plan field trips throughout the school year to enhance learning and are an important part of the academic experience. Students are representing Redwater School when in the community. Our expectation is that students represent themselves and their school with the level of conduct communicated in this Student Code of Conduct.

Discipline Policy and Guidelines

All discipline situations are seen as a learning opportunity for students. Staff will be sure to use a restorative approach when dealing with students and respect the dignity of the child.

When dealing with breaches to our Code of Student Conduct, inappropriate behaviour is generally categorized according to three levels of severity with appropriate possible consequences.

Consequences

The Learning Centres focus on correcting measures to ensure students are aware and can meet the code of conduct. Corrective measures are teaching consequences to support growth. If teaching consequences are not successful, discipline will be more corrective to ensure the safety of all students and staff. Staff, students, and parents/guardians are partners in providing the best possible learning opportunities for everyone.

Category A

Infractions may include:

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| <ul style="list-style-type: none"> • Classroom, hallway, playground misbehaviour • Neglect of homework • Tardiness • Disrespect • Screen capture or picture of others without permission. | <ul style="list-style-type: none"> • Dress code violation • Misuse of language • Misuse of electronic devices • Unsafe behaviour |
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Possible actions that may be taken:

- A staff member will help the students be made aware of the proper behavior.
- A teacher gives logical consequences for a student's action, e.g., a student who is late is asked to make up the time at noon.

- A teacher contacts parents to involve them.
- The student and teacher create a plan to correct the undesirable behavior.
- The student is removed from class to either regulate or reflect.

If infractions continue to occur, the teacher may repeat interventions or refer the child to counselling or administration.

Category B

Infractions may include:

- Bullying
- Verbal abuse (profanity/threats)
- Retribution against any person who has intervened to prevent or report bullying
- Damage to school property
- Defiance of authority
- Posting images from school on social media without permission
- Academic dishonesty
- Skipping class
- Repetitive or persistent Category A misbehaviour

Possible actions that may be taken:

- Any action from Category A.
- The student is referred to Administration.
- Parent contact
- Loss of privileges (eg, school teams, intramurals, field trips)
- Recess detentions
- Community service to repair damage
- 1-3 day in school or out-of-school suspension
- Referral to counseling.

Category C

Infractions may include:

- Fighting/Assault
- Harassment
- Major theft
- Vandalism or property
- Break and Enter
- Possession or use of e-cigarettes, vaping equipment, cigarettes, alcohol, or drugs
- Skipping Class
- Repetitive or persistent Level Two Level behaviours
- Non-compliance (open opposition to authority, refusal to comply, work, or open disrespect)
- Recording audio or video of anyone without explicit permission
- Sharing sexually explicit texts, images, or video
- Possession of a weapon

Possible actions that may be taken:

- Any action from Category A or B.
- 1 - 5 day in-school or out-of-school suspension.
- Referral to appropriate agencies for counseling.
- R.C.M.P. involvement
- Possible recommendation to the School Board Discipline Committee for expulsion.

All students who are suspended from school are required to meet with an administrator or counselor prior to being readmitted to school.

1. Staff are committed to supporting students achieve this conduct by:

Helping the student identify inappropriate behaviour(s)

Helping the student solve the problem(s) created by these behaviour(s)

Respect the student's dignity.

Share the Code of Conduct with students twice annually, in September and January.

Make the Code of Conduct accessible to families by sending out electronically in September and posting on the school website for easy access.

Factors such as the nature of the misbehaviour, degree of the situation, emotional stability, and history will be considered when action is taken.

School Communication

Communication is key between students, parents, and teachers. Redwater School follows the Focused and Effective Communication model (as pictured below). Should there be any questions or concerns, students are encouraged to self-advocate and ask for help or clarification from their teachers. Should parents have any questions, they are encouraged to reach out to the teachers first. If concerns are not solved after having a conversation with teachers, the principal can help facilitate conversations between students, parents, and their teachers.

-FOCUSED AND EFFECTIVE COMMUNICATION-

