

CODE OF CONDUCT

1. Purpose of Student Code of Conduct

To establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff. We believe that we are unique and worthy individuals, and God calls each of us to work together in love, hope and courage in our school community. We will provide a continuum of supports to students who are impacted by inappropriate behavior as well as students who engage in inappropriate behavior; through one or more of these: small group instruction, Learning Coach will support/monitor, testing, FSLW time, sessions with Student Advisor, and meetings with STAY officer.

Our conduct policy aligns with the School Act. It is reviewed and adjusted annually by staff, parents at School Council meeting and students. It is then reviewed with students at the beginning of the school year. Students can report bullying to any staff member, at any time, through the communication of their choice (conversation, meeting, note, email) and that staff member will communicate it to administration.

2. Alberta Human Rights Act & Canadian Charter of Rights and Freedoms

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 Christ the King Elementary/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.

3. Acceptable and Unacceptable Behavior

At the beginning of each school year, each classroom teacher, together with his/her students, will develop a list of acceptable/unacceptable behaviors and consequences. These expectations and consequences will be communicated to all parents and guardians at the first reporting period, will be online for all parents, and in the student handbook.

As part of our acceptable and unacceptable school-wide behavior expectations, the staff has established guidelines for conduct in the school building, during the day, or by electronic means. Unacceptable behaviors will be dealt with in a judicious manner to maintain order in the school.

Failing to comply with section 12 of the School Act may be grounds for suspension or expulsion under sections 24 of the School Act, the code of conduct encourages compliance with section 45.1 of the School Act.

Examples of acceptable behaviors that reflect these responsibilities include:

- Respect yourself and the rights of others in the school
- Refrain from, report and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or 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. Students can inform any staff member by meeting, note or email.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.
- Contribute positively to your school and your community.

Examples of unacceptable behaviors:

- Behaviors that interfere with the learning of others and/or school environment or that create unsafe conditions
- Act of bullying, harassment, or intimidation
- Physical violence
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern

- Illegal activity such as:
 - -possession of a weapon real or pretend
 - -theft or damage to property
 - -possession of drugs and/or alcohol

4. Discipline Cycle

The following Discipline Cycle deals with the process that has been developed in order to hold students accountable when committing unacceptable behaviors.

The following steps will be used in **most** cases: however, if an offense is deemed to be serious or a person's safety is at risk, these guidelines **may not be followed** in step-by-step fashion. This decision will be made in consultation with school administration.

While students are on the discipline cycle, they will be restricted from participating in activities that would be considered, "privileges" or extracurricular. Students may be allowed to attend curricular based field trips at the discretion of the classroom teacher and administration. Students will meet with FSLW, Student Advisor or STAY Officer to learn about bullying and proper behaviors.

Students who are involved in incidents of inappropriate behavior should expect an immediate consequence for their inappropriate behavior. The consequence will be determined at the discretion of the classroom teacher and administration taking into consideration age, maturity and individual circumstances.

Consequences for major offences:

1. In-School Suspension
 - Students are placed in a quiet working area to complete assigned work.
 - Students lose lunch room, recess and extra curricular privileges during this suspension.
2. Out-of-School Suspension
 - One to five days at home.
 - Meeting/discussion with students and parents before reinstatement.
 - Meeting with school counselor to support and educate child.
3. Out-of-School Suspension (Greater than five days).
 - Severe breach of conduct will be suspended in accordance with Section 12 of the School Act.
 - District personnel (School Operation Services) involved prior to reinstatement or expulsion.

School Act – Parent Responsibilities

A parent, as a partner in education, has the 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 education success, including assisting the child in complying with section 31
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school

STUDENT-OWNED DEVICES POLICY

CTK believes in providing students with an educational environment that will engage and empower them as 21st century learners. To this end, students are permitted to use student-owned devices on our wireless network under the following conditions:

- Only students who have a signed acceptable use form allowing them to use the Internet can access the network.
- Students are accountable for their behaviour and activity while using our wireless network.

- Students are responsible for the security and safety of their own devices.
- The school is not responsible for lost, stolen or damaged items.
- The school will not provide technical support for student-owned devices.
- Failure to follow the procedures for using student-owned devices or the network could result in a loss of privilege, confiscation of the device, or other sanctions, depending on the circumstances.
- Students are encouraged to use a device other than a telephone to access the network and complete work in a more efficient manner.
- Owning a device is not a requirement. It is not necessary for students to buy or use any devices.

Essential Agreements

- The use of personal devices and the wireless network is for class time and under teacher direction and supervision only.
- The use of the network and personal devices is for educational use only, not for social use.
- Devices must be fully powered prior to using them at school to avoid loss of time, management issues and overloading of electrical outlets.
- Sharing of devices is only permitted if students are working together. Students should not allow other students to use their personal devices.
- Use of cameras and videos is permitted under teacher supervision only. No school pictures or videos of any kind may be posted on any social media or personal sites.
- Teachers will review netiquette with students.
- Teachers have the right to determine how, when and to what extent student-owned devices may be used in their classrooms.
- Teachers and administrators have the right to “search” the device if they have reason to believe that the device has been used inappropriately.
- Student devices will work from the “Cloud” and will follow the same internet safety precautions and sites as if they were wired in the lab. In other words, sites like “Facebook” will not be available for student use while at school.
- NO – TEXTING, GAMING OR SOCIAL NETWORKING OF ANY KIND.