

Code of Conduct Policy

The students, parents and staff of École/Escuela Father Leo Green work together to create a safe, welcoming, caring and respectful learning environment. The Student Code of Conduct Policy is based on input from all stakeholders including students, parents and school staff. It was developed in accordance with provincial legislation and district policies. The Code of Conduct is shared with all members of the school community every year. We invite families to review this policy, located on pages 11 through 14, and sign below to join us in maintaining a positive school climate.

École/Escuela Father Leo Green Code of Conduct

École/Escuela Father Leo Green strives to create a welcoming, caring, respectful and safe learning environment. Our Code of Conduct does this by establishing clear expectations for student behaviour at school and school-related activities that reflect our Catholic values of hope, mercy, and reconciliation. 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 École/Escuela Father Leo Green School.

Father Leo Green conduct policy is communicated in writing to all members of the school community on an annual basis. It will be reviewed and adjusted as necessary annually by members of the school community and referred to periodically throughout the school year.

As children learn and grow, they may make poor choices or become involved in negative situations. In keeping with the Education Act, our Student Code of Conduct Policy is not a 'one size fits all' policy. It is flexible enough to respect the uniqueness and dignity of each child and to encourage children to learn from their mistakes with supports available to those students impacted by inappropriate behaviour.

DEFINING APPROPRIATE CONDUCT

We believe that in order to provide our students with an optimal learning environment, we must work with them and foster the development of self-discipline.

According to the Education Act – Section 32, a student shall conduct himself or herself so as to reasonably comply with the following conduct:

- a. be diligent in pursuing the student's studies
- b. attend school regularly and punctually
- c. co-operate fully with everyone authorized by the board to provide education programs and other services
- d. comply with the rules of the school
- e. account to the student's teachers for the student's conduct
- f. respect the rights of others
- g. 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
- h. refrain from, report and not tolerate bullying or bullying behaviour directed toward others, whether or not it occurs within the school building, during the school day or by electronic means
- i. positively contribute to the student's school and community.

École/Escuela Father Leo Green further defines appropriate behaviour as follows:

Be Active Learners

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| <ul style="list-style-type: none">• take responsibility for your own learning by staying on task during class time• put your best effort into your assignments• take risks and make mistakes in learning• seek assistance when required | <ul style="list-style-type: none">• attend school regularly and arrive on time• complete homework assignments diligently• organize school supplies |
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Be Respectful Citizens	
• use polite language and behaviour • demonstrate respect for personal and school property • be honest and truthful • walk quietly in hallways	• listen to class monitors during lunch • balance your personal needs with the needs of the community • wear appropriate clothing and footwear
Be Ambassadors of Christ	
• be welcoming and inclusive of others • accept others' differences • show forgiveness and mercy in resolving conflicts	• show reverence during prayer times and religious celebrations • "good talk" our school out in the community
Be Safe on the Playground	
• play safe games (bullying, play-fighting, throwing snowballs or mud not allowed) • use equipment properly • stay on school property	• stay away from the parking lot • report any injuries, problems, conflicts or dangerous behaviour to adult supervisors right away • stay in designated areas
Be Safe on the Bus	
• respect the bus drivers • remain seated • wait for bus to stop before moving	• talk quietly • obey the rules as set by the driver

According to the Education Act -Section 32, a parent of a student 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 student's educational success, including assisting the student in complying with section 31,
- ensure that the child attends school regularly,
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- to co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- to 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
- to engage in the student's school community.

Together, staff and parents should work cooperatively to:

- provide a safe, caring and supportive learning environment.
- provide clear expectations and appropriate consequences for inappropriate behaviour.
- model appropriate behaviours.
- maintain a model of supportive, open and respectful communication.
- encourage punctuality and regular attendance.
- monitor the progress of the child/children.
- review this conduct policy with the child/children to ensure understanding and compliance.
- speak positively and respectfully to and about school

DEFINING AND RESPONDING TO INAPPROPRIATE CONDUCT

At École/Escuela Father Leo Green, we respond to inappropriate conduct which occurs within the school building, at school-sponsored events outside the school building, or by electronic means. We do so in accordance with the Catholic value of reconciliation. We encourage the child to assume responsibility for his/her actions. Children will be given opportunities to reflect upon the consequences of their actions through writing and dialogue. Teachers, administrators and parents work together to empower students to find solutions to difficult situations. This requires clear communication between all parties – parents, teachers, administrators and children of all ages. Intervention strategies, preventative procedures, and/or consequences will take into consideration unique student attributes such as age, maturity and individual circumstances.

Behaviour such as fighting (or play fighting), pushing, spitting, disrespectful language, swearing and insults, stealing, vandalism, teasing or gossip and rough horseplay are considered unacceptable behaviours.

A minor offence may include:

• impolite manners • disruptive behavior • incomplete homework	• disrespectful conduct • tardiness • unsafe/rough play
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In such instances, the student may be asked to:

a. complete missed work on their own time	b. write an apology
c. work in a different classroom (change of community)	d. temporarily lose privileges such as participation in a noon hour club
e. work in an alternate, supervised area	f. walk with a supervisor at recess
g. verbally apology to parties affected	

Both, students impacted by the inappropriate behaviour and students engaged in inappropriate behaviour will receive adult assistance in the restorative process. Students may be asked to complete a reflection sheet or phone parents to inform them of their inappropriate behaviour to ensure they take ownership for their actions.

A major offence may include:

• bullying (within the school, during the day, or by electronic means) • vandalism • stealing • fighting	• willful major disobedience that endangers the safety and smooth operation of the school • habitual neglect of student responsibilities • use of inappropriate language / gestures
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In such instances, the student will speak with an administrator and parents will be contacted. **Major offences will generally result in an in-school or out-of-school suspension.** In accordance with section 37 of the Education Act, the administrator will determine the length and nature of the in-school or out-of-school suspension based on the severity and/or frequency of any breach of conduct.

- A suspension may be served in school or out of school. Consequences take into account age, maturity and individual circumstances. There are higher expectations for older students, who are expected to provide positive role modeling for younger students.
- A student will be suspended from school for severe breach of conduct in accordance to section 32 in the Education Act.
- A student can be suspended from school for a period of up to five days. Parents will be informed of the suspension. During the suspension, the student may lose lunchroom and extra-curricular privileges and will be responsible for any work missed. After a suspension, a student may be required to come in with their parents to discuss the student's commitment to improve behaviour.
- The school may recommend that a student be expelled. This recommendation is reviewed by School Operations Services.

Discrimination

At all times discrimination is prohibited. Students, parents and staff are expected to act in accordance with the Alberta Human Rights Act, whereby 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.

Bullying

Students have the responsibility to refrain from partaking in bullying behaviours at school, during school-related events or by electronic means at any time of the day. As outlined in Section 1(1) (d) of the Education Act which defines bullying as, *“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 other individuals in the school community, including psychological harm or harm to an individual’s reputation.”*

Students will:

- refrain from bullying
- refuse to tolerate bullying even if it happens outside of the school or school hours or electronically
- immediately report incidences of bullying to staff and parents through dialogue and/or in writing

Students may report bullying by:

- telling an adult staff member at the school
- telling a parent/guardian
- calling the Kids’ Help Line at 1-800-668-6868

CONTINUUM OF SUPPORTS

- Supports are in place to help those who are affected by bullying or other inappropriate behaviours as well as students who engage in inappropriate behavior. Teachers, staff, administrators or multidisciplinary team members are equipped to intervene and offer support. Support may include mentoring, regular check-ins and referral to:
 - services provided by RCSD and Alberta Health Services (occupational therapist, mental health therapist, speech-language pathologist)

CHILD’S Name

Signature

Grade

PARENT/GUARDIAN Name

Signature

Date

“Spread love everywhere you go. Let no one ever come to you without leaving happier.” – St. Teresa of Calcutta