

## STUDENT CODE OF CONDUCT

We expect all students to act in a manner that promotes learning, demonstrates respect for themselves and others, and maintains a welcoming, safe, and caring environment. Any behaviour at school, outside of school, or online, which does not follow this guideline will be addressed in accordance with three levels of severity with appropriate action steps.

LEVEL ONE	LEVEL TWO	LEVEL THREE
<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Not prepared for class</li> <li>• Neglect of homework</li> <li>• Being off task</li> <li>• Classroom and hallway disturbances</li> <li>• Disrespect</li> <li>• Use of profanity</li> <li>• Unsafe behaviour</li> <li>• Aggressive behavior without intent to cause harm (rough play / throwing snowballs)</li> <li>• Playground infractions</li> <li>• Dress code violation</li> <li>• Minor misuse of electronic device (use during class time)</li> </ul> <p><i>Possible actions that may be taken:</i></p> <ul style="list-style-type: none"> <li>• Staff member will teach appropriate behavior.</li> <li>• Logical consequence applied (e.g. student who is late is asked to make up the missed time.)</li> <li>• Teacher contacts parents to involve them.</li> <li>• The student and teacher create a plan to correct the undesirable behavior.</li> <li>• Time apart from peers to calm down or reflect.</li> <li>• Loss of privilege (e.g. Safety Patrol Duty at recess)</li> </ul> <p>If infractions continue to occur, the teacher may repeat interventions or refer the child to counselor or administration.</p>	<ul style="list-style-type: none"> <li>• Verbal abuse</li> <li>• Intimidation or threatening behaviour</li> <li>• Persisting with any behaviour after being asked to stop</li> <li>• Minor aggression with intent to cause harm or damage</li> <li>• Minor theft</li> <li>• Intentional damage to property</li> <li>• Defiance of authority</li> <li>• Misuse of electronic device that impacts the learning or well-being of self or others</li> <li>• Academic dishonesty</li> <li>• Skipping school</li> <li>• Repetitive and persistent Level One Misbehavior</li> </ul> <p><i>Possible actions that may be taken:</i></p> <ul style="list-style-type: none"> <li>• Any action from Level One.</li> <li>• Referral to Administration.</li> <li>• Misconduct report is completed.</li> <li>• Administration contacts parents to involve them.</li> <li>• Loss of privileges, e.g., school teams, intramurals, school dances.</li> <li>• Recess or noon detentions.</li> <li>• Restitution / community service.</li> <li>• Parent supervision of student during the day.</li> <li>• 1 – 5 day in-school or out-of-school suspension.</li> <li>• Referral to counseling or other support services.</li> </ul> <p>In the event of suspension from class or school, parents and teachers will be informed.</p>	<ul style="list-style-type: none"> <li>• Fighting / Assault</li> <li>• Hate Speech (Negative speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation)</li> <li>• Harassment (persistent unwanted physical or verbal abuse)</li> <li>• Retribution against any person who has intervened or reported inappropriate behavior</li> <li>• Non-compliance (open opposition to authority / disregarding adult directives)</li> <li>• Major Theft</li> <li>• Vandalism</li> <li>• Possession, use, or distribution of an illegal substance, vaping paraphernalia, tobacco, alcohol, or drugs</li> <li>• Recording images, audio, or video (of anyone) without explicit permission</li> <li>• Sharing images, audio or video from school</li> <li>• Creating or sharing sexuality explicit, violent, or derogatory messages, images, audio, or video</li> <li>• Repetitive and persistent Level Two Misbehavior</li> </ul> <p><i>Possible actions that may be taken:</i></p> <ul style="list-style-type: none"> <li>• Any action from Level One or Two</li> <li>• 1 – 5 day school suspension.</li> <li>• Referral for external counseling.</li> <li>• RCMP or Family Services involvement.</li> <li>• Recommendation to the School Board Discipline Committee for expulsion.</li> </ul> <p>All students who are suspended out of school are required to meet with an administrator or counselor prior to being readmitted to the school.</p>
<p><b>In considering each case, consequences may become more or less serious as is deemed appropriate by administration.</b></p>		

### **Collaborative Problem Solving**

We believe that all students will behave and work hard in school when given the right tools and opportunities to do so. When a child misbehaves, prevents learning, causes harm, or is disrespectful, they may be lacking understanding or specific skills to succeed. To help children with this, we utilize a Collaborative Problem-Solving approach. This collaborative approach may involve students, staff, counsellor and/or administration. We believe this positive approach builds strengths and skills, so students are nurtured to grow while resolving issues.

## **STUDENT CODE OF CONDUCT - ACCEPTABLE USE POLICY FOR TECHNOLOGY**

At Sturgeon Heights, we recognize the value of technology as a learning tool within the classroom. At the same time, we seek to help students achieve healthy technology habits that support wellness. As per the Alberta government cell phone policy to minimize disruption in the classroom and Sturgeon Public Schools Administrative Policies regarding Responsible Use of Technology (AP 870), the following expectations will be enforced and reviewed with all grade K to 9 students.

Students will:

- use technology at school ONLY for schoolwork and projects, unless otherwise directed by a staff
- use personal mobile devices before or after the school day (8:30 a.m – 3:00 p.m), they will not be used during instructional time.
- keep personal mobile devices on silent or powered off and stored in a backpack or locker
- not access social media platforms on school networks or on school devices
- be informed of which social media platforms are not permitted to be used during instructional hours and that this list is subject to change (Instagram, Facebook, Twitter, SnapChat, TikTok, YouTube, Discord, Roblox)
- understand that personal devices include, mobile phones, earbuds, Chromebooks, and smart watches
- keep their password secure and are responsible for changing it regularly to protect their work
- use responsible and kind language at all times while online
- use their personal devices in class only with the consent of the teacher for educational purposes

**If it is necessary to reach your child during the day, please contact the front desk at 780-459-3990.**

**The following are not acceptable behaviours within the Sturgeon Heights acceptable use policy:**

- I will not take pictures and/or post pictures of people without explicit consent.
- I will not record and/or post audio or video of people without explicit permission each time.
- I will not use technology to bully or say hurtful things about anyone else and understand that I may be held accountable for comments made about a student/staff member over the Internet, text, or social media. This includes posting comments made when not at school.
- I will not plagiarize assignments by using somebody else's work as my own (quoting material from the Internet or other sources is encouraged within reason to help support your ideas).
- I will not create Google classrooms for other students to enroll in or represent myself as a teacher in our Google space.

If students do not follow these expectations or are disrespectful to each other or their teachers with the use of technology, we will work with them to learn and improve. A progressive discipline approach to address potential violations will be used. This may include submitting a personal device to the office to be retrieved at the end of the school day, banned from technology use, or may involve school detention or suspension. Communication with parents/guardians will be made if any of the expectations above are violated.

### *Keep your Technology Safe*

Please understand that while students are encouraged to bring their own personal technology, the school will not be responsible for any damages or loss to property. For this reason, please ensure you label all items and are sure to lock them at school when not in use.

## **STUDENT CODE OF CONDUCT - ACADEMIC HONESTY POLICY**

Our expectation at Sturgeon Heights is that all students will provide their best work for assessments, coming from their own thoughts and understanding. It is critical when giving feedback to students that teachers are confident that a student's work is not plagiarized or copied from any other source.

When a student copies during exams or submits work that isn't their own, they are misrepresenting themselves, breaking the trust of their teachers, and showing disrespect to our school. At its core, this is a behavioral issue that will result in consequences. Additionally, it impairs a teacher's ability to accurately assess the student's understanding, leading to academic repercussions as well.

The following guidelines will be used when an instance of plagiarism or cheating during an exam is discovered.

- Parents or Guardians will be contacted.
- Behaviour consequences may vary with the nature of the assignment. A first offense may receive a half-day in-school suspension or students may give a presentation about honesty and building trust. This will be at the discretion of administration.
- At a later time, students will be given another assessment that covers the same outcomes.
- Future major assessments may be administered in the office, or under direct supervision.

Similar consequences will result if further infractions continue during the year. However, after the first time, students will receive a suspension of longer length in addition to other possible consequences related to classroom or school activities.

## **STUDENT CODE OF CONDUCT - ATTENDANCE POLICY**

Regular attendance is vital to success in school. The Education Act requires that every child aged 6 to 15 must attend school. Parental support and guidance regarding regular attendance is appreciated.

When your child is absent due to illness or any other reasons, the school requests a telephone call, or an email from parents the day of the absence. The email address is: [shsabsences@sturgeon.ab.ca](mailto:shsabsences@sturgeon.ab.ca). A report of total days absent is on PowerSchool. It is the responsibility of the student to catch up on work missed during an absence.

Phone calls will be made home each day when a child is absent from school if we have not received a note or phone call from a parent. Safety of the children is of the utmost importance.

The school is open for students at 8:30 a.m. and there will be no supervision of students by school staff until that time.

As we are a closed campus, students are expected to remain on the school grounds at all times during the day. Wishing to remove their child from the school during school hours are expected to sign them out through our school office. Children will not be released to individuals other than the parent/ guardian without parental consent. Exceptions must receive prior approval of the Principal.

REFERENCE: POLICY 900 Student Conduct and Discipline, AP 901 Student Conduct, AP 905 Student Attendance at School, EDUCATION ACT Sections 7(4), 8, 9, EDUCATION ACT Section 31-37, 196, 197

## **STUDENT CODE OF CONDUCT – BULLYING, HARASSING, DISCRIMINATORY and AGGRESSIVE BEHAVIORS**

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 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.

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 first. 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 is 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 beliefs, ideas, feelings or actions.

REFERENCE: POLICY 110 Equity, Diversity, Inclusion and Human Rights

POLICY 115 Sexual Orientation, Gender Identity and Gender Expression

POLICY 120 Harassment Policy

## **STUDENT CODE OF 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 behaviour that degrades, labels, stereotypes, incites hatred, prejudice, discrimination and harassment towards students, staff, or families on the basis of 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 conduct procedure chart. Parents, community members, or other guests at the school who engage in is behaviour or language will be dealt with directly by school administration and may be asked to leave the premises.

Each year, Sturgeon Heights School staff will evaluate our building facilities, learning resources, and our 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.

REFERENCE: POLICY 110 Equity, Diversity, Inclusion and Human Rights

