

# **ESBCHS STUDENT CODE OF CONDUCT**

(Last updated September, 2017)

At ESBCHS, the goal of our student code of conduct is to maintain a positive, productive and safe learning environment for all members of our school community. More specifically, the term “conduct” refers to student behaviour, attitudes, and effort while at school or while involved in school-related activities. We understand that learning to adhere to a code of conduct can be a process for adolescents, and therefore a policy that clearly states expectations and outlines discipline procedures is essential to fostering a positive, safe and productive learning environment for all.

The ESBCHS Student Code of Conduct establishes the parameters for student behavior, and academic effort and is based on the Provincial **School Act** and on policies established by Black Gold Regional Schools.

Section 12 of the Province of Alberta’s **School Act** states that a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- i. be diligent in pursuing the student’s studies;*
- ii. attend school regularly and punctually;*
- iii. co-operate fully with everyone authorized by the board to provide education programs and other services;*
- iv. comply with the rules of the school;*
- v. account to the student’s teachers for the student’s conduct;*
- vi. respect the rights of others;*
- vii. 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;*
- viii. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;*
- ix. positively contribute to the student’s school and community.*

RSA 2000 cS-3 s12;2015 c1 s3

Within this context, please note the following:

## **I. Section 45 of the School Act states that**

*“A board has the responsibility to ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.”*

## **II. Section 24 of the School Act states that the principal may recommend that the board expel the student if:**

- i. the student has displayed an attitude of willful, blatant and repeated refusal to comply with section 12,*
- ii. the student has displayed an attitude of willful, blatant and repeated refusal to comply with the code of conduct established under section 45.1(2),*

- iii. *the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or*
- iv. *the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).*

**III. In addition to the *School Act* standards, Black Gold Regional Schools' Administrative Procedure 350 on Student Conduct considers the following specific misbehaviours to be grounds for possible probation, suspension or expulsion:**

- i. *Conduct injurious to the physical or mental well-being of others in the school;*
- ii. *Willful damage to public property;*
- iii. *Possession of prohibited items (weapons) and/or prohibited substances (alcoholic beverages, tobacco products, and/or other narcotics or drugs) on school property, or at school-sponsored functions;*
- iv. *Being under the influence of alcohol and/or other narcotics or drugs while on school property, or at school-sponsored functions;*
- v. *Use of profane or improper language.*
- vi. *Bullying*

**Suspensions**

School staff will work with students and parents to address behaviours and decisions that contravene our student code of conduct, however suspensions can still be administered. Student suspensions can range from one period to five days and can be served in or out of school at the discretion of the Principal. While serving a suspension, it should be noted that students are not allowed to participate in extra-curricular activities, nor are they allowed on school property if their suspension is being served out of school. Additionally, students who receive a suspension are not allowed to participate in school field trips for the remainder of the semester in which the suspension occurred, or for a longer period of time as determined by the Principal.

The following deserve special mention:

1. Students must **cooperate fully and respectfully with all staff**, in or out of class. This expectation extends to support staff, bus drivers, custodians, coaches or supervisors and substitute teachers. Students are expected to conduct themselves in an exemplary fashion according to all regular school and classroom rules.
2. **Harassing behaviour**, whether physical, verbal, non-verbal or electronic is considering bullying and will not be tolerated. Students engaging in this type of activity will be dealt with by administration and possibly the RCMP, and risk being suspended or recommended for expulsion.
3. **Hazing or Froshing Activities**  
 ESBCHS students involved in these types of unacceptable activities, even if the activity did not occur on school property or during school hours, face the possibility of some or all of the following consequences:
  - i. Program limitations: Students will not be offered electives that involve field trips.
  - ii. Loss of Field Trip opportunities.
  - iii. Restrictions on extra-curricular opportunities
  - iv. School Suspension
  - v. School Probation
  - vi. School Expulsion

#### 4. **Dress Code**

One's choice of dress reflects one's respect for oneself and the community. Students may choose modern styles, but we expect them to dress in a manner that promotes a safe and caring learning environment. We believe:

- i. Attire that portrays explicit or implicit messages of profanity, sexuality, discrimination or illegal activities is considered unacceptable at school or at school-sponsored events.
- ii. Students are expected to be dressed and prepared for full and safe participation in all daily learning activities.
- iii. Underwear should not be visible.
- iv. For safety and security any hats, toques, hoods and/or head coverings (unless of a religious nature) that mask or obscure one's identity shall not be worn in the school.
- v. Students who wear inappropriate attire will be referred to the office to see Administration.

5. Students will refrain from inappropriate physical intimacy in the school.

#### 6. **Substance Abuse**

Under current provincial legislation and district policies (BGRS Administrative Procedure 352), students are not to use or be in possession of tobacco, narcotics, synthetic substances or alcohol while at school, while on school property or at school-sponsored functions. Consequences for use or possession may include confiscation of the materials, referral to a substance abuse program, meeting with parents and/or suspension from school. Suspensions for substance abuse can range from three to five days. In accordance with BGRS Administrative Procedure 354, searches may be conducted.

- i. Students caught using or in possession of tobacco products while on school property will be dealt with under the present school policy on substance use.
- ii. All non-medicinal inhalers, including e-cigarettes, vaporizers and/or flavored cigarettes, are strictly prohibited on school property. Devices will be confiscated immediately. Students caught in possession of one of these devices will be dealt with under the present school policy on substance use.
- iii. Students caught using or in possession of narcotics or alcohol will be dealt with under the present school policy on substance use and products will be confiscated immediately.

#### 7. **Searches**

In accordance with BGRS Administrative Procedure 354, searches may be conducted for any of the following reasons:

- i. When there are reasonable grounds to believe that there has been a breach of school rules or discipline and that the search will reveal evidence of the violation
- ii. In an investigation of a violation of school discipline
- iii. As a matter of school welfare or safety

8. Vandalism to BGRS property will not be tolerated and those responsible will be held accountable financially, as per section 16 of the **School Act**.

9. Theft will be dealt with by the school administration and the RCMP will be involved when appropriate.

**10. Lockers**

- i. Students are responsible for the maintenance and cleanliness of their locker.
- ii. All lockers:
  - are chosen at the beginning of the school year & may be shared with approval of the office
  - are to be locked - combination numbers must be supplied to the office
  - will be accessed (unauthorized locks cut off and contents removed) in order to accommodate the student to whom the locker was assigned
  - remain the property of Black Gold Regional Schools and as such, may be opened and searched, without notice, at any time by an administrator or agent of the Board
  - should not contain large sums of money or other valuable articles - Money or valuables should be taken to the general office for safe-keeping
  - students should never leave valuables unlocked in the gymnasium change rooms.

**11. Cell Phones**

Successfully balancing the power and practicality of today's smartphones with the potential for interruptions of instruction, violations to security and privacy, as well as bullying and academic integrity is becoming increasingly challenging and dependent upon individual self-discipline to use smartphones responsibly while at school.

While the use of electronic devices will be up to the individual teacher's discretion, students are expected to adhere to the expectations as outlined in each classroom and are expected to use their personal electronic devices ethically and responsibly. Students who refuse to comply with classroom expectations or whose cell phone use disrupts the learning environment or jeopardizes the safety, privacy or dignity of a classmate will be referred to administration. Consequences for inappropriate use can range from but are not limited to the confiscation of a phone, meeting with parents, suspension and/or referral to the RCMP when appropriate. Please note that cell phones and electronic devices are not allowed during exams at any time; electronic devices must be turned off and placed in the student's locker or placed on the teacher's desk. (Please consult ESBCHS's examination policy for more information.)

12. The staff and visitor parking lots are off limits to students.
13. Bicycles are to be locked in the bike racks in front of the school. This area is off limits except when parking or retrieving your bike. The school does not assume responsibility for damaged or stolen bikes.
14. In the event of a fire alarm, students shall leave the building via the nearest exit. Directions are posted near each classroom door. Setting off a fire alarm without reasonable cause is a criminal offense and will be reported to the RCMP. Do not touch the fire alarm boxes unless there is an emergency.
15. While the custodial staff is responsible for maintaining the school, students should help the custodians by keeping the building and grounds clean and free of garbage, graffiti or dangerous material.

**IV. Because the primary purpose of attending school is to receive an education, students are expected to make diligent effort in pursuing their studies.**

1. In Accordance with Black Gold Regional Schools Administrative Procedure 335, Grade 9 students will be expected to maintain a full schedule of courses. Grade 10 students are required to carry a minimum of 40 credits, grade 11's require a minimum of 35 credits and grade 12's require a minimum of 30 credits.
2. Copying of others' work and other forms of cheating are serious infractions and may result in a student receiving a grade of zero (at the teacher's discretion) and/or being suspended.
3. Students who chronically disrupt the learning environment in the classroom by being late, off-task, argumentative, or in any other manner may be removed from a course if there is no change following attempts at intervention.
4. Ethical Use of Technology - Students who wish to access technology in the school or bring their own technology/electronics to school must sign and abide by Black Gold's Acceptable Use Agreement. Infractions related to this agreement will result in restrictions or suspensions of use of school technology or other disciplinary action.

NOTE: The use of any electronic device is **at the discretion of the classroom teacher** and students will be required to comply with all teacher instructions in this regard.

**V. Off-Campus education, extra-curricular activities and field trips**

1. Participation in extra-curricular and off-campus events is a privilege, not a right.
2. Students must attend class or classes on the day of an event in order to take part in that event (practice, game, fieldtrip, performance, etc.).
3. Students involved in off-campus education, field trips or extra-curricular activities are representing ESCBHS and Black Gold Regional Schools to the wider community and are expected to adhere to all school rules, whether on school grounds or not.
4. Students who behave unacceptably may be excluded from participation in future field trips or extra-curricular events. Students who do not meet their responsibility to be diligent in pursuing their studies, who have posed serious discipline problems, who have any failing grade, or who have had frequent unverified absences may have the privilege of participating in extra-curricular activities either suspended for a specific time or for the entire season.
5. Students must meet the criteria for participation set out by the staff member who is sponsoring the field trip or extra-curricular activity. Athletes must also meet the ASAA and Edmonton-Metro Inter-school athletics criteria for participation.
6. As participants or as fans/observers, students will observe all school rules. The teacher(s) in charge have the same authority that they have in the classroom.
7. Participants and observers are expected to show good sportsmanship at all times, including:
  - i. respecting opponents and the rules of fair play;
  - ii. respecting officials;

- iii. refraining from negative behaviors like “razzing” the opposition.
8. Dances - All school rules regarding smoking, alcohol, inappropriate behavior, language and attire apply. Once inside the dance, students will not be readmitted after they leave.

## VI. Attendance

Section 12 of the **School Act** states that the “*student shall attend school regularly and punctually*”. To that end, ESBCHS has developed the following guidelines to deal with attendance issues:

### 1. Expectations Regarding Attendance and Punctuality

Achievement, attendance and punctuality are very closely linked: students who have irregular attendance and punctuality patterns dramatically increase their risk of failure. Students are expected to be on time and attend all classes.

### 2. Parental Responsibility

- i. Parents/guardians have the primary responsibility to monitor attendance and impose consequences. Parents are encouraged to resist allowing absences for anything other than those reasons outlined in the **School Act** (i.e. student’s health, religious holidays, extra-curricular activities). The school recognizes that students may be absent for other legitimate reasons; however, all absences contribute to missed instructional time which can impact student achievement. Parents are asked to call the school to verify all absences. Unverified absences will be considered trancies.
- ii. Parents are asked to please refrain from scheduling family vacations during school time, especially during the scheduled exam periods at the end of each semester. The school’s Test and Exam Policy outlines the ways in which student absences during exam periods will be addressed.

### 3. Automated Phone/E-mail System

Students who are absent without verification by their parent(s)/guardian(s) will be placed on the automated telephone call list. The computer will call home each evening to advise parents of an unverified absence and an e-mail will be sent if an e-mail address has been supplied. **Please note** that the most common reason for a mistaken call is that a student arrived late for class and did not ensure that the teacher changed his/her unverified absence to a tardy. The student has a responsibility to ensure they sign in at the office before going to class if they are arriving late as this will help ensure that the record is as accurate as possible.

### 4. Catching Up on Missed Work

Teachers will endeavour to assist students with work they missed, however teachers may not be able to provide the additional assistance to students with unverified absences or who demonstrate chronic absenteeism. At the teacher’s discretion, students may be assigned a mark of 0% for work or exams missed or due on the day of an unverified absence or for work not submitted within a reasonable time following a verified absence.

### 5. Chronic Absenteeism

Students may be removed from any course in which they have missed in excess of 20 classes owing to verified and/or unverified absences. Under normal circumstances, the following steps will occur prior to removing a student from a course:

- i. After each unverified absence, parents will be contacted via phone call, email or SMS.

- ii. After 5 absences, parents will be notified of concerns regarding a growing attendance problem
- iii. After 8 absences, an administrator will discuss the problem with the student and will notify parents,
- iv. After 10-15 absences, an administrator will meet with the student and their parents to establish strategies to curtail continued attendance issues.
- v. After 20 absences, and if previous interventions have not met with positive results, a student will be at risk of being removed from the class and referred to an alternate program delivery format at the discretion of the principal.

## 6. Exemptions

To be considered for an exemption from a particular course or activity (e.g. physical education) a student must bring a signed note from his/her parent or guardian. A medical certificate will be required if the exemption is for three or more days.

## 7. Punctuality

- i. Students are expected to be on time and prepared for every class and to be present in the classroom prior to announcements and the playing of the national anthem each morning. In order to minimize interruptions, students arriving late are asked to sign in to the office before going to class.

## VII. Consequences for Failure to Meet Student Conduct Responsibilities:

1. **Students who fail to meet their responsibility under the *School Act*** may face one or more of the following consequences, depending on the severity of the violation, the number of repeat incidences and/or the student's willingness to accept responsibility for his or her behaviour:
  - i. warning
  - ii. denial of privileges
  - iii. parent conference
  - iv. removal from a course, removal from school
  - v. suspension from class, school or the school bus
  - vi. restitution in time, dollars, or community service
  - vii. school or division probation
  - viii. suspension with a recommendation to the Board for expulsion.
2. **School and Division Probation**
  - i. Black Gold policy recommends that students who are in violation of the expectations for student conduct be placed on School Probation. This probation serves as a clear reminder to the student to make more responsible choices.
  - ii. If a student does not change his/her behaviour, a recommendation for Division Probation may be made to the Board. A hearing will be set and will include the Superintendent of Schools, a board member, the principal, the student and his/her parent(s).
3. ***School Act* Regulations Regarding Suspensions**  
 Section 24 of the ***School Act*** states that;
  - i. *A teacher may suspend a student from one class period;*
  - ii. *A principal may suspend a student from:*
  - iii. *one or more class periods;*
  - iv. *one or more courses or school programs;*
  - v. *school or;*
  - vi. *riding a school bus.*

Parents will be advised in writing of all suspensions lasting more than one class period.

#### **4. Appeal Process**

On receiving a complaint regarding a discipline action, the school shall first try to resolve the issue informally:

- i. The principal and/or other staff shall explain the school's policy and procedures to the complainant.
- ii. The principal and/or other staff shall review the discipline action.

If the issue cannot be resolved at the school level, the complainant may appeal to higher authorities in the following order: Superintendent of Black Gold Schools, Board of Trustees, Minister of Education.

#### **VIII. Action Statement**

- A policy is only as effective as those people who support it. All stakeholders at ESBCHS will carry out this policy with the intent to achieve the overall goal of fostering and developing a self-disciplined and positive student body.