

# **ST. MATTHEW SCHOOL STUDENT CODE OF CONDUCT**

## **STATEMENT OF PURPOSE:**

Alberta's School Act, along with Edmonton Catholic Schools, supports the creation and use of a school Code of Conduct that addresses the responsibilities of school boards, parents, staff, and students; ensuring that all students and school staff are provided with a warm and welcoming, caring, respectful and safe learning environment that respects the diversity and fosters a sense of belonging for all.

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 with St. Matthew School.

## **STUDENT CODE OF CONDUCT POLICY ANNUAL REPORTING:**

- Input from students, staff and parents will be discussed and considered on an annual basis maintaining the relevancy of the document and expectations.
- St. Matthew School will follow all Alberta School Act legislation and Edmonton Catholic School district policies when handling conduct situations.
- The Student Code of Conduct Policy will be presented and discussed annually with all members of the school community through:
  - Inclusion of policy in student handbook
  - Presentation of policy to School Parent Council

## **EXPECTATIONS AROUND BULLYING:**

Bullying is defined in the School Act as: "Repeated and hostile or demeaning behavior by an individual in the school community where the behavior 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."

Bullying can take different forms: physical (pushing, hitting); verbal (name calling, threats); social (exclusion, rumors); cyber (using the computer or other technology to harass or threaten).

Bullying is different from conflict. Conflict is defined as a disagreement or struggle over opposing beliefs, needs, feelings or actions and is a normal part of life. The School Act requires students to refrain from, not tolerate and report bullying behaviors. When bullying behaviors are observed and reported, they are to be addressed and resolved as soon as is reasonably possible. Students may:

- 👍 Tell an adult in the school that you trust
- 👍 If there isn't someone at school you can talk to, tell a parent, relative, coach, mentor, friend and have them help you report to the school

From the initial disclosure of bullying (whether the bullying occurs within the school, during the school day or by electronic means), the student and all involved parties may be part of the following school behavior consultation process:

- 👍 Completion of Positive Behavior Form (see last page of policy) by student or staff outlining the incident, consequences, student plan, and follow-up. This form will be sent home for parent signature and returned to the school (if the parents are not involved in the initial consultation process).
- 👍 Parents may be asked to come to the school.
  - Parents, student, and administration meet to discuss situation.
  - Parent and student are both informed that if the inappropriate behavior continues:
    - either an in-school or an out of school suspension may occur, depending on the infraction(s) according to Section 12 of the School Act.

Students, as a partner in education, has a responsibility to "ensure that the code of conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging". Examples of this may include:

- 😊 Smiling at other students and adults in the school
- 😊 Calling your friends on their behavior (in a nice way) when they are not contributing to a welcoming, caring, respectful and safe environment
- 😊 Greeting visitors to your classroom and school
- 😊 Being friendly and helpful towards students that are new to the school and others
- 😊 Sitting with someone who is alone at lunch, inviting someone to play with you at recess or working together to complete a process

## **STATEMENTS REGARDING DISCRIMINATION:**

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 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.

### **EXPECTATIONS FOR LEARNING:**

- 😊 All students have the right and responsibility to learn.
- 😊 A student does not have the right to interfere with the learning of the other students.

### **STATEMENTS REGARDING UNACCEPTABLE BEHAVIOUR:**

When it is necessary to intervene due to failure to comply with the student code of conduct, the following steps may be used. Please note that all consequences will be taken into consideration for the student, including their age, maturity, and each individual circumstance. Each individual child will be considered and each situation will be resolved based on the specific circumstances of the situation and what is known about those involved. As stated in the School Act, unacceptable behaviors may include:

- 😊 Behaviors that interfere with the learning of others and or the school environment or that create unsafe condition;
- 😊 Acts 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, use or distribution of illegal or restricted substances
  - Possession of or use of weapons
  - Theft or damage to property

The consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances. We will strive to work ensuring that we are looking at supporting the student as we work on:

- Preventative procedures- a pro-active appropriate to helping the student change the behavior
- Supportive procedures for minor breaches of conduct- working with the student to come up with a plan of action for them to help change the behavior. Some of the supports may include working with EBS, classroom teacher, LC, administration, and parents.

- Fair, corrective interventions to address major breaches of conduct. Some of the corrective supports may include meeting with the learning team and the parents initially to discuss the situation and possible supports that are available, based on the major breaches. The student is included in the meeting after the initial discussions. The age of the student is considered in these situations.

When unacceptable behavior occurs, whether or not they occur in the school building, during the school day or by electronic means, the following will occur based on individual needs of the student.

- Completion of Positive Behavior Form (see last page of policy) by student or staff outlining the incident, consequences, student plan, and follow-up.
  - This form will be sent home for parent signature and returned to the school (if the parents are not involved in the initial consultation process).
  - The parents will be contacted either by phone or a note in the student agenda or an email to explain what happened.
  - Parents may be asked to speak to their child with regards to the behavior.
  - If the behavior continues the parents will be asked to meet with the learning team to come up with a plan to help the student change the behavior. The school learning team will or may include some or all of the following: classroom teacher, administration, Learning Coach, E.B.S., F.S.L.W.
- Parents may be asked to come to the school.
  - Parents, student, and administration (or Learning Team) meet to discuss situation.
  - Parent and student are both informed that if the inappropriate behavior continues:
    - either an in-school or an out of school suspension may occur, depending on the infraction(s) according to Section 12 of the School Act.
- A continuum of supports will be provided to the student who continues to engage in the inappropriate behaviors. These supports may include:
  - Behavior program developed in consultation with the student, parent, teacher, E.B.S., administration, Learning Coach
  - Positive rewards supports and consequences (as agreed upon with the parents, teacher, student) to positively support the student

- Regular communication and meetings with the parents
- If home supports are required to support appropriate behaviors, the F.S.L.W. and E.B.S., in consultation with the school will provide support
- A continuum of supports for those students impacted by the inappropriate behavior will be provided with supports. Based on individual needs, the procedure will contain a continuum of supports to correct the unacceptable behavior as well as supports available those students impacted by inappropriate behavior.

### **EXPECTATIONS FOR ACCEPTABLE BEHAVIOUR:**

The School Act says that students are accountable to teachers and other school staff for their conduct. Everyone makes mistakes so it's not about being perfectly behaved all the time. When you do make mistakes, it is about admitting and owning up to those mistakes, taking responsibility and when necessary making things right.

Each student will be expected to:

- 😊 Show respect for the dignity and self-worth of other students, staff, parents, and guests.
- 😊 Use appropriate language in our school and on the school grounds.
- 😊 Show respect for personal and school property.
- 😊 Contribute to a productive, supportive and safe learning environment.
- 😊 Abide by our "no physical contact" policy.
- 😊 Report inappropriate behavior to staff.

Parents will be expected to:

- 👍 Ensure that their conduct contributes to a welcoming, caring, respectful, and safe learning environment.

### **COLLABORATIVE TEAM APPROACH TO RECONCILING BREACH OF STUDENT CODE OF CONDUCT POLICIES:**

We believe in a collaborative team approach to decision making and conflict resolution, which involves the student, the parent, the teacher as well as the administration. All cases are treated individually, and confidentiality is stressed to protect students' privacy, their dignity and their need for growth. Based on individual needs, the procedure will contain a continuum of supports to correct the

unacceptable behavior as well as supports available to those students impacted by the inappropriate behavior.

👉 Situations that require conversation and resolution may be dealt with by administrators in a cooperative dialogue with all stakeholders present. Each person involved is given an opportunity to speak about the situation and their role in it in a safe and positive environment.

- Depending on the situation the following may occur:

- 👉 Discussion of preventative measures will be discussed with all involved parties and shared with all possible stakeholders.

- 👉 If infractions is of a minor nature, student behavior will be discussed in a private setting wherein the dignity and respect of the student is maintained, but the infraction and its consequences will be discussed.

- 👉 If infraction is deemed a major violation of the St. Matthew Student Code of Conduct Policy there will be:

- Completion of Positive Behavior Form (see last page of policy) by student or staff outlining the incident, consequences, student plan, and follow-up. This form will be sent home for parent signature and returned to the school. The parent will receive a phone call from the school (teacher and student or administration and the student) to inform them of the incident

- Parents may be asked to come to the school.

- Parents, student, teacher, and administration meet to discuss situation.

- Parent and student are both informed that if the inappropriate behavior continues:

- either an in-school or an out of school suspension may occur, depending on the infraction(s) according to Section 12 of the School Act.