

Redwater School- Student Code of Conduct

(Student Code of conduct is defined under Section 31 of the Alberta Education Act).

Redwater School recognizes its responsibility to maintain a welcoming, caring, respectful, and safe learning and working environment. Students will be treated with fairness, dignity and respect by staff and other students. Students, while in school or participating in school sponsored activities, are expected to behave in an appropriate manner that does not interfere with the rights and privileges of other students. The school is a location where there is a joint effort to learn, relate and grow. Our quality of success in educating all the children is determined by parent support and student acceptance of his/her own responsibilities. To facilitate this environment, please take a moment to familiarize yourself with our student conduct policy.

Students Responsibilities and Expectations:

- Attend school and classes regularly and on time
- Be prepared and ready to learn, including being well-rested, bringing necessary materials, and wearing appropriate clothing for the school setting and weather.
- Actively engage in learning by participating in class, following directions, and completing assignments and homework on time
- Remain in class unless they have permission from a staff member
- Use respectful language and show respect for fellow students, staff, visitors and school property at all times
- Utilize technology appropriately for the school setting
- Follow school rules and expectations at all times, including during school-sponsored events and in situations that connect back to the school.
- Demonstrate accountability and responsibility for their actions and conduct
- Help maintain a welcoming, caring, respectful and safe learning environment
- Refrain from and report bullying (Physical, verbal, or cyber) whether during school hours, school events, or online
- Attempt to resolve peer conflicts respectfully and seek staff support when needed
- Report any vandalism, damage and criminal acts to the school office.
- Be vape-, tobacco-, alcohol- and drug free
- Positively contribute to the school and broader community
- Fully cooperate with school staff and personnel during school hours, school-sponsored activities, and in situations that connect back to school
- Show respect for school property and the belongings of others

Beyond school hours students will be held responsible for unacceptable behaviour, whether it occurs during the school day or by electronic means if that behaviour has a connection back to the school and has a demonstrated detrimental impact on the welfare of other students or staff.

Parent/Guardian Responsibility:

Parents and guardians play a vital role in their child's education. Your involvement and support have a significant impact on your child's attitude towards school and academic success. By working together, we can help students build strong work habits, a positive attitude, and a sense of responsibility.

To support your child's learning and well-being, we ask parents/guardians to:

- Ensure your child comes prepared to learn- this includes being well-rested, having a nutritious breakfast, dressing appropriately for the weather and school environment, and bringing necessary supplies.
- Make sure your child attends school regularly and arrives on time. Please notify the school office of any absences or late arrivals
- Sign your child in and out at the office if they are arriving late or leaving during the school day, to ensure their safety
- Support your child in completing assignments and homework by setting aside dedicated time for learning at home and emphasizing the importance of their schoolwork
- Partner with schools staff to address behavioral concerns by supporting school responses and expectations at home
- Maintain regular communication with your child's teacher to stay informed about academic progress

and behavior

- Request a meeting with staff if needed to discuss and support your child's behavioral or learning needs
- Seek additional support when necessary, such as medical assessments, Family Support worker services, counseling, or other community resources to address persistent concerns
- Offer encouragement, praise effort, and celebrate progress-your support can make a lasting difference in your child's success

Staff Responsibility:

- Reinforce good behavior
- Assist students who seek help to solve problems (eg. Conflict resolution)
- When problems occur, a warning is issued, the problem is stated and suggestions are given on how to improve.
- If needed consequences may be assigned within the classroom.
- Staff deals with minor misbehavior and reports to parents for support in correcting misbehavior
- Repeated misbehavior by individual students is referred to administration or counseling for support

Admin Responsibility:

- Deal with repeated minor offences or major offences.
- Repeated offences may require parent meeting with Administration (Vice Principal or Principal) and if helpful, with the classroom teacher or other appropriate staff member.
- Administration is responsible for maintaining a safe, respectful and productive learning environment. When student behavior does not meet expectations, a progressive consequence model will be used. More serious offences will result in more significant consequences and will involve parental communication and collaboration.

Dress

In keeping with the philosophy of Alberta Education, we strive to help our students become productive citizens. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work setting.

Students are expected to choose clothes in good taste while thinking of the impact their choices have on others. Redwater's dress guidelines promote safety and learning at school and includes the following expectations:

- Images and text are suitable for children and are respectful of others
- Footwear: Students require a separate set of indoor shoes. Non-marking running shoes are required in the gymnasium.
- Clothing covers the body and under garments, allowing students to be active and dignified.
- Please dress for the weather. Choose clothing that allows students to participate in cold, wet, windy and warm weather. Students are expected to be outside on those days which are warmer than -20 degrees (unless involved in a supervised inside activity). Students are not allowed access to the school until 8:15 am (unless weather determines otherwise).

Technology and Cell Phones/PCD's

- **Cell Phones/PCD's:**

In alignment with the Alberta Government's cell phone policy to minimize classroom disruptions, and in accordance with Sturgeon Public Schools Administrative Procedure 870: Responsible Use of Technology, Redwater School is a **cell phone/PCD-free environment** from 8:25 am to 2:54 pm.

- Cell phones/PCD's are not to be used or visible on school property during school hours, including lunch and recesses, and on or off school property during extracurricular teacher-led activities, as per Sturgeon Public Schools' partnership with Unplugged Canada.
- Students who have a visible phone/PCD out during school hours will be asked to bring it to the office, where it will be kept until dismissal. Repeated offenses may result in parent involvement, loss of privileges, and/or suspension
- **Exceptions will be made for students who use a mobile device for medical reasons (e.g., health monitoring), pre-approval by administration is mandatory.**

- **Progressive Consequence for misuse;**

- **First Offence**- The phone/PCD will be held in the office and returned at the end of the school day, this will be communicated to parent/guardian
- **Second Offence**- The phone/PCD will be held in the office and must be picked up by a parent or guardian.
- **Third Offense** - The student will be asked to leave their phone/PCD in the office or at home for a designated period of time, as determined by school administration.
- **Fourth Offense** - Loss of privileges or suspension, as determined by the school administration.

- **If you need to contact your child, please contact the office.**

Redwater School will not be held responsible for any personal electronic communication devices if lost or damaged.

- **Student Technology**

- Redwater School is a Bring Your Own Device (BYOD) school. We encourage all students from Grades 5-12 to bring their own device (chrome book/laptop) . **Junior High and high school students MUST bring a device to school.** If they do not have a device, they can rent one from the library for a semester. This process goes through the office administration.
- Alberta Education policy states that students may not bring cell phones and/or personal audio devices into any exam. Electronic use is for learning.
- If students access inappropriate content at school, regardless of whether the device or the internet connectivity is school property or not, students will be held responsible for their conduct.

Please note: It is requested that students **store their PCDs away, locked in their lockers**, during the time they are at school.

- Cyber Bullying is a serious offense and will not be tolerated. Any incidents of cyberbullying will be dealt with accordingly.

Alcohol, Tobacco, Illicit Drugs, Other Harmful Substances

Redwater School is a tobacco-free facility. All tobacco products are prohibited from use in the school, and school grounds. The use of any type of e-cigarette/vaporizer is prohibited. Students are encouraged to seek help from school staff if they have substance-related issues. Students that are expelled for substance-related issues will be asked to seek addiction substance-related counselling before returning to school. School staff will contact parents/guardians of students suspected of being under the influence of a substance. Please be aware that graduation, field trips, and other school-sanctioned events are included.

The use or possession of alcohol, illicit drugs, other harmful substances, and/or drug paraphernalia while under the school's jurisdiction, will result in one or more of the following:

- transfer of the student to the custody of parents
- suspension from school
- possible recommendation for expulsion from school, and/or involvement of law enforcement agencies.

Comprehensive School Health

In alignment with **Board Policy 716: Comprehensive School Health** and Sturgeon Public Schools' commitment to promoting student well-being, **energy drinks are not permitted at Redwater School.** Due to their high caffeine and sugar content, these beverages can negatively impact student health, concentration, and behaviour. Students found with energy drinks will be asked to dispose of them, and repeated violations may result in progressive disciplinary action.

Weapons

A weapon is anything used, designed to be used, or intended for use in causing injury to any person, or for the purpose of threatening or intimidating another person. Any student found in possession of a weapon, or replica of a weapon, whether on their person, in their vehicle, or in their locker or desk, may be suspended and/or recommended for expulsion. Contact with the RCMP may also be required based on the severity of the offense and VTRA protocol may be enacted.

Plagiarism and Cheating

Plagiarism is defined as passing off the work of someone else as your own. Cheating includes but is not limited to, gaining access to answer keys, and bringing answers into a secure testing situation. Using Artificial Intelligence (AI) software and programs, to complete either formative and/or summative assessments is also included in the definition of plagiarism; the work is not created by the student and the student is representing the work of the AI technology as their own. Plagiarism is not helpful when learning course material and is academically dishonest.

Parents/guardians will be notified if plagiarism and/or cheating occurs. In consultation with the administration, consequences will be assigned.

Redwater School takes plagiarism as a teaching opportunity to both educate and correct the behaviour. Redwater School uses a level system to correct the plagiarism behaviour:

- **Level one:**
A discussion of the plagiarism incident will occur between the teacher and the student. A mark may be awarded when an alternative assignment or test is completed by the student. A record of the incident will be kept and repeat offences will be dealt with by the school administration.
- **Level two:**
A conversation will occur between the teacher and the students discussing the repeated offense of plagiarism. The student will be given a mark of zero on the work suspected of being plagiarized and will not be given the opportunity to re-do the assignment. A letter will be sent by the principal to parents outlining the event and its consequences.

Bullying, Harassing, Discriminatory and Aggressive behaviours

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 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. 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: 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 is not the same as conflict or hurt feelings. It involves a misuse of power and deliberate intent to cause harm, while conflict is a disagreement between individuals with differing views or actions.

Field Trips

Rewater staff plan field trips throughout the school year to enhance learning and are an important part of the academic experience. Students are representing Redwater School when in the community. Our expectation is that students represent themselves and their school with the level of conduct communicated in this Student Code of Conduct.

Discipline Policy and Guidelines

All discipline situations are seen as a learning opportunity for students. Staff will be sure to use a restorative approach when dealing with students and respect the dignity of the child.

When dealing with breaches to our Code of Student Conduct, inappropriate behaviour is generally categorized according to three levels of severity with appropriate possible consequences.

Consequences

Redwater School’s focus on correcting measures to ensure students are aware and can meet the code of conduct. Corrective measures are teaching consequences to support growth. If teaching consequences are not successful, discipline will be more corrective to ensure the safety of all students and staff. Staff, students, and parents/guardians are partners in providing the best possible learning opportunities for everyone.

Category A

Infractions may include:

- Classroom, hallway, playground misbehaviour
- Neglect of homework
- Tardiness
- Disrespect
- Screen capture or picture of others without permission.
- Misuse of language
- Misuse of electronic devices
- Unsafe behaviour

Possible actions that may be taken:

- A staff member will help the students be made aware of the proper behavior.
- A teacher gives logical consequences for a student's action, e.g., a student who is late is asked to make up the time at noon.
- A teacher contacts parents to involve them.
- The student and teacher create a plan to correct the undesirable behavior.
- The student is removed from class to either regulate or reflect.

If infractions continue to occur, the teacher may repeat interventions or refer the child to counselling or administration.

Category B

Infractions may include:

- Bullying
- Verbal abuse (profanity/threats)
- Retribution against any person who has intervened to prevent or report bullying
- Damage to school property
- Defiance of authority
- Posting images from school on social media without permission
- Academic dishonesty
- Skipping class
- Repetitive or persistent Category A misbehaviour

Possible actions that may be taken:

- Any action from Category A.
- The student is referred to Administration.
- Parent contact
- Loss of privileges (eg, school teams, intramurals, field trips)
- Recess detentions
- Community service to repair damage
- 1-3 day in school or out-of-school suspension
- Referral to counseling.

Category C

Infractions may include:

- Fighting/Assault
- Harassment
- Major theft
- Vandalism or property
- Break and Enter
- Possession or use of e-cigarettes, vaping equipment, cigarettes, alcohol, or drugs
- Skipping Class
- Repetitive or persistent Level Two Level behaviours
- Non-compliance (open opposition to authority, refusal to comply, work, or open disrespect)
- Recording audio or video of anyone without explicit permission
- Sharing sexually explicit texts, images, or video
- Possession of a weapon

Possible actions that may be taken:

- Any action from Category A or B.
- 1 - 5 day in-school or out-of-school suspension.
- Referral to appropriate agencies for counseling.
- R.C.M.P. involvement
- Possible recommendation to the School Board Discipline Committee for expulsion.

All students who are suspended from school are required to meet with an administrator or counselor prior to being readmitted to school.

School Communication

Communication is key between students, parents, and teachers. Redwater School follows the Focused and Effective Communication model (as pictured below). Should there be any questions or concerns, students are encouraged to self-advocate and ask for help or clarification from their teachers. Should parents have any questions, they are encouraged to reach out to the teachers first. If concerns are not solved after having a conversation with teachers, the principal can help facilitate conversations between students, parents, and their teacher

-FOCUSED AND EFFECTIVE COMMUNICATION-



