

Health, Safety, and Security

Absentee Check Program

Attendance at school is monitored by the homeroom teachers. **If your child is to be absent from school or must be dismissed early for a medical appointment, please:**

- a. **(Best and fastest method) Enter the absence in [PowerSchool](#) by logging into the parent portal and selecting Attendance Request**
 - b. **Contact the School Office by telephone (780-409-2604) during regular office hours 8:00 a.m. until 4:00 p.m. each weekday, to speak to someone; or leave a recorded message outside of regular school hours.**
- OR-**
- c. **Send a note to the homeroom teacher prior to the absence.**

An unexplained absence will result in a telephone call to the parent. Please, help us to ensure the safety of your child by following this procedure and by keeping the office informed of current phone numbers.

Bicycles

Students are permitted to ride bicycles to and from school. Our bicycle racks are at the front of the school and next to the park behind it and beside the north exit to the tarmac. Please ensure your child has a secure bike lock that they know how to use.

Students are asked to walk their bicycles on the sidewalk and playground area for safety reasons. Students are to use their bicycles as transportation only and are not allowed to ride at recess or lunchtime as a recreational activity. Every attempt is made to provide proper security in this area. The school cannot be held responsible for theft of bicycles or bicycle accessories. Parents are advised that citywide incidents of vandalism and theft of expensive bicycles are quite high. Parents should also consider registering the serial number of the bicycle in a "Home Logbook" or online at the EPS www.BikeIndex.org. as this is necessary in police action. A call to your insurance company ensuring proper coverage is also advised.

Capital Health

Capital Health works together with schools and community agencies to provide a range of coordinated community health and support services for school-aged children and their families. Our common goal is to build on the health and education potential of students by providing nursing, immunization, speech and language, and dental services in targeted schools.

Custody Information

If there is a parental custody arrangement, separation agreement, or a court order that deals with your child, the school requires a notarized copy to place in the student file.

Encouraging Independence

Teaching student independence is one of the main jobs for parents and schools. If we do our jobs right, children will be self-reliant. We should try to let children do any task for themselves that they can. As soon as they can tie their shoes, we expect them to tie their shoes. This does not mean we will not help or do not want to help; it means we want them to become independent and self-reliant. For younger children, it means gradually backing away. Allow them to carry their own backpack and remove their own scarf and mitts. As they become more self-reliant, they will become much more confident when help is not immediately available. This self-reliance will transfer to subject instruction activities as well. For older children, this means teaching them the responsibility of managing their own homework assignments and study time. You need to continue to monitor and guide this practice until they are self-reliant in this area. Your child is responsible for his/her progress.

Emergency Evacuation

There are several causes that could lead to the evacuation of the school buildings: a major gas leak, a fire, total loss of utility services. If it were determined that the school was unsafe to return to, parents would be notified by phone or text to come and pick up their child. Practices of emergency procedures are scheduled during the year, so students are familiar with expectations. It is important for you to update the school with new phone numbers and e-mail addresses with the Office.

Medication to Students

School Board policy requires that the doctor and at least one parent sign a form indicating the nature and dispensing of required prescription medication for those students who require medication at school. This includes both over the counter

as well as prescribed medication. For the safety of your child and others, do not send medication of any kind to school with your child without speaking to your child's teacher or informing the administration. Forms are available at the school office.

Medical Alerts

Parents need to keep the school staff updated on their child's medical conditions. If they require any special considerations, either in class or in the gym resulting from an illness or a condition our staff need to be informed, please either phone the school to discuss this or send a note letting us know what needs to be done to ensure your child's medical condition is taken care of.

Safety and Security

The safety of our students and all people in our building is a priority. We have put into place several procedures to help ensure everyone's safety. For example: our video surveillance system for all main areas and outside our building, our absentee check program, safety programs for children and making sure we identify people visiting our school. All outside doors are kept locked throughout the day, except during inclement weather when they will be unlocked at 7:50 a.m. Students are to use the main entrance when arriving late, before proceeding to their classrooms. We ask that if there are any changes to the regular pick-up and drop-off routine of your children that we are kept informed.

School Patrols

The AMA grade six patrollers now support students crossing the All-Way at Desrochers Drive SW & Desrochers Blvd SW. These patrollers will be at this intersection approximately 15 minutes prior to the school bell, and 15 minutes at the end of the school day. They wear bright yellow safety vests and carry a red stop sign. Students will stand behind the patroller, and when it is safe to cross, the patroller will announce that it is safe to cross and hold out the red stop sign to allow students to cross safely at this intersection.

Dropping off and Picking up Your child Safely

A designated and supervised parent drop-off-drop and go-is on Desrochers Blvd SW (the front of the school). Two large flags denote the beginning and the end of the drop and go area, which is a designated NO PARKING area. We encourage families to utilize this staff supervised drop and go in the morning and at the end of the school day to increase the speed, efficiency and flow of parent drop off see website for picture. You are not allowed to drop your child off in the bus zone in front of the school. No drop offs, or pickups are to happen in the crosswalks. No drop offs or pickups are to happen in the staff parking lot. We ask that you do not jaywalk, help your child understand the rules and walk with them across the street. With your cooperation your children will be safe.

Visitors to the School

For the protection, safety, and minimal disruption to learning of all children at the school, all visitors are required to sign in at the school office. If you wish to see a teacher, please arrange an appointment prior to coming to the school. These procedures are for the safety of everyone and minimize disruptions to instructional time. We thank you for your cooperation with the following section of the Province of Alberta School Act, which states:

Province of Alberta School Act, Prohibited Activities

27(1) No person shall

- (a) disturb or interrupt the proceedings of a school,
 - (b) disturb or interrupt the proceedings of a school meeting or board meeting, or
 - (c) loiter or trespass in a school building or on property owned by a board.
- (2) No person shall canvass, sell or offer to sell goods, services or merchandise to a teacher or a student in a school without the prior approval of the board.

Parent Connection

Communication to Parents

Our website, Swift Connect; e-mail, text messages, and notes in the agenda are our prime instruments in keeping parents informed about school events.

We strongly recommend checking our website regularly to find out the most up to date information. Our web address is <https://www.ecsd.net/1971>

For our Junior High students, an important method of communication is Power School. Ongoing assessment and feedback are an important part of quality education, and your student's teacher is using Power School to relay this information. You

should sign onto Power School regularly to find out your child's grade standing as well as assignments that are due, or incomplete. A formal report card will not be printed as all information will be available using Power School.

Parent-student and teacher conferences will be scheduled throughout the year, but we encourage you not to wait for them if you feel a need to meet with your child's teacher or the administration. Our teachers will be contacting you early in the school year to discuss concerns they may have. Together we will help all students achieve their personal academic best.

If a concern, problem, or complaint arises, it is an Edmonton Catholic Schools Policy that you first discuss it with the specific staff member as soon as possible. If the issue does not get resolved, it may be brought to the administration. This procedure is to be followed when dealing with any staff member.

Parent Volunteers

We welcome parent volunteers in our school to assist in a wide variety of areas such as library, hot lunches, bulletin board displays, teacher helpers, reading partners, and field trips. Please phone or write to your child's homeroom teacher or the office to express your interest.

After you have arranged your volunteer time with the homeroom teacher, and for the safety and security of everyone in our school, you will be asked to complete the volunteer form, sign in at the office, wear a volunteer tag, and sign out at the end of your volunteer activity. We also thank our parent volunteers for continuing to have their own children follow the school expectations even when they are volunteering in the school.

Parish Link

St. Thomas Aquinas School works closely with St. Thomas More Church located at 210 Haddow Close. The priests from St. Thomas More visit our students on a regular basis. We assist the parish in the Sacramental preparation of our students by sending home the latest information on the programs that are offered.

The school cooperates in helping to prepare the children, through the religious education curriculum. It is the parents' responsibility to complete a book of readings and activities with their child for each sacramental preparation. For more information, please see the St. Thomas More Church website: <https://stm.caedm.ca/>

Property Taxes

The Edmonton Catholic School District appeals to all Catholic property owners and non-Catholics who have children attending a Catholic School to make certain that they are correctly assessed as separate school supporters. When you receive your Tax Assessment notice, please confirm your school support box to read - Support - Separate - 100%.

School Council

At St. Thomas Aquinas, we value the School Council and the role this group plays in contributing to the school program. The council works closely with the school, staff, and administration to advise us, liaise with, and to inform both the school and parent community. This includes discussion on things such as new policies, fundraising, and new programs. Parents are encouraged to become active members of the School Council; meeting dates and times will be posted on our school website.

School Activities/Programs

Homework Policy

In the primary grades, it is expected that most work will be completed in the allotted time in class. Students in the upper grades should expect increasing workloads. Work not completed during class will become homework. Each student is expected to complete the assigned homework and to be prepared for class the next day. An agenda will be part of the supplies for grades 1 to 9. To promote lifelong learning, it is expected that students will develop the 'homework habit' by reading and practicing math skills at home on an ongoing basis whether they have additional homework assignments to complete. Reading nightly is strongly encouraged for **all** grades. The guideline for time spent on homework each evening is the 10 minutes per grade rule.

Grade 1	10 – 15 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes

Grade 7	70 minutes
Grade 8	80 minutes
Grade 9	90 minutes

Lunch Program Elementary

Students eat at their desk in their classroom and need to bring their own utensils from home. Students will assume a monitoring role in each of the classrooms with the assistance of staff supervisors. There is no access to microwave ovens to warm food.

Students who bring lunch to school must stay at the school during the noon hour unless a permission note from parents indicating otherwise is brought to the office.

Eating lunch at school is a privilege, rather than a right. Our expectations are liberal and well communicated. Repeated inappropriate behavior by a student may result in the eventual loss of this privilege.

Since lunch at school is necessary for many students, we strive to promote:

- * A relaxing, enjoyable lunch break for students and staff.
- * Respect for the environment.

Lunch Program Junior High

The Grade 7 & 8 students will eat either in their own classrooms or in the gym. Students will be expected to bring their lunch and spend the eating portion of the lunchtime in the designated lunch area. They will not be allowed to return to their locker until the bell rings for the second portion of the lunch block. Students can then go to their locker to prepare to go outside.

St. Thomas Aquinas School has a closed campus policy, all students must stay on the property of the school for lunch unless they have permission from their parents to go home for lunch.

Inclusive Education:

Using an inclusive model, our school will seek to meet students' needs in regular classroom settings. We maximize our inclusive education time by subdividing our classes, wherever possible, into smaller groups for additional support and study. These groups are flexible, rather than static, and different students may be accommodated as needs are met or as they arise. If you feel your child requires more support, please discuss this with your child's teacher; if the teacher has put supports in place to assist your child, they will inform you of this.

Practicum Student Program:

We are committed to providing future teachers and teacher assistants the opportunity to refine and use their skills within our school and we will periodically have student teachers and student teacher assistants at St. Thomas Aquinas School.

School Activities

From time-to-time school activities may be planned. The objectives of school activities are to:

- Reinforce skills taught during the regular programs
- Promote good sportsmanship, citizenship, and school spirit in students
- Assist in providing a varied program which enhances and promotes positive student attitudes, morale, and Christianity.

These activities will take place during the school day and may involve elementary and junior high students.

Student Progress Reports

Conferences, report cards, and student portfolios are used to promote effective communication between parents and teachers in the reporting of student progress. The teachers at St. Thomas Aquinas School use assessment for and of learning strategies to monitor and report student progress. By assessing classroom participation, students' oral and written work, test results, quality of assignments produced, homework completion, and notebook organization teachers report student's progress. Evidence of learning, class grades and attendance information are available to parents on PowerSchool. You must have an account set up on PowerSchool so you can access this information. We will be sending out information on how to access your account. We will have two Demonstration of Learning evenings, one in November and one in March to highlight student achievement. At the Demonstration of Learning evenings, time will be provided for you to

participate in activities that demonstrate your child's learning and set aside time to meet with your child's teacher to discuss successes or concerns. Meetings between parents and teachers may be required apart from the scheduled conferences. Either parents or teachers should initiate such a meeting whenever concerns arise regarding learning.

Field Trips

Throughout the school year, individual teachers plan trips. These trips are educational and planned to enhance and enrich the curriculum by extending it to real-life situations and experiences beyond the classroom. Letters regarding the type of field trip, duration, and cost will be sent home for each excursion. A stringent field trip policy and regulations were implemented by the Edmonton Catholic School District. Parent permission forms are detailed and require specific information to be completed by the parent. Your attention and co-operation in completing these forms will ensure that your child can attend. **Children cannot participate without the proper completion and return of the parent permission form.** Field trip payments must be made online only – please note cash or cheques will not be accepted.

Library

Our library is fully automated. We have an open library policy where classes can visit at any time. Students are expected to handle all books, materials, and equipment with care. In the event of loss or damage of any materials, students will be expected to reimburse the school.

Lost and Found

All personal items brought to school must have the student's name written on them. Students are encouraged to look for lost articles of clothing and to check at the office for lost personal property. **Please know that the school is not responsible for lost or stolen items.**

Sports and Playground Equipment

The school provides each classroom with a suitable number and type of play equipment. Therefore, it is not necessary for students to bring these items to school. **We strongly discourage students from bringing skateboards, roller blades, soccer cleats, scooters, or similar "personal" play items as they pose two problems - safety and the possibility of theft.** The school will take the necessary course of action to deal with safety concerns, but we cannot assume responsibility in the event of theft. Items may not be stored in the office. Our expectation for the students on the playground is that they **PLAY SAFELY and FAIRLY.**

Supervision

Elementary Students: The students have been asked to enter the school through their assigned grade doors in the morning. Students arriving after school has begun (later than 8:20 AM) should use the front doors. Parents can assist us by helping their children remember these guidelines. Supervision in the morning begins at 7:50 a.m. Students will be expected to be outside with the supervising teacher unless the temperature is -20 degrees Celsius or below and during inclement weather students will be allowed in and will remain in their boot rooms until bell time. Your cooperation will help to keep our students safe.

Junior High Students: Students are asked to enter the building through their assigned door. At 8:06 they will be expected to go to their classrooms. All students should be in their places by 8:11 to be prepared to listen to prayer and announcements.

Transportation

ETS and Yellow bus passes are available at the office the **first week of each month.** All students riding the Yellow Bus to St. Thomas Aquinas School are required to carry a pass. **Bus students will always be sent home on the bus unless you provide the school with a note or call to indicate that other arrangements have been made.**

We request that parents who drive their children to school drop them off in a safe parking area and the students proceed to the assigned grade entrances.

Please do not stop in the designated bus zones or crosswalks to drop off or pick up your children. Please note that the police can fine you \$150 for stopping or parking in this zone. Parents should not drop their children off in the staff parking lot. Also, avoid making U-Turns.

St. Thomas Aquinas - STUDENT CODE OF CONDUCT POLICY

St. Thomas Aquinas is committed to providing students with a school environment that is both safe and conducive to learning. We believe that parents are the most important educators of their children, and that we need to work in partnership with them to teach students to be responsible for their own actions. We believe that we are all unique and worthy persons and God calls each of us to work together in love, hope, and courage in our school community. Spirituality is the cornerstone of Catholic Education. We encourage personal integrity, which results in sincerity, honesty, and compassion. We demonstrate responsibility in the choices we make. We believe that by striving for understanding, we provide for an environment that stimulates growth and accepts differences. We maintain, forgiveness as a basic belief of our Catholic faith that must be lived in our school, community, and home. We believe that showing respect for ourselves, each other and for our environment provides for harmony and personal growth. In accordance with the Alberta Human Rights Act, we believe all students have a right to resources, services and facilities required for their learning and comfort. We celebrate our accomplishments and cherish that each person brings gifts, talents, and interests to our community to develop and share. We are dedicated to teaching students' appropriate behavior towards themselves and others. We expect students to behave in an appropriate manner, which does not interfere with the learning or behavior of others. We believe that people perform better when they know what is expected of them. 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 St. Thomas Aquinas School.

Expectations for Appropriate Behaviour

Students and parents are to conduct themselves in a manner that is respectful and contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration in assemblies, during morning announcements and through the Agenda Book. We have set behavioral guidelines for the school as a whole and have asked each teacher to apply programs and procedures designed to maximize student learning and responsibility. Since each teacher has a different style, specific expectations and procedures will vary from class to class. Expectations of students and school rules are outlined at the beginning of the year and are regularly reviewed with students. Students are expected to conduct themselves according to the requirements set out in the Education Act and are outlined as follows:

School Act Part 1, Section 12—Student Responsibilities

A student shall conduct himself or herself to comply with the following code of conduct:

1. be diligent in pursuing the student's studies.
2. attend school regularly and punctually.
3. co-operate fully with everyone authorized by the board to provide education programs and other services.
4. comply with the rules of the school.
5. account to the student's teachers for the student's conduct.
6. respect the rights of others.
7. 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
8. refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means.
9. positively contribute to the student's school and community.

School Act Part 1, Section 16.2—Parent Responsibilities

A parent of a student has the responsibility

1. to take an active role in the student's educational success, including assisting the student in complying with section 12,
2. to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
3. to co-operate and collaborate with school staff to support the delivery of supports and services to the student,
4. 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
5. to engage in the student's school community.

Expectations of Student Behaviour:

Students are expected to follow the expectations set out in the School Act, our school conduct policy; and the expectations set out by their teachers. These details are described below; and are given to students by their teachers at the beginning of each year, student expectations are not exclusive to these detailed.

Electronic Device Policy

Our policy is in alignment with Alberta Education's announcement to limit distractions in classrooms across the province. A personal mobile device is any device that can be used to communicate with or access the internet and includes:

- Cellphones
- Tablets
- Laptops
- Smartwatches

General Restrictions

- **No Use of Personal Mobile Devices During Instructional Time**

Students will not be allowed to use personal mobile devices during instructional time.

Only Laptops/Chromebooks may be used as directed by school staff for learning purposes.

- **Devices Must Be Silent or Powered Off and Stored Away**

If students bring personal mobile devices to school, they must be kept silent or turned off and stored in their locker. If students do not have lockers, they must be stored kept silent or turned off in a backpack, or another secure location. Students who choose to bring personal mobile devices to school do so at their own risk. The security and storage of these devices is the sole responsibility of the student.

- **No Access to Social Media**

Students will not be able to access social media on school networks or school devices. Known social media sites will continue to be blocked from Division networks.

More information can be found on our website, ecsd.net/devices.

In summary, students at St. Thomas Aquinas cannot bring phones, tablets, or smart watches to class. Students choosing to bring these to school will be expected to put it away before the start of the school day, and will only be allowed to retrieve it after the school day is over. These devices will not be allowed at recess or lunch hour. If students need to contact their parents, we expect that this would be done via the office. If a student needs to leave school, this must be communicated through the office.

If a student is found to be using a phone, tablet or a smart watch during school day, we will work with the student to ensure they understand the rules moving forward. Repeated offenders will have a consequence of the device being taken away. If the student continues to break this rule, a parent will have to come to pick the device up at the school and meet with the administration.

Students who require personal mobile devices for health reasons or specialized learning needs can coordinate with school administration to receive appropriate accommodations. Exceptions will be made to ensure that these students have the necessary tools to support their well-being and educational requirements.

Students may use school and personal laptops/Chromebooks, only as directed by the teacher for learning purposes only. Students and parents are expected to read and sign our ECSD Responsible Use Agreement; as well as read and understand the digital citizenship information. As we move forward to meet the learning needs of our digital generation, we need to teach the students to use technology responsibly so that they continue to ensure their privacy and the privacy of others is maintained.

St. Thomas Aquinas Elementary/Junior High Standard of Student Dress

Philosophy

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all.

*Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices*

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

*Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.*

St. Thomas Aquinas Standards of Dress

- Student dress must maintain personal safety and the safety of the school community.
- Students are not permitted to wear articles of clothing, jewellery or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging. Underwear must not be visible or exposed.

Students may wear if they are in alignment with this standard's philosophy:

- Tops: shirts, sweatshirts sweaters or hoodies.
- Bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts.
- Footwear; an indoor pair of shoes as well as an outdoor pair of shoes, these must be changed when entering the building. This is to ensure the safety of all staff and students from slipping on wet or dirty floors.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for children and youth.
- Courses or activities may require specific attire for safety or curriculum purposes (i.e. CTF/CTS, PE, Science labs, fieldtrips).
- Hats and other headwear which allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.

Students may not wear:

- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status.
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.

Students who have not met the standard, as outlined above, will be addressed at the first possible opportunity for a private conversation. The staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:

- Wearing another article of their own clothing which they have at school that is in alignment with the standard.
- Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard.

Closed Campus

St. Thomas Aquinas School has a closed campus policy, all students must stay on the property of the school during school hours including lunch; unless they have permission from their parents to go home and these arrangements must be made with the administrative staff.

Unacceptable Behaviour

Bullying

Bullying is defined in law as "the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse." Students who experience bullying are encouraged to report such incidents to their teachers, parents, and the administration depending on the severity and frequency of the action. Students

will be taught how to recognize and deal with bullying. Bullying of students could result in an immediate suspension from school. Also, the police may be involved in the investigation of bullying incidents. Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250 fine.

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 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, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Students who experience discrimination are encouraged to report such incidents to their teachers, parents and the administration depending on the severity and frequency of the actions. Students will be taught how to recognize and deal with discrimination.

Defiance and Repeated Violation of General Expectations

Repeated violation of general expectations or a continual disregard of classroom rules may result in an out-of-school suspension. Any act of defiance, that is, refusing to comply with a reasonable request from a staff member, may result in an immediate suspension.

Physical / Verbal Abuse or Harassment

Physical abuse of any type to anyone could result in an immediate suspension. Verbal intimidation or harassment could also result in an immediate suspension. At St. Thomas Aquinas, there is no such thing as "play fighting" – and therefore this will not be considered an acceptable excuse for physical contact with another student. Police may be involved if deemed appropriate by the school administration.

IMPORTANT NOTE: Students who choose to watch, record or encourage other students in a physical fight might also be suspended from school. The fact that they have an audience encourages those students who are fighting to continue the conflict, as they do not want to "lose face" in front of their peers. Thus, the spectators are viewed by the school administration as being a major contributing factor to the continuation of the fighting, and they will be treated accordingly.

Improper or Profane Language

The use or display of improper or profane language could result in a suspension from school. Students who use profane language in addressing a teacher will be suspended from school.

Vandalism

Vandalism to school property will result in an immediate suspension and/or community service* depending on the circumstances. Students will be expected to pay fully for any damage caused deliberately or through carelessness.

*Community service occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, support staff). This is for a specific number of hours in a specified period

Theft

Theft of property, either from the school or from another person, is strictly prohibited. Restoration of the stolen property is mandatory. In some instances, cases of theft would be referred to the police.

Illegal Drugs or Substances

Possession or use of illegal drugs or substances on school property or in sight of school property will result in an immediate suspension and may lead to expulsion from the school. In cases of drug use, the police will be involved in the investigation and charges could be laid.

Behaviour Dangerous to Self or Others

Students who engage in reckless or dangerous behavior could be suspended from school. If appropriate, the police will also be involved in the investigation.

Weapons

Possession of a weapon or presentation of any object meant to threaten or intimidate will result in immediate suspension. Any item that could be used as a weapon and is brought to school will be confiscated and turned over to the police. Police may be involved if deemed to be appropriate by the school administration.

IMPORTANT NOTE: This rule also applies to toy knives and guns. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

We concentrate on positive behavior and attitudes, however, there are times when a student has difficulty recognizing their responsibility as a student. In such cases, we have outlined several possible consequences for behavior. When a student

behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support & caretaking staff) will apply the most appropriate action. Based on individual needs, the policy contains a continuum of support to correct unacceptable behaviors as well as support students who are impacted by inappropriate behavior. These are some of the consequences and supports that may be put in place:

- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behavior expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the bus
- In-school suspension
- Out-of school suspension- severe breach of conduct will be suspended in accordance with section 31 of the Education Act.
- Behavior contract
- Involvement of outside agencies
- Support for both the instigator and the victim will be made available as needed. Support may include Access to an Emotional Behavioral Specialist; Family School Liaison Worker; a referral to the appropriate Mental Health Supports.
- Involvement of Police
- Recommendation for expulsion

As might be expected, the more serious the behavior, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of inappropriate behavior and the age, maturity and individual circumstances of student, are also considered. Preventative and supportive procedures for minor breaches of conduct will be provided as well as fair, corrective interventions to address major breaches of conduct.

This Student Code of Conduct Policy was developed by the school community and was:

- Based on input from student, parents, and school staff;
- Is reflective of the expectations of students as addressed in legislation and district policies;
- Will be communicated in writing to all member so the school community on an annual basis;
- Will be reviewed and adapted annually by school community members.

My child and I have read and discussed this conduct policy; we understand that my child must be in good standing to participate in extra-curricular activities.

Student signature

Parent signature