



SCHOOL MISSION STATEMENT

Guided by the Gospel, Catholic tradition and International Baccalaureate® philosophy, Annunciation Catholic Elementary IB World School empowers all students to become internationally-minded, life-long learners and contributing world citizens who are stewards of the Earth.

SCHOOL VISION

Inspired by the Catholic faith, students will learn, work together and make informed choices as internationally-minded citizens.

MISSION OF EDMONTON CATHOLIC SCHOOLS

To provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.



EDMONTON CATHOLIC SCHOOLS

STUDENT CONDUCT POLICY

At Annunciation, we believe that everyone is created in the image and likeness of God. We strive to provide a welcoming, caring and safe environment where each person is accepted as a child of God, treated with respect, and also given the dignity that comes in being held accountable for one's actions and attitudes. By supporting the development of IB's attitudes and the learner profile attributes, we encourage students to make positive choices, act appropriately, and reflect on their actions to deepen their own personal growth.

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 the school setting.

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.

This conduct policy is reviewed each spring and adjusted annually by staff, School Council and students. It is then reviewed with students at the beginning of the school year.

EXPECTATIONS FOR APPROPRIATE BEHAVIOR

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 Section 12 of the Alberta School Act (2015):

A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,**
- (b) be ready to learn and actively engage in and diligently pursue the student's education,**
- (c) 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,**
- (d) respect the rights of others in the school,**
- (e) 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,**
- (f) comply with the rules of the school and the policies of the**



board,(g) co-operate with everyone authorized by the board to provide education programs and other services,

(h) be accountable to the student’s teachers and other school staff for the student’s conduct, and

(i) positively contribute to the student’s school and community.

The School Act also empowers the teachers and principal with the disciplinary authority needed to enforce this code.

Annunciation School is committed to providing students with a school environment that is both safe and conducive to learning. 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. Students are to conduct themselves in a manner that is respectful. In addition to information in the sections of this handbook on *dress and personal property, gum, head gear, sunglasses, gaming devices, physical contact between students, or anything that might interfere with teaching or learning is not allowed.* Cell phones and personal digital devices must not be operated inside the building during school hours without the permission of a teacher. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration in assemblies, during morning announcements and through the school newsletter and 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.

The school has supports (school staff, Emotional Behavioral Specialist, Family School Liaison Worker) in place to support those students in correcting unacceptable/inappropriate behavior as well as for those students impacted by inappropriate behavior.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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 a number of possible consequences for behavior. Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances. When a student behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support or custodial staff) will apply the most appropriate action. That action may include preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct. One or more of the following can be expected to occur:

- 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
- Referral to Attendance Board
- Behavior contract
- Involvement of outside agencies
- Involvement of police
- Expulsion.

Students may be restricted from participating in activities that are considered “privileges” or extra-curricular. Students may be disallowed to attend curricular based field trips at the discretion of the classroom teacher or administration due to safety of all. If not given permission to attend these field trips then the curricular outcomes addressed by the field trip will be met by an alternative means.

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 of student, are also considered. The following are considered major forms of inappropriate behavior and will be dealt with severely, whether or not they occur within the school building, during the school day or by electronic means:

- Bullying (repeated behavior that involves a threat or harm against another person)
- Open opposition/defiance to authority
- Physical or verbal abuse
- Profanity
- Use or display of improper or profane language
- Willful damage to property
- Theft
- Possession or use of illegal drugs or substances
- Behavior dangerous to self or others
- Possession of a weapon or presentation of an object intended to threaten or intimidate
- Repeated violation of general expectations
- Continual disregard of classroom rules
- Contravention of the code of conduct set out in the Alberta School Act (2015).

BULLYING

- Bullying is defined as the repeated 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 individuals in the school community (whether at school, out of school or online).
- Any form of bullying will not be tolerated. Each situation is unique and will be dealt with as such.
- Students are responsible to report bullying to any adult they trust. This may be done using any form of communication.
- The school has supports (school staff, Emotional Behavioral Specialist, Family School Liaison Worker) in place to help those who are affected by bullying or other inappropriate behavior.

SUSPENSION

In accordance with Section 24 of the Alberta School Act, the principal may suspend a student if in the opinion of the teacher or principal the student has : (a) failed to comply with Section 12 of the Alberta School Act, or (b) 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.

- A student can be suspended from school for a period of up to five days. Parents will be informed of the suspension and a letter will be sent home.
- While at home, the student will be responsible for work missed.

- Following a suspension, a student may be required to come in with their parents/guardians to discuss the student's commitment to positive behavior.
- According to Section 12 of the School Act, the school may recommend that the student be expelled.

RESPONSIBILITIES

Students learn best in a positive learning environment. We expect students and parents to recognize their responsibility in developing student behavior and conduct and that the partnership between home and school is vital to student success.

STUDENTS

Students will meet the expectations for behavior while on school property or when involved in any school sponsored or related activities. Students will exercise their responsibilities to use their God-given talents and abilities to gain maximum learning benefits from their school experiences. We expect that they will contribute to a positive learning environment.

In addition to expectations for behavior laid out in Section 12 of the Alberta School Act (2015), we expect that students will:

- Assume responsibility for their actions and choices
- Demonstrate the IB attitudes of creativity, integrity, tolerance, enthusiasm, commitment, appreciation, independence, cooperation, respect, empathy, confidence and curiosity
- Seek help from staff to assist in problem solving
- Report to their homeroom teacher or to an administrator any student who contravenes the Student Conduct Policy. This may be done through disclosure to a parent who would then report the behavior.
- Respect and celebrate our Catholic identity.

PARENTS

Parents play a vital role in developing student behavior and conduct that contributes to a welcoming, caring, respectful and safe learning environment. In accordance with expectations laid out in Section 16 of the Alberta School Act (2015), parents have a responsibility to:

- Make decisions respecting their child's education,
- Take an active role in their child's educational success,
- Ensure that their child attends school regularly,
- Ensure that their conduct contributes to a welcoming, caring, respectful and safe environment,
- Cooperate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- Respect the professional judgment of teachers, principals, other school staff and professionals providing supports and services in the school, and
- Engage in the child's school community.

In addition, we expect that parents will:

- Send children to school rested, well fed, appropriately dressed and mentally ready to participate in learning
- Inform the school about essential information
- Review our conduct policy with their children and ensure their children's understanding
- Monitor homework assignments and assist when necessary
- Work with the school to resolve student behavior issues as they pertain to their child
- Report information disclosed by their child as it pertains to the Student Conduct Policy
- Assume responsibility for their child's behavior.