



2019-2020

J.H. Picard Junior and Senior High Student Code of Conduct

Our school policies serve to create a welcoming, inclusive, warm, safe, respectful, positive and caring school environment where student learning and safety are primary and require the collective responsibility of students, parents and staff. Our perspectives are shaped by our faith realizing that each person is unique with special gifts and possesses the divine within them. Our humanness means that our life journey will be one that will involve both good and poor choices. When we make poor choices, we must be accountable for them, be prepared to heal any hurt caused by our actions and deal with the consequences for these choices.

In this environment the goodness, dignity, and worth of all are recognized and all are held accountable for their actions. Along with the teachings of the Catholic faith the following will be embedded in this policy:

- a. Alberta Human Rights Act
- b. School Act (Education Act)
- c. Alberta Bill of Rights
- d. Canadian Charter of Rights and Freedoms
- e. The Alberta Act, 1905, pursuant to Catholic Denominational Rights

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 École J.H.Picard School.

J.H. Picard School Mission

J.H. Picard's mission is to provide inclusive Catholic French Immersion education building competencies through learning that is engaging, creative, personalized, relevant and unique to each student preparing them to live fully and to serve God in one another and in our world.

Honesty

Honesty takes courage and is full revelation of the truth. In our humanness, we must be prepared to grow from our poor choices by first being accountable for our actions. To possess integrity of self, trust and understanding from others, honesty is essential. We expect our students to ALWAYS be honest with first themselves and with others.

"those who are with God are those 'who stand by their honesty, even to their hurt'".

Psalm 15:4

"If we live by the truth and in love, we shall grow in all ways into Christ"

Ephesians 4:15

Respect and dignity

Respect and dignity permeate everything we say verbally, digitally, non-verbally, and in our actions. Our language, our words, and our actions MUST ALWAYS be respectful of others.

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 Ecole J.H.Picard.

Policy Development:

The Student Code of Conduct Policy is developed by the school community:

- Based on the input from students through the student councils for junior high and high school, and through the “Speak Out” student forum held annually at JH Picard.
- Based on input from staff through discussions and review at general staff meetings.
- Based on input from parents through discussions and review at the School Advisory Council meetings.
- Policies are reflective of the expectations for students as addressed in the School Act legislations and district policies
- Communication of policies are included in the student agendas, reviewed with students at the beginning of each school year, and are available on the website and JH Picard myecsd portal.

School Act: According to the School Act – Section 12, a student shall conduct himself or herself so as to reasonably comply with the following conduct:

- a. be diligent in pursuing the student’s studies;
- b. attend school regularly and punctually;
- c. co-operate fully with everyone authorized by the board to provide education programs and other services;
- d. comply with the rules of the school;
- e. account to the student’s teachers for the student’s conduct;
- f. respect the rights of others;
- g. 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;
- h. 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;
- i. positively contribute to the student’s school and community.

According to the School Act – Section 16.1, liability for damage to property by student

1. If property of a board is destroyed, damaged, lost or converted by the intentional or negligent act
 - a. of one student, the student and the student’s parent are jointly and severally liable to the board in respect of the act of the student, or
 - b. of 2 or more students acting together, the students and their parents are jointly and severally liable to the board in respect of the act of the students.

According to the School Act – Section 16.2, a parent of a student has the responsibility:

- a. to take an active role in the student’s educational success, including assisting the student in complying with section 12,
- b. to ensure that the parent’s conduct contributes to a welcoming, caring, respectful and safe learning environment,
- c. to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- d. 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
- e. to engage in the student’s school community.

According to the School Act – Section 24, Suspension:

1. A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal
 - a. the student has failed to comply with section 12,
 - b. the student has failed to comply with the code of conduct established under section 45.1(2), or
 - c. 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
 - d. the student has distributed an intimate image of another person in the circumstances described in section 1(1.1). “intimate image” means an intimate image as defined in the Protecting Victims of Non-consensual Distribution of Intimate Images Act;

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, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Examples of acceptable behavior

- Actions that contribute to the school environment that are welcoming, inclusive, warm, safe respectful, positive and caring where student learning and safety are primary.
- Refrain from, report and refuse to tolerate bullying or disrespectful behavior at school or outside of school by words, action, physical or electronic means.
- As a witness or bystander, inform a trusted adult in a timely manner of any bullying, harassment, intimidation or acts of disrespect causing hurt to others or damage to property at school or after hours.
- Attend school punctually and regularly
- Learning as a priority, requires diligence to one’s studies, responsibility to completion of all assignments, efficient and effective use of ‘apprentissage autonome’, organization and honouring all assignment deadlines and exam dates.
- Know and comply with all school guidelines and expectations
- Cooperate and respect school staff always
- Contribute positively to your school and your community.
- Act in ways that honour and positively represent you and your school on and off site.
- Be accountable and take responsibility for behaviors towards students, staff and community always.
- Evidence of a student’s first priority as their academic success is demonstrated by passing school grades, regular attendance, punctuality and completion of all evaluations and assignments.

Examples of unacceptable behavior that has an impact on the school or individuals in the school.

- Behaviours or attitudes that are not in compliance with Section 12 of the School Act.
- Behaviours that discriminate against an individual or group of individuals for race, colour, ancestry, place of origin, religious beliefs, gender and gender identity, physical or cognitive abilities, marital status of parents, family status, economic status, or sexual orientation.
- Acts of bullying, harassment, alienation, or intimidation.
- Open opposition to authority
- Physical, verbal or mental abuse to self or others
- Use or display of disrespectful language

- Theft
- Assault or physical violence
- Possession or use of illegal substances on school property or during school time.
- Behaviours that violate safety and create unsafe conditions to others.
- Willful or irresponsible actions that cause damage to property of school or others
- Possession or use of a weapon or object intended to threaten or intimidate others
- Repeated violation of general expectations
- Repeated disregard of classroom environment or guidelines that interfere or compromise the learning of others.
- Contravention of the Criminal Code of Canada or the code of conduct set out in the School Act

Severe breach of conduct will result in suspension in accordance with Section 12 of the School Act and could extend to possible recommendation for expulsion. The above are considered severe breaches of conduct and will be dealt with accordingly.

Consequences and supports available for unacceptable behaviour.

A student not fulfilling the expectations of a student according to section 12 of the School Act, may be subjected to one or more of the following consequences which take into consideration age, frequency, remorse for one's actions, prior incidents and factors unique to the individual. Consequences will include preventative, supportive and corrective procedures.

- **Verbal warning** – a reminder that the behaviour is inappropriate and an alternative strategy is agreed upon for future incidents.
- **Problem solving process** – upon identifying the problem the student will be involved in problem solving with teacher and/or administration to meet behavior expectations and will be monitored and assessed for achieving these expectations.
- **Contact with home** – used in conjunction with most consequences to ensure parents are informed and involved. The communication with parents is documented.
- **Parent-student conference with school staff** – parents will be called to a meeting involving student, parents and school staff to discuss incidents and formulate a plan of action.
- **Detention** – Additional time spent under the supervision of a teacher /administrator outside of instructional time.
- **Behaviour contracts** – if it is deemed necessary, students will be involved with a design of a behavior contract, naming the goals of the contract, the plan of action, the supports needed, and the consequences for breach of the contract that will be signed by student, parents and administration.
- **Relocation** – student temporarily relocated to a supervised location to complete specific course assignments.
- **Removal of privileges** – ineligible for extra-curricular groups, field trips, etc. until behavior shows consistent improvement.
- **Involvement of Edmonton Police Services** – for any actions that are illegal, Edmonton Police Services will be involved.
- **In-school suspensions** – student does all required work in a supervised isolated area away from other students.
- **Verbal or written apology by student** – student take responsibility for their actions by communicating their responsibility and remorse for their actions.

- **Replacement or repair damaged property** – any property damage cause by a student are the full responsibility of the student to repair or replace damaged property.
- **Bus suspension** – when students have multiple bus infraction reports from the bus drivers, they may be suspended short or long term from the bus services.
- **Referral to Attendance Board** – Students in violation of the school act section 12 b for regular attendance and punctuality, will be referred to the legal body of the Attendance Board, if communication between the school and parents has not been effective.
- **Alternative suspension** – upon acceptance into the YMCA program and with the support of the parents, students will attend the YMCA Alternative Suspension program which gives them the support to complete school assignments and participate in programs with youth counsellors.
- **Suspension from school** – temporary removal from course, program, class, school bus, school or school property for a specified period.
- **Expulsion to alternative program** – student loses privilege of attending school but is eligible to attend an alternative education program provided by the board, subject to terms of re-enrollment between the student, parent and board as per section 12 of the School Act.

Student Support Services at J.H. Picard:

Teachers and/or administration will communicate with parents when concerns arise and document the contact. Meetings with parents, student, teachers, support services, and administration may be scheduled and serve the purpose of developing a plan of action for future success. In any incident, depending on the situation and the unique needs of the individual involved, the goals are to provide supports to the students to assist in the process of understanding the reasons contributing to the behaviours or actions in efforts to assist students to correct behaviours and make better choices. Therefore, the referrals will be dependent on the needs of the student(s) involved and can be one or more of the support services below.

Available to support students who engage in appropriate behaviour or are impacted by inappropriate behaviour are the following resources at J.H. Picard:

- **Learning coaches:** to assist students and their teachers in accommodating student learning needs.
- **Grad coach:** to assist students in successful high school completion and to help them plan for post-secondary educational goals.
- **Counsellor:** students are invited to speak to a counsellor and at times may be recommended to do so.
- **STAY Advisor:** is a resource with many years of experience in EPS available for students. The STAY Advisor works in the school to educate students to make good choices and gain awareness in different dangers presented to them such as internet use, drugs, vaping, alcohol, bullying, role as bystanders, involvement in legal matters and habits that are not conducive to success at school.
- **Youth Psychologist:** to assist students who are dealing with depression, anxiety, self harm, and stresses that are inhibiting their wellness and performance at school.
- **Family Services Liaison Worker:** Support to families and bridges school to home services.
- **Teachers:** are not counsellors but they are always open for students to confide in so that the teacher can help the student be directed to the appropriate support services.
- **Administration:** have student well-being and safety as a priority and any student can approach administration when they witness inappropriate behaviours or are concerned about their safety.

Specific policies:

Attendance

According to Section 12 (b) of the School Act, “students must attend school regularly and punctually.” Achievement in school is dependent on regular and punctual attendance. If expectations are not met, one of more of the following consequences may result: losing privileges, suspended from extra-curricular activities, making up time in “apprentissages collectifs” on Thursday afternoons, or working lunches at junior high, withdrawal from the class, or withdrawal from the school. Non-urgent medical and dental appointments should be made outside of regular school hours.

The following is a list of acceptable reasons for student absences. Medical reasons should be supported by medical notes to keep on file:

- Student illness
- Emergency [accident or extreme weather]
- Medical emergency or specialist appointment
- Death or serious illness in the family

Procedure to report an absence:

- a. When a student is absent from school, his/her parents or guardian must call the school at 780-433-4251 or email Vicky.murray@ecsd.net
- b. Extended absences involve students missing many instructional hours which does have an impact on their learning and are not recommended for student success. Any extended absence requires students to complete the “Planned Absences form” available at the office. It is the student’s responsibility to take the form and meet with every teacher to go over expectations and deadlines recorded on the form. The form must be signed by the teachers, student, and parent/guardian, and administration. This form must be handed in to the General Office for file purposes.
- c. Students who are absent without an acceptable reason will have their attendance marked as an unexcused absence “AU” and parents will be contacted by telephone.
- d. Students failing to comply with ‘regular attendance’ guidelines will be assigned a final mark in that course which along with the accumulated absences, will be reported to Alberta Education on their permanent academic record.

Attire

Students are required to wear appropriate clothing that reflects a professional place of learning and not a beach. Therefore, students are to dress accordingly. Clothing not appropriate are: short shorts or skirts, clothing that expose bellies, muscle shirts, strapless shirts or spaghetti straps, anything too sheer. Where necessary, students will be given the opportunity to find more suitable clothing at school or they may be sent home to change.

- Outerwear such as coats and jackets must be stored in student lockers and not worn in class.
- Footwear should not mark floors.
- Headwear and sunglasses are to be stored in student lockers and not worn in class.

Autonomous learning time or “l’apprentissage autonome”

- Students have choices for their autonomous learning time which allows them to attend various classes of choice where students are given voice in what is most suitable for their personal needs.

- Apprentissage autonome or Autonomous Learning Time **IS** part of their instructional hours and is **not** optional.
- Special presentations are organized, study areas are open, and additional time with teachers in any of the core subjects are available for students to attend.
- Students are **not** allowed to leave the premises during “l’apprentissage autonome” because this is instructional time where they are engaged in learning, and where any absences fall under unacceptable behaviours of skipping.

Academic honesty: Cheating / Plagiarism

Presenting work that is not genuinely a student’s own work is an act of academic dishonesty and will not be tolerated. Each course outline will have the policies clearly stated of expectations and consequences for academic dishonesty.

Fighting

Fighting in school or on school grounds will not be tolerated under any circumstances. Consequences for fighting will include suspension and/or expulsion in accordance with Section 12 of the School Act. Any student fighting may also be dealt with by the Edmonton Police Services.

Bullying

École J. H. Picard defines bullying as “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 other individuals in the school community, including psychological harm or harm to an individual’s reputation”. Forms of bullying include and are not limited to : disability, sexual orientation, gender identity, sexuality, race/ethnicity/religion, or other issues.

Students will:

- refrain from bullying
- refuse to tolerate bullying even if it happens outside of the school or school hours or electronically
- immediately report incidences of bullying to staff and parents through dialogue and/or writing

Students may report bullying by:

- telling an adult staff member at the school
- telling a parent/guardian
- calling the Kids’ Help Line at 1-800-668-6868

Gambling

Gambling and gambling type games are not allowed on school property.

Harassment

Threatening any member of the J.H. Picard community (physical/mental harassment, indignity, defamation, injury or violence whether in person or via social media will be treated as a criminal offence and referred to Edmonton Police Services and/or school administration.

Consequences could result in suspension and/or expulsion in accordance with Section 12 of the School Act.

Insubordination

Section 12 of the School Act outlines student responsibility to the adults put in charge of the delivery of their education program, including guest instructors, post-graduate education students, and service personnel working in the school. Students shall comply with the authority given to all staff members. [ie, custodial, support staff, substitute teachers, teachers, and administration].

Language

Students and J.H. Picard community members are expected to use language in a manner that show respect for themselves and to others in our community.

Lates

According to the Alberta School Act Section 12b students shall attend school regularly and punctually. Students have time between all classes and have the responsibility to be in their classes on time. Teachers are expected to deal with students arriving late. If punctuality continues to be a problem, this will be referred to administration.

Locker Use

All students will rent a lock and a locker to store their personal belongings. It is understood that students will care for what is deemed as school property. No changes in lockers and locks shall occur without the consent of the administration. Lockers **must be locked at all times** keeping locker combinations confidential. Students may not write or put stickers on any lockers. Any damage caused in the removal of writing or stickers will be at the cost of the student which would include the electrostatic painting charges which is a costly process.

Missing assignments and exams

Students are responsible to meet the deadlines for their assignments and exam dates. If circumstances arise that require extensions, students must communicate with their teachers in advance of the deadlines. Assignment completion and exams are mandatory and not optional. By communicating with teachers, arrangements can be made to use the 'L'apprentissages collectif' / Collective Learning on Thursday afternoons or 'Dîner productif' / Working lunch which is setup to accommodate students. These times are set aside by teachers to ensure students complete required course work. Students are required to bring their own lunch.

- Students failing to complete required work or miss exam dates for unexcused reasons, fall under unacceptable behaviours and are not habits conducive to their success.
- Course outlines provided to each student detail the expectations of students in any course for assignments, exams, and grading guidelines.

Possession or use of illegal substances

Any student possessing, using or selling illegal substances will be dealt with by the Edmonton Police Service and/or school administration. Consequences for violations of illegal substances such as cigarettes, drugs, alcohol, or vapors will include suspension and/or expulsion in accordance with Section 12 of the School Act. Students may face charges where warranted.

Smoking, vaping, or e-cigarettes

Students are NOT permitted to smoke or possess any tobacco, e-cigarettes, vapors, or vape products at any time on school property or near the school.

Spares

Students in grade 10 and 11 must carry a full course load and are not permitted spares. Students in Grade 12 who are registered for a full year, must have 30 credits of classes. Students who have spares, are to be in the cafeteria or media center. Students are not permitted to be in any other areas of the school during their spares.

Vandalism

Students are expected to respect school property and the property of others. We encourage students to report any vandalism to the administration. Students who willfully or carelessly cause damage to school property will, as a minimum, be responsible for the cost of repairing the damage. Further consequences and criminal charges may be deemed necessary and appropriate.

The following additional items also apply:

- a. Lockers are the property of the school and should not be damaged in any way. School administration reserve the right to search lockers.
- b. All posters, notices, and advertisements require a Principal's approval.
- c. Students should keep all school property free from graffiti (i.e. books, furniture, etc.).
- d. Students are expected to use the garbage/recycle containers provided.
- e. When property belonging to the school district is destroyed or damaged by the intentional or negligent act of a student, the student and the parents or guardian are jointly liable and may be required to compensate for any damages or losses incurred.
- f. Any student who may be required to make restitution or pay compensation for destruction of property and who fails to do so may be suspended from school and/or subject to legal action by the School Board for the purpose of obtaining the compensation.

Visitors/Trespassing

All visitors must report to the main office for approval of visitation. School visitors who do not obey school rules will be asked to leave and may be subject to the Trespass to Premise and/or School Act.

Religious and Special Celebrations

Students are expected to attend all religious and special celebrations on or off campus. Students will maintain respectful and appropriate attitudes and behaviours during celebrations. Offsite celebrations or events are to be attended by using school provided transportation only.

Offsite School Activities

Students participating in any offsite school activity as representatives of École J.H.Picard must act according to all the same expectations outlined in this student code of conduct policy. Students should show the same respect to the place and people they are visiting and their supervisors as they would anyone from École J.H.Picard.

Social Media Etiquette and Onsite Computer Usage

École J.H.Picard students are expected to comply with the *ECSD Responsible Use Agreement* as signed and agreed upon during registration. Any violations will result in loss of access.

Discrimination

The Alberta Human Rights Act prohibits discrimination on the basis of an individual's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation. École J.H.Picard follows the *Commitment to Inclusive Communities in Edmonton Catholic Schools*.

Lunch Hour

Grades kindergarten to grade 9 students are to remain **on school property** during lunch hour and during school hours.



Commitment to Inclusive Communities in Edmonton Catholic Schools

“With respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, colour, social condition, language or religion, is to be overcome and eradicated as contrary to God’s intent.”
(Gaudium et Spes, 29)

Edmonton Catholic schools share a foundational belief that all children are unique, loved by God, and created in God’s image. As such, all human beings are inherently sacred and must be treated with dignity and respect. Based on this belief the mission of each school is to help students grow as children of God in all aspects of their person: physically, academically, socially, emotionally, morally and spiritually.

The Catholic Church teaches that:

- (a) respect for every individual flows from their dignity as a person
- (b) respect for the human person proceeds by way of a recognition of the principle that everyone should look upon their neighbour (without exception) as another self, and in this always bear in mind all that is necessary for them to live with dignity
- (c) respect for the fundamental rights of the person, demands that every type discrimination, whether based on sex, race, colour, social condition, gender identity and expression, sexual orientation, language or religion is to be overcome and eradicated as contrary to God’s intent.

Given these teachings and given that which is embedded in the:

- (a) *Alberta Human Rights Act*
- (b) *School Act (Education Act)*
- (c) *Alberta Bill of Rights*
- (d) Canadian Charter of Rights and Freedoms.
- (e) *The Alberta Act, 1905*, pursuant to Catholic Denominational Rights

The Edmonton Catholic School Board is committed to ensuring that all students and staff of Edmonton Catholic Schools and their families will be provided with:

- a fully inclusive school community
- a welcoming, caring, respectful, safe, and Catholic environment
- an environment that is free from discrimination of any type including but not limited to discrimination based on race, colour, gender identity, gender expression, age, physical, and mental characteristics, nationality, sexual orientation, family status, or marital status

Approved: October 13, 2015

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