

Student Code of Conduct Monsignor Fee Otterson Elem./J.H. School 20223-23

Our Philosophy

Honouring Human Potential: academic, spiritual, creative, physical, emotional and social, is an educational goal of Monsignor Fee Otterson Elementary/ Junior High School

We believe if students develop in a culture where they are valued and appreciated, there will be greater potential for them to develop positive behaviour.

Our goal is to have students strive to be responsible for their own behaviour, with the emphasis on respecting the dignity and self-worth of all other students and staff in the school.

We are all called to recognize we are all children of God.

“Love one another as I have loved you.” (John 15:12)

All teachers and their students will develop a “Classroom Creed” based on beliefs and values of their unique learning community – We Belong!

Our Code of Conduct philosophy recognizes that Parents/Guardians are the first educators in all areas and as such have the primary role in ensuring that their child’s conduct contributes to a welcoming, caring, respectful, and safe learning environment.

We affirm that the rights set out in the Alberta Human Rights Act and Canadian Charter of Rights and Freedoms are afforded to all students and staff members within Monsignor Fee Otterson.

BEHAVIORAL EXPECTATIONS

We expect our students to always behave reasonably well and to treat each other and our school staff with the respect that recognizes the inherent dignity we all have as children of God. These expectations cover the entire school day and extend beyond it when social media and other electronic communication is involved. We define unacceptable behaviour as any conduct that negatively impacts an individual in the school or the school generally.

Positive Reinforcement of Expectations

If a student chooses to interfere with the safety and dignity of others or with the teaching/learning process, the student will attempt to resolve the problem, based on the classroom creed and the Learning Behaviour Expectations as outline in the Student Code of Conduct. If the problem is not resolved at the classroom level, the student will be sent to the office and will remain there until contact is made with one of the administrators.

The problem-solving approach will be used by the administration to help each student:

- Identify and take ownership of the problem which lead to the acceptance and appreciation of others.
- Recognize that behaviours can contribute to discrimination or the marginalization of others.
- Inform the student how they can contact a teacher they trust if they are seeking additional guidance.

- Students are encouraged to report acts of bullying to a teacher at the school, parent or guardian or the Kids' help line (1-800-668-6868) to prevent further issues from occurring.
- Seek alternative solutions to the problem which lead to the acceptance and appreciation of others.
- Select the most appropriate solution to the problem.
- Commit to future support of all students impacted.

If the problem continues or escalates the student will return to the office and will be asked to phone his/her parents. This places the responsibility and ownership of the problem in the hands of the student. Parental contact by the teacher or administrator will follow.

Parents may be invited to the school to assist in the development of a positive behaviour plan. The student will be invited to participate in the discussions and solution to the problem.

LEVELS OF DISCIPLINE

When student behaviour fails to meet these expectations, it is our responsibility to take action to address it. Any action we deem necessary will be based on the individual needs of the child involved and attributes such as age, maturity, and individual circumstances. We believe that treating everyone the same is not necessarily "fair" and thus our Code of Conduct contains the flexibility to deal with our students on an individual basis. The consequences of unacceptable behavior will be handled on a case-by-case basis and with considerations of student attributes such as age, maturity, and individual circumstances. Rest assured that we will provide a continuum of supports to students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior. The first two levels below are intended to effectively address minor infractions such as class disruptions including not having needed books and supplies, repeated interruptions, incomplete homework, failure to respect other's space and property, horseplay, and violation of dress code policy.

Level 1 - Verbal Warning · a staff member will discuss the inappropriate behavior with the student who will be encouraged to change their behavior and, if applicable, apologize to any aggrieved party

Level 2 - Out of Class Time-Out · the student will be asked to leave the classroom and be directed to another designated area · the teacher will have a discussion with the student · the teacher will record the incident and possibly contact the parent by phone or email

Major Offences

Major offences may involve time away from the classroom. This could be an in-school time out, suspension, or removal from the school community for a specific duration.

At Monsignor Fee Otterson we have identified the following behaviours as major offences:

- Discrimination: recognizing behaviours that do not celebrate and honour diversity including race, religion, belief, sexual orientation, color, gender, physical discrimination, mental discrimination.
- Fighting or any form of physical abuse (pushing, hitting)
- Emotional abuse: teasing, taunting, gossiping, harassing, intimidating, excluding.

- Abusive language or gestures (name calling, threats)
- Possession of a weapon
- Possession or distribution of drugs
- Vandalism
- Defiance (continuous disruptive behaviour)
- Inappropriate use of digital tools (harassing, threatening)

Major Offences may involve an in school or out of school suspension

Procedures for In-School Suspension

- Parents will be notified
- The student will be placed in an appropriate space where they will work in isolation.
- A problem-solving approach by one of the administrators will be initiated, assisting the student in making better choices.
- students are responsible for all assigned work during an in-school suspension
- The student will meet with the teacher or administrator to discuss a positive entry back into the classroom on the following day.
- A Phone-call or letter will be sent home to the parents, outlining the circumstances which led to the in-school or out-of-school suspension

Procedures for Out-of-School Suspension

The following procedures will be put into place if it becomes necessary to remove a student from the school community, based on the severity of the situation and in accordance with section 12 of the School Act.

- Parents will be contacted immediately.
- The student will stay home for one or more days and return with his/her parents.
- a written report outlining the circumstances will be forwarded to the parents.
- If a student is not reinstated within five school days from the day of suspension, a letter will be forwarded to School Operational Services outlining the circumstances which led to the out-of-school suspension

The procedures written in this policy are not 'carved in stone'. Each student and each situation are different. We will attempt to always act in the best interest of the student, the class, and the teacher in every situation.

A continuum of supports may be provided to students who are impacted by inappropriate behaviour as well as for student who engage in inappropriate behaviour.

These may include:

- Multidisciplinary Team (behavioural therapists, school counselor, etc.)
- Inclusive Support Team (Family School Liaison Work, etc.)
- Regional Collaborative Service Delivery (Mental Health Therapists, etc.)

As educators, we will focus on the strengths of all students, affirming their good and honouring their human potential.

CONCLUDING STATEMENT

This Code of Conduct is reflective of the expectations of students as addressed in legislation and district policies. It will be communicated annually in writing to all members of the school community and will also be reviewed and adapted as needed. It is our responsibility to teach your children to the best of our ability and to provide a classroom environment that is conducive to learning. Our Code of Conduct will assist us in providing the best possible environment for all students. 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 Monsignor Fee Otterson School. We further 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.

*More on Bullying

Definition: Bullying is 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. Cyberbullying refers to bullying through information and communication technologies.

How to Report Bullying – Students who are the victims of bullying are strongly encouraged to immediately contact school administration or a teacher in the school.

Remember, not reporting it is what the bullies want. Don't allow them to continue their behaviour that is harming you and others. BE BRAVE!