



Ecole Secondaire Lacombe Composite High School (LCHS)

School Code of Conduct

Statement of Purpose

At LCHS we value a positive and responsive learning environment that optimizes student learning and success. LCHS is committed to providing an environment free from bullying, harassment, discrimination and violence. With the combined responsibility of all of the school's stakeholders; school trustees, school staff, students, parents, and community partners, a safe, caring, respectful and inclusive learning environment is possible to achieve.

The *School Code of Conduct* is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community. Our purpose is to promote student learning, growth and understanding as well as ensure that students possess a strong connection to their schools as welcoming, caring, respectful and safe places focused on their individual success. This *School Code of Conduct* will be reviewed annually and publicly available on the school's website.

Vision:

“Success for All Learners”

Mission Statement:

At LCHS we are committed to each student by providing quality learning experiences which develop excellence, responsibility, respect and a desire for lifelong learning.

We Believe In:

- The worth and dignity of each individual.
- The value of individuals for their unique traits, talents and interests.
- A safe environment that fosters mental, physical and emotional growth, while encouraging responsibility, respect and understanding.
- Encouraging individuals to strive for excellence by being the best that they can be.
- Open communication that will promote the spirit of collaboration and cooperation.
- Sharing the responsibility for education with the community.
- Being positive role models for each other.
- Lifelong learning.



Statement Regarding the Alberta Human Rights Act (AHRA)

In accordance with Wolf Creek Board Policy 22 all schools within Wolf Creek School Division No. 72, an attitude of respect for each other is fostered and nurtured amongst all members of the broadly based school community and members of the general public who may attend at schools, or school supported or sponsored functions. Acceptable behaviors must be consistent with the avoidance of discrimination, as discrimination is defined by the Alberta Human Rights Act. AHRA prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income or sexual orientation. Discrimination or bullying of any form, including but not limited to the use of electronic media, at any school or school supported or sponsored functions is not acceptable.

Responsibilities of Students, Parents and Staff

Student Conduct Expectations:

The *School Code of Conduct* establishes expectations, interventions and possible consequences for student behaviour. Students will be held accountable for unacceptable behaviour and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment. Behavior may include use of electronic means (e.g. social media).

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of their school community and accept the responsibility for their behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. While school staff are not able to control what students do outside of school, when the behaviour has impact on the school environment, there may be consequences or interventions for inappropriate behaviour. Students shall comply with the *School Code of Conduct* and the requirements of section 12 of the *School Act* as outlined below:



Acceptable Behaviour:

In accordance with Section 12 of the *School Act* and *the School Code of Conduct*, students have the responsibility to:

- be ready to learn, and actively engage in, and diligently pursue your education;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the Board of Education;
- know and comply with the rules of your school;
- be accountable to your teachers and other staff for your behaviours;
- respect yourself and the rights of others in the school by demonstrating appreciation of diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, socioeconomic status, or appearance;
- ensure your conduct contributes to a welcoming, caring, respectful, inclusive and safe learning environment that fosters a sense of belonging with others in your school;
- refrain from, report and discourage 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;
- inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school;
- always demonstrate behaviours that positively contribute to and honour your school and community.

General Information:

Headgear (including bandanas/scarves):

- Headgear may be worn in the hallways and in the cafeteria. Students and Staff are asked to remove their hats or other forms of head covering upon entering LCHS classrooms, gym or office during regular school hours. This guideline will be waived for special circumstances (e.g. safety, religious considerations or a medical condition as discussed with the school administration) and for special days (e.g., crazy hat day). Headgear is expected to be free of inappropriate statements or pictures (those with connotations related to drugs/alcohol/sex/violence).

Absenteeism and Tardiness:

- Regular attendance and punctuality are necessary for a sound educational program for students. Students are expected to attend all their assigned classes and to be punctual. Students who are absent from class without good reason, as well as those who are chronically tardy, will be considered to have committed a major breach of the Code of



Conduct and will be dealt with according to the Attendance Policy of the school which may result in a suspension from school.

Cooperation:

- A student is expected to fulfill any reasonable request of any adult authorized by the board to provide programs or services at the school. When requested, a student is expected to identify himself/ herself to an adult making that request. Students have the right, and are encouraged to discuss unreasonable requests with a school administrator, but an outright lack of cooperation is considered to be a major offense.

Dress Code:

- Students and staff are to dress appropriately in respectable attire for school. Footwear and shirts are to be worn at all times. Items deemed inappropriate will include: those with vulgar/profane sayings or graphics; those with connotations related to drugs/alcohol/sex/violence; beach wear including bare midriffs; short skirts/shorts; revealing clothing of any kind. Persons deemed to be inappropriately dressed will be asked to rectify the situation by changing into something more appropriate.

Flex Block & Hallway Conduct:

- LCHS staff, students and parents believe in maintaining a safe and secure learning environment. The purpose of this policy is to address the needs of a growing student population where there are challenges in the areas of space and monitoring activity outside the classroom. LCHS believes in an open campus where there is flexibility for students in terms of using the learning commons, common area, meeting with teachers, or leaving campus if students are on Flex. With this flexibility comes responsibility to adhere to the expectations of the school.
- **Flex:** Flex is a formal block of time provided to students within the school day for studying, extra help and work completion. Students, during Flex, are expected to be in the learning commons, student common area or other appropriate learning spaces. Students are not to be in the hallway or parking lots loitering during their Flex Block .
- **Hallway Conduct:** In the event a student needs to be out of class (learning commons, locker, washroom) they are expected to move from one location to the next and not loiter in the hallways. Students in the hallway inexcusably (no permission from teacher or administration) during class time will be escorted back to their classroom by a staff member.
- **Courtesy Phone:** The student courtesy phone is available to students before school, at breaks and lunch, and after school. The phone will not be accessible to students during class time unless in the event of an emergency (speak with the office staff).



Unacceptable Behaviour:

Offences may result in the suspension and/or expulsion of students as per section 24 of the Alberta School Act which states:

- (1) In this section, “suspend” has the meaning given to it in the rules made by the applicable board.
A student may be suspended or expelled:
 - a. If in the opinion of the teacher, the principal, or the board, as the case may be, the conduct of the student does not comply with section 12 of the Alberta School Act,
 - b. Or for any other reason the teacher, the principal or the board, as the case may be, considers appropriate.
 - 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.

Consequences of unacceptable behaviour will take into account the student’s age, maturity and/or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the *School Code of Conduct* is to help students learn how to communicate effectively, resolve conflict, tolerance, understanding, develop empathy and become positive citizens both within and outside of the school community.

Offences may include:

- when a pupil is guilty of open opposition to authority
- when a pupil is guilty of willful disobedience
- for habitual neglect of duty
- for the use of improper or profane language
- other conduct injurious to the moral tone or well-being of the school.
- ongoing behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions;
- acts of bullying, harassment, or intimidation/discrimination;
- acts of violence, physical aggression or threatening behavior;
 - Under no circumstances will physical abuse, directed at anyone in the school, be tolerated. This includes fighting or promoting a fight among others. People watching a fight may be asked to proceed to the office as witnesses. Students may be charged with causing a disturbance by fighting, assault or disrupting proceedings of a school.
- retribution against any person in the school who has intervened to prevent or report bullying, harassment, or stop an incident that might cause harm to others;



- Smoking Policy - LCHS will not permit smoking, including the use of electronic cigarettes and smokeless tobacco, on school property.
 - This includes in the building and in vehicles parked on school property. This policy applies to students, staff and visitors. Additionally, The Prevention of Youth Tobacco Act (Government of Alberta legislation effective April 1, 2003) states: No person under the age of 18 years may: (a) possess, or (b) smoke or otherwise consume tobacco products in a public place. A person in violation of the above is guilty of an offence and liable to a fine of not more than \$115.00. If a peace officer believes a student has committed an offence under this Act, the peace officer may seize any tobacco products related to that offence. Students caught in possession of or consuming tobacco products on school property will: (a) Have the product(s) confiscated; (b) Be subject to school disciplinary measures which may include: Suspension; Referral to the police resource officer (The Prevention of Youth Tobacco Act); Referral to an Addiction Counselor.
- illegal activity such as: possession or use of weapons; possession or use of alcohol, drugs or other forms of intoxicants; possession or use of tobacco or tobacco products
- alcohol and illegal drugs:
 - All persons associated with LCHS, regardless of age, will avoid the use or possession of drugs or alcohol during the time school is in session or during school-sponsored activities. Student behaviour and/or smell and/or an admission will be used to determine usage. Any amount, regardless of how small, will be cause for a minimum 3-day school suspension for alcohol and 5 days for illicit drugs. This policy also includes drug paraphernalia. Brazen use, or particularly distribution, of alcohol or drugs will result in a hearing with the discipline committee of Wolf Creek. At this time the Principal may recommend an expulsion. Students are reminded that lockers are the property of Wolf Creek School Division and subject to search at any time. Students will be held responsible for the contents held in their locker.
- theft or damage of property.



Electronic Device Policy

Staff and administration at LCHS realize that electronic devices (e.g. phones, tablets, laptops, etc.) can be useful in the learning process but only when used appropriately.

Expectations:



- The school's expectation is the same for both online and offline behaviour. The student's role in the school is to be a good citizen by being respectful and an active participant in their learning

Classroom Level Consequences:

- Students using their electronic devices in a manner deemed unproductive, distracting, or harmful/hurtful by staff will be reminded of the expectations and may have their device taken by the staff member. At the discretion of the staff member the device will either be returned to the student OR taken to the office where it will remain until the end of the school day.

Office Level Consequences:

- The student must see an administrator and review the expectations of the electronic device policy. In some cases the device will remain in the office until the parent and/or the administrator reach a decision about appropriate consequences.

Parent/Guardian Procedure for Contacting Students in the Event of an Emergency:

- Contact the office (please refrain from contacting the student directly), Inform the office staff of the emergency and explain what is happening. The student will be called to the office. The student will be provided needed support.

Dealing With Threat and Risk Assessment:

- Wolf Creek School Division adopted policy in January 2003 that mandates school to have “zero tolerance for not responding to threat-making (or threat-related) behaviors” (Policy 106) This means that all threat-related behaviors will be taken seriously and assessed accordingly. Determining what actions will be taken in any case (legal, disciplinary, mental health evaluation, etc.) will depend on context. The purpose of this protocol is to guide administrators through the appropriate steps and procedures when a threat related behaviour or student is brought to their attention. It has been developed based on the work of J. Kevin Cameron, Board Certified Expert in Traumatic Stress, and Superintendent Glenn P. Woods, OIC Behavioral Sciences Branch, Royal Canadian Mounted Police, Ottawa, Canada.

School Supports and Interventions

- Using proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are welcoming, caring, respectful, safe and are conducive to teaching and learning.
- When responding to unacceptable behaviour, first consideration will be given to the safety and security of students, staff, and other members of the school community;



- Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- Appropriate behaviour is consistently encouraged and reinforced, thus increasing social emotional competencies including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making;
- On-going and timely communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.

A pyramid of supports addresses how LCHS creates a safe and caring environment and positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society.

[Ecole Secondaire Lacombe Composite High School Pyramid of Interventions](#)

Parent(s)/Guardian(s) Conduct Expectations:

Parent(s) and guardian(s) are partners with respect to their child(ren)'s education. Section 16.2 of the School Act states 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 the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- c. to cooperate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- d. to encourage, foster, and advance collaborate, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the schools, and
- e. to engage in the student's school community.

Staff Conduct Expectations:



Staff members are partners in the education of the students. WCPS staff have various codes of conduct that they must comply with that stipulate standards of professional practise expected to be demonstrated by teachers and support staff.

Definitions that Pertain to the School Code of Conduct

Bullying: According to Alberta Education (2015) bullying is a repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.

Bullying behaviours are a form of aggression and can be:

- Physical – For example: poking, elbowing, hitting
- Verbal – For example: name calling, insults, racist, sexist or homophobic comments, put-downs or threats
- Social – For example: gossiping, spreading rumours, excluding someone from the group, isolating, ganging up
- Cyber – For example: social or verbal bullying through the use of email, text messages or social media.

Discrimination: The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act (AHRA)* (2015). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons is prohibited.

Harassment: Harassment occurs when someone is subjected to unwelcome verbal or physical conduct. Harassment is a form of discrimination that is prohibited in Alberta under the Alberta Human Rights Act when it is based on one or more of the following grounds: race, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation.

Respect: To show regard or consideration for others.

Responsibilities of Wolf Creek Public Schools



Wolf Creek Public Schools has the responsibility to ensure the safety and well-being of all school stakeholders by adhering to the:

- [Alberta School Act](#)
- [Alberta Human Rights Act](#)
- Wolf Creek Public Schools Administrative Procedures
 - [Administrative Procedure 105: Safe and Caring Schools](#)
 - [Administrative Procedure 106: Protocols for Schools Dealing With Threat and Risk Assessment](#)
 - [Administrative Procedure 308: Sexual Orientation and Gender Identity](#)
- [Teacher Professional Code of Conduct](#)

References

[*School Act, Alberta Education \(June 2015\)*](#)

[*Alberta Human Rights Act \(2015\)*](#)

[*Alberta Human Rights Commission \(2017\)*](#)

[*What is Bullying?*](#)