

SCHOOL CODE OF CONDUCT

STATEMENT OF PURPOSE

At Champs Vallée, the goal of our School Code of Conduct is to maintain a positive, productive, and safe learning environment for all members of our school community. More specifically, the term “conduct” refers to a person’s behaviour, attitudes, and effort while at school or while involved in school-related activities. We understand that learning to adhere to a code of conduct can be a process for students, and therefore a policy that clearly states expectations and outlines discipline procedures is essential to fostering a positive, safe and productive learning environment for all.

ACTION STATEMENT

A policy is only as effective as those people who support it. All stakeholders at Champs Vallée will carry out this policy with the intent to achieve the overall goal of fostering and developing a self-disciplined and positive staff and student body.

CHAMPS VALLÉE STUDENTS RIGHTS

Students have the right to:

- a) feel safe at school.
- b) a school environment free from bullying, harassment and 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 or of any other person or class of persons.*” (Alberta Human Rights Act - Section 4)
- c) seek out a member of staff to report any incidents of bullying, harassment or discrimination.
- d) be treated with respect and dignity by all members of the school community, both staff and students.
- e) have adults take a genuine interest in their concerns or perspectives, and have those concerns and perspectives viewed as legitimate, important, and worth listening to and clarifying.
- f) an education which addresses individual needs and individual potential.

STUDENTS RESPONSIBILITIES AS PER THE *EDUCATION ACT*

As with any set of rights, they come with responsibilities. We expect all students to adhere to these responsibilities. **Section 31 of the Government of Alberta’s *Education Act*** states that a student 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) cooperate 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
- i) positively contribute to the student's school and community.

A student who fails to adhere to these responsibilities may be met with disciplinary action in accordance with our progressive discipline policy (outlined below). It is important to note that students will be held accountable for conduct that occurs outside of the school building or school day and electronically (e.g. social media), if the conduct negatively affects a member of the school or interferes with the school environment. While school staff are not able to control what students do outside of school, where that behaviour spills into the school environment, there may be consequences for the behaviour.

SPECIAL MENTIONS

The following responsibilities deserve special mention:

- Students must **cooperate fully and respectfully with all staff**, in or out of class. This expectation extends to support staff, bus drivers, custodians, coaches or supervisors and substitute teachers. Students are expected to conduct themselves in an exemplary fashion according to all regular school and classroom rules.
- Students who chronically disrupt the learning environment in the classroom by being late, off-task, argumentative, or in any other manner may be subject to consequences if there is no change in behaviour following attempts at intervention.
- **Harassing behaviour**, whether physical, verbal, non-verbal or electronic is considered bullying and will not be tolerated. Students engaging in this type of activity will be dealt with by the administration and possibly the RCMP, and risk being suspended or recommended for expulsion.

PROGRESSIVE DISCIPLINE POLICY

As incidents arise, it is recognized that each situation is unique. Incidents are managed in a consistent manner to ensure that fairness is integral to the process. Please note that fair does not mean equal. Within this process, consideration for consequences will be given for:

- student age
- frequency of incidents
- nature and severity of incidents
- student exceptionalities
- extenuating circumstances
- impact on the school climate

Progressive Discipline is a range of early and later interventions, supports, and developmentally appropriate consequences, and includes opportunities for students to learn from mistakes and that focus on improving behaviour. These may include, but are not limited to:

- Student Success and Character Development strategies and programs;
- providing students with the opportunity to learn life skills such as conflict resolution, anger management, and communication skills;
- utilizing models based on the concepts of peer mediation and/or peer counselling;
- documenting incidents requiring disciplinary measures, and applying the mitigating factors;

- being sensitive to unique circumstances which may affect student behaviour;
- ensuring that contact with the parent(s)/guardian(s) of students, under the age of eighteen, is made early in the disciplinary process;
- maintaining contact with the parent(s)/guardian(s) and involving them in a plan to improve the behaviour until the behaviour is acceptable.

CONSEQUENCES

The school will use a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices. The application of consequences, supports and interventions are determined by the incident and the individual students involved. The following are some examples of potential consequences and supports/interventions, in no particular order.

Examples of Consequences:

- verbal reminder
- warning
- review of expectations / rules
- written or verbal apology
- recess: walk with the teacher
- letter written to parent
- phone call home
- restitution in time, money, or community service
- in-school community service
- loss of recess
- loss of in-school privileges
- loss of field trip privileges
- loss of school team/club privileges
- suspension from the bus
- in-school suspension for one class
- in or out of school suspension
- expulsion

Examples of Supports / Interventions:

- reflective paragraph/essay
- problem solving
- conflict mediation
- social stories
- discussion with parents (next steps, solutions)
- conference with others involved
- restorative justice
- discussion with Principal/A.P.
- positive reward system
- Attendance support
- student/teacher/parent meeting
- case conference with school staff and/or Board consultants
- referral to outside agencies
- Suspension/Expulsion Program

Please note that for a full document of school expectations, please refer to our “School Expectations” document [linked here](#). We thank you for your involvement in your child’s education and your commitment to keeping Champs Vallée a safe, positive and healthy learning community for all involved.

SITUATIONAL RESPECT & RESPONSIBILITIES

For the sake of clarity, we have developed the following chart to help explain students' responsibilities and expectations of respect at different common locations/during common activities throughout the school.

Break/Recess	Learning Commons	Hallways	Restrooms
<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Go out for recess immediately when the bell rings - Follow adult directions - Include others in games. Be a good sport - Head inside quietly & quickly when the bell rings at the end of recess - Responsible & respectful interactions with everyone 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Use a quiet voice - Walk in quietly with staff permission - Use computers respectfully - Follow check-out rules - No eating or drinking in the Learning Commons 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Use a quiet voice - Follow staff directions - Keep hands to yourself - Walk at all times - Walk quietly in a line when requested - Only visit lockers at designated times - Do not disturb other classrooms or students 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Use a quiet voice - Respect the privacy of others - Use at designated times - Keep clean - Only one person in a stall at a time - No drawing on the walls
<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - No use of any form of physical restraint against other students, even in "fun" or as a "practical joke." - No rough-housing and play-fighting. - Be respectful of our school neighbourhood - Use equipment properly and bring all equipment in after - Respect the grounds and plants - Play in designated areas - Dress appropriately for the weather 	<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Return books on time - Treat books appropriately and be accountable for books checked out - Push in chairs and keep your area clean 	<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Label and keep track of your own belongings - Accept responsibility for your own behaviour - Don't push others - Help to keep the school clean 	<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Use before and after recess or during breaks - Wash your hands and exit promptly. - Use the washroom only for its intended purpose
Technology	Classroom	Gym	Before/After School
<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Carry the closed device with two hands - Place a computer in its designated space in the cart and plug it in - Follow grade level and teacher expectations 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Follow any classroom teacher's rules - Use a quiet voice - Keep hands to self - Follow adult directions - Listen to others 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Wait for the teacher before getting the equipment - Play fair - Listen to all the teacher's expectations and instructions 	<p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> - Respectfully wait for your transportation method - Keep hands to self - Follow adult directions
<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Log on and off promptly - Use the appropriate programs for learning purposes - Follow the rules agreed to on the Acceptable Use Policy - Let an adult know immediately if there is any misuse or damaged technology. 	<p style="text-align: center;">Responsibility</p> <p>Strive for excellence:</p> <ul style="list-style-type: none"> -be prepared -be engaged -try your best - Help keep your classroom tidy - Push in chairs and keep your area clean - Accept responsibility for your own behaviour 	<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Label and keep track of your own belongings - Accept responsibility for your own behaviour - Help to keep the school clean - Take anything with you that you brought into the gym (Clothes, etc.) 	<p style="text-align: center;">Responsibility</p> <ul style="list-style-type: none"> - Before School - Enter via designated doors and go to your assigned class - After School - Leave through the appropriate doors. - Arrive at school on time and leave promptly once the day is finished.