

## **DEFINING APPROPRIATE CONDUCT**

**According to the Education Act, Section 31, 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.

École Escuela Holy Child further defines appropriate behaviour as follows:

### **Be Active Learners**

- take responsibility for your own learning by staying on task during class time
- put your best effort into your assignments
- take risks and make mistakes in learning
- seek assistance when required
- attend school regularly and arrive on time
- complete homework assignments diligently
- organize school supplies

### **Be Respectful Citizens**

- be honest and truthful
- use polite language and behaviour
- demonstrate respect for personal and school property
- walk quietly in hallways
- listen to class monitors during lunch
- wear appropriate clothing and footwear
- balance your personal needs with the needs of the community

**Be Ambassadors of Christ**

- be welcoming and inclusive of others
- accept others' differences
- show forgiveness and mercy in resolving conflicts
- show reverence during prayer times and religious celebrations
- "good talk" our school out in the community

**Be Safe on the Playground**

- play safe games (bullying, play-fighting, throwing snowballs or mud not allowed)
- use equipment properly
- stay on school property
- stay away from the parking lot
- report any injuries, problems, conflicts or dangerous behaviour to adult supervisors right away
- stay in designated areas

**Be Safe on the Bus:**

- respect the bus drivers and other passengers
- remain seated
- wait for bus to stop before moving
- talk quietly
- obey the rules as set by the driver

**According to the Education Act – Part 3 Section 32, a parent of a student has the responsibility to:**

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) 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
- (g) engage in the child's school community.

**Together, staff and parents should work cooperatively to:**

- provide a safe, caring and supportive learning environment.
- provide clear expectations and appropriate consequences for inappropriate behaviour.
- model appropriate behaviours.
- maintain a model of supportive, open and respectful communication.
- encourage punctuality and regular attendance.
- monitor the progress of the child/children.
- review this conduct policy with the child/children to ensure understanding and compliance.
- speak positively and respectfully to and about school

\*At all times discrimination is prohibited. Students, parents and staff are expected to act in accordance with the Alberta Human Rights Act, whereby 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 is forbidden if the denial or discrimination is based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

## **DEFINING AND RESPONDING TO INAPPROPRIATE CONDUCT**

At École Escuela Holy Child, we respond to inappropriate conduct which occurs within the school building, within the school day, at school-sponsored events outside the school building, or by electronic means. We do so in accordance with the Catholic value of reconciliation. We encourage the child to assume responsibility for his/her actions. Children will be given opportunities to reflect upon the consequences of their actions through writing and dialogue. Teachers, administrators, and parents work together to empower students to find solutions to difficult situations. This requires clear communication between all parties – parents, teachers, administrators, and children of all ages.

Intervention strategies, preventative procedures, and/or consequences will take into consideration unique student attributes such as age, maturity, and individual circumstances. This is in recognition that a one “one-size-fits-all” approach does not meet individual needs.

### **A minor offence may include:**

- impolite manners
- disruptive behavior
- incomplete homework
- disrespectful conduct
- tardiness
- unsafe/rough play
- inappropriate dress (no beachwear, no offensive graphics/language)

In such instances, the student may be asked to

- complete missed work on their own time,
- work in a different classroom (change of community),
- work in an alternate, supervised area,
- verbally apology to parties affected,
- write an apology,
- temporarily lose privileges such as participation in a noon hour club,
- walk with a supervisor at recess,
- cover inappropriate dress (see Holy Child Standard of Student Dress)

Both students impacted by inappropriate behaviour and student engaged in inappropriate behaviour will receive adult assistance in the restorative process. Students may be asked to phone parents to inform them of their inappropriate behaviour to ensure they take ownership for their actions.

**A major offence may include:**

- bullying (within the school, during the day, or by electronic means)
- vandalism
- stealing
- fighting
- use of inappropriate language / gestures
- habitual neglect of student responsibilities
- willful major disobedience that endangers the safety and smooth operation of the school

In such instances, the student will speak with an administrator and parents will be contacted. Major offences will generally result in an in-school or out-of-school suspension. Suspensions could range from a one-hour period to a full-day in-school suspension or an out-of-school suspension ranging from one to five days. During the suspension, the student may lose lunchroom and extra-curricular privileges and will be responsible for any work missed. In accordance with section 24 of the School Act, the administrator will determine the length and nature of the in-school or out-of-school suspension based on the severity and/or frequency of any breach of conduct.

**Bullying and Discrimination**

École Escuela Holy Child 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”.

**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 in 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**

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.

**Continuum of Supports**

A continuum of supports may be provided to students who engage in inappropriate behaviour as well as for students who are impacted by such behaviours. This may include:

- services provided by the school Inclusive Support team (emotional-behavioural specialist, family-school liaison worker)
- services provided by the Early Learning Multi-disciplinary team (occupational therapist, speech-language pathologist)
- services provided by RCSD and Alberta Health Services (occupational therapist, mental health therapist, speech- language pathologist)

## Holy Child Standard of Student Dress

*Updated May 2022*

### Philosophy

*In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices.*

*Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document. Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.*

*Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.*

Students at Holy Child must wear\*:

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
  - Pants or the equivalent (bottoms), and
  - Shoes
- \*courses or activities may require specific attire for safety or curriculum purposes (ie: PE, science labs, field trips)

Students at Holy Child **may** wear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, short

- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choice for children and youth

Students at Holy Child **may not** wear:

- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid “shaming” or statements of bias.
- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
  - Wearing another article of their own clothing which they have at school that is in alignment with the standard
  - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
  - Borrowing an article of clothing from a friend that is in alignment with the standard.
- Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.