

# ARCHBISHOP JOSEPH MACNEIL CATHOLIC ELEMENTARY/ JUNIOR HIGH SCHOOL

## STUDENT CODE OF CONDUCT



"Whatever you do, do everything in the name of our Lord Jesus Christ."



## CORE VALUES

### Dignity & Respect

We are called to value each person, and to treat one another with compassion

### Fairness

We seek unity without uniformity, symmetry without sameness, and diversity without divisiveness

### Personal & Communal Growth

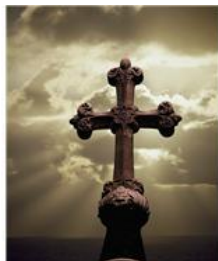
In Edmonton Catholic Schools, we are an organization of people, committed to the growth of the whole person

### Loyalty

We strive towards loyalty to the vision, mission, goals and fundamental purpose of our school district

### Honesty

Be noble of mind and heart, generous in forgiving



### The Prayer of St. Francis of Assisi

Lord, make me an instrument of your peace

Where there is hatred, let me sow your love.

Where there is injury...pardon.

Where there is discord...unity.

Where there is doubt...faith.

Where there is error...truth.

Where there is despair...hope.

Where there is sadness...joy.

Where there is darkness...light.

O Divine Master, grant that I may not seek

To be consoled...as to console.

To be understood...as to understand.

To be loved...as to love

For it is giving...that we may receive.

It is pardoning that we are pardoned,

It is in dying that we are born to eternal life.



## RATIONALITY

*"Know how you ought to answer everyone." (Colossians 4,6)*



## SCHOOL CONDUCT POLICY

*The Student Code of Conduct Policy has been developed by the school community and was based on input from students, parents and school staff. It is included in the student agenda as communication to all members of the school community each year. This Student Code of Conduct will be reviewed and adapted as necessary on an annual basis by members of the school community.*

### PHILOSOPHY:

### Steps to Discipleship

In the "The Servant Leader," Blanchard and Hodges state that "the journey to effective discipleship turns outward when the heart and mind now guide the behavior of the person in interaction with those who follow. This is where good intention and right thinking start to bear good fruit. It is where real discipleship is truly tested" (2003, pg. 61).

At Archbishop Joseph MacNeil Elementary/Junior High School, **we as a staff have a passionate commitment to make a difference!** We believe in accepting and honoring each student to promote academic, spiritual, creative, physical, emotional, and social growth. Each student is valued and nurtured to reach their potential in all realms and modalities for their learning. Our ultimate goal is to help students be responsible for their behaviors and actions in respecting the dignity and self-esteem of all individuals in the school. We strive to remind students of our Mission and Vision, and procedures covering student conduct and expectations while attending Archbishop Joseph MacNeil Elementary/Junior High School. The teachers will communicate expectations to their students in classroom discussions.

### ATTITUDES:

"The gift of authorship, love, power, and significance work only when they are freely given and received. When their gifts are genuine, and the spirit is right, their giving transforms an organization from a mere place of work to a shared way of life" (Deal and Bolman, 2001, pg. 106). We as a staff believe in carrying out these gifts and attitudes for all students. We know that we have a responsibility to place value on the rights of teachers and students. The transformation of creating an innovative 21<sup>st</sup> century learning environment at Archbishop Joseph MacNeil Elementary/Junior High School reflects the permeation of our faith without contravening upon the rights of others.

## TRADITION

*"We must pay greater attention to what we have heard, so that we do not drift away from it. (Hebrews 2:1)*



As a Catholic School community, we:

- Share the role of developing a Catholic Educator with parents.
- Promote and teach Catholic Values.
- Help all children learn and develop their gifts and serve God with one another.
- Educate children in becoming responsible and caring citizens with people of all cultures, physical and mental disabilities, races, religions, and nationalities.
- Promote success by providing a safe and caring environment that is positive, stimulating, and cohesive for students, parents, community members, and staff.
- Nurture good work habits, attitudes, and social skills.
- Develop a strong positive sense of self-worth, self-morale, self-esteem, and community.

*Justice - "He has anointed me to bring good news to the poor."*

(Luke 4: 18)



### **LEARNING EXPECTATIONS:**

- All students have the right and responsibility to learn.
- All teachers have the right and responsibility to teach.

### **BEHAVIOUR EXPECTATIONS:**

At Archbishop Joseph MacNeil Elementary/Junior High School, we believe that all students, being children of God, will demonstrate appropriate and respectful behavior. The goal of our School Conduct Policy is to encourage our students to develop self-discipline. Our discipline approach seeks to teach, encourage and promote the three "A's":

**APPROPRIATE** behavior

**AWARENESS** of one's actions and

**ACCEPTANCE** of responsibility for one's actions

Each student that attends Archbishop Joseph MacNeil Elementary/Junior High School will be expected to:

- Show respect for the dignity and self-worth of other students, staff, parents, and guests.
- Use appropriate language in our school and on the school grounds.
- Show respect for personal and school property.
- Contribute to creating a productive and supportive learning environment.
- Contribute to creating safe and caring schools for all students.

As partners in education, the students, the home, and the school must share in the responsibility of developing acceptable conduct and must support one another in that pursuit. By working together, we can ensure a learning environment that is orderly and safe for all.



### **HOSPITALITY**

***“Whoever welcomes me welcomes not me but the one who sent me.” (Mark 9:37)***

## **SCHOOL POLICY OF EXPECTATIONS**

In conjunction with our Edmonton Catholic School District, and Section 12 of The School Act, the School Conduct Policy is based on the Catholic philosophy of love, caring, and respect of others in their pursuit of learning. Our goal is to assist the student to attend to the process of education and to develop positive attitudes. At Archbishop Joseph MacNeil School, we encourage students to self-monitor their behavior. It is essential that together we teach accountability, responsibility, self-respect, and respect for others. The ultimate goal of our discipline policy is to have students accept responsibility for their own actions and learn from their mistakes. Students must constantly make decisions as to whether they will contribute positively or negatively within the school setting. Our philosophy reflects the belief that given guidance and support, students will make decisions that will help to promote a happy and healthy school environment.

A student shall conduct himself or herself in accordance with the School Act (Section 12) as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorized by the board to provide education programs and other services;
- Comply with the rules of the school;
- Account to the students, teachers for the student’s conduct;
- Respect the rights of others
- 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
- 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
- Positively contribute to the student’s school and community

The following are the main elements of our policy:

- 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 Archbishop Joseph MacNeil School.
- Provide an opportunity for the student to practice decision-making skills.
- Support students in the development of positive relationships with their peers.
- Provide a safe and secure environment (both physical and emotional) whereby students can reach their personal potential.
- Address all major incidents, defined as physical and/or emotional aggression against another student, any practices of illegal nature in our society, and actions of a defiant nature.
- Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances.
- All staff, students and parents are involved in student adherence to our School Conduct Policy.
- Parents play a role in ensuring their own conduct contributes to a welcoming, caring, respectful & safe learning environment

Behavior expectations in any school involve practicing and promoting a safe/conducive environment. This will allow emotions, experiences, and intelligences to grow. As a school staff, we will be firm and concise with school/classroom management routines to promote consistency and productivity with inappropriate student behavior. All misconduct will be documented, and parents/guardians will be notified by telephone or written documentation when required.

It is important to maintain a school climate that is energetic, nurturing, safe, and friendly to ensure optimal learning. If a student has difficulty recognizing his or her responsibilities in relation to the expectations set out, teachers and/or administration will intervene and respond with an appropriate action. The role of parents is to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment and will work in partnership with Archbishop Joseph MacNeil School to live out our Mission and Vision.

A Problem-Solving Approach will be used by the administration to help each student:

- Identify and take ownership of the problem.
- Seek alternative solutions to the problem.
- Select the most appropriate solution to the problem.
- Communicate their School Conduct Policy.



### **HUMANNESS**

***"And being found in human form, he humbles himself."***

(Philippians 2: 8)



## **MAJOR OFFENCES**

Depending upon the circumstances, parents/guardians may be notified by telephone and/or by written documentation to meet with the staff member (educational assistant, teacher, or administrator) at the school whether or not incidents occur within the school building, during the school day or by electronic means. Severe breach of conduct will be suspended in accordance with Section 31 of the Education Act. Students will be encouraged by staff to report any acts of bullying behavior as soon as they can after witnessing or experiencing this offense either in person to a trusted staff member in person or through email/Teams, or a written statement. Students who are uncomfortable with coming forward to any school staff member are encouraged to talk with parents or friend(s), who could then assist the student in notifying the school staff about bullying. Bullying or cyberbullying of students could result in an immediate suspension from school and is considered a Major Act of misconduct.

**The following are considered *Major Acts of misconduct* whether or not they occur within the school building, during the school day or by electronic means. This may result in suspensions of one to five days:**

- Physical or verbal aggression
- Continuous disruptive behavior
- Bullying behaviours that occurs within the school, during the school day or by electronic means
  - Bullying: 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.
- Defiance of authority or open opposition
- Use or display of improper/profane language
- Willful damage to school property
- Demonstration of harassment, intimidation, coercion, or force
- Internet abuse / intimidation
- Possession or use of illegal drugs or substances
- Behavior dangerous to self or others
- Repeated violation of general expectations
- Continual disregard of classroom rules
- Possession of a weapon or presentation of an object intended to threaten or intimidate
- Violation of proper Digital Citizenship, Digital Etiquette, or the misuse of Social Media directed towards staff or students
- Fighting
- Behaviors that are dangerous to the safety of others
- Intentional damage to property
- Use of, and/or possession of a weapon
- Theft
- Discrimination - 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.

### ***Community***



***In one Spirit we are  
all baptized into one body.  
(Corinthians 12:1)***

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.

### **PROCEDURES FOR IN-SCHOOL SUSPENSIONS:**

- Parents will be notified by the teacher or administrator.
- The student will be placed in an appropriate space where he/she will be supervised by an administrator.
- A Problem-Solving Approach by one of the administrators will be initiated, assisting the student in making better choices.
- A written letter of suspension outlining the circumstances will be forwarded to the parents.
- The student will meet with the teacher to discuss a positive entry back into the classroom the following day.

### **PROCEDURES FOR OUT-OF-SCHOOL SUSPENSIONS:**

- Parents will be notified by the administration.
- The student will stay home for 1-5 days and return with his/her parents.
- A written letter of suspension outlining the circumstances will be forwarded to the parents. At this time, a continuum of student supports will be provided for those students that are impacted by inappropriate behavior such as parent meeting, multidisciplinary team, STAY advisor, school counselor, school team, outside agencies, etc.
- The student and parent will meet with administration the day after the suspension ends to discuss a positive entry back into the classroom.

### **SUPPORTS AVAILABLE FOR STUDENTS IMPACTED BY INAPPROPRIATE BEHAVIOUR:**

- Access to school student advisor
- Bullying Helpline 1-888-456-2323
- School Team Advisors for Youth (STAY)
- Edmonton Catholic Schools Inclusive Programming and Supports
- 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)
- Administrators or teachers to discuss the matter in the privacy of a conference room or office

The implementation of the procedures as written in this School Conduct Policy will always be carried out with an appreciation that each student and each situation is different. We will attempt to always act in the best interest of the student, the class, and the staff member in every situation.



**Minor Acts of misconduct are acts which interfere with orderly classroom procedures, school functions, extracurricular programs or a student's learning process and may include the following:**

- Excessive talking or disrupting the learning environment
- Not being respectful or polite to a student
- Not playing cooperatively with students

These offenses are first handled by the teacher or other staff member involved. Below are examples of consequences for behaviors that students can expect coming from a staff member at AJM in order to carry out appropriate action. This may include preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct. One or more of the following can be expected to occur:

- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behavior expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Referral to Attendance Board
- Behavior contract



#### **SPIRITUALITY**

***"You shall be holy, for I the Lord your God am holy."  
(Leviticus 19:2)***

#### **SACRAMENTALITY**

***"God saw everything that was made,  
and indeed, it was very good."  
(Genesis 1: 31)***



Students may be restricted from participating in activities that are considered "privileges" or extra-curricular. Students may be disallowed to attend curricular based field trips at the discretion of the classroom teacher or administration due to safety of all. If not given permission to attend these field trips, then the curricular outcomes addressed by the field trip will be met by an alternative means. If additional action is necessary because of continued violation or other concerns, the student will be referred to administration for appropriate discipline action.

**The following are considered *acceptable behaviours* whether or not they occur within the school building, during the school day or by electronic means.**

- A student using their personal devices with the teacher's permission for achieving educational goals.

- A student voicing their opinion in a respectful manner.
- A student treating everyone with dignity and respect.

In keeping with our Vision Statement, we strive to **create a community of opportunity for all!** The school, home, and community are all important variables in an equation that equals student success. Our Catholic faith as educators is permeated throughout the way we serve our school community on a daily basis, which in turn, inspires and prepares students to learn, to work, to live fully, and to serve God in one another.

