

# Administrative Procedure 340

## Students

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### STUDENT CODE OF CONDUCT

#### BACKGROUND

Westmount Charter School is committed to the establishment and maintenance of a welcoming, caring, respectful and safe learning environment for its students.

Principals have a legal responsibility to provide an inclusive environment that respects diversity and promotes a sense of belonging.

Students are expected to act responsibly and in ways that respect the rights and property of others. Matters of student conduct should be approached through a lens of learning and teaching.

The superintendent requires that expectations for student conduct are clearly communicated and encourages the school to provide activities that teach and support appropriate conduct.

Westmount also believes that parents, as partners, play a vital role in teaching, supporting and modeling the skills and thinking necessary for appropriate conduct.

Westmount, as a school community, encourages and expects adherence to this Student Code of Conduct in good faith in accordance with its charter mandate.

#### PROCEDURES

Westmount's Student Code of Conduct is to be consistent with the *Education Act*, Charter Board Policy, the *Alberta Human Rights Act*, the *Canadian Charter of Rights and Freedoms* and community values. The protection of human rights will be achieved through measures that promote equality, eliminate discrimination and accommodate individual needs up to the point of undue hardship for the school.

1. The disclosure of personal information regarding matters of student conduct is governed by the *Freedom of Information and Protection of Privacy Act*.
2. A student shall conduct himself/herself/themselves so as to reasonably comply with the following code of conduct in keeping with the *Education Act*:
  - 2.1 be diligent in pursuing his/her/their studies;
  - 2.2 attend school regularly and punctually;
  - 2.3 co-operate fully with everyone authorized by the charter board to provide education programs and other services;
  - 2.4 comply with the rules of the school;
  - 2.5 account to his/her/their teachers for their conduct;
  - 2.6 respect himself/herself/themselves and the rights of others.
  - 2.7 ensure that his/her/their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and supports a sense of belonging;
  - 2.8 refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether in school buildings, on school property, during the school day or by electronic means; and
  - 2.9 positively contribute to the student's school and community.
3. Students are expected to conduct themselves in ways that show respect, personal responsibility trustworthiness, fairness, caring and good citizenship.

4. The following conduct or offenses towards self, peers, staff, volunteers, visitors and /or property will not be tolerated whether or not the behavior occurs within the school building, on school property, during the school day or by electronic means:
  - 4.1 deliberately disrupting the learning of others;
  - 4.2 bullying, discrimination, intimidation, harassment (see administrative procedure AP-341), or violence;
  - 4.3 creating a disturbance;
  - 4.4 being disrespectful;
  - 4.5 being disobedient or defiant;
  - 4.6 retribution against any person in the school who has acted to prevent or report bullying or any other incident or safety concern;
  - 4.7 being dishonest; including academic dishonesty by cheating or participating in any cheating behavior whatsoever, whether directly or indirectly;
  - 4.8 theft, including theft of identity or intellectual property;
  - 4.9 vandalism;
  - 4.10 using, possessing or involvement with weapons;
  - 4.11 using profane, vulgar, disrespectful or inappropriate language;
  - 4.12 using or possessing cigarettes of any kind or substance including e-cigarettes(vaping) or other products;
  - 4.13 inappropriately using prescription medications (see administrative procedure AP-347); or
  - 4.14 use, possession, distribution, or collection of money for illicit drugs, cannabis, cannabis-infused products, alcohol, or inhalants in school, on school board property or in the context of any school-related activity;
  - 4.15 engaging in any other criminal activities.
5. Westmount will ensure that reasonable learning opportunities are provided for students in order to teach and reinforce the development of responsible and respectful conduct.
6. Westmount will ensure that students who are impacted by the conduct of others be provided appropriate supports and services to recover from any negative or harmful effects.
7. When a student's conduct requires, Westmount will be guided by the 'duty to accommodate' analysis in law. This means in maintaining a welcoming, caring, respectful and safe learning environment, Westmount will consider the needs and rights of all affected members of the Westmount community, be guided by the principle of undue hardship to the school in such considerations.
8. The *Education Act* and this Student Code of Conduct apply:
  - 8.1 to any school or school-sponsored activity whether on or off-campus;
  - 8.2 to any bus transportation of students, including designated drop-off or pick-up areas;
  - 8.3 to any electronic communications both on or off campus;
  - 8.4 during transportation by volunteer drivers to school-sponsored off-campus activities; and
  - 8.5 to any other circumstances that impact the school environment.
9. Any violations of this code of conduct will be addressed promptly and in accordance with charter board policy and administrative procedures.
10. The principal will:

- 10.1 At least once per school year, provide students, staff and parents with a copy of, or electronic access to the posted Student Code of Conduct. The Student Code of Conduct will be shared with students on an ongoing basis.
- 10.2 Investigate all student complaints of bullying, discrimination, harassment, intimidation or violence in a timely, respectful manner with the primary goal of ending such behaviour.
- 10.3 Deal with confirmed acts of bullying, discrimination, harassment, intimidation or violence through restorative processes, strategies for addressing issues of dispute, or counselling. This may include disciplinary action including suspension or expulsion.
- 10.4 Make school community members aware that bullying is defined as *repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour intends 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.*
- 10.5 Support Bullying Awareness and Prevention Week.

**Legal Reference:** *Education Act, Alberta Human Rights Act, Canadian Charter of Rights and Freedoms, Freedom of Information and Protection of Privacy Act*

**Cross Reference:** Charter Board Policy 9, Role and Responsibilities of the Superintendent  
 AP-409 Personal Harassment  
 AP-341 Harassment by Students  
 AP-347 Student Drug and Alcohol Abuse  
 AP-350 Student Discipline  
 AP-351 Suspension

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