

Administrative Procedure 340

Students

STUDENT CODE OF CONDUCT

BACKGROUND

Westmount Charter School (WCS) is committed to providing a safe and caring environment that fosters and maintains respectful and responsible behaviours. Students learn best in environments where they feel physically, emotionally, and psychologically safe and where relationships are characterized by dignity, respect, and accountability.

School leaders have a responsibility to foster a positive school culture that supports student well-being, respectful relationships, and responsible citizenship while upholding the rights, dignity, and safety of all members of the school community.

Students are expected to act responsibly and conduct themselves in ways that demonstrate respect for others, themselves, and all property within the school community. Matters of student conduct are best approached through a lens of teaching and learning, with a focus on growth, reflection, and restoration.

The Superintendent requires that expectations for student conduct be clearly communicated and that schools provide meaningful opportunities for students to learn, practice, and demonstrate appropriate conduct.

Westmount believes that parents and guardians are essential partners in this process, modelling and reinforcing the values and skills that contribute to responsible citizenship.

As a school community, Westmount encourages and expects adherence to this Student Code of Conduct in good faith and in a manner consistent with its charter mandate and values.

PROCEDURES

Westmount's Student Code of Conduct supports a safe and caring environment that fosters and maintains respectful and responsible behaviours and is consistent with the *Education Act*, Charter Board Policy, the *Alberta Human Rights Act*, and applicable legislation.

1. Confidentiality and Privacy

- 1.1 The collection, use, and disclosure of personal information related to student conduct are governed by the *Protection of Privacy Act* (POPA) and *Access to Information Act* (ATIA).
- 1.2 Student conduct records shall be collected, used, retained, disclosed, and securely disposed of in accordance with POPA, ATIA, and Board privacy management and records management procedures.

2. Expectations for Student Conduct

- 2.1 In accordance with the *Education Act*, each student shall conduct themselves in accordance with the following expectations:
 - 2.1.1 Be diligent in pursuing their studies;
 - 2.1.2 Attend school regularly and punctually;
 - 2.1.3 Cooperate fully with all individuals authorized by the charter board to provide education programs and other services;
 - 2.1.4 Comply with all school rules and policies;
 - 2.1.5 Account to teachers for their conduct;
 - 2.1.6 Respect themselves and the rights of others;

- 2.1.7 Ensure that their conduct contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours;
 - 2.1.8 Refrain from, report, and not tolerate bullying or bullying behaviour toward others, whether in person or electronically;
 - 2.1.9 Refrain from engaging in violence of any kind at school or during school-related activities and assist in the prevention of violence within the school community; and
 - 2.1.10 Contribute positively to the school and the broader community.
- 3. Respectful and Responsible Behaviour
 - 3.1 Students are expected to demonstrate respect, responsibility, trustworthiness, fairness, caring, and good citizenship in all interactions.
- 4. Respect for Property
 - 4.1 Students are expected to care for and respect school property and the property of others. This includes:
 - 4.1.1 Using facilities, equipment, and materials responsibly;
 - 4.1.2 Refraining from vandalism, graffiti, or misuse of property;
 - 4.1.3 Not taking, damaging, or interfering with another person's belongings; and
 - 4.1.4 Contributing to a clean, orderly, and respectful environment.
- 5. Unacceptable Conduct
 - 5.1 The following behaviours will not be tolerated toward self, peers, staff, volunteers, visitors, or property, whether they occur in school buildings, on school property, during school activities, or by electronic means:
 - 5.1.1 Deliberate disruption of learning;
 - 5.1.2 Bullying, discrimination, intimidation, harassment, or violence;
 - 5.1.3 Disrespectful, defiant, or disorderly behaviour;
 - 5.1.4 Retribution against anyone in the school who reports bullying or safety concerns;
 - 5.1.5 Dishonesty or academic misconduct (including cheating or plagiarism);
 - 5.1.6 Theft, including theft of identity or intellectual property;
 - 5.1.7 Vandalism or property damage;
 - 5.1.8 Possession or use of weapons or dangerous items;
 - 5.1.9 Use of profane, vulgar, or inappropriate language;
 - 5.1.10 Possession or use of cigarettes, e-cigarettes, vaping products, or related devices;
 - 5.1.11 Inappropriate use of prescription medications (see AP-347);
 - 5.1.12 Possession, use, distribution, or sale of illicit drugs, cannabis, alcohol, or inhalants;
 - 5.1.13 Any other unsafe, unlawful, or criminal activity.
- 6. Teaching and Reinforcing Conduct

- 6.1 Westmount will ensure that learning opportunities are provided for students to develop and reinforce responsible and respectful behaviour and ethical decision-making.
7. Support for Affected Students
- 7.1 Students who experience harm due to the conduct of others will receive appropriate support and services to recover from any negative impact.
8. Duty to Accommodate
- 8.1 When a student's conduct raises concerns, Westmount will consider the duty to accommodate in law, balancing the rights and needs of the individual with those of the broader school community, and guided by the principle of undue hardship to the school.
9. Scope of Application
- The *Education Act* and this Student Code of Conduct apply:
- 9.1 During all school or school-sponsored activities, whether on or off-campus;
- 9.2 On school buses and at designated drop-off or pick-up areas;
- 9.3 To all electronic communications, whether on or off campus;
- 9.4 During transportation to and from school-sponsored events; and
- 9.5 To any other circumstances that affect the safety, well-being, or functioning of the school environment.
10. Addressing Violations
- Violations of this code of conduct will be addressed promptly, fairly, and in accordance with charter board policy and administrative procedures.
11. Principal Responsibilities
- The Principal will:
- 11.1 Provide students, staff, and parents with access to the Student Code of Conduct at least once annually and review it with students regularly;
- 11.2 Investigate all complaints of bullying, discrimination, harassment, intimidation, or violence promptly and respectfully;
- 11.3 Address confirmed incidents through restorative practices, conflict resolution, counselling, or disciplinary action (including suspension or expulsion, where necessary);
- 11.4 Ensure that bullying prevention, reporting, investigation, and response procedures are implemented in accordance with AP 341 Harassment by Students; and
- 11.5 Promote and support Bullying Awareness and Prevention Week each year (held during the third full week in November).

Legal Reference:	<i>Education Act, Alberta Human Rights Act</i> Canadian Charter of Rights and Freedoms <i>Protection of Privacy Act (POPA)</i> <i>Access to Information Act (ATIA).</i>
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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