

STUDENT CODE OF CONDUCT

Please take a moment to familiarize yourself with our student conduct policy created to ensure that ALL students can learn in a safe, caring and respectful learning environment.

A student shall conduct them-self so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually; (*work completion is a focus at the Learning Centres)
- (c) cooperate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) 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;
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

(Section 12 of the Alberta School Act)

The Learning Centres are intended as places where students can receive assistance from their teacher, write an exam, access computers or course materials. They are also intended as a quiet workspace for students. All students are welcome but only those who work quietly and independently may stay. Students who disrupt the work of others will be asked to leave immediately.

Equity, diversity inclusion and human rights

The Learning Centres are a welcoming, caring, respectful working and learning environment for ALL students and staff. Staff and students are expected to report all incidents of discrimination, intimidation and bullying to administration. Students and parents/guardians can expect that an investigation will be completed, and consequences enforced as appropriate.

Healthy Relationships

Students learn to the best of their ability when they feel safe. Students are expected to maintain respectful relationships with their peers and to manage conflict in productive ways. Froshing, harassment, verbal/physical threats, violence, intimidation, bullying are unacceptable and will result in consequences that may involve the RCMP depending on the severity of the situation. Behaviours that involve intimidation and bullying include digital platforms such as texting and social media. Physical altercations are counterproductive to the purposes of education in a safe learning environment and serious consequences will result from this kind of behaviour.

Appropriate Dress

Students are expected to be neat and clean in overall appearance and be dressed in a manner that is conducive to the professional learning environment of the Learning Centres. This includes wearing items of clothing that are inclusive and ensure all people that learn, work and visit the Learning Centres, are assured a safe and caring learning environment. Any student that is not dressed in a manner that is conducive to the professional learning environment will be asked to make efforts to correct the situation immediately. If a correction is not possible in the building, the student will be asked to leave and return with a solution to the concerns raised.

Alcohol, Tobacco, Illicit Drugs, Other Harmful Substances

The use or possession of alcohol, illicit drugs, other harmful substances, and/or drug paraphernalia while under the school's jurisdiction, will result in one or more of the following: transfer of the student to the custody of parents, suspension from school, a recommendation for expulsion from school, or involvement of law enforcement agencies. The Learning Centres are tobacco-free facilities. All tobacco products are prohibited from use in the school. The use of any type of e-cigarette/vaporizer is prohibited. Students are encouraged to seek help from school staff if they have substance related issues. Students that are expelled for substance related issues will be asked to seek addictions counselling before returning to school. School staff will contact parents/guardians of students suspected of being under the influence of a substance. In the event the student is an adult learner, an emergency contact will be called to pick up the student. Please be aware that graduation, field trips and other school sanctioned events are included.

Plagiarism and Cheating

Plagiarism is defined as passing off the work of someone else as your own. Cheating includes, but is not limited to, gaining access to answer keys and bringing answers into a secure testing situation.

Parents/guardians will be notified if plagiarism and/or cheating occurs. Consequences will be assigned by the teacher in consultation with administration. A mark may be awarded when an alternative assignment or test is completed by the student. A record of the incident will be kept, and repeat offences will be dealt with by school administration.

Weapons

A weapon is anything used, designed to be used, or intended for use in causing injury or death to any person, or for the purpose of threatening or intimidating another person. Any student found in possession of a weapon, or replica of a weapon, whether on their person, in their vehicle, or in their locker or desk, may be suspended and/or recommended for expulsion. Contact with the RCMP may also be required based on the severity of the offense and VTRA protocol may be enacted.

Electronic Use

Cell phones and other devices may be used for personal use on breaks or in the classroom for learning. If electronic use is an issue, a member of our staff will speak with the student and provide strategies to remediate the situation. If students have challenges with personal use of electronic devices during learning, students may be asked to put the device away for a specific time period. Students may also be asked to leave their electronic devices at home if persistent issues exist. We value the use of technology as a tool in the learning process. Please note that Alberta Education policy states that students may not bring cell phones and/or personal audio devices into the examination room. Electronic use is for learning. If students access inappropriate content at school, regardless of whether the device or the internet connectivity is school property or not, students will be held responsible for their conduct. Inappropriate content includes, but is not limited to, excessive violence, sexuality and prejudice.

Be Active Field Trips

The Learning Centres may plan field trips throughout the school year to enhance learning and are an important part of the academic experience. Students are representing the Learning Centres when in the community. Our expectation is that students represent themselves and their school with the level of conduct communicated in this Student Code of Conduct.

Learning Centre Expectations

Students, staff and parents make learning happen in our schools.

As a learning team,

- We agree that education must be a top priority for students.
- We commit our energy and resources to the common goal of giving everyone the best possible educational experience.
- We recognize and support each other's efforts and achievements.
- We strive for continual improvement.
- We make decisions in the best interests of our students.

Expectations for Students

As a student at the Learning Centre,

- I will respect my peers and their rights to the highest quality education.
- I will respect staff, peers and all others who make up the Learning Centre community.
- I will use appropriate language while at school or involved in school related activities.
- I will dress in a manner that is conducive to the professional nature of my school.
- I will be prepared for class, be on time with my assignments, and be an active learner.
- I will do my part to look after the school building and property.
- I will be a good citizen of the Learning Centre and the connected communities.

Expectations for Parents / Guardians

As a parent / guardian,

- I will help ensure that students are meeting their educational goals.
- I will discuss and monitor my students' assignments and achievements.
- I will actively work to overcome issues that may hinder student progress.
- I will help students to make program choices and set career goals.
- I will respond to communication from the school.

Expectations for Staff

As a staff member at the Learning Centre,

- I will model the behaviour that is expected from all students.
- I will be positive and promote growth in others.
- I will continually strive to improve the educational processes that take place at the Learning Centre.
- I will keep students and their parents informed of student progress.
- I will be committed to building the capacity of students to achieve at the highest level possible.
- I will respect students as individuals.
- I will consistently enforce policies adopted for our school.

Consequences

The Learning Centres focus on correcting measures to ensure students are aware and can meet the code of conduct. Corrective measures are teaching consequences to support growth. If teaching consequences are not successful, discipline will be more corrective to ensure the safety of all students and staff. Staff, students and parents/guardians are partners in providing the best possible learning opportunities for everyone.

Investigation of Inappropriate Behaviour

Students and parents/guardians can expect timely and thorough investigation into inappropriate behaviour. Please contact the school principal to initiate an investigation into behaviour that is

concerning and not meeting the expectations communication in this Student Code of Conduct. You can expect a response within 2 working days of a concern being raised.

Notification of Student Conduct Policy

This Student Code of Conduct will be shared with students and their parents/guardians upon registration at one of the Learning Centres. It is also available in the Student Handbook available on our website at www.sturgeonlearning.ca.

References for Code of Conduct

- Alberta School Act (Sections 12 and 24)
- Sturgeon School Division Board Policy
 - F/IV/7 Student Conduct
 - F/IV/1 Student Attendance
 - F/IV/2 Restricted and Illicit Drugs
 - F/IV/5 Student Suspensions and Expulsions
- Sturgeon School Division Administrative Practices
 - Student Services 8 - Student Conduct
 - Educational Services 16 – Student Attendance at School

DIPLOMA EXAMS

A. Rewrite Diplomas

- Only from September of the current or previous 2 school years OR student must redo course work*

B. Mature Student (19 or older as of September 1 or holds a previously awarded high school diploma)

- Course mark + diploma = blend
- Diploma only
- Highest exam mark - mark only exam

C. Rescore

- Rescore application form has deadlines and a fee applies \$26.25
- Fee is refunded if score raised by 5% or more
- Rescore will be final mark, even if lower

*Note Well: Students that are rewriting a Diploma Exam MUST register themselves at **MyPass** and pay the applicable fee on their own before they can write the exam.