

INTERNET ACCESS

Students registered at the Learning Centres can access the Internet through technology available at the school. Access to the Internet is a privilege and to be used for sanctioned purposes only after the student has been granted permission by the Learning Centre staff. Inappropriate use of the Internet will result in loss of privileges and further sanctions if deemed necessary by the school.

PARKING

Students are asked to respect the needs of fellow students and neighbouring businesses and park in areas that are designated for students.

ACCIDENTS

In the event of an accident, first aid is administered as appropriate to the situation. If a student requires further attention at a hospital, the parents are contacted. An ambulance may be called, as staff deem necessary, to ensure the safety of the student. Please note that the cost of additional services regarding non urgent, urgent, and emergency care is to be covered by the parents, guardians, or adult students.

STUDENT CODE OF CONDUCT

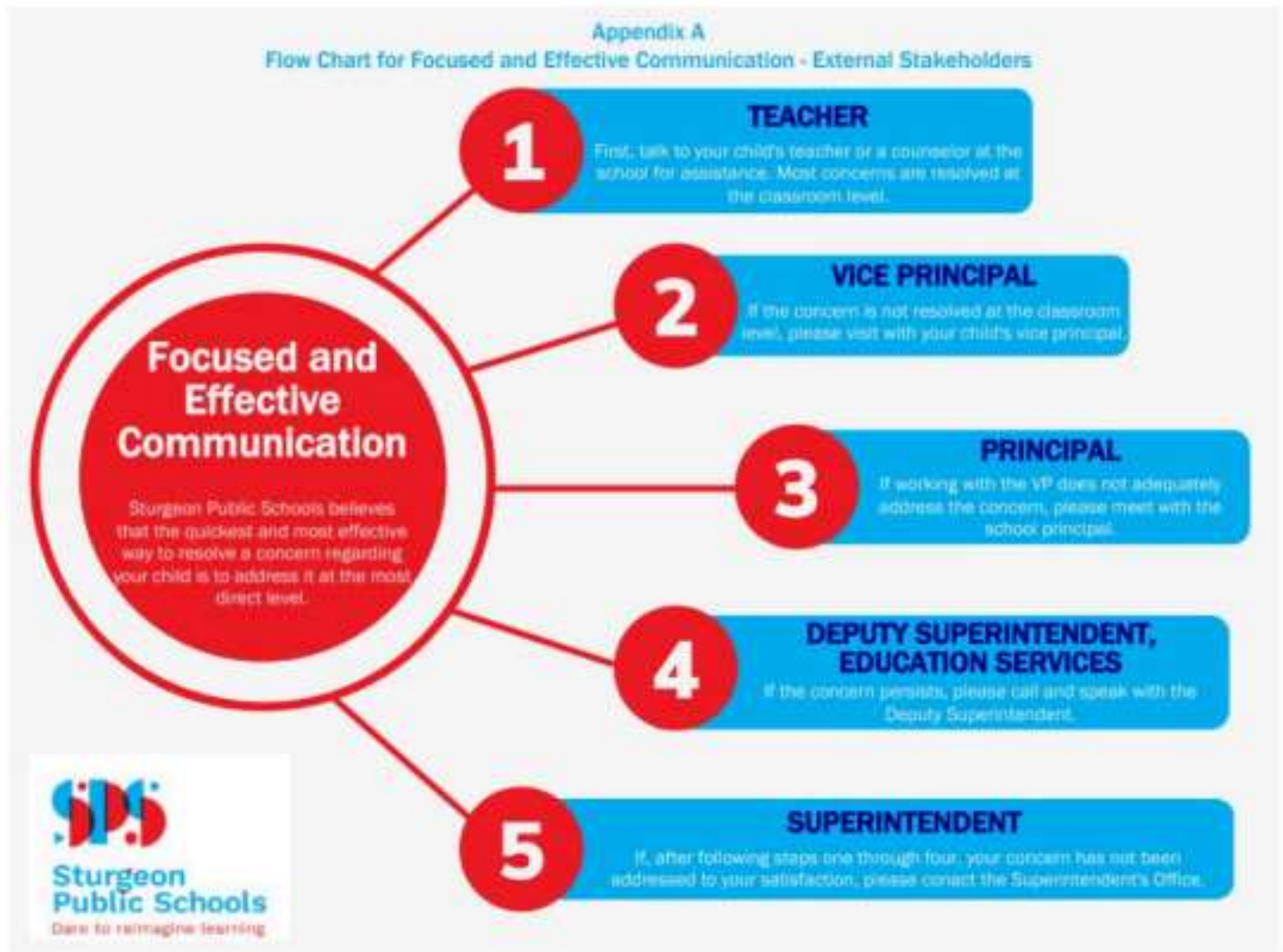
Please take a moment to familiarize yourself with our student conduct policy created to ensure that ALL students can learn in a safe, caring and respectful learning environment.

A student shall conduct themselves 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.
 - (j) Personal Communication Devices (PDC) are to be used only when it is to achieve the learning outcomes in the Program of Studies, which has been chosen by the teacher.
- (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, and 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.

-FOCUSED AND EFFECTIVE COMMUNICATION-



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 abilities 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, and bullying are unacceptable and will result in consequences that may involve the RCMP, Edmonton Police Service, or any other law enforcement agency, depending on the severity of the situation. Behaviours that involve intimidation and bullying not only in-person situations, but also 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 that 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, VAPES, ILLICIT DRUGS, AND OTHER HARMFUL SUBSTANCES

The use or possession of alcohol, vapes, 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 or 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 the following from Oxford University (2024): "Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (save when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student's disability). Plagiarism can also include reusing your own work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence" (Plagiarism section, <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>). 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, desk, or personal belongings, may be suspended and/or recommended for expulsion. Contact with the RCMP, Edmonton Police Services, or other law enforcement agency may also be required based on the severity of the offense and VTRA (see: <https://www.ctipractices.com/courses/violence-threat-risk-assessment-vtra>) protocols may be enacted.

ELECTRONIC USE

Cell phones and other devices may be used for personal use on breaks or in the classroom for learning, when authorized by the teacher. 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; consequences will be the decision of administration. Inappropriate content includes, but is not limited to, excessive violence, sexuality and prejudice.

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 the Student Code of Conduct.

LEARNING CENTRES 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 Centres:

- 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 Centres:

- 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 Centres.
- 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.

CELL PHONE USE POLICY

Effective September 1, 2024, as per the directive of the Honourable Demetrios Nicolaides, Minister of Education, the following guidelines will be implemented:

- Children and students may not use personal mobile devices during instructional time. If they have personal mobile devices with them during instructional time, they must keep these devices on silent or powered off and stored out of view in accordance with the school authority's policies and/or procedures. Children and students may not access social media on school networks or on school devices.

School authorities are required to allow for the following limited use exceptions, as determined by a principal or equivalent:

- Limited use of personal mobile devices must be permitted for health or medical reasons or to support special learning needs.
- Limited use of personal mobile devices may be permitted for educational or other purposes.
- Limited access to social media platforms may be permitted.

Students that attend our learning centres will be required to leave their cell phone in a location indicated by staff and may pick it up before they leave.

Students that need to contact home may do so with staff permission.

The following policy will be used for every student that attends the Learning Centres:

- Student will be reminded that their cell phone is not to be used during their time at the Learning Centre and will be asked to put their cell phone in the staff indicated location.
- Student will be reminded a second time of the cell phone use policy and if he/she/they chooses not to listen, then they will be asked to leave and parents will be contacted regarding the incident.

- If student continues to use their cell phone, then he/she/they will be asked to leave the Learning Centre and parents will be contacted regarding a plan forward on the prevention of cell phone usage during class work at the learning centres.
- If student continues to ignore the policy after three attempts of corrective measures, then he/she/they will not be allowed to work at the Learning Centres and will work from home.

CONSEQUENCES

The Learning Centres focus on correcting measures to ensure students are aware and can meet the Student 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 BEHAVIOR

Students and parents/guardians can expect timely and a thorough investigation into inappropriate behaviour. Please contact the school principal to initiate an investigation into behaviour that is concerning and not meeting the expectations of communication in this Student Code of Conduct. You can expect a response within two working days of a concern being raised.

NOTIFICATION OF STUDENT CONDUCT POLICY

The 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 at www.sturgeonlearning.ca.

REFERENCES FOR STUDENT 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