

STUDENT CODE OF CONDUCT

1. The following purposes provide the rationale for this student code of conduct:
 - 1.1. to ensure that each student enrolled in a school operated by the District is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
 - 1.2. to support Catholic Communities of Caring; and
 - 1.3. to support the District's Mission, Value, and Vision Statements:

Mission Statement

Living and Learning in our Catholic Faith.

Value Statement

All members of our community are sacred and must be treated with dignity and respect. We value excellence in Catholic education, guided by shared responsibility and the moral authority of the Church.

Vision Statements

Faith

Our Catholic schools demonstrate their constitutional right to provide and support the development, permeation and modeling of our faith.

Relationships

Our Catholic schools promote shared responsibility for stewardship of resources, transparency and the success of the students in our care.

Excellence in Teaching and Learning

Our Catholic schools develop students who reflect the image of God and are successful contributors to a global society.

2. The following behaviours are acceptable:
 - 2.1. all behaviours that contribute to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
 - 2.2. all behaviours that support Catholic Communities of Caring; and
 - 2.3. all behaviours that support the District's Mission, Value, and Vision Statements.

3. The following behaviours are unacceptable:

Behaviours prohibited by the School Act

- 3.1. Conduct that does not reasonably comply with the code of conduct under section 12 of the *School Act*, which requires a student to:
 - 3.1.1. be diligent in pursuing the student's studies;
 - 3.1.2. attend school regularly and punctually;
 - 3.1.3. co-operate fully with everyone authorized by the District to provide education programs and other services;
 - 3.1.4. comply with the rules of the school;
 - 3.1.5. account to the student's teachers for the student's conduct;
 - 3.1.6. respect the rights of others;
 - 3.1.7. 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;
 - 3.1.8. 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; and
 - 3.1.9. positively contribute to the student's school and community.
- 3.2. Conduct, whether or not the conduct occurred within the school building or during the school day, that was injurious to the physical or mental well-being of others in the school in contravention of section 24(1)(c) or 24(7)(c) of the *School Act*.
- 3.3. Distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution or being reckless as to whether or not that person consented to the distribution in contravention of section 24(1)(d) or 24(7)(d) of the *School Act*.
- 3.4. Disturbing or interrupting the proceedings of a school or a school, District, or Board of Trustees meeting in contravention of sections 27(1)(a) or (b) of the *School Act*.
- 3.5. Loitering or trespassing in a school building or on property owned by the District in contravention of section 27(1)(c) of the *School Act*.

- 3.6. Canvassing, selling, or offering to sell goods, services, or merchandise to a teacher or a student in a school without the prior approval of the District in contravention of section 27(2) of the *School Act*.

Bullying

- 3.7. Repeated and hostile or demeaning behaviour where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in any District school community, including psychological harm or harm to an individual's reputation.

Academic dishonesty

- 3.8. Cheating or participating in any cheating behaviour whatsoever, whether directly or indirectly.
- 3.9. Misrepresenting anything or being dishonest in any way in one's academic work.

Mobile phones and other electronic devices

- 3.10. Using a mobile phone or other electronic device when not permitted by a teacher or principal.

Smoking and smokeless tobacco

- 3.11. Smoking, burning, or vaporizing any substance whatsoever, including any tobacco, clove, herb, electronic liquid, shisha, cannabis, medical cannabis, medication, legal drug, or illegal drug, by any delivery method whatsoever, including by cigarette, electronic cigarette, cigar, pipe, hookah, joint, bong, or water pipe, unless a teacher or principal grants permission to burn a substance during a Mass or other liturgical or cultural celebration, a classroom lesson, or an activity sponsored or approved by the District.
- 3.12. Chewing, inhaling, snorting, or consuming any smokeless tobacco substance whatsoever, including chewing tobacco, dipping tobacco, and snuff.
- 3.13. Selling any tobacco or similar substance.

Alcohol, cannabis, and illegal drugs

- 3.14. Possessing, selling, consuming, using, or being under the influence of alcohol, cannabis, or an illegal drug, with the exception of consuming consecrated wine during a Mass.

Prescription and non-prescription drugs

- 3.15. Consuming, using, or being under the influence of a prescription drug without or in excess of a prescription, and in the case of medical cannabis, without being

authorized to do so under or in excess of the federal *Access to Cannabis for Medical Purposes Regulations*.

3.16. Consuming, using, or being under the influence of a non-prescription drug in excess of the standard recommended dosage.

3.17. Selling any non-prescription or prescription drug, including medical cannabis.

Unauthorized recordings

3.18. Making, possessing, selling, accessing, or sharing any audio, visual, or audiovisual recording of any individual without the individual's consent unless the recording is of a public space or an event open to the public.

Pornography and obscene matters

3.19. Making, possessing, selling, accessing, or sharing any pornographic or obscene audio, visual, or audiovisual matter or recording.

Threats, harassment, and assault

3.20. Uttering, conveying, or causing any individual to receive a threat to cause death or bodily harm to any individual or to destroy or damage property.

3.21. Repeatedly following or communicating with any individual or engaging in threatening conduct directed at any individual that causes the other individual reasonably, in all the circumstances, to fear for his or her safety or the safety of anyone he or she knows.

3.22. Applying force, directly or indirectly, to any individual.

Sexual harassment, sexual interference, and sexual assault

3.23. Directing any unwanted sexual behaviour toward any individual.

3.24. Directing any unwanted touching, directly or indirectly, with a part of the body or with an object, to any part of any individual's body for a sexual purpose.

3.25. Applying force to any individual, directly or indirectly, for a sexual purpose.

Theft

3.26. Taking, temporarily or absolutely, anything that belongs to the District or any individual without the District's or the individual's prior consent.

Property damage

3.27. Destroying or damaging anything that belongs to the District or any individual.

Weapons

3.28. Possessing, selling, or using anything designed to be used or intended for use in causing death or injury to any individual or for the purpose of threatening or intimidating any individual.

Hazing

3.29. Organizing, directing, or participating in any activity expected of any individual joining any kind of group that humiliates, degrades, abuses, or endangers the individual, even if the individual joining the group claims he or she participated in the activity willingly.

Gang activities

3.30. Participating in any activity for the benefit of a gang or criminal organization.

Behaviours during transportation

3.31. Distracting the driver.

3.32. Disobeying the driver, including disobeying a bus driver's instructions respecting crossing the street at a bus stop.

3.33. Moving between seats or in the aisle while the vehicle is in motion.

3.34. Throwing any object inside the vehicle or extending any body part or throwing any object outside the vehicle window.

3.35. Tampering with or deploying any vehicle safety mechanism other than during an emergency.

Dress code violations

3.36. Wearing inappropriate footwear for an indoor activity or physical education.

3.37. Wearing clothing that is indecent or disrespectful.

3.38. Wearing clothing that displays text or an image that is clearly obscene or disrespectful.

3.39. Wearing clothing that is significantly soiled, torn, ripped, or frayed.

- 3.40. Wearing a hat, cap, or sunglasses inside a building without the prior permission of a teacher or principal.
4. The unacceptable behaviours listed in this student code of conduct:
- 4.1. apply to all students, including independent students within the meaning of the *School Act*;
 - 4.2. apply at all times and everywhere on District property, including in a school building, on school grounds, or in any parking area used in relation to a school building;
 - 4.3. apply at all times off District property during activities sponsored or approved by the District;
 - 4.4. apply at all times off District property if the behaviour is in relation to any individual in any District school community;
 - 4.5. apply at all times during transportation provided or coordinated for or by the District, including transportation to and from the site of a school or elsewhere in connection with an activity sponsored or approved by the District; and
 - 4.6. apply to all online and electronic activity conducted anywhere if the behaviour is in relation to any other individual in any District school community.
5. A District employee must decide consequences for unacceptable behaviour in accordance with Administrative Procedures 355 (Student Discipline), 356 (Suspension/Expulsion of Students), or both.
6. When deciding a consequence for an unacceptable behaviour, a District employee must take into account the student's age, maturity, and individual circumstances.
7. The District must provide support for students who are impacted by and who engage in inappropriate behaviour.
8. Subject to the right and responsibility of the District to provide education programs to students through separate schools in such a way that the rights guaranteed under the Constitution of Canada of separate school electors are preserved and maintained, the District affirms the rights of each student and employee as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* and will not discriminate against students and employees as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

Approval Date: March 29, 2018
References: *School Act*, RSA 2000, c S-3

EMPLOYEE / PUBLIC CONDUCT ON DISTRICT PROPERTY (INCLUDING SCHOOLS)

Background

Employee and public conduct on District property (including schools) is expected to be consistent with District values and shall model appropriate behaviour. The District is committed to its legal, social and moral responsibilities in its day-to-day operations and expects all activities on District property to support these objectives. Furthermore, the District believes that as an employer, supervisor or as an individual employee, there is a duty of care to provide for the safety of staff, students, volunteers and visitors.

Procedures

1. District property shall be utilized in ways that are consistent with District expectations and requirements, including District values and the modelling of appropriate behaviour. Activities deemed to be inappropriate by the Chief Superintendent, or designate, shall not be authorized to be held on District property. Some activities, while not appropriate to be held on District property, may under certain circumstances be authorized by the Chief Superintendent or designate to occur off District property.

2. The use of tobacco products on District property is not authorized under any circumstance:

Smoking and Use of Tobacco Products on District Property

2.1 Smoking, vaping and the use of tobacco products (including similar products such as clove cigarettes and electronic cigarettes) shall be prohibited at all times on all District property (buildings and land).

2.2 Persons and/or organizations that use school District buildings shall abide by Administrative Procedure 550 – Rental and Community Use of School Facilities as a condition of their agreement for the use of the building or property.

2.3 Appropriate signs illustrating the no-smoking expectation shall be prominently displayed in all District buildings.

3. The use of alcoholic beverages on all District property is permitted under limited circumstances:

Alcoholic Beverage Use

3.1 The consumption of alcoholic beverages on District property is limited to appropriate District staff occasions, such as a wine and cheese or a staff celebration. Principals and/or department heads (for non-school based sites) shall ensure that the Risk Management Bulletin 01-2003 (updated 07-2007) (Expectations for District Schools and Departments When Dealing With Social Host Liability Issues) (Appendix) is

reviewed and applied to all such occasions, and that the requirements of Alberta Gaming and Liquor Commission (AGLC) for Private Functions with liquor service are satisfied (for information refer to the AGLC website at www.aglc.gov.ab.ca).

- 3.2 The use of alcoholic beverages by non-District organizations renting or using District premises (including schools) is not permitted, with the exception of the serving of communion wine during church services. The Chief Superintendent may authorize exceptions for non-District organizations, where circumstances warrant (e.g., a parish function). Any exceptions require the prior written approval of the Chief Superintendent.
- 3.3 Persons and/or organizations that use District buildings (including schools) shall abide by Administrative Procedure 550 – Rental and Community Use of School Facilities as a condition of their agreement for the use of the building.
- 3.4 For any District-related activity approved to be held off District premises, the use of alcohol shall be governed by Risk Management Bulletin 01-2003 (Expectations for District Schools and Departments When Dealing with Social Host Liability Issues) (Appendix). “District Related Activity” is defined as any activity that is planned, organized, or supervised by District staff or related organizations (School Councils, school supporting societies, etc.) in those situations where the participation of District staff or students, or the use of the school name or the District name, may cause others to believe that the event is District sponsored or supported. Examples could range from School Council sponsored activities or fundraisers to staff Christmas parties. Consideration of social host liability issues is a responsibility of all staff when planning an off-District premises event that may involve alcohol, regardless of the location. It also extends to events planned by other related bodies, outside organizations or individuals where there is participation by District staff that may support the perception that this is a District-sponsored event.

Approval Date: April 12, 2016

Reference: Section 20, 60, 61, 96, 113, 116, 117 School Act
Administrators' Handbook
Risk Management Manual
Occupational Health and Safety Manual
School Council Handbook

Smoking Cessation

Smoking cessation programs are available to all employees and are eligible for reimbursement up to a maximum of \$300 per school year. The items that can be reimbursed include Nicoderm, acupuncture, the patch, etc. Please discuss with your physician the smoking cessation plan that is best for you. Receipts are submitted to the EFAP Administrative Assistant for processing.

TrymGym

This is a 12-week fitness and healthy lifestyle program developed by health professionals at the University of Calgary.

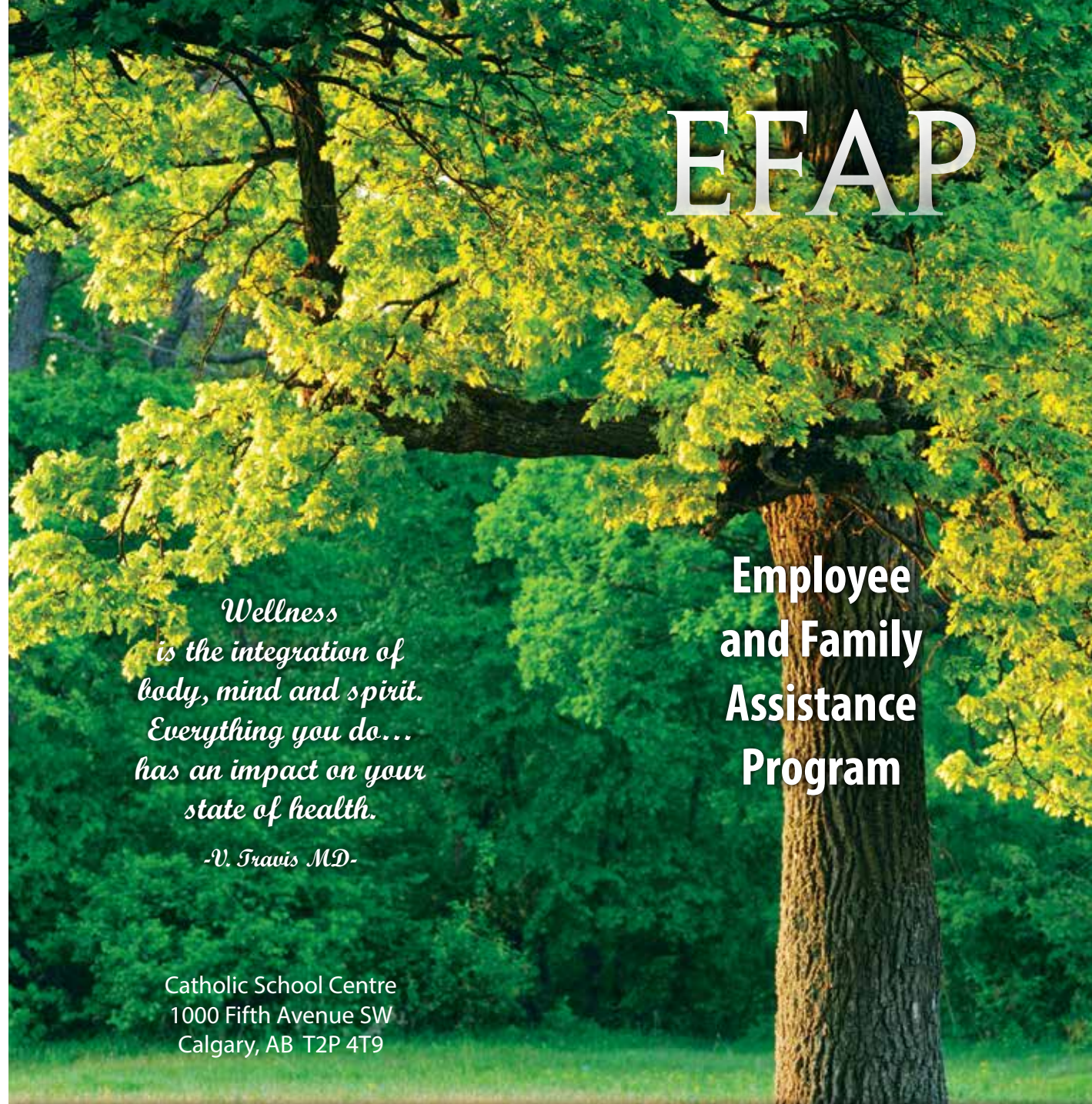
The focus of the TrymGym program is on two core components:

- Physical activity
- Behaviour change

Employees pay for this course and upon completion of the program, will be reimbursed up to a maximum of \$300. Receipts are submitted to the EFAP Administrative Assistant after registration is completed.

To register for the next available program, please call 403-220-4374.

For more information on smoking cessation or TrymGym, please call 403-500-2774.



EFAP

Employee and Family Assistance Program

*Wellness
is the integration of
body, mind and spirit.
Everything you do...
has an impact on your
state of health.*

-V. Travis MD-

Catholic School Centre
1000 Fifth Avenue SW
Calgary, AB T2P 4T9





Employee and Family Assistance Program (EFAP)

The Employee and Family Assistance Program is designed to provide support to you and your loved ones. All of us face various challenges and difficulties in our daily lives. Some of these challenges resolve themselves over time, however; there are some that require immediate attention.

Helping you help yourself

You may benefit from the assistance of a professional counsellor to help you in resolving any of the following topics that may be of concern to you:

- Personal or family problems
- Marriage difficulties
- Issues regarding your children
- Financial difficulties
- Substance abuse
- Anxiety and/or depression
- Stress at work or at home

EFAP

Confidentiality

Respecting and protecting an individual's right to privacy is the foundation of the Employee and Family Assistance Program. All counsellors, both external and internal, are bound by law and strict codes of ethics that include confidentiality with respect to any information that may be released.

Your eligible dependents may also utilize the EFAP service on their own initiative and can expect the same commitment to their privacy.

What can I do if I see someone in need of help?

i.e. co-worker, family member

Sometimes family members or co-workers may confide information about a problem they're facing. Other times you observe changes in behaviour that cause concern. If this happens to you, let the person know about the EFAP and suggest they either contact us or speak with their family physician. For further information, please call 403-500-2774.

Preferred Provider Listing

The Preferred Provider Listing is comprised of a variety of specialized healthcare professionals. Employees are welcome to contact these professionals directly. To access this listing information, visit the Calgary Catholic School District intranet site under Our Services >> Human Resources >> Employee Benefits >> EFAP Preferred Provider List.

For additional information, please contact the EFAP Administrative Assistant.

Contact Information

EFAP Administrative Assistant . . . 403-500-2774

The EFAP Administrative Assistant will connect you with the EFAP Director and/or an EFAP Psychologist for further assistance.

We are available to:

- Answer questions
- Assist you with evaluating your options
- Offer immediate support and counselling services at a variety of locations
- Provide referrals to a variety of specialized healthcare professionals
- Recommend resources
- Provide assistance to family members



Trying to break the habit?



Smoking Cessation Programs

Sponsored by the Employee and Family Assistance Program

Just to remind you that the Quit Smoking program is available for all employees.

- You can access services to assist you to stop smoking: for example, you may decide on nicoderm, acupuncture, the patch, etc. Please discuss with your physician the plan that would suit you best.
- Non-smoking prescriptions are not covered by our Blue Cross plan and should your choice of program not be covered by Alberta Health Care you should pay for the chosen method and submit your receipts to Human Resources c/o Dr. Andrea Dwyer for reimbursement.
- The District will reimburse up to \$300.00 per employee per year.

**Remember:
This is your
Choice!
Good Luck**

**For more information,
please call 403-500-2491.**



**CALGARY CATHOLIC
SCHOOL DISTRICT**