



Personal Pathways Program – Genesis School **Student Code of Conduct**

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MISSION STATEMENT

The mission of Edmonton Catholic Schools is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

At Genesis School this is nurtured and lived in a loving, inclusive community where diversity is honored and cherished.

CREED

Genesis School is a Catholic school community where in learning through the Holy Spirit:

- Each individual will feel welcome, safe, and secure both physically and emotionally
- Our words and actions will reflect Jesus' teachings and we will celebrate our Catholic faith
- Students, staff, and parents will follow and foster an atmosphere of honesty, dignity & respect, loyalty & fairness
- Every student is capable of success in their learning and each individual will be challenged to use all of their gifts to reach their personal potential
- We will recognize our responsibility to those in need both within our own community and in the greater community

ACCIDENTS and ILLNESS

- First Aid will be given to a student by trained staff of the Commonwealth or Meadows Recreation center, to a student who is injured on the school grounds or during field trips. Parents will be notified in the case of serious injury or illness.
- If the parent cannot be reached, we will notify the emergency contact.
- To ensure prompt communication, please ensure that the school has up to date contact information

ATTENDANCE and LATE POLICY

- A telephone call advising the school of student illness, medical/dental appointments, etc. is very appreciated.
- Parents will receive a phone call for unverified absences.
- If a child must leave the building during the school day, a parent must inform their child's teacher ahead of time.
- The Attendance Board of Alberta will be contacted if student attendance or tardiness become a problem.



ATTIRE

Students are required to wear clothing appropriate for a school/work environment and school related activities during the day. Students in the Pathways Program will be participating in recreational or fitness activities where appropriate work-out clothing and running shoes which will allow for freedom of movement and help make the activity successful. Furthermore, as the students are participating in aquatics classes a swim suit and towel should also be sent with your child to the school each day. While some outfits may seem fine, in reality, the tasks of sitting in desks, reaching into lockers and participating in various activities may not suit certain clothing choices. We ask for your assistance in providing guidance in this area for your child, and we also ask for support in ensuring that beach type clothing, exposed underwear, see through clothing, and shorts and shirts that may become too revealing during school activities, do not make it to school. Where necessary, school staff will discreetly approach students not appropriately attired and ask them to change and/or refrain from wearing the same outfit in the future.

BULLYING AND DISCRIMINATION

Bullying is repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended 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. Further, the Alberta Human Rights refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

- Students who are bullied should tell a trusted adult (parent or teacher) so that the school administration can be made aware.
- School administration will investigate all bullying claims that occur within the school during the school day or by electronic means.
- Consequences, as outlined in our student code of conduct policy, will be given to students who engage in bullying behaviors.

We affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

REPORTING POLICIES and PRACTICES

- Real time student evaluation and student attendance reports are always available at powerschool.ecsd.net/public
- In addition, a formal reporting of assessment results will be available three times this year:
- A First Reporting Period/parent information meeting will take place each year.
- Conferences are scheduled twice per year as part of our Demonstration of Learning evening.
- In addition, parents are encouraged to contact the school at any time to discuss their son/daughter's progress. Your child's homeroom teacher is your primary contact and ongoing in person, telephone, or electronic teacher/parent communication is encouraged.
- Log onto PowerSchool at <https://powerschool.ecsd.net/public> to access your child's grades, attendance and teacher comments. Parents and students can access "Google Classrooms" for information about each of their child's classes as well.

TECHNOLOGY- ACCEPTABLE USE AGREEMENT

Genesis, Personal Pathways program is a wireless environment, and students are encouraged to bring their

personal devices to enhance their learning. Prior to use, each student must sign, and adhere to the Edmonton Catholic Schools Acceptable Use Agreement. All wireless enabled devices are permitted in class for learning purposes, and with the permission of the classroom teacher. These devices may also be used at the beginning of the day, at lunch and after school. Students who choose not to follow the responsible use policy will have their computer and/or wireless access privileges revoked for a period of time determined by the school administration. Please note:

- During instructional time, devices are not to be used to place phone calls, for social media purposes, for recording or still photography purposes. **Students are not allowed to be filming or photographing other students in the school or on the bus travelling to and from their school.**
- School owned devices will also be available for student use before school, during school, lunchtime and after school with teacher permission and appropriate supervision.
- Students are responsible for the safety and security of their devices.

STUDENT CODE OF CONDUCT POLICY

The Edmonton Catholic School District pre-supposes that general order be defined as part of the climate of a Catholic School. Only then can students function effectively in the learning-teaching process. It follows that the efficient operation of our school and of the learning atmosphere in each classroom will be enhanced with students following our School Creed and living out our Core Values. The staff of Genesis School believes that discipline should have as its goal, the development of a mature, Christ-like, self-disciplined individual who is a responsible, contributing member of their school and community. Genesis School has a conduct philosophy for its students that adheres to the following principle: **Parents/Guardians are the most important educators of their children and teachers will work with them to have their expectations understood and supported by students. The role of parents is to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment and to work, in partnership, with Genesis School to live out our Mission and Creed statements. All decisions are made with hope for student success in the forefront.**

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within Genesis School and the Personal Pathways Program

STUDENT CODE OF CONDUCT POLICY STATEMENT

The staff at Genesis School believes that effective discipline should teach students to be responsible for their own actions and create a welcoming, caring, respectful, positive and safe learning environment. This policy fits into the spirit of Christian unity of the school and encompasses the social, emotional, intellectual, physical and spiritual needs of the child.

Consequences of unacceptable behavior will be based on individual needs and this policy will contain a continuum of supports to correct the unacceptable behavior. All consequences will take into consideration unique student attributes such as age, maturity and individual circumstances and will include preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct. This continuum of supports will be provided to students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior.

LEVELS OF DISCIPLINE

The first two levels are intended to effectively address minor infractions such as class disruptions including being late, not being prepared for class, repeated interruptions, incomplete homework, failure to respect other's space and their property, horseplay, and violation of classroom expectations. Administration and/or other staff will work with the student to develop strategies for more appropriate behavior.

Level 1 - Verbal Warning

- a staff member will discuss the inappropriate behavior with the student
- the student will be encouraged to change their behavior and/or apologize to aggrieved party

Level 2 – Redirection of behaviors

- The student will be asked to leave the classroom and be directed to another designated area for an activity to spend time with the Youth Services Coordinator, an Emotional Behavioral staff or the Family School Liaison worker.
- The classroom teacher will have a discussion with student before they return to class
- The classroom teacher will record incident, contact parent/guardian and homeroom teacher

Levels 1 and 2 are ongoing interventions with the student until the infraction becomes escalated. Supports are available to those students impacted by inappropriate behaviour.

The next two levels are intended to effectively address major infractions such as repeated minor infractions, defiance of school authority, use of improper or profane language/gestures, verbal abuse, fighting or physical violence, harassment or bullying (including online), theft or damage to property, unexplained absence from class, or any other conduct deemed injurious to the moral tone and reputation of the school, its staff and students.

Whether or not these infractions occur within the school building during the school day or by electronic means, the School Administration will be directly involved in these levels. Once again, administration and/or other staff will work with the student to develop strategies for more appropriate behavior.

Level 3 - Parental/Guardian Contact and Involvement

- parents will be notified by the school administration of the need for an in school meeting with the Personal Pathways teacher, multi-disciplinary team and the parent and child.
- parent/guardian may need to attend a school meeting for student to be readmitted

Level 4 - Out-Of-School Suspension (School Act – Section 24)

- parents will be notified by the school administration of an out-of-school suspension
- can be from a half day to five days from school or bus
- students parents will be requested to pick them up
- students will lose extra-curricular privileges during suspension (i.e. sports, field trips, etc.)
- students are responsible for all assigned work during an out-of-school suspension
- students can use their Google classrooms to determine the assigned work
- returning to the school or school grounds during an out-of-school suspension without the express permission of school administration constitutes trespass and will be dealt with accordingly

Level 5 - Recommendation for Alternative Programming out of District

Principal recommends to Superintendent that student be removed from school or program

- Parents will be notified by the Principal of a recommendation for Alternative Programming
- Parents will be requested to pick their child up from the school

The school administration reserves the right to review each suspension on an individual basis to determine appropriate consequences. Thankfully, the final level is only used in very exceptional circumstances. These would include situations involving the possession or use of narcotics, tobacco, or alcohol at school or at school sponsored activities, severe harassment or bullying, or the possession or use of a weapon. In addition, less serious behavior or incidents may also warrant a Level 5 such as when a student is given numerous opportunities to correct his/her conduct but no improvement is seen. The Principal will be directly involved at this level.

It is extremely unlikely that your children will ever go through all the steps outlined in the Discipline Cycle. However, if he/she should experience one or more steps outlined in the Discipline Cycle, parents can be assured that it will be done in a caring manner in an effort to help your children learn from their mistakes and move forward. When students, parents and school staff work in partnership we ensure our children will develop and become responsible young adults.

