

# ***ESSMY Code of Conduct in a Safe and Caring School***

**A safe and caring environment is essential for students to learn and grow as human beings. At ESSMY, as in all GSCARD schools, it is first and foremost our goal to foster these conditions.** ESSMY strives to establish a culture of respect for the God-given dignity of all who participate within it and pursue the common good of everyone, as we build a community of faith, hope, and love through the example of Jesus Christ.

## **Sustaining a Safe and Caring Learning Environment**

### ***Definitions:***

1. Harassment refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:
  - a) any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat;
  - b) conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the *Alberta Human Rights Act*.
  - c) Any form of harassment may be caused by a single incident or a series of events.
2. Sexual Harassment includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:
  - a) inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or gender expression, gender identity;
  - b) inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property;
  - c) inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities;
  - d) inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance;
  - e) inappropriate conversation regarding an individual's sexual behaviour;
  - f) unsolicited and/or unwanted requests to engage in sexual activity;
  - g) reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
3. Bullying refers to repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting.

## **Harassment and Bullying Codes of Conduct**

The school does not support Harassment and Bullying in any of its schools and / or sites or at all. To this end, the Greater St. Albert Catholic School Division has implemented (and revised) the following Administrative Procedures which will serve as the basis for addressing matters pertaining to Harassment and Bullying:

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- a) Student Discipline Framework, Administrative Procedure 350
- b) Harassment Administrative Procedure 460 (Employees)
- c) Harassment Administrative Procedure 358 (Division Students)
- d) Safe and Caring Learning Environments Administrative Procedure 359
- e) Code of Conduct Review to Address Bullying Behaviour Administrative Procedure 360
- f) Accommodating and Respecting Gender Identity and Expression Administrative Procedure 361
- g) Revised Use of Technology Administrative Procedure 140
- h) Revised Social Media Administrative Procedure 149

## **Division Expectations**

1. No action toward another student, regardless of the intent of that action, will or is intended to cause harm, fear, or distress to that student.
2. No action toward another student within the school community will or intend to diminish the student's reputation within the school community.
3. Any action that contributes to a perception of Bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the well-being of the alleged victim within the school community.
4. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender identification, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status of parents, source of income of parents, family circumstances, or gender expression, or gender identity of a student.
5. No report by a student that he / or she is being "harassed" or "bullied" will be ignored by a school official. The official will report the incident to the school principal who shall investigate the matter and act in accordance with Harassment Administrative Procedure 358 (Students) as required.
6. In establishing consequences for bullying, teachers and principals will use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
7. If in the opinion of the teacher or principal an act of Bullying has occurred, interventions will be applied dedicated to stopping the behaviour in the future, and supporting the victimized student. Those disciplined for their involvement in bullying will be communicated what to "stop" doing, and "start" doing in order to further a safe and caring culture within the school.
8. Incidences of Bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of applicable administrative procedures and practices, including Harassment Administrative Procedures 358 (Division Students) and 460 (Employees).

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9. Students will not be discriminated against according to the application that the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms has to the School Board as a Catholic Separate School Division.
10. All actions by students that impact the safety and well-being of students or staff will be addressed through the Student Discipline Framework AP 350 and the Harassment AP 358 (Division Students) as appropriate.
11. The expectation for students in all their school-related interactions that pertain to the School Division is that they:
  - a) conduct themselves in a manner which upholds the dignity and worth of all members of the school community;
  - b) be aware of and adhere to their school's code of conduct; and
  - c) be aware that these expectations form the school's and division's standards for creating a safe and caring school.
12. No report by a student that s/he is being "bullied" is to be ignored by a school official, who will report the matter to the school principal as required by Harassment AP 358 (Division Students).
13. In establishing consequences for Bullying, teachers and principals may use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
14. If in the opinion of the teacher or principal an act of Bullying has occurred, interventions may be applied dedicated to stopping the behaviour in the future, and to providing reasonable supports to the victimized student.
15. Appropriate interventions and supports will be provided to the student who has engaged in wrongdoing to ensure that the student establishes productive, positive behaviors in the future.

## **ESSMY Expectations**

**"Dignité, Respect, Service" is our school motto and to live in the spirit of Sainte Marguerite d'Youville is our mission. Therefore, in the spirit of Sainte Marguerite d'Youville, we will model the values of Christ and promote respect for self and others through our actions.**

It is the expectation of ESSMY students:

- A. To participate to their fullest ability in all aspects of school life, always in a positive manner.
- B. To respect the rights of other students, treating them with kindness and dignity.
- C. To follow the directions and guidance of all staff members.

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- D. To attend school regularly, be punctual and complete and submit all prescribed course work.
- E. To uphold academic honesty by submitting only original work, working independently during exams and quizzes and citing the work of others appropriately.
- F. To become familiar with and adhere to the expectations outlined in the ESSMY School Handbook.

It is the expectation of ESSMY staff:

- A. To encourage success in all students.
- B. To encourage, foster and advance collaborative, positive and respectful relationships with students, parents and colleagues to provide supports and services in the school.
- C. To communicate openly with parents/guardians regarding all matters pertaining to the student.
- D. To address student conduct in a discreet and pastoral way.
- E. To act *in loco parentis* to ensure student safety.
- F. To be a model and witness of Jesus Christ in the life of our students.

It is the expectation of ESSMY parents (as per Section 32 of the Education Act):

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- A. act as the primary guide and decision-maker with respect to the child's education,
- B. take an active role in the child's educational success, including assisting the child in complying with section 31,
- C. ensure that the child attends school regularly,
- D. ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- E. co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- F. encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- G. engage in the child's school community.

The school values the participation and involvement of students, parents and staff within our community to support the safety, well- being, and success of all our students.

ESSMY may use a Restorative Discipline or Positive Behaviour Support model to address matters of discipline as per GSACRD Administrative Procedure 350: Student Discipline Framework.

The ESSMY Code of Conduct will be reviewed for its effectiveness in meeting Division expectations annually.

REVISED February 2, 2021