



## Lilian Schick School

P.O. Box 689 4509 – 54 Avenue

Bon Accord, Alberta T0A 0K0

Phone: (780)921-2200



### Student Code of Conduct 2023-2024

Lilian Schick School is an inclusive learning environment. All students have the right to a safe, caring, and respectful learning experience. The Lilian Schick Student Code of Conduct and School Rules are based on the *Alberta Education Act* (Section 31), which describes the legal obligations of all students in Alberta schools.

Students will:

- a. Attend school regularly and punctually,
- b. Be ready to learn and actively engage in and diligently pursue the student's education,
- c. 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,
- d. Respect the rights of others in the school,
- e. Refrain from, report and not tolerate bullying or bullying behaviour directed towards others in the school building, during the school day or by electronic means,
- f. Comply with the rules of the school and the policies of the board,
- g. Co-operate with everyone authorized by the board to provide education programs and other services
- h. Be accountable to the student's teachers and other school staff for the student's conduct, and
- i. Positively contribute to the student's school and community.

It is the belief at Lilian Schick School each individual student is responsible for complying with our school expectations and Section 31 of the *Education Act*. Staff at Lilian Schick School will help students to adhere to the expectations through a process of learning.

Staff will:

1. Help the student identify the inappropriate behaviour(s)
2. Help the student solve the problem(s) created by these behaviour(s)
3. Leave the student's dignity intact
4. Share the Code of Conduct with students twice annually, in September and January.
5. Make the Code of Conduct accessible to families by sending out electronically in September and posting on school website for easy access.

Factors such as age, grade, nature of the misbehaviour, degree of the situation, emotional stability, and past history will be considered when action is taken.

Principal: Darla Clark | Vice Principal: Matt Ohm

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### School Rules

1. Harassment, discrimination, physical, verbal, or electronic bullying, or any conduct which threatens the safety of students and staff are not permitted.
2. Profane language and/or inappropriate gestures demonstrate disrespect for oneself, others, and the school. It will not be tolerated.
3. Students are to remain in class at all times unless they are given permission by their teacher to leave. Students who are not working in the classroom must be supervised.
4. Students are expected to be prepared for class and to bring all necessary materials. Materials that are lost or need replacement are the responsibility of the student.
5. Students are to respect school property. Vandalism, damage, and criminal acts will be dealt with by the administration.
6. Lilian Schick School has a dress code. For specific information, please see our School Dress Code Policy below.
7. For student safety reasons, students are asked to refrain from riding skateboards, scooters, and bikes on school property during the school day. Bikes must be placed in the supplied bike rack and secured with a lock until departing the school grounds in a safe manner at the end of the school day. It is required that skateboarders, scooter riders, and bikers use an approved CSA helmet.
8. Items which can be viewed as a weapon or are deemed to be weapons under the *Criminal Code of Canada*, are prohibited from school property. Students who are found to be in possession of items or involved in such incidents are subject to consequences according to Board Policy including but not limited to suspension and/or expulsion
9. Students are not to possess, use, or distribute alcohol, drugs, tobacco, or vapes and vape products, at school or during school-sponsored events. Students who are found to be in possession of items or involved in such incidents are subject to consequences according to Board Policy including but not limited to suspension and/or expulsion.
10. Students are expected to follow the Lilian Schick Knights Code of Honour which outlines behaviour expectations for all areas of the school. This is included on the following page.

### Lilian Schick School Dress Code

In keeping with the philosophy of Alberta Education, we at Lilian Schick School strive to help our students become productive citizens who are ready to pursue high school and eventually careers in the workforce. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work setting.

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The Lilian Schick School Dress Code promotes safety and learning at school and includes the following expectations:

- Footwear must be worn at all times in the school.
- Hats can be worn to school but we ask students to store the hats in their backpacks upon entering the school. Students are not permitted to wear hats to class.
- Students must not wear clothing that has inappropriate language, graphics or slogans (i.e. depicts sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, tobacco, or vaping or vape products, or which degrade the integrity of individual groups).
- Students are expected to dress in good taste, with integrity as the guiding principle.
- The final determination about appropriateness of dress lies with school staff.

### Personal Electronic Device Policy

Students may bring wireless Personal Electronic Devices to Lilian Schick School once they and their parents/guardians have agreed to the policies stated in the Personal Electronic Device Agreement. Lilian Schick School is not responsible for any loss or damage sustained to personal electronic devices. This is provided to students and parents for their signature in September of the school year.

Cell phones and other devices may be used for personal use during recess and lunch breaks. Cell phones are not permitted in class. It is requested that students store their PEDs in their backpacks or lockers during class time unless they are requested by the teacher to have them available for educational purposes. Engaging in game playing or social networking during class time is prohibited unless directed by a teacher and in the pursuit of educational outcomes.

Students who use a personally owned device in a manner which is disrespectful to the educational environment whether in class, on school grounds or on division transportation may be asked to place their device in the office. The device will be returned to the student at the teacher's or administration's discretion or, if the issue is of a serious nature, the device will be returned to the parent/guardian.

Cyber Bullying is a serious offense and will not be tolerated. Any incidents of cyber bullying will be dealt with according to the school code of conduct and discipline policy, the policies of the Board and the Education Act.

### Liability for Damage to School Property

Lilian Schick School will charge parents the cost of repairing damaged property pursuant to Section 257 of the *Education Act* of Alberta.

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**KNIGHTS Code of Honour – Students will:**

	All Areas	Learning Areas	Common Areas	Out of School Areas	Bus
		Classrooms, gym, kitchen, music room, labs	Learning Commons, hallways, lunchrooms, washrooms	Extra-curricular activities, school grounds, field trips, arena, online activities	Bus
<b>Respect</b>	<ul style="list-style-type: none"> <li>use appropriate language when communicating with others</li> <li>be aware of the needs of other</li> <li>maintain personal space</li> <li>treat all properly with care</li> <li>treat others kindly</li> <li>refer to everyone by their correct names and pronouns</li> </ul>	<ul style="list-style-type: none"> <li>be mindful of others' learning</li> <li>use materials appropriately and return with care</li> <li>listen when others are talking</li> <li>follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>maintain personal space</li> <li>treat school technology, furniture, and equipment with care</li> <li>follow instructions of all staff</li> </ul>	<ul style="list-style-type: none"> <li>engage with others in a caring manner in person and online</li> <li>follow supervisor's expectation</li> <li>express gratitude often</li> <li>maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>follow all bus rules and instructions</li> <li>be courteous</li> <li>care for the bus</li> <li>use an indoor voice</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>maintain a safe and clean environment</li> <li>consider the safety of others</li> <li>be where you are supposed to be on time</li> <li>demonstrate digital citizenship</li> <li>use areas for their intended purpose</li> <li>follow all school rules</li> </ul>	<ul style="list-style-type: none"> <li>be active and engaged in your learning</li> <li>challenge yourself in learning</li> <li>showing up on time</li> <li>hand in your best work on time</li> <li>come prepared ready to learn</li> <li>use personal technology as directed by your teacher</li> </ul>	<ul style="list-style-type: none"> <li>keep areas tidy</li> <li>return materials to their proper place</li> <li>use school and personal technology appropriately and positively</li> <li>wipe or remove dirty footwear</li> <li>walk where you're going</li> </ul>	<ul style="list-style-type: none"> <li>follow extracurricular/field trip expectations</li> <li>follow the athletic code of conduct policy</li> <li>be proactive to catch up on work missed</li> <li>be where you are supposed to be on time</li> </ul>	<ul style="list-style-type: none"> <li>follow all bus rules</li> <li>inform drivers of absence</li> <li>submit all travel forms punctually</li> <li>dress appropriately for the weather</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>be KNIGHTS               <ul style="list-style-type: none"> <li>Keen</li> <li>Noble</li> <li>Independent</li> <li>Generous</li> <li>Honest</li> <li>Tireless</li> <li>Spirited</li> </ul> </li> <li>be the best version of yourself and encourage other to be the same</li> <li>report bullying (be the caring majority)</li> </ul>	<ul style="list-style-type: none"> <li>take charge of your learning</li> <li>encourage others to be involved</li> <li>promote the learning of new things</li> <li>set SMART goals</li> <li>recognize your role</li> </ul>	<ul style="list-style-type: none"> <li>be a positive example</li> <li>invite participation</li> <li>include everybody</li> <li>encourage and support others</li> <li>report damage / inappropriate use of school technology and equipment</li> <li>be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>lead by example</li> <li>represent the school in a positive way</li> <li>report cyber bullying</li> </ul>	<ul style="list-style-type: none"> <li>help the bus driver when needed</li> <li>assist younger students</li> </ul>

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## Discipline Policy

Every violation of the Code of Conduct by a student is to be addressed by staff. In order to deal with violations consistently, inappropriate behaviour is generally categorized according to three levels of severity with appropriate action steps.

### LEVEL ONE

Infractions such as:

- Classroom/ hallway misbehaviour
- Neglect of homework
- Tardiness
- Playground infractions
- Unprepared for class
- Disrespect
- Dress code violation
- Misuse of language
- Misuse of electronic devices

Consequences for Level One behaviour:

- 1) A staff member intervenes:
  - The student is made aware of misbehaviour
  - The teacher gives logical consequences for student's action, e.g., student who is late is asked to make up the time at noon
- 2) If a violation is repeated the student is referred to counselling or administration.

### LEVEL TWO

A. Persistent Level One behaviour.

- B. Opposition to authority or willful disobedience such as:
- Speaking to staff or other adults disrespectfully
  - Defiance of authority
  - Verbal abuse (profanity/threats)
  - Minor theft
  - Roughhousing, intimidating, and/or bullying/cyber bullying
  - Damage to property

Consequences for Level Two violations will include one or more of the following:

- Loss of privileges; e.g., intramurals, school dances, field trips
- Noon detentions
- After school detentions
- Restitution
- 1-5 day in-school or out-of-school suspension
- Counselling

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### LEVEL THREE

A. Persistent Level Two behaviour.

B. Extreme violations such as:

- Fighting/assault
- Major theft
- Major vandalizing of property
- Possession, use, or distribution of cigarettes, alcohol or drugs
- Bullying/cyber bullying and/or harassment
- Skipping school
- Loss of privileges
- 1-5 day school suspension
- Parent/Guardian conference before student is readmitted
- Possible referral to appropriate agencies for counselling
- R.C.M.P. will be called for an illegal activity
- Possible recommendation to the School Board Discipline Committee for expulsion

Consequences for Level Three behaviour may include:

**\*All students who are suspended out of school are required to meet with an administrator or counsellor prior to being re-admitted to the school.**

All discipline situations are seen as a learning opportunity for students. Staff will be sure to use a restorative approach when dealing with students and ensure to leave their dignity intact.

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