



Student Code of Conduct Checklist

Administrative Procedure 351

The primary focus of the Student Code of Conduct is to help students learn how to address issues of dispute, develop empathy and become good citizens both within and outside of the school community. The following information is crucial to ensuring that the school's Student Code of Conduct complies with the Education Act and Division expectations. It is important to note that, although comprehensive, this checklist of important items to include in a Student Code of Conduct is not exhaustive.

Minimally, the following must be included:

- ☐ 1. A statement of purpose that provides rationale for the code of conduct. *Replace 'contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging' from your code of conduct with the following statement 'Students are expected to conduct themselves in a manner that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours. Every individual plays a vital role in respecting diversity and fosters a sense of welcome and belonging for all members of the school community.'*
- ☐ 2. Statements that seek to address the school's response to bullying behaviours that occur within the school, during the school day or by electronic means.
- ☐ 3. One or more statements that address what are acceptable and unacceptable behaviours¹ and whether or not they occur within the school building, during the school day or by electronic means. *Add the following to the appropriate section of your student code of conduct*
- ☐ Students will:
 - Refrain from engaging in violence of any kind at school and during school-related activities.*
 - Assist in the prevention of violence without putting the student's own safety or well-being at risk, by co-operating with school staff and supporting intervention efforts. Students are encouraged to report incidents of concern to school staff.*
- ☐ 4. One or more statements regarding the possible consequences of unacceptable behaviour². Based on individual needs, the procedure will contain a continuum of supports to correct

¹ Unacceptable behaviour is all behaviour that has an impact on the school or individuals in the school.

² Avoid list of 'do not' – remain general in scope.

the unacceptable behaviour as well as supports available to those students impacted by inappropriate behaviour.

- ☐ 5. One or more statements that 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 the school setting.
- ☐ 6. One or more statements that 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.
- ☐ 7. One or more statements that address the role that parents have to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment. **Replace the wording “parents have to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment” with the wording “parents are expected to conduct themselves in a manner that supports a safe and caring learning environment through respectful and welcoming behaviour within the school community.”**
- ☐ 8. The Student Code of Conduct Procedure will be developed by school community and will:
 - be based on input from students, parents and school staff;
 - be reflective of the expectations of students as addressed in legislation and division procedure;
 - be communicated in writing to all members of the school community on an annual basis; and
 - be reviewed and adapted as necessary on an annual basis by members of the school community.
- ☐ 9. One or more statements that address how students may report bullying³.
- ☐ 10. Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances. Examples will include the following components:
 - preventative procedures;

³ Bullying: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour 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.

- supportive procedures for minor breaches of conduct; and
 - fair, corrective interventions to address major breaches of conduct.
- ☐ 11. Severe breach of conduct will be suspended in accordance with Section 31 of the Education Act.
- ☐ 12. Avoid a 'one size fits all' approach as it is inconsistent with the Education Act.