



Rimbej Jr/Sr High School

School Code of Conduct

Statement of Purpose

At Rimbej Jr/Sr High School we value a positive and responsive learning environment that optimizes student learning and success. Rimbej Jr/Sr High School is committed to providing an environment free from bullying, harassment, discrimination and violence. With the combined responsibility of all of the school's stakeholders; school trustees, school staff, students, parents, and community partners, a safe, caring, respectful and inclusive learning environment is possible to achieve.

The *School Code of Conduct* is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community. Our purpose is to promote student learning, growth and understanding as well as ensure that students possess a strong connection to their schools as welcoming, caring, respectful and safe places focused on their individual success. This *School Code of Conduct* will be reviewed annually and publicly available on the school's website.

Rimbej Jr/Sr High School's Statement of Beliefs

- All Students can learn and experience success.
- Students will be offered as broad a program as possible within their interests and our abilities.
- All students are responsible for participating fully in the achievement of their education success.
- We strive for all students to have strong reading, writing, and mathematic skills with which to analyze data and develop ideas and inferences.
- Students are entitled to a safe, secure and caring learning environment where each individual is respected and valued.
- We should develop a desire for learning now and in the future.
- It is important for students to leave this school with skills necessary to survive in a rapidly changing world.
- Open-mindedness and inquisitiveness are traits that must be strongly encouraged.
- It is important to teach students how to think creatively, critically and how to use a decision-making model.
- We should develop tolerance and respect for self and others.
- We should develop a positive self-concept through increasing self-confidence and self-esteem.
- It is our role to develop self-understanding through a realistic appraisal of one's capabilities and limitations.
- We develop the capacity of students to make a positive contribution to society.
- Community resources should be used to enhance our school program.
- We have a responsibility to develop an interest in cultural and recreational pursuits.



- We believe in fair play in our extracurricular policy.

Statement Regarding the Alberta Human Rights Act (AHRA)

In accordance with Wolf Creek Board Policy 22 all schools within Wolf Creek School Division No. 72, an attitude of respect for each other is fostered and nurtured amongst all members of the broadly based school community and members of the general public who may attend at schools, or school supported or sponsored functions. Acceptable behaviors must be consistent with the avoidance of discrimination, as discrimination is defined by the Alberta Human Rights Act. AHRA prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income or sexual orientation. Discrimination or bullying of any form, including but not limited to the use of electronic media, at any school or school supported or sponsored functions is not acceptable.

Responsibilities of Students, Parents and Staff

Student Conduct Expectations:

The *School Code of Conduct* establishes expectations, interventions and possible consequences for student behaviour. Students will be held accountable for unacceptable behaviour and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment. Behavior may include use of electronic means (e.g. social media).

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of their school community and accept the responsibility for their behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. While school staff are not able to control what students do outside of school, when the behaviour has impact on the school environment, there may be consequences or interventions for inappropriate behaviour. Students shall comply with the *School Code of Conduct* and the requirements of section 12 of the *School Act* as outlined below:

Acceptable Behaviour:



In accordance with Section 12 of the *School Act* and *the School Code of Conduct*, students have the responsibility to:

- be ready to learn, and actively engage in, and diligently pursue your education;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the Board of Education;
- know and comply with the rules of your school;
- be accountable to your teachers and other staff for your behaviours;
- respect yourself and the rights of others in the school by demonstrating appreciation of diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, socioeconomic status, or appearance;
- ensure your conduct contributes to a welcoming, caring, respectful, inclusive and safe learning environment that fosters a sense of belonging with others in your school;
- refrain from, report and discourage 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;
- inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school;
- always demonstrate behaviours that positively contribute to and honour your school and community.



Behavior and Other Expectations

1. Access to the Wireless Network & Student Access Wolf Creek Email

The staff at RJSHS understands that the world of the present and the future will require our students to be highly comfortable and competent with using many different types of hardware and software resources in order to work, play, and live. In order to assist in preparing our students for a world in which technology is ever changing, we believe that it is necessary to integrate as much as possible and appropriate different forms of technology into student learning and our professional practice as educators. The Student Staff Device Zone or SSDZ wireless network will help students and teachers alike to better use technology in their courses and to develop important learning and technological skills that will better serve students in the future.

In order to access the Wireless Network (WCSSDZ) students need to agree to the Wolf Creek/RJSHS Acceptable Use Policy by having their parents complete and sign an SSDZ Acceptable use policy, as well as a Wolf Creek Email application. It is the school's expectation that students adhere to the best practices of digital citizenship as well as the RJSHS code of conduct at all times. Information and copies of these forms are available from the RJSHS website: <http://rhs.wolfcreek.ab.ca/SSDZ>

2. Affection

Overt public displays of affection are considered to be in bad taste and will be strongly discouraged.

3. Alcohol and Drugs

The use of or being under the influence of illicit drugs or alcohol on school property or at school functions (home or away) is strictly prohibited. **R.C.M.P. may be called in on any offence.**

4. Assemblies

Assemblies are held for a number of reasons. These reasons include providing opportunities for: communication to the student body; performance opportunities by students before their peers, and presentations by outside groups. Assemblies also allow students to learn and practice correct audience behaviour. These behaviours include removal of hats, listening without talking, and sitting properly in a chair with feet on the floor, and recognizing and applauding others in a socially acceptable way. Whistling and calling are not socially acceptable.



5. Attendance

Academic success is directly related to regular school attendance. Regular school attendance is important and expected in all classes. The overriding objectives of this policy are to maximize time for student learning and to build habits of responsibility and accountability.

Attendance (School Act Section 12b)

"A student shall conduct himself or herself so as to reasonably comply with the following codes of conduct:

(b) attend school regularly and punctually."

Excused Absences (School Act Section 13.5)

- The student is unable to attend by reason of sickness or other unavoidable cause. (In our school unavoidable causes would include: critical illness or death of a family member, medical appointments, curricular or extracurricular school trips, school closures and/or impassable roads)
- The day is recognized as a religious holiday by the religious denomination to which the student belongs
- The principal of the school has suspended the student from school and the suspension is still in effect.
- The student has been expelled from a school and has not been given permission to attend another school.

NOTE: When a student is going to be absent, his/her parent/guardian should phone the school the morning of the absence to notify the school that the student will be absent and to give the reason for the absence.

When students are absent from school, it is expected that they will take on the responsibility of catching up on missed lessons and assignments.

It is the schools' intention to inform parents/guardians about their students' attendance and to prompt students to attend classes regularly. We recognize that exceptional circumstances may exist. Under such circumstances, parents/guardians must contact the Administration prior to the absences to discuss the reason for the absences and the dates of the absences. It is expected that the student will stay caught up in their work. If these expectations are met, the student may not be withdrawn from their course.

Please be aware, however, that skipping a class is unacceptable and a student may be withdrawn at any time if he/she has skipped classes.

6. Bells & Announcements

Students are expected to be seated in their classroom before the bell beginning the class. Students are also required to listen attentively to school announcements.



7. Cell Phone Policy

Cell phones have become a modern convenience. We are aware that many students have cell phones and we support their use at appropriate times. Cell phone use during class time can be a significant distraction, and we have therefore developed the following guidelines regarding their use at school:

- *Cell phones are not to be seen or heard in the classroom.*
- *Students should not be using cell phones at all during class time. As well, students are not to leave class to make or receive calls and should not be using the text messaging features during class time.*
- *If a staff member sees or hears a student cell phone during class time, they have been asked to bring the phone to the office. If this happens in the morning, the phone can be picked up by the student at the end of the day. If it happens after lunch, the student has a choice of leaving their phone in the office until the next morning, or they can leave it in the office until the end of the day, then take it home, and bring it back to the office the next morning and then pick it up at lunch.*
- *The same consequence will be in effect for the second and all subsequent offences.*

Students can still be contacted in the event of an emergency with a phone call to the school office, 843-3761. For non-emergency situations, parents can contact students before or after school on their cell phones, or between the 11:35 and 12:15 lunch break.

This policy is subject to change, and updates will be announced to the student body.

8. Cheating

Students caught cheating on a diploma exam may expect to be given a zero on that exam.

During exams, students should not have materials on their desks other than those necessary for the particular exam they are writing.

Talking is not allowed while exams are being written. This behaviour may result in the student receiving a grade of zero on that exam. This includes students who finish the exam early.

9. Dances

Guests for Junior School dances are by invitation only. The office must approve all invitations. Students are responsible for the behaviour of their guests. If any guest misbehaves, the student inviting that guest would be suspended from coming to the next dance.



10. Dress

Our behaviour is affected by the way we are dressed. We should therefore dress in a manner which improves the school environment. While style and manner of dress are largely personal matters, there are a few guidelines necessary to ensure that clothing is not offensive to others, not detrimental to health, and is safe.

- Students will be asked to change clothing with slogans that are of questionable taste.
- Students will not wear skimpy, revealing tops, shorts, or skirts.
- Hats and coats are outdoor clothing and will not be worn inside the classroom.
- Footwear is to be clean and dry.
- Gym clothing and footwear are required for all Physical Education classes.

11. Evaluation & Accreditation

Evaluation in the Rimby Junior Senior High School will be based on course objectives which are developed within the department or by individual teachers being consistent with the goals of the provincial curriculum and the school. Students are made aware of evaluation procedures at the beginning of the course.

All students are expected to be present for the writing of exams. If a student is absent on examination days the school must receive a call or the student will receive a zero for the missed exam.

When serious illness, accident, or bereavement in the immediate family prevents a student from writing a diploma exam on the scheduled date, the student may apply through the principal for special consideration by the Special Cases Committee. A certificate of illness is necessary for medical reasons. Special consideration may be given or the student may be asked to write at the next scheduled sitting of the exam.

A student shall have the right to appeal the final standing awarded in a subject. The right of appeal may be exercised by a parent or guardian acting on a student's behalf.

- The first appeal will be to the teacher if possible.
- The second appeal shall be to the school principal, in writing, within one week of the time of the release of the final standings.
- The student or his parents may request a hearing of the appeal with the superintendent of schools, in the event that the school appeal is not to his/her satisfaction. The superintendent's decision in the matter will be final.

12. Fees

All basic school fees plus any Sr. High 1st semester course fees are due and payable by the end of October of the current school year. Sr. High 2nd semester course fees are due and payable by the end of February of the current school year. School fees are to be paid before any participation in extracurricular athletic teams or other extra-curricular events which involve funding. Extra-curricular fees such as athletic team fees, field trip fees, or fees of other endeavours must be paid before participation. To participate in the graduation ceremony, all school and school-related fees must be paid. Special cases may be heard by Mr. Bramfield.



13. **Field Trips and Attendance – Junior and Senior High**

Students with poor attendance or students who are progressing toward poor attendance may become ineligible to participate on field trips, which take place on regular school class time.

14. **Fighting**

Fighting is not acceptable and will not be tolerated. Fighting and Non-fighting participants may be suspended for fighting.

A non-fighting participant is defined as someone who meets one or more of the following criteria:

- videotapes a fight with a cell phone or other device will receive an automatic suspension
- promotes the fight before or while it happens,
- seeks out and attends the fight

We are not going to try to list ALL situations or circumstances where a person might encourage others to fight.

15. **Food in Classrooms**

No food or pop is allowed in any classroom during regular classroom hours.

Water bottles can be brought into classrooms, but not into the computer labs or library.

No food or drink is allowed in the library or computer rooms. Food or drink is not allowed in the gymnasium during school hours.

16. **Guns/Weapons**

Although it is very obvious that weapons are not allowed on or near school property, we want to make sure that students are very clear that absolutely no guns are allowed at school including pellet guns and airsoft guns. **If a student brings a weapon to school, the police will be called in. Students who bring a pellet or airsoft gun to school will be dealt with severely and the gun will be confiscated and not returned.**

17. **Grade 12 Completion – Spares In High School**

In an effort to increase the number of students who qualify for graduation, we will not be allowing students in grades 10 or 11 to take a spare. This policy should result in our students having more credits when they enter their grade 12 year. Students in grade 12 may take a maximum of two spares, if their timetable allows. Students in grade 10 and 11 will be required to register for a minimum of 40 credits and in grade 12 a minimum of 30 credits.

19. **Hallway Behaviour**

Our hallways are often congested areas. In order to maintain our school theme as being a safe and pleasant environment, we expect students to not run, push or yell in our hallways.

20. **Holidays and Attendance – Junior and Senior**

Parents who plan to take their children on holidays during school time should contact the principal in order to discuss the feasibility of such plans.

21. **Homework**



To achieve and improve academic performance, students must expect to do homework. Many junior high students feel that unless a specific assignment is due, they have no homework to complete. This is not so; each of the following areas listed below should be part of your regular homework

- Completion of work you did not finish in class.
- Completion of daily assignments and work missed due to illness or other reasons.
- Completion of long-term assignments. If you have one due in two or three weeks, work on it regularly. Do not leave it to the night before then do a poor job as you must rush through it.
- Review work taken each day. Studies show that 70% of material learned is forgotten within three days if there has been no review.
- Take time to keep your notes organized and in sequential order.
- Study for quizzes, tests and exams.

22. **Lateness**

Lateness to class is not acceptable. As a matter of courtesy and responsibility, we are expected to be in class on time.

23. **Locker Policy**

The staff at Rimbey Junior Senior High School aspires to create an environment that is safe and conducive to learning. Given this, we have adopted a zero tolerance policy towards illicit drugs and alcohol in the school. We would like all students and parents to be aware that the Principal can access the entire school facility including student lockers at any time.

Lockers will be assigned to students but the school reserves the right to search and repossess the locker at any time without notice. Lockers may be subject to searches without notice under the direction of the Principal. School-wide locker searches including the use of police-trained dogs may be used periodically throughout the school year. Students acquire the right to use the locker, but the locker remains the property of the School Board.

For these reasons, all students must register (sign) for a locker and provide either the combination or a spare key to the office. In the event that the lockers are being searched, i.e. drug dogs are in the school and a lock combination or spare key is not available, the lock will be removed and the student involved will be responsible for replacing their lock.

24. **Loitering**

The School Act provides that no person shall loiter or trespass in a school building or on property owned by a Board. Students should advise friends who may be no longer going to school that the school is not a public place.



25. **Lunch Breaks and Noon Hours**

Junior High students not going home for lunch will eat their lunches in classrooms. Senior High students may eat their lunch in the student room or open classrooms. Students will accept responsibility for the care of the room and their conduct in that room during lunchtime. Students are responsible for leaving the room clean, treating each other with respect, and maintaining a friendly and orderly atmosphere. Lunch is not to be eaten in the hallways.

26. **Manners and Respect**

Manners and respect are expected between teachers and students, students and students, teachers and teachers.

27. **Noise Levels**

Noise levels from classes moving through the hallways or coming from other classes are not to disturb other classes.

28. **Notebooks**

Students' notebooks are the basis of many homework and study assignments. It is important that students keep well-organized, legible notebooks. It is expected that students will

- Label spines of binders.
- Keep binder covers neat.
- Organize binders with dividers.
- Keep notes in sequential order in the correct binder.
- Write notes neatly in blue or black ink.
- Date notes.
- Keep notes free of any personal notes or drawings.

29. **Profane Language**

The use of profane language is not acceptable.

30. **School Property**

School property is to be treated respectfully. This includes students not sitting on tables or desktops. Students who damage school property, including lockers, through negligence or intent will be held accountable monetarily.

31. **Smoking/Vaping Policy**

The Rimbey Junior Senior High School is a smoke free environment. This no smoking policy will apply to the school. This is a 24-hour policy.



32. **Student Room Use**

Senior High – The student room is a place where students may eat their lunch and visit at noon. It is also a place where students on open periods may do their homework and visit with their peers. This room provides students the opportunity to be responsible by cleaning up after themselves, keeping the music volume to background levels, sitting only on chairs and keeping the room generally neat and tidy. Students on open periods must use the student room and may not loiter in the hallways.

33. **Theft**

Theft in the school is not acceptable. **RCMP may be called in on any offence.** All students are to protect their personal belongings and make them safe from theft. Items of significant value and significant amounts of money should be left at home.

34. **Tutorials**

On Tuesday morning and Thursday afternoon, our staff and students will all be expected to participate in Tutorials. Students on spares will be expected to still participate in Tutorials. Students who take one block in the morning or afternoon at West Country Outreach, will be expected to attend our tutorials as well, unless the course they are taking at WCOS is Math, in which case, they are expected to attend half of our tutorial, so they may spend the entire block at WCOS working on their Math lesson. A grade 12 student with two spares in the afternoon or morning will not be required to attend a tutorial at that time. A student who has a spare and a course at WCOS will also not be required to attend a tutorial at that time. A student who is enrolled in RAP all afternoon or morning will not be required to attend a tutorial during that time.

If you are unsure about your situation, please talk to an Administrator.

If for whatever reason, you are not attending a class at RHS during block 1 on a tutorial day, you should stop in at the office to determine where you should go for tutorial.

35. **Vehicles**

Students driving vehicles to school are reminded that the school is a high traffic pedestrian area. Care must be taken. Rapid acceleration toward or away from the school is prohibited. Student vehicles are to be parked in the parking lot by the swimming pool and must leave the parking lot by the north entrance and turning eastward. Under no circumstances are vehicles to be parked under the canopy of the Junior High School entrance, or in front of the school, during school hours.

36. **Withdrawal from Classes**

Course changes, if necessary, are to be made during the first two or three days of a semester. Grade 10 students are not permitted to withdraw from a course once timetables are running. A grade eleven or twelve student wishing to withdraw from a course must speak with the counsellor, principal, or vice principal and if permission is granted, obtain a withdrawal form which is to be signed by the student, his/her parents, the teacher, the principal. If students are present in a class at the midway point of the semester, they, in all likelihood, will receive a mark at the end point of the semester whether they are still enrolled or not.



Minor Offences will be “mediated” by a staff member and the students themselves.

Major Offences may include:

- when a pupil is guilty of open opposition to authority
- when a pupil is guilty of willful disobedience
- for habitual neglect of duty
- for the use of improper or profane language
- other conduct injurious to the moral tone or well-being of the school.
- ongoing behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions;
- acts of bullying, harassment, or intimidation/discrimination;
- acts of violence, physical aggression or threatening behavior;
- retribution against any person in the school who has intervened to prevent or report bullying, harassment, or stop an incident that might cause harm to others;
- illegal activity such as: possession or use of weapons; possession or use of alcohol, drugs or other forms of intoxicants; possession or use of tobacco or tobacco products
- theft or damage of property.

Major Offences may result in the suspension and/or expulsion of students as per section 24 of the Alberta School Act which states:

(1) In this section, “suspend” has the meaning given to it in the rules made by the applicable board.

A student may be suspended or expelled:

- a. If in the opinion of the teacher, the principal, or the board, as the case may be, the conduct of the student does not comply with section 12 of the Alberta School Act,
- b. Or for any other reason the teacher, the principal or the board, as the case may be, considers appropriate.
- c. The student’s conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.

Consequences of unacceptable behaviour will take into account the student’s age, maturity and/ or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the *School Code of Conduct* is to help students learn how to communicate effectively, resolve conflict, tolerance, understanding, develop empathy and become positive citizens both within and outside of the school community.

School Supports and Interventions

Sample description:



- Using proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are welcoming, caring, respectful, safe and are conducive to teaching and learning.
- When responding to unacceptable behaviour, first consideration will be given to the safety and security of students, staff, and other members of the school community;
- Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- Appropriate behaviour is consistently encouraged and reinforced, thus increasing social emotional competencies including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making;
- On-going and timely communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.

A pyramid of supports addresses how Rimbeey Jr/Sr High School creates a safe and caring environment and positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society.

Here is a link to the RJSHS [Pyramid of Interventions](#)

Parent(s)/Guardian(s) Conduct Expectations:

Parent(s) and guardian(s) are partners with respect to their child(ren)'s education. Section 16.2 of the School Act states a parent of a student has the responsibility:

- a. to take an active role in the student's educational success, including assisting the student in complying with Section 12,
- b. to ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- c. to cooperate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- d. to encourage, foster, and advance collaborate, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the schools, and
- e. to engage in the student's school community.

Staff Conduct Expectations:



Staff members are partners in the education of the students. WCPS staff have various codes of conduct that they must comply with that stipulate standards of professional practise expected to be demonstrated by teachers and support staff.

Definitions that Pertain to the School Code of Conduct

Bullying: According to Alberta Education (2015) bullying is a repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.

Bullying behaviours are a form of aggression and can be:

- Physical – For example: poking, elbowing, hitting
- Verbal – For example: name calling, insults, racist, sexist or homophobic comments, put-downs or threats
- Social – For example: gossiping, spreading rumours, excluding someone from the group, isolating, ganging up
- Cyber – For example: social or verbal bullying through the use of email, text messages or social media.

Discrimination: The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act (AHRA)* (2015). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons is prohibited.



Harassment: Harassment occurs when someone is subjected to unwelcome verbal or physical conduct. Harassment is a form of discrimination that is prohibited in Alberta under the Alberta Human Rights Act when it is based on one or more of the following grounds: race, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation.

Respect: To show regard or consideration for others.

Responsibilities of Wolf Creek Public Schools

Wolf Creek Public Schools has the responsibility to ensure the safety and well-being of all school stakeholders by adhering to the:

- [Alberta School Act](#)
- [Alberta Human Rights Act](#)
- Wolf Creek Public Schools Administrative Procedures
- [Administrative Procedure 105: Safe and Caring Schools](#)
- [Administrative Procedure 106: Protocols for Schools Dealing With Threat and Risk Assessment](#)
- [Administrative Procedure 308: Sexual Orientation and Gender Identity](#)
- [Teacher Professional Code of Conduct](#)

References

[*School Act, Alberta Education \(June 2015\)*](#)

[*Alberta Human Rights Act \(2015\)*](#)

[*Alberta Human Rights Commission \(2017\)*](#)

[*What is Bullying?*](#)

****Require Student Code of Conduct and Pyramid of Interventions are under quick links on each school's webpage - delete or change