



STUDENT CODE OF CONDUCT

Our commitment

Consistent with our mission and vision, as well as the Alberta legislation and its Safe and Caring Policy, Tanbridge Academy is committed to:

- Providing all students with a welcoming, caring, respectful, and safe learning environment
- Publishing as part of student registration, school start information and other forms, writing expectations for student behaviour (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school.

Our environment

Tanbridge Academy will provide each enrolled student and every employed staff member with a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.

Tanbridge Academy will not tolerate discrimination, prejudice and harassment, Tanbridge Academy will affirm:

- *the rights, as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, of each staff member employed by Tanbridge Academy and each student enrolled in a school operated by the Tanbridge Academy*
- *that staff members employed by Tanbridge Academy and students enrolled at Tanbridge Academy will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms*

The Tanbridge Academy Board and School will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived differences, gender identity or gender expression.

This policy covers behaviour not only on school grounds, but also at any school-related functions. This applies whether contact is face to face, by phone, e-mail, internet or intranet, or by any other means of communication. Threatening, harassing, intimidating, assaulting or bullying any person in any form within the school community, including aggressive behaviours such as cyber hate messaging from home, in cyber cafes or any other settings, is prohibited.

The Tanbridge Academy board and staff believe that all students have the right to:

- Be treated fairly, equitably, and with dignity and respect
- Have their confidentiality protected and respected
- Self-identification and determination
- Freedom of conscience, expression, and association
- Be fully included and represented in an inclusive, positive, and respectful manner by all school personnel



- Have equitable access to the same supports, services, and protections
- Have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence
- Have their unique identities, families, cultures, and communities included, valued and respected within the school environment

Safe and caring policy

The Tanbridge Principal must develop a written Student Code of Conduct for the school in consultation with school staff, students, parents, and the school board.

The Tanbridge Principal must, on an annual basis, review the information in the school's code of student conduct and communicate it to staff, students, parents, school board.

The Tanbridge Principal must ensure that the school's code of student conduct includes:

- Expectations for student behaviour
- The consequences, based on individual circumstances, that students will face when found responsible for unacceptable behaviour
- Provisions regarding safety and security incidents
- Any other matter which, in the opinion of the principal, is necessary

Expected conduct

Consistent with Section 13 of the School Act and in keeping with the mission and vision of Tanbridge Academy, each student is responsible for acting positively in support of a welcoming and caring learning environment by:

- Acting, at all times, in a manner that adheres to the vision and mission of the school
- Respecting oneself and the rights of others in the school
- Conducting oneself in a manner that contributes to a welcoming, caring and safe learning environment that respects diversity and fosters a sense of belonging
- Refraining from and refusing to tolerate bullying (physical, verbal, cyber or otherwise) whether inside or outside of the school
- Informing a responsible, trusted and caring adult in a timely manner of bullying, harassment, intimidation or other unwelcoming or uncaring acts
- Attending school regularly and punctually
- Diligently being prepared to learn and actively pursuing learning
- Being accountable for individual behaviours to teachers and school staff
- Cooperating with staff to make the school a positive learning environment for all
- Knowing and following the rules of the school



Unacceptable conduct

Unacceptable behaviours that may negatively affect a member of the Tanbridge Academy community or the school's learning environment, whether inside or outside of the school or school hours include, but are not limited to:

- Discrimination
 - In keeping with the Alberta Human Rights Act, no student or person may discriminate against a student on the basis of an individual student's race, colour, ancestry, place of origin, religious beliefs, gender (including sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation
- Acts of bullying, harassment or intimidation
 - As defined by the School Act, Section 1.1(b.1) bullying is defined as the "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 individuals in the school community, including psychological harm or harm to an individual's reputation
- Physical violence
- Acts of retribution
 - Against individuals who have intervened to prevent bullying
 - Against individuals who report bullying incidents or other Unacceptable behavior
- Illegal activities including
 - Illegal or restricted substances
 - Possession, use or threat of using weapons
 - Theft or damage to property

Tanbridge Academy's Board and Principal encourages reporting to a responsible adult, in a timely manner, all incidents of threats, bullying, harassment, discrimination, violence or intimidation regardless of the identity of the alleged harasser or offender.

The Tanbridge Academy Board will hear unresolved student or staff complaints of discrimination or harassment.

The Principal shall also:

- Ensure all aspects of this regulation are clearly communicated to all staff, students, and families
- Ensure staff address and provide appropriate remedial consequences for all interactions involving sexist, racist or prejudice behaviours whether physically, verbally or digitally communicated.
- Ensure staff know their professional responsibility to identify discriminatory attitudes and behaviours, and create caring, respectful and safe learning environments
- Ensure awareness and adherence to all policies with respect to diversity, equity, human rights, sexual orientation, gender identity, discrimination, prejudice, and harassment



- Ensure staff utilize language, educational resources and approaches that are inclusive, age-appropriate, and respectful of diverse sexual orientations, gender identities, and gender expressions
- Provide inclusive and respectful services and support all students and families regardless of race, gender or sexual orientation
- Ensure staff work proactively to eliminate systemic inequities and barriers to learning for sexual and gender minority students and families
- Support the establishment of Gay-Straight Alliances (GSAs), or similar student support groups, at educational settings offered within the school where interest by students has been expressed
- Ensure staff will not refer students to programs or services that attempt to change or repair a student's sexual orientation or gender identity
- Ensure discriminatory behaviours and complaints will be taken seriously, documented and dealt with expeditiously
- Ensure all staff recognize the confidentiality of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of such information

Tanbridge Academy is a safe and respectful working environment where diversity is valued and embraced and where staff are supported and treated with respect. All staff share responsibility for creating and maintaining a work environment that is free of discrimination and harassment. Complaints of discrimination and harassment shall be promptly investigated and resolved by the Principal and Tanbridge Board.

Support for student organizations

Tanbridge Academy supports the establishment of student organizations in accordance with section 16.1 of the School Act.

If one or more students attending Tanbridge Academy request a staff member employed by Tanbridge Academy for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school shall:

- immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and
- subject to subsection 4, within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment and the ongoing operation of the student organization or to assist in organizing the activity.

The principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison referred to in subsection 1, and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation of the student organization at the school.



The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in subsection 1 is limited to the fact of the establishment of the organization or the holding of the activity; and is consistent with the usual practices relating to the notification of other student organizations and activities.

The students may select a respectful and inclusive name for the organization or activity, including the name “gay-straight alliance” or “queer-straight alliance”, after consulting with the principal. (3.1) For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance”.

Tanbridge Academy will collect, use and disclose personal information in accordance with the Personal Information Protection Act.

The Tanbridge Academy Board is committed to implementing measures that will:

- Define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects
- Ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures
- Improve understanding of the individual lives of sexual and gender minorities and their families, cultures, and communities
- Develop, implement, and evaluate inclusive educational strategies, professional development opportunities, and administrative guidelines to ensure that all students and their families are welcomed and treated with respect and dignity in all aspects of the school community

The Board also recognizes the need to develop and maintain mutually supportive relationships with a variety of sexual orientation and gender identity minority groups in order to ensure the ongoing improvement of the implementation of this policy.

Teacher classroom discipline practices

Each teacher must develop classroom discipline practices and procedures in accordance with the Student Code of Conduct and in consultation with the principal which must be made known to students.

Each teacher must ensure that classroom discipline practices:

- Reflect and encourage appropriate student behaviour and maintain school order
- Treat individuals in welcoming, caring, respectful manner that promotes a safe learning environment



- Contain consistent procedures that are fair, reasonable and objective
- Avoid threats, enticements and other measures which may be regarded as coercive

Students may be held responsible and accountable to their behaviour and conduct:

- While they are involved in school-sponsored or related activities
- On school board property
- During any recess or lunch periods on or off school property
- While traveling to and from school
- On vehicles used for the transportation of students to and from school and school activities
- Beyond the hours of school operation if the behaviour or conduct detrimentally affects the personal safety and well-being of individuals, the climate, or the efficient operation of the school

Consequences

Students are expected to conduct themselves in keeping with their responsibilities as students. The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a matter consistent with the principles of fundamental justice and the school's student discipline policy. In grave circumstances, an individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion (see student behaviour section for more detailed process).

Remediation and support

In order to foster a positive learning environment, Tanbridge Academy will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable conduct and the perpetrator(s) of unacceptable conduct to improve their behaviour(s).

If students are receiving a consequence for their unacceptable behavior, Tanbridge Academy will take into the account of the student's age, maturity and individual circumstances, and ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. In addition, Tanbridge Academy will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behaviour(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions implemented by Tanbridge Academy include but are not limited to:

- Mentoring individual students with older students
- Increasing focused attention to individual students
- Regular follow-up meetings with specific teachers and individual students
- Student peer support groups
- Counselling



To assist our teachers and school leaders with implementation measures, the following Alberta Education resources may be used by school staff to assist with implementation of this policy:

The Walk Around: A School Leader's Observation Guide

https://education.alberta.ca/media/14273824/the%20walk%20around_school%20leader.pdf

The Walk Around: Teacher's Companion Tool

https://education.alberta.ca/media/14274234/the%20walk%20around_teacher.pdf

Student respect and responsibility

Students must respect:

- School authority
- Others and their property
- The school's vision and mission
- Oneself and the rights of others in the school
- Diversity
- Being accountable for individual behaviors to teachers and school staff
- The rules of the school
- Differences in ethnicity, race, religion, gender and sexual orientation

Students are responsible for:

- School attendance and punctuality
- Their work habits, assignments, homework, textbooks and equipment
- Complying with the school's code of student conduct (see above for Student Code of Conduct).
- Being prepared to learn and actively pursuing learning
- Their behaviours toward teachers, school staff and other students
- Cooperating with school staff to create a positive learning environment for all
- Knowing and following the rules of the school
- Refraining from and refusing to tolerate all forms of bullying or harrassment
- Informing a responsible, trusted adult of any bullying incidents within a timely manner

Alcohol and drugs

Tanbridge Academy is committed to creating a safe and caring environment for learning and teaching.

- Tanbridge Academy prohibits the illegal possession, sale or trafficking of illicit substances and/or the use of alcohol and illicit drugs.



- Students must not have active contact with, sell, store or have possession of, and/or make use of alcohol or illicit substances in the context of any school-related activity. Any such contact is unacceptable student behaviour and may result in disciplinary intervention.
- The principal or designate must ensure that students and parents are aware that community activities with inappropriate use of illicit substances that impact the climate of the school are also subject to disciplinary intervention.

Unacceptable student behaviour

Unacceptable student behaviour means that in the opinion of a teacher or administrator, a student has displayed an attitude of willful, blatant or repeated refusal to act responsibly or respectfully.

As stated in the School Act, unacceptable student behaviour includes:

- Conduct injurious to the physical or mental well-being of others
- Willful damage to property
- Use, possession of, distribution of, or active contact with drugs or alcohol
- Possession of, or active contact with, a weapon
- Threats, extortion or harassment
- Conduct which endangers others
- Use or display of obscene or abusive language
- Theft
- Assault
- Hazing or initiation activities
- Disruptive behaviour
- Interfering with the orderly conduct of the school
- Tampering with fire alarms and safety equipment
- Criminal activity
- Contravention of school rules
- Bullying including cyber-bullying
- Using information technology in violation – pornography is strictly prohibited

Unacceptable student behaviour is grounds for disciplinary action. Disciplinary measures will be taken after consideration of the nature of the incident, the effect(s) of the incident or behaviour, the student's previous conduct and the student's educational needs. Disciplinary measures may include:

- Detentions
- In-school suspension
- Community service
- Suspension
- Expulsion



Unacceptable student behaviour means that, in the opinion of a teacher, vice-principal or principal,

(1) The student has displayed an attitude of willful, blatant and repeated refusal to:

- Be diligent in pursuing their studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the board to provide education programs and other services
- Comply with the school's rules or the code of student conduct
- Respect the rights and property of others

(2) The student's conduct is injurious to the physical or mental well-being of others in the school.

The principal must ensure that student incidents and disciplinary measures are factually documented in a written report within two school days of the disciplinary action.

When responding to unacceptable student behaviour, a teacher or principal must consider:

- The effect of the student's behaviour upon other students, the staff, the school, and the community
- The nature of the action or incident that calls for disciplinary or alternative measures
- The student's previous conduct and previous interventions
- The student's age, maturity, and abilities
- The impact of proposed action on the student's future behaviour
- Any other information that the teacher or principal considers appropriate or relevant

A teacher or principal may use the following measures for student discipline:

- Assignment of a student whose behaviour is unacceptable, disruptive or destructive to an alternate supervised location
- Short term removal of privileges
- Detention
- Use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others

A principal may use the following measures for student discipline:

- Alternative interventions such as Calgary Community Counseling
- Suspension
- Recommend that the Board-delegated person expel a student for unacceptable student behaviour



Any use of force or restraint by a teacher or principal with a student must be documented immediately. Copies of the documentation must be added to the student's file and must also be provided to the school principal and parent(s) as soon as possible.

The principal must ensure that disciplinary measures including suspensions or recommendations for expulsion are documented. The written report must include but is not restricted to:

- The date of the incident
- The date of the suspension or expulsion
- Circumstances respecting the suspension or expulsion
- Details concerning the action taken
- Names of persons involved in the action taken
- Relevant history
- Contact made with parents
- Interventions which have been attempted with the student
- Information regarding review procedures
- Expectations established for the student's conduct upon re-enrollment
- The duration of the suspension
- Any reasons for expulsion

Any use of force or restraint by a teacher or principal with a student must be documented immediately. Copies of the documentation must be added to the student's file and must also be provided to the school principal and parent(s) as soon as possible. The purpose of an in-school suspension is to create the conditions in which the disciplinary problem can be discussed and resolved. A teacher may suspend a student from a class or part of a class for unacceptable student behaviour.

A copy of the written report must be retained on the student's file:

- i. for one year following the date of the suspension or expulsion, or
- ii. until June 30 of the year following the year in which the suspension or expulsion occurred,

When a teacher decides upon an in-school suspension, the teacher must:

- Immediately notify a member of the school administration
- Discuss the in-school suspension with the student
- Document the in-school suspension
- Ensure that the student is provided with a program of instruction for the class period
- Notify the student's parent(s) about the in-school suspension



A principal may suspend a student for unacceptable student behaviour from:

- School
- One or more class periods, courses or education programs
- Riding in a school bus
- Skill development classes or activities

A principal may decide to reinstate or expel a student who has been suspended from class by a teacher or principal. A student who is not reinstated within 5 school days will remain suspended until the board makes a decision to reinstate or expel the student.

Decision to expel

If the principal has recommended that the student be expelled, the Board must immediately notify, in writing, the student's parent(s) and the student. The Board may re-enroll a student who has been expelled. In the case of a student who has been suspended or expelled, decisions regarding the placement of the student following re-instatement must be made in consultation with the principals of schools involved.

A student's re-instatement from a suspension or re-enrollment after an expulsion may include recommendations for:

- medical consultation
- enrollment by the student or the student's family in a treatment or counseling program designed to address the behaviour for which the student was suspended or expelled
- alternative interventions such as community counseling and other restorative practices
- any other action which the Board or principal consider appropriate

Recommendations established as a part of a student's re-instatement or re-enrollment must be included in the student's file and provided to the student's parent(s). If the student is 17 years of age or older they are also entitled to receive a copy of their student record.