

Student Rights and Responsibilities 2018–2019

Laurier Heights School

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Our Commitment to High Quality Learning Environments

At Edmonton Public Schools, we are deeply committed to the success and well-being of our students. Each student is entitled to a welcoming, inclusive, safe and healthy learning environment that supports high-quality learning, respects diversity, and nurtures a sense of belonging and a positive sense of self.

As a District, we have established clear behaviour expectations for all students, from Kindergarten to Grade 12. The expectations are outlined in the District's Student Behaviour and Conduct Policy which was developed in consultation with students, parents, staff and community members. The policy outlines the rights and responsibilities of students, our expectations for student conduct, and the potential responses when students demonstrate unacceptable behaviour.

Parental involvement in public education plays a vital role in promoting positive student behaviour. We are pleased that our ongoing partnership with families continues to make a difference for our schools and students.

By working together, we will ensure our students learn the importance of good character and conduct, and our schools will remain safe and secure places to learn and thrive.



Michelle Draper

Board Chair

Student Success and Safety—Our Highest Priorities

It is our shared responsibility to ensure that each student can learn and realize their potential within a safe and caring learning environment. In addition to teaching the necessary learning outcomes, our schools are places where students can develop the character and skills needed to become responsible, respectful, compassionate and successful citizens.

School staff use Board Policy [HG.BP—Student Behaviour and Conduct](#) as the basis for creating this **Student Rights and Responsibilities** document. This document is designed to communicate expectations, and balances the overarching rights and responsibilities that are communicated in our policy with the unique context of each school. The expectations and processes outlined in this document are implemented by principals in collaboration with school staff, parents and local communities.

Ensuring each student can thrive in a safe, productive and welcoming learning environment is essential to our work in improving student achievement and high school completion rates. By working together to promote positive attitudes and responsible, respectful behaviour in our schools, we believe students will receive the greatest benefit during their educational journey.



Darrel Robertson

Superintendent of Schools

Supporting Student Success

Members of the Edmonton Public Schools community, including students, parents, staff and Trustees, have a shared responsibility to help students be successful in school. Safety and well-being is fundamental to our students thriving as learners, and experiencing success and fulfillment both at school and in their lives. This *Student Rights and Responsibilities* document has been created to communicate clear expectations for how our students are expected to behave in order to ensure they become the best students and citizens they can be.

Parents support their child's success and positive behaviour by:

- taking an active role in their child's personal and academic success
- reviewing expectations outlined in this document with their child
- helping them to attend school regularly and to develop the skills required to meet the school's expectations
- encouraging and modelling collaborative, positive and respectful relationships with others in the school community
- working collaboratively with the school to resolve student conduct issues
- reporting to the school any circumstances which may impact student safety

Students are responsible for their behaviour and effort, and are expected to:

- contribute to the development of a welcoming, caring, respectful and safe learning environment
- learn, practice and demonstrate positive personal and interpersonal skills and attributes
- use their abilities and talents to gain maximum learning benefit from their school experience
- attend school regularly and punctually
- be responsible for behaviour which impacts others in the school, whether or not the behaviour occurs within the school building or during the school day or by electronic means

School staff will help your child succeed by:

- providing a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- ensuring that students and parents understand the school's expectations for student behaviour
- establishing supports and processes at the school to proactively guide positive student behaviour
- helping students develop and practice the skills and attributes to meet these expectations
- working with students, parents and other school staff to address behaviour concerns, including implementing appropriate responses to inappropriate student behaviour

To support a shared understanding of the language and intent of this document, refer to the [glossary](#) for a definition of terms.

Our Belief and Commitment

At Laurier Heights School, we are committed to ensuring our school is a welcoming, caring, respectful and safe learning environment for all students. We will treat each other as we would like to be treated ourselves. Our goal is to help students become positive, productive citizens within and outside our school walls. Although staff focus on the positive, there are times when students will make inappropriate choices. When this happens, we will work with the student to help them learn from their mistake and repair any harm caused.

We believe in nurturing and developing independent, responsible and reflective 21st century learners. As educators, our duty is to empower our students and strengthen their academic and social well-being. Through relationship-building and student engagement, our focus is to address our student needs and assist them to gain self-confidence, compassion and skills which will assist them to explore the world with a sense of curiosity and imagination.

Cooperation and collaboration with our parent and community stakeholders is monumental in our students' educational journeys. Our staff and parent community work diligently to encourage our students to become ethical, engaged citizens who demonstrate the entrepreneurial spirit by involving themselves in various social, cultural, global and environmental campaigns. By instilling the passion in our students to become lifelong learners and leaders, they will become reflective thinkers who willingly and innovatively contribute to society.



Rights and Responsibilities

Our school District recognizes the following fundamental rights and responsibilities:

All students have the right to be treated with dignity, respect and fairness by other staff and students.

All members of the Edmonton Public Schools community, including students, parents, staff and Trustees have a role and a shared responsibility to create and support welcoming, caring, respectful and safe learning environments.

Students and parents have a right to be informed about District and school expectations for student behaviour. To support this right, all schools' Student Rights and Responsibilities documents will be posted on SchoolZone and on school websites.

All members of our school community are expected to respect diversity and refrain from demonstrating any form of discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

These rights and responsibilities are communicated in the *Alberta Human Rights Act* and the *School Act* and are reinforced in District policies and regulations including [AE.BP—Welcoming, Inclusive, Safe and Healthy Learning and Working Environments](#), [HG.BP—Student Behaviour and Conduct](#), [HG.AR—Student Behaviour and Conduct](#), and [HFA.AR—Sexual Orientation and Gender Identity](#) which are available to the public.

LAURIER HEIGHTS STUDENT RIGHTS AND RESPONSIBILITIES:

Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.

In the event of student misbehavior, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehavior.

Students shall exercise their responsibilities to:

- Use their abilities and talents to gain maximum learning benefits from their school experiences.
- Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living.
- Attend school regularly and punctually.

Student Behaviour Expectations

To ensure that Laurier Heights is a positive learning environment for everyone, all students are expected to comply with expectations set by our school District, as well as school rules which are in place for the benefit of all members of our school community.

Through Board Policy HG.BP—Student Behaviour and Conduct, the Board expects that students behave in accordance with Section 12 of the *School Act*. Section 12 states that students will conduct themselves so as to reasonably comply with the following Code of Conduct:

- be diligent in pursuing the student’s studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the Board to provide education programs and other services;
- comply with rules of the school;
- account to the student’s teachers for the student’s conduct;
- respect the rights of others;
- ensure the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report and not tolerate 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; and
- positively contribute to the student’s school and community.

Furthermore, students are expected to:

- resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice;
- use school and personal technology appropriately and ethically; and
- ensure that they conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating and plagiarizing.

Student Dress Code

At Edmonton Public Schools, students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student’s right to fairness, dignity and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment.

Regular Attendance—It's the Law

Regular attendance is strongly linked to student academic success and a student's sense of belonging at school. The *School Act* reminds parents and students that students are expected to attend school and be punctual every day. Students are only considered to be excused from attending school if they must be away due to:

- sickness or other unavoidable cause
- the day being recognized as a religious holiday by the religious denomination that the child belongs to
- suspension or expulsion
- an exemption from compulsory attendance granted by the Board for a defined period of time

Students at Laurier Heights shall be responsible and accountable for their behaviour and conduct:

While involved in school-sponsored or related activities.

- While on school property:
 - During any recess or lunch periods on or off school property.
 - While traveling to and from school.
 - Beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students
- Students shall show respect for:
 - School authority
 - Others, regardless of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation
 - School attendance and punctuality
 - Work habits, assignments and homework
 - All school property and the property of others
 - Our District [Administrative Regulation](#) relating to alcohol, tobacco and cannabis.

If a student is absent from school, it is their responsibility to catch up on missed work.

- This includes if a student goes on a holiday with family. Teachers are not responsible for providing work for students while they are away on a family vacation.

TECHNOLOGY AND COMPUTER USE

Laurier Heights School offers a variety of technology-integrated learning experiences to students:

- Staff and students have access to computers utilizing programs and internet-based resources to accompany regular curricular activities.
- Full Wi-Fi access- students are encouraged to bring their own Wi-Fi capable devices to school to enhance their learning experience.
- All classrooms are equipped with interactive Smart boards and document cameras, which bring a new dimension of learning to the classrooms.
- Use of the Chrome books is through teacher guiding and instruction.
- Cell phones are to be used for research purposes and with teacher direction and permission.

Computers at Laurier Heights School are for educational purposes only and exist to support learning as well as to enhance instruction. We expect all computers will be used in a responsible, efficient, ethical and legal manner. Failure to comply with Laurier Heights User Agreement will result in the student being referred to an administrator. **An administrator, network administrator, or a classroom teacher reserves the right to cancel the user's privileges.**

Prior to using technology in the school environment, a parent and student signature is required on the **Responsible Use of Technology agreement**. Please be advised that the **INAPPROPRIATE** use of technology (I.E. Facebook, Twitter, & any other social media related sites) during instructional time will result with temporary confiscation of the student's device and a referral to administration. The device will then remain in the office for the duration of the day. The student may pick it up after school, once a parent has been notified. Furthermore, please be advised that the school is **not responsible for lost or stolen items**.

School Network Expectations

- **The person in whose name the account is registered is responsible at all times for that account and is responsible for knowing his/her account password.**
- **Users must not give passwords to other users.**

The user is responsible for knowing how to use his/her network account and proper file management.

- All computers are to be used in a responsible, efficient, ethical, and legal manner. **The network administrator has access to all user accounts and random checks of content will be made throughout the year.**
- Violation of the privacy of others will result in disciplinary action.
- Abuse of computer equipment will result in disciplinary action.
- Material in files must be current and related to school work.
- Equipment shall not be moved or altered in any way.
- **Students must obtain permission from a teacher before printing any material.**

Internet Use

- The internet will be used for assigned research projects only.

- **Absolutely no downloading of software, accessing chat lines, e-mail, or inappropriate sites.**
- Students may copy/paste pictures and/or text found on the internet only where a teacher has given permission.
- Absolutely no printing directly from internet sources.
- Proper citation of internet sites must be used at all times.

Unacceptable Behaviour

Any behaviour which disrupts the educational atmosphere of the school or which interferes with the rights of others to learn, to be respected or to feel safe is unacceptable. Edmonton Public Schools' policy on student behaviour and conduct outlines the following:

Students are accountable for their behaviour whether or not it occurs on school property or within the school day. When behaviour that occurs off school property, or outside of regular school hours, threatens the safety or well-being of individuals within the school community or disrupts the learning environment, school administrators may apply consequences for the behaviour.

Examples of unacceptable behaviour include, but are not limited to:

1. behaviours that interfere with the learning of others and/or the school environment
2. behaviours that create unsafe conditions
3. acts of bullying, harassment, threats, or intimidations whether it be in person, indirectly, or by electronic means
4. physical violence
5. retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern
6. possession, use or distribution of substances restricted by federal, provincial, municipal, District or school authorities
7. any illegal activity such as:
 - a. possession, use or distribution of illegal substances
 - b. possession of a weapon or use of a weapon (or replica) to threaten, intimidate or harm others
 - c. possession, use, display, or distribution of offensive messages, videos or images
 - d. theft or possession of stolen property
8. any breach of rules and expectations established by District administrative regulations or a school-based code of conduct
9. failure to comply with Section 12 of the *School Act*.

At Laurier Heights, we are committed to ensuring that our school is a safe and productive learning environment. Where necessary, interventions or disciplinary action may be used to address unacceptable behaviour by students.

Parents are considered partners in the education of our children and as such, will be consulted immediately if low-key discipline measures are not working or if a serious incident occurs. Important-rules to discuss with your child:

- Smoking by students is prohibited on or near school property, within sight of the school, near school bus stops, and at school sponsored activities, on or off campus.
- Consumption of alcohol, drugs or by students is prohibited.
- Students are not to use, be under the influence of, or distributing drugs.
- Students are not to harass, assault, threaten to assault or harm others, or arrange, or threaten to arrange, the assault of others.
- Students are not to encourage or invite students from other schools to visit Laurier Heights School.

Bullying and Conflict

Bullying is defined in the *School Act* as 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. Bullying also includes the distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution, or being reckless as to whether or not that person consented to the distribution.

Bullying can take different forms:

- physical (e.g., pushing, hitting)
- verbal (e.g., name-calling, threats)
- social (e.g., exclusion, rumours)
- electronic (e.g., using technology to harass or threaten)

Conflict occurs when there is a breakdown in relationships between individuals that results from a disagreement or misunderstanding. While conflicts may require adult intervention, they are considered to be a natural part of how students learn to navigate relationships.

All students are expected to refrain from, report and not tolerate 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. Students are also expected to resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. School staff can help address conflict between students using strategies that may include counselling, mediation, consequences and/or forms of restorative practice.

STUDENT CONDUCT, EXPECTATIONS AND BEHAVIORAL PRACTICES AT LAURIER HEIGHTS

Laurier Heights School expectations, and practices are consistent with the Edmonton Public Schools policy. Our school is a place of learning and a workplace for approximately 500 people. At all times, students are expected to be responsible, engaged in learning, and contribute to a positive school climate that promotes a feeling of respect for self, others, and property.

When incidents of inappropriate behaviour occur, each incident is dealt with individually. Discipline is progressive, most often beginning with low-key warnings. Consequences may be applied while parents, students

and staff are considering restorative actions. For serious incidences, or if a particular inappropriate behaviour persists, consequences might include out-of-school suspensions, and/or recommendations for expulsion from school.

School Responses to Unacceptable Behaviour

If students fail to meet classroom, school or District expectations, a range of responses or consequences may be put in place to address unacceptable behaviour. Edmonton Public Schools' policy outlines the following:

Unacceptable behaviour may be grounds for disciplinary action which provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development.

The specific circumstances of the situation and of the student are taken into account when determining appropriate responses to unacceptable behaviour.

When a student engages in unacceptable behaviour, consequences may include, but are not limited to:

- temporary assignment of a student to an alternate supervised area within the school
- temporary assignment of a student to an alternate learning location
- short term removal of privileges
- interventions such as positive behaviour supports, contracts, counselling, restorative practices
- replacement or reimbursement for loss of or damage to property
- in-school or out-of-school suspension
- referral to Attendance Board
- recommendation for expulsion

Students are expected to cooperate with investigations by school administration. When contemplating and conducting a reasonable search of student property (including electronic devices), school administration must balance a student's reduced expectation of privacy in relation to school matters, with the need to provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging for students and staff.

In addition to the above, at Laurier Heights School, failure to meet the expectations for behaviour and conduct may result in any of the following responses:

- Problem solving, monitoring or reviewing behaviour expectation with student and reprimand.
- Parental involvement.
- Behaviour contract with student.
- Involvement of police.

Edmonton Public Schools is helping to shape the future in every one of our classrooms. We're focused on ensuring each student learns to their full potential and develops the ability, passion and imagination to pursue their dreams and contribute to their community.

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