

A-02 Student Code of Conduct and Progressive Discipline ALBERTA EDUCATION POLICY

CEO Approval:
Last Review Date:
Next Review Date

June 24, 2019
September 1, 2024
September 1, 2028

PURPOSE

Calgary Academy strives to ensure a welcoming, caring, respectful and safe learning environment for all Students, Employees and Representatives. This includes establishing and maintaining an appropriate balance between individual and collective rights, freedoms, and responsibilities in the School community.

DEFINITIONS

Assistant Principal - a member of the School Leadership Team (SLT), a person who may act as a designate in place of the Principal

Chief Executive Officer (CEO) - the head of operations of each of the three entities of HLG

Employee - an individual who is working under an employment relationship within an entity of HLG

Expulsion - action taken by the Principal in consultation with the Chief Executive Officer, and in accordance with the *Education Act*, s.37 and the Private School Regulations, s.6, which for a period of more than 10 days, denies a student access to one or more of the following: course(s); attendance at school; or riding in a school bus.

Independent Student - a student who is (i) 18 years of age or older, or (ii) 16 years of age or older and (A) living independently as determined by a board in accordance with section 6 of the *Education Act*, or (B) a party to an agreement under section 57.2 of the *Child, Youth and Family Enhancement Act*.

Principal - the head of school operations

Representatives - Board Directors and contractors of HLG

School - Calgary Academy

Stakeholders - Employees, Representatives, Students, Parents, community members, and individuals who share a common interest in HLG

Student - Student enrolled in Calgary Academy

Supported Leave - action taken in consultation and agreement with the Principal and parent(s)/guardian(s), to support a student experiencing difficulties in School. Length of leave is determined between the Principal and parent(s)/guardian(s). Not intended as a disciplinary consequence for any actions.

Suspension - action taken by the Principal or teacher authorized in accordance with the *Education Act* s. 36 and the Private School Regulations 6. It temporarily denies a student access to one or more of the following: one or more class periods; one or more courses, school, or riding a school bus. It is a measure used to address behavior or safety concerns and help maintain a safe learning environment.

GUIDELINES

1. Students are expected to display behaviours that embody the core REACH principles of Calgary Academy: Respect, Enthusiasm, Altruism, Commitment and Honesty.
2. Students are responsible for REACH expectations including, but not limited to:
 - a) While involved in School-sponsored or related activities;

- b) On Calgary Academy property;
 - c) During recess or lunch periods on or off Calgary Academy property;
 - d) While traveling to and from School;
 - e) In vehicles used for the transportation of Students to and from School and School activities;
 - f) While in privately owned vehicles on Calgary Academy property; and
 - g) At all times, within and outside of School hours, Students are responsible for their actions as those actions pertain to Stakeholders of Calgary Academy.
3. Students are expected to foster a sense of belonging and contribute to a positive environment that supports the physical, emotional, and social well-being of all Students, Employees, and Representatives.

Progressive Disciplinary Measures

4. Responses to student behaviour provide an opportunity for critical learning in the areas of:
- a) Personal accountability and responsibility;
 - b) Development of empathy;
 - c) Conflict resolution;
 - d) Communication; and
 - e) Social skills development.
5. Progressive discipline processes will:
- a) Treat Students in a manner which is fair, reasonable, consistent and objective;
 - b) Emphasize early and ongoing communication with parent(s)/guardian(s) throughout the entire process of dealing with discipline concerns;
 - c) Concentrate on the development of positive School practices and effective teaching as a means of encouraging Student behaviour and maintaining school order;
 - d) Make provisions for early detection of attendance and discipline concerns; and
 - e) Use prompt action to resolve discipline and attendance concerns.
6. All progressive disciplinary action within Calgary Academy must be consistent with the *Education Act*.
7. When responding to unacceptable behaviour, the following will be considered when determining consequences for such behaviours:
- a) The Student's age, maturity, and individual circumstances;
 - b) The effect of the Student's behaviour upon other Students, Employees, the School and the community;
 - c) The circumstances of the action or incident that calls for disciplinary or alternative measures;
 - d) The Student's previous conduct and previous interventions, if applicable;
 - e) Academic or social emotional supports required for the Student who is demonstrating concerning behavior, as well as supports for Students and Employees impacted by this behaviour;

- f) The potential impact of the proposed action on the Student's future behaviour;
 - g) The Student's learning needs; and
 - h) Any other information considered appropriate.
8. Unacceptable Student behaviour may be grounds for disciplinary action.
- a) A teacher or the Principal/Assistant Principal may use the following measures for disciplinary action:
 - i) Assignment of an alternative activity;
 - ii) Interventions such as community conferencing and restorative practices such as community service;
 - iii) Assignment to an alternate location;
 - iv) Withdrawal of privileges;
 - v) Temporary removal of a Student from class by the teacher to an approved supervised location in the school; and
 - vi) Other measures, which take into account considerations outlined in (7).
 - b) The Principal may use the following measures for Student discipline:
 - i) Student behavioural contract;
 - ii) Supported Leave;
 - iii) Suspension; and
 - iv) Expulsion.
9. The Principal must ensure appropriate documentation processes are developed for disciplinary measures, including a written report for a Supported Leave, Suspension, or Expulsion. This written report must be placed on the Student's file and provided to the parent(s)/guardian(s) or the Independent Student.
10. Supported Leave
- a) Students on Supported Leave are registered Students of the School and are expected to complete:
 - i) Provincial Achievement Tests; and
 - ii) Final exams or diploma examinations.
 - b) The Principal may implement a Supported Leave if, in their opinion, a Student's parent(s)/guardian(s) is able and willing to provide the Student with appropriate supervision.
 - c) The Principal must complete a Supported Leave report which must include:
 - i) The educational rationale for the leave;
 - ii) Expectations for the Student's program of study;
 - iii) Provision for supervision of the Student's program of study by teaching staff at the School;
 - iv) Conditions pertaining to the Student's access to the School and its services;
 - v) The period of time during which the leave is to occur; and

- vi) The endorsement of the Student, the parent(s)/guardian(s) and the teacher.
- d) A copy of the Supported Leave report must be provided to the parent(s) /guardians. A Supported Leave cannot extend beyond the School year in which it was established, unless it is renewed on the basis of the requirements as outlined in section 10(c) above.

11. Suspension

- a) The Principal may suspend a Student for unacceptable student behaviour:
 - i) From School;
 - ii) From one or more class periods, courses or education programs; or
 - iii) From riding in a School bus, for a period of ten (10) school days or less.
- b) When the Principal suspends a Student, the Principal must:
 - i) Immediately inform the Student's parent(s)/guardian(s) of the Suspension;
 - ii) Communicate the circumstances and decision to suspend a Student with the Student's parent(s)/guardian(s) or emergency contact of a Student if the Student is sent home before the end of the school day;
 - iii) Arrange transportation home by the Student's parent(s)/guardian(s), or emergency contact of a Student, if the Student is to be sent home before the end of the School day;
 - iv) Provide the Student's parent(s)/guardian(s) with a written report detailing the circumstances respecting the Suspension;
 - v) Advise the Student and the Student's parent(s)/guardian(s) of the possible consequences of the Student's behaviour; and
 - vi) If requested, provide an opportunity to meet with the Student's parent(s)/guardian(s), and the Student, to discuss the rationale of the Suspension.

12. Expulsion

- a) The Principal may expel a Student from any program at Calgary Academy for a period of more than ten (10) School days.
- b) When the Principal decides to expel a Student, the Principal must immediately notify in writing, the Student's parent(s)/guardian(s) and the Student, if the Student is 16 years of age or older, of:
 - i) The decision; and
 - ii) Their right to ask the Chief Executive Officer (CEO) to review this matter.
- c) If the Principal has made the decision to expel a Student, the parent(s)/guardian(s) or Student (if they are 16 years or older) may appeal the decision to the CEO within ten (10) days of receiving written notification of the Expulsion from the Principal. The Student and the Student's parent(s)/guardian(s) may make representations to the CEO with respect to the Principal's decision to expel the Student.
- d) Where a Student is expelled from Calgary Academy, the School:
 - i) Continues to be responsible for the Student's education program for the remainder of the School year;
 - ii) Must ensure the Student has access to an education program for the remainder of the School year; and
 - iii) The School ceases to be responsible for the education program of a Student if the Student either enrolls in another school or the School year comes to an end.

13. Reinstatement of a Student, under most circumstances, shall include a letter of agreement, signed by the Student's parent(s)/guardian(s) and, when appropriate, the Student. The letter of agreement will outline all expectations regarding the Student's re-entry into the School and applicable School programs.
- a) In the case of a Student whose attendance has been interrupted for reasons other than Suspension or Expulsion, it is the responsibility of the Principal to reinstate the Student.
 - b) In the case of a Student who has been Suspended or Expelled, decisions regarding the placement of the Student following reinstatement shall be made in consultation with the Principal.
 - c) A Student's reinstatement from a Suspension or Expulsion may include recommendations for:
 - i) Medical consultation;
 - ii) Enrolment of the Student or the Student's family in a treatment or counselling program designed to address the behaviour for which the Student was suspended or expelled;
 - iii) Alternative interventions such as community conferencing or other restorative practices; or
 - iv) Any other action which the Principal considers appropriate.
 - d) Recommendations established as part of a Student's reinstatement must be included in the Student's file and provided to the Student's parent(s)/guardians and the Student, if the Student is 16 years of age or older.
 - e) A Student who is under Suspension by another school will not be admitted to Calgary Academy until the Student's enrollment has been resolved by the other school.
 - f) A Student who has been expelled may be reinstated by the Principal or CEO.

REFERENCES

Alberta Human Rights Act, RSA 2000, c. A-25.5, as amended

Canadian Charter of Rights and Freedoms, Part 1 of the Constitution Act, 1982, Schedule B to the Canada Act, 1982, c 11

Education Act, SA 2012, c E-0.3, as amended

Private Schools Regulation, AR 127/2022

Student Record Regulation, AR 97/2019

CROSS REFERENCES

Board Policy – Belief Statements

Board Policy – Code of Conduct

Board Policy – Respectful Learning and Working Environments

Board Policy – Learning

B-01 Teaching and Learning Procedure

REVIEW HISTORY

Amendment Date: n/a
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