

Elementary Code of Conduct

“Let no one look down on you because of your youth,
but be a continuing example of
love, faith and purity to believers...

Attend to your duties: let them absorb you,
So that everyone may see your progress.

Watch yourself and your teaching. Persevere at both tasks.
By doing so, you will bring to salvation yourself and all who hear you.”
(1 Timothy 4:12, 15-16)

Discipline

Desirable behavior is not an innate trait. Making choices and accepting the responsibility for those choices, building trust, respect and confidence, showing consideration for others, sharing, following the rules and other social skills must be learned in the very same way as academic and physical skills. Students will be guided in developing the following responsible behaviors:

1. Obeying classroom and school rules, as well as directions from adults in charge
2. Communicating physically and verbally in a respectful manner
3. Working and playing cooperatively
4. Using student and school materials in a safe and proper fashion
5. Obtaining the owner's permission when taking or using materials other than one's own.

In dealing with students whose behavioral patterns are significantly inappropriate in comparison to their peers, the following steps will be followed.

1. Parents/guardians will be notified and a meeting with parent/guardian, principal and teacher(s) may be arranged to discuss the child's needs
2. Parents/guardians will be asked to give consent for any professional evaluations considered necessary by the principal and the teacher(s) involved.
3. It is expected that professional recommendations made to parent/guardian at a scheduled staffing will be followed.
4. Parents/guardian's failure to give consent or comply with recommendations may result in a request to the Area Board of Education to deny continued enrollment.
5. A student whose behavior does not improve after repeated interventions may be placed on a contract. If the contract is broken, the student will be asked to leave for the remainder of the school year.
6. Your child will be held responsible for vandalism or destruction of school property. Parents will be notified regarding financial restitution – i.e. desks, chairs, books, etc.
7. For any student throwing rocks, sticks, snowballs etc., the first offense will be parent notification. The second offense and everyone thereafter, will be the loss of one recess for each incident.

**St. Albert Elementary School
School/Parent Notification**

Student name: _____ Date: _____

Teacher: _____ Class/Location _____

Student responsibilities

1. obey classroom and school rules, as well as directions from adults in charge
2. communicate physically and verbally in a respectful manner
3. work and play cooperatively
4. use student and school materials in a safe and proper fashion
5. when taking or using materials other than their own, students must have the owner's permission

Disregard for responsibilities noted above reflect both understanding and deliberate intent.

Description of student behavior

Teacher comments

Teacher signature _____

Parent comments

Parent signature _____

Sign and return the next school day

Due Process

Anonymous allegations about student misbehavior will not be investigated.

Due process rights for St. Albert students are defined by Area Board policy. It is our practice to inform every student of the rules.

St. Albert students will be given an opportunity to be aware of the school rules and acceptable behavior. Parents will be made aware of the matters leading to the proposed discipline and may provide their perspective on a situation, which may result in disciplinary action. Parents may appeal disciplinary actions to the building principal. If not satisfied with the results, they may then appeal to the President of St. Albert.

The principal or the president may recommend that a student withdraw from the school. Following a full and fair review of all available facts, the Board of Education may expel a student. Expulsion may be permanent.

Expulsion

Expulsion of a student is the sole responsibility of the Area Board of Education. Normally, other means of correction must have been tried and have failed to bring about proper conduct, or due to the nature of the violation, the pupil's presence causes a continuing danger to the safety of other pupils, and other means of correction are not feasible. The decision to expel or not is reached only after a recommendation the principal has been heard, and the student and/or parent/guardian have had the opportunity for a closed hearing with the Board. The Board may expel a pupil for committing, or conspiring to commit, or cooperating in offenses related to:

1. Damage to or theft of school or private property
2. Infliction of or threatened physical injury to another person
3. Possession or sale of weapons or drugs – including alcohol
4. Disruption of school activities
5. Failure to abide by school rules

In-School suspension

The principal or his/her designee may specify the imposition of an in-school suspension. In-school suspension may be imposed for infractions of school rules or policies. Before making a decision to suspend a student, the administrator shall notify the parent/guardian of the charges against his/her child, and shall afford the parent/guardian an opportunity to speak in his/her defense.

Out-of-school suspension

Out-of-school suspension is used when other disciplinary methods have failed or when the student's presence is a threat to other students or detrimental to the best interests of the school. Parents will be notified promptly of the suspension and of the facts leading to the decision to suspend. The parent/guardian may appeal a suspension as per school board policy. Upon return to school, the student is placed on full probation.

Possession

Possession is defined as owning, having or being in control of material either physically (on one's person) or within one's personal sphere of influence (in lockers, vehicles, bags etc.). In alcohol situations, possession is defined as being on the premises where alcohol is served or consumed illegally.

Restitution

Restitution is defined as the replacement cost involved in replacing or repairing a victim's incurred loss or damage. Arrangements for the determination and payment of restitution must be made between the student's family and the injured/damaged party.

Attendance

Because of the impact on their academic success and the work ethic they are establishing, students are expected to be present when school is in session. Administrators reserve the right to determine whether an absence is excused or unexcused.

Excessive Absence

Upon the 12th day absent from school in a semester, a contract with limited future absences allowed is initiated between the school, parent and student. A violation of the contract can result in withdrawal.

Tardiness

Parent notification

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated. St. Albert is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, St. Albert has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in our school system.

St. Albert prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

Acceptable Use Policy for Technology

“Technology must not outweigh our humanity” – Albert Einstein

I pledge, as a St. Albert student, to be the best I can be. I will be courteous, kind and respectful. It is my responsibility to behave as a Christian in all of my actions. It is my duty to complete my schoolwork accurately and on time. I will respect the rights of my peers and be a good role model to all. May God Bless Us All. – written by Sixth Grade, August, 2001.

Technology is a vital part of the approved curriculum in the St. Albert Catholic Schools. The use of school owned, and maintained computers is a privilege, not a right, and may be revoked if abused. Technology use must be consistent with the educational and spiritual objectives of the school system. Appropriate and equitable use of the Internet will allow students and staff access to resources unavailable through traditional means. Student’s use must be in support of education, including research and administrative support consistent with school policy. All use, including email, may be monitored in accordance with the Federal Communication Privacy Act (18 U.S.C.\2510-20)

The purpose of the St. Albert Schools system Acceptable Use Policy is to ensure that the Internet usage at school is for constructive educational goals and is consistent with the philosophy of the school system. Because the internet provides access to computer systems located all over the world, families should be aware that some material accessible via the internet may contain material that is illegal, controversial, inaccurate, or potentially offensive. The St. Albert Catholic School system cannot control all of the content of the information available. However, the school system believes that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. The school system does not condone the use of inappropriate materials and will take precautions to filter access to these materials.

The following are terms and conditions for using the school system technology:

Unacceptable practices include, but are not limited to:

1. Giving out our passwords or other individual’s passwords
2. Using someone else’s account or user name
3. Harassing someone:
 - a. any use of sites that specifically involve unacceptable
 - b. topics such as sex, violence or drugs
4. Seeking unauthorized access to any resource
5. The use of profanity or inappropriate language in email or electronic communications of any kind
6. Trespassing in another’s folders, work or files
7. Transmission of any material in violation of any U.S. or State regulation

8. Reproduction or transmission of copyrighted material without explicit permission
9. Downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's Technology Coordinator
10. Private, commercial or political use
11. Playing online or downloading games that are not for educational purposes
12. Never, under any circumstances, use a diskette or CD from any source other than the school without permission of the teacher

Security

Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem, you must notify the school Technology Coordinator immediately. Do not demonstrate the problem to other users. Note that electronic mail (email) is not guaranteed to be private – system administrators have access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities.

Vandalism

Vandalism will result in cancellation of user privileges and may result in suspension or expulsion. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the internet or to any other computer on the school property. This includes, but is not limited to, uploading, creating or transmitting computer viruses.

Netiquette

1. Be polite. Never forget the person reading your mail or posting is a real person with feelings that can be hurt. Never mail or post anything you wouldn't say to your reader's face.
2. Use appropriate language. Swearing, vulgarities or any other inappropriate language is unacceptable.
3. Illegal activities are strictly forbidden
4. Do not use the network in such a way that would disrupt the use of the network by other users.
5. Email is not guaranteed to be private, but all communication and information accessible via the network and the internet should be assumed to be private property.
6. Do not reveal your personal address or telephone number, or those of anyone else
7. Notify an adult immediately if, by accident, you encounter materials that violate the rules of acceptable use.
8. Internet users see typing in all CAPITAL LETTERS as 'shouting'
9. Do not print anything without permission from a teacher
10. A good rule to follow is never view, send or access materials which you would not want your teachers and/or parents to see

11. The internet should not be used to meet unknown people. This is a dangerous practice and could have extremely negative consequences
12. Please don't stay online when you are finished (log off when you go to lunch or class)

Consequences

Be prepared to be held accountable for your actions and for the loss of privileges if the terms and conditions of acceptable use are violated. The school system has the right to restrict or terminate information network access at anytime for any reason.

Students/staff who violate the Acceptable Use Policy will be subject to disciplinary action according to the Code of Conduct, as well as additional consequences which include, but are not limited to, the following:

Suspension and/or termination of computer use privileges

- a. 1st violation – loss of computer privileges for 20 school days
- b. 2nd violation – loss of computer privileges for 45 school days and 1-3 school days in-school suspension
- c. 3rd violation – loss of computer privileges for 90 school days and 1-3 school days in and/or out-of-school suspension and possible expulsion.

Consequences may be carried over to the following school year.

Students who have lost their computer privileges may attend classes which are held in the computer labs and/or library while under direct supervision of their teacher

Parents may request, in writing, that their student(s) be excluded from using the internet.

Civil or Criminal prosecution

Should any student violate local, state or federal laws while using the St. Albert Catholic Schools computers or networks, the administration will notify the appropriate authorities to begin the process of civil or criminal prosecution.

Payment for damages

Students and/or their parents/guardians will be responsible for the repair or replacement of computer hardware or software which has been damaged by abusive or inappropriate actions of the student. This includes additional time spent by technology staff or vendor.

St. Albert Catholic Schools make no warranties of any kind, whether express or implied, for the service it is providing. St. Albert Catholic Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the internet is at your own risk. St. Albert specifically denies any responsibility for the accuracy or quality of information obtained through the internet.

