



ÉCOLE SECONDAIRE ST. ALBERT CATHOLIC HIGH SCHOOL HOME OF THE SKYHAWKS

St. Albert Catholic High School: Code of Safe and Caring Learning Environments

Sustaining a Safe and Caring Learning Environment

Definitions:

1. Harassment refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:
 - a) any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat;
 - b) conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the *Alberta Human Rights Act*.

Any form of harassment may be caused by a single incident or a series of events.

2. Sexual Harassment includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:
 - a) inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or gender expression, gender identity;
 - b) inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property;
 - c) inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities;
 - d) inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance;
 - e) inappropriate conversation regarding an individual's sexual behaviour;
 - f) unsolicited and/or unwanted requests to engage in sexual activity;
 - g) reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
3. Bullying refers to repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting.



ÉCOLE SECONDAIRE ST. ALBERT CATHOLIC HIGH SCHOOL HOME OF THE SKYHAWKS

Harassment and Bullying Codes of Conduct

The school board does not support Harassment and Bullying in any of its schools and / or sites or at all. To this end, the Greater St. Albert Catholic School Division has implemented the following Administrative Procedures which will serve as the basis for addressing matters pertaining to Harassment and Bullying:

- a) Student Discipline Framework, Administrative Procedure 350
- b) Harassment Administrative Procedure 460 (Employees)
- c) Harassment Administrative Procedure 358 (Division Students)
- d) Safe and Caring Learning Environments Administrative Procedure 359
- e) Code of Conduct Review to Address Bullying Behaviour Administrative Procedure 360
- f) Accommodating and Respecting Gender Identity and Expression Administrative Procedure 361
- g) Use of Technology Administrative Procedure 140
- h) Social Media Administrative Procedure 149

[CLICK HERE](#) for All GSACRD ADMINISTRATIVE PROCEDURES

Expectations

- 1. No action toward another student, regardless of the intent of that action, will or is intended to cause harm, fear, or distress to that student.
- 2. No action toward another student within the school community will or intend to diminish the student's reputation within the school community.
- 3. Any action that contributes to a perception of Bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the well-being of the alleged victim within the school community.
- 4. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender identification, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status of parents, source



ÉCOLE SECONDAIRE ST. ALBERT CATHOLIC HIGH SCHOOL HOME OF THE SKYHAWKS

of income of parents, family circumstances, or gender expression, or gender identity of a student.

5. No report by a student that they are being “harassed” or “bullied” will be ignored by a school official. The official will report the incident to the school principal who shall investigate the matter and act in accordance with Harassment Administrative Procedure 358 (Students) as required.
6. In establishing consequences for bullying, teachers and principals will use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
7. If in the opinion of the teacher or principal an act of Bullying has occurred, interventions will be applied dedicated to stopping the behaviour in the future and supporting the victimized student. Those disciplined for their involvement in bullying will be communicated what to “stop” doing, and “start” doing in order to further a safe and caring culture within the school.
8. Incidences of Bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of applicable administrative procedures and practices, including Harassment Administrative Procedures 358 (Division Students) and 460 (Employees).
9. Students will not be discriminated against according to the application that the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms has to the School Board as a Catholic Separate School Division.
10. All actions by students that impact the safety and well-being of students or staff will be addressed through the Student Discipline Framework AP 350 and the Harassment AP 358 (Division Students) as appropriate.
11. The expectation for students in all their school-related interactions that pertain to the School Division is that they:
 - a) conduct themselves in a manner which upholds the dignity and worth of all members of the school community;
 - b) be aware of and adhere to their school’s code of conduct; and



ÉCOLE SECONDAIRE ST. ALBERT CATHOLIC HIGH SCHOOL HOME OF THE SKYHAWKS

- c) be aware that these expectations form the school's and division's standards for creating a safe and caring school.
12. Appropriate interventions and supports will be provided to the student who has engaged in wrongdoing to ensure that the student establishes productive, positive behaviors in the future.

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 the legislated expectations for students (Section b), to ensure that 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 collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- e) to engage in the student's school community.

The school values your participation within our school community to support the safety, well-being, and success of all our students.

Common Statement on Froshing and Protocol Respecting Drug Free School

Greater St. Albert Catholic Schools, St. Albert Protestant Schools and the local detachment of the RCMP are working together to ensure that St. Albert students feel safe in their schools. Together we have developed this common statement to remind parents and students of zero-tolerance policies regarding froshing and drug use in schools.

Froshing

All students have a right to feel and be safe in their schools. To ensure that this is true in St. Albert, both school jurisdictions and all schools are working together to send out an important message. Many other groups are supporting this message, including the City of St. Albert, the RCMP, Alberta Justice, the St. Albert SAIF Society, the St. Albert Association for People with Disabilities, and the St. Albert Youth Centre. The message is very clear. Froshing is not acceptable behaviour. It is, in fact, an assault. Any student involved in such an activity will face suspension and possible legal charges or expulsion. We will refer any froshing activities (intimidating, demeaning and degrading rites of initiation) to the RCMP.



ÉCOLE SECONDAIRE ST. ALBERT CATHOLIC HIGH SCHOOL HOME OF THE SKYHAWKS

Protocol Respecting Drug Free Schools

Be advised that all junior and senior high schools in St. Albert are committed to implementing the Protocol Respecting Drug Free Schools. It states:

- Possession of or trafficking in illegal drugs in any form is an act utterly incompatible with the School Act, which states that students are to comply with the rules of the school and respect the rights of others.
- Being under the influence of illegal drugs in any form is an act utterly incompatible with the School Act, which states that students are to comply with the rules of the school and respect the rights of others.
- In all cases, parents or legal guardians will be notified.

Smoking and/or vaping and/or use of cannabis

- Is not permitted on school property
- It is an offence to smoke, vape, or use cannabis on public property and *The Prevention of Youth Tobacco Act of Alberta* states:
No person under the age of 18 years may possess, or Smoke or otherwise consume tobacco/cannabis products in a public place.
- Vape Pens or ePens are not permitted on school property

Students caught smoking or in possession of Vapes, ePens, or cannabis will be subject to the school discipline proceedings and/or charges and fines through the RCMP or By-Law Enforcement Officers.

Cellular Phones

The classroom is for instructional purposes only and NOT for social networking. Cell phones are a distraction during instruction and can compromise the integrity of assessments. This has become especially problematic with the increase in the usage of text messaging (ie. snapchat or "when" and "how" to use their phones).

To help safeguard the integrity of our curriculum and the privacy of our staff and student body, as well as to help students remain focused during instruction to increase their academic success, we ask students and parents to adhere to the following guideline:



ÉCOLE SECONDAIRE ST. ALBERT CATHOLIC HIGH SCHOOL HOME OF THE SKYHAWKS

Cell phones may be used at school, HOWEVER, they may only be used before school, during breaks, and after school.

Students MUST turn off their phones and “park” their cellphones upon entering the classroom.

Parents are asked NOT to text or phone students during the school day. For emergency purposes, parents may contact the school office.

Students found using their phones in class or during instructional periods will be asked to hand their phones over to a teacher or to Administration for the remainder of the day. For repeated offences, parents may be asked to come into the school to retrieve the devices or students may incur a suspension.

Students are not allowed to take photos of others at school or during school events without their consent. Further to that, students are not allowed to post photos to social media sites such as Snapchat, Instagram, X, Facebook, or others without permission of the subject.

Students in Crisis - Numbers and Websites

- The Lifeline APP – download free
- Information Support for Many Agencies: www.ab.211.ca
- St. Albert Family Resource Centre: www.stalbertfrc.ca
- The Support Network Distress Line: 780-482-4357
- Kids Help Phone: 1-800-668-6868
- Youth Emergency Shelter Society: 780-468-7070
- Children’s Mental Health Crisis Line: 780-427-4491 www.yess.org or Response Team: 780-413-4733
- Canadian Mental Health Association: www.edmonton.cmha.ca
- Help through Alberta Health Services Addictions Info: <https://www.albertahealthservices.ca/amh/amh.aspx>