



Code of Conduct - Alberta School Act - Section 12

A student shall conduct himself or herself so as to reasonably comply with the following Code of Conduct:

1. Be diligent in pursuing his/her studies;
2. Attend school regularly and punctually;
3. Cooperate fully with everyone authorized by the board to provide education programs and other services;
4. Comply with the rules of the school;
5. Account to the student's teachers for the student's conduct;
6. Respect the rights of others;
7. Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
8. 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;
9. Positively contribute to the student's school and community.



Table of Contents

[Diligence in pursuing his/her studies](#)

[Attend school regularly and punctually](#)

[Cooperate fully with everyone authorized by the board to provide education programs and other services](#)

[Comply with the rules of the school](#)

[Respect the rights of others](#)

[Refrain from, report and not tolerate bullying or bullying behaviour](#)



Diligence in pursuing his/her studies

Academic Misconduct

At W.H. Croxford High School, there is a clear expectation that all students will approach their education with intellectual honesty; they will perform assignments and take tests with honor and integrity. Academic Misconduct includes:

- Tampering with examination scripts, class work, grades and/or class records.
- Failure to abide by teachers' directions regarding the individuality and originality of work handed in.
- The acquisition of examination materials without prior authorization.
- The impersonation of another student in an examination or other class assignment.
- Falsification or fabrication of reports.

Plagiarism

Plagiarism, cheating and academic misconduct are serious offences. Plagiarism involves submitting or presenting work in a course as if it is your own work, completed especially for a particular course, when in fact, it is not. Most commonly, plagiarism exists when:

- The work submitted was done in whole or in part by an individual other than the presenter.
- Parts of the work are taken from another source without reference to the original author (ex. Internet).
- The whole work is copied from another source (ex. Internet).
- A student submits or presents work in one course which has also been submitted in another (although it may be completely original to that student) without the knowledge of, or prior agreement of the teacher involved.

Cheating

Cheating on tests or examinations includes, but is not limited to:



- Speaking to other students or communicating with them under any means.
- Bringing any materials or devices into the examination room not authorized by the examiner.
- Consulting any person or materials outside the confines of the examination room.
- Leaving answer papers exposed.
- Attempting to read other students' examination papers.

Academic Misconduct Consequences

- Parents notified in writing and letter placed on student file.
- Mark of 0 on assignment in question and depending on the severity and the frequency of the offence, may include:
 - Loss of computer privileges (if infraction was related to computer use).
 - In School or Out of School Suspension.
 - Voluntary withdrawal from course/
 - Recommendation for expulsion.

Attend school regularly and punctually

Regular school attendance is imperative to student success. Not only do students connect with teachers on material through instruction, they also have the ability to access peer support. As well, many complementary courses are difficult to complete when not present (eg: Physical Education, Mechanics, Cosmetology, etc...) The following policy outlines W.H. Croxford's attendance policy that will help students find success in our learning community.

- Leaving or Arriving Late
 - Students are not to leave the building between classes
 - Students have permission to leave campus at lunch.
 - Students are to check in with front office staff if arriving late or requesting permission to leave early

Absence Definition: Absences are counted on a per class basis.



General Attendance

Please be advised that any absence/s not excused within 24 hours of absence will remain permanently unexcused on the student's record. It is imperative that a parent or guardian leave a message on the school attendance line regarding a student's absence, preferably on the day of the absence. If a student has notified his/her teachers of an absence, it is still important that a parent/guardian phone the attendance line. Phone calls go out every evening, through our SYNERVOICE system, informing parents of any absences that have not been excused during the school day. Please report unexcused absences to the school attendance line within 24 hours of receiving a phone call. Once again, any absences not excused within 24 hours will result in a permanent unexcused absence on the student's record. Parents have 24/7 access to student attendance information through the PowerSchool parent portal.

Extended Absences

Parents may wish to have their son/daughter absent from school for an extended period of time (longer than 3 days) for reasons other than bereavement or illness. The school does not grant approval for a student to be absent, but rather records the parent/guardian's intent to remove a student from the school. An Extended Leave Notification Form is available at the office. ***Students are asked to check their teacher's webpage to ensure work is not missed during their time away.*** Upon returning, it is the student's responsibility to make up work missed. Teachers may provide assistance during class time but due to the voluntary nature of the absence, they are not required to spend time outside of regular school hours.

Medical Issues

Any student who becomes sick should contact the office. Arrangements will be made for the student to go to the infirmary or to go home. The infirmary is located in the office. In most cases, students who are signed in to the infirmary will only be allowed to remain there on a temporary basis.

Absence Protocol

Students' absences and lates are monitored regularly. Students whose attendance profiles reveal patterns of absenteeism and/or tardiness that are of



concern, may meet with teachers, School Counsellors or Administration. Chronic attendance issues may result in disciplinary consequences and may preclude students from being able to participate in co-curricular or extra-curricular activities.

Excused Absences

While parent knowledge and permission is important for absences, absences can still impede the ability for the student to keep up with the rigors of the high school curriculum. Students who are frequently absent, even if the absence is excused, can experience similar issues that unexcused absent students do. It is incumbent upon the school to inform parents when absences reach a critical point. If a student reaches an absence rate of 10 or more, whether excused or unexcused, parents may receive a letter of concern from the school.

Absences Due to Extenuating Circumstances

From time to time, students need to be away from school for a variety of reasons: illness, bereavement, hospitalization, and so forth. In these cases, it is important to inform the school. By calling the office and stating the issue, the office staff are able to inform the staff affected by the absences. Emailing your child's teacher is another way of keeping all stakeholders informed of the circumstances. There may be scenarios that arise where the student will be expected to obtain a medical notice to confirm the illness. Should the parent have further concerns of a social emotional nature for their child, please book an appointment with your School Counsellor.

Cooperate fully with everyone authorized by the board to provide education programs and other services

Extra Curricular Expectations

W.H. Croxford sports, school clubs, and service groups are all examples of extra-curricular opportunities. Any students involved in any extra-curricular activities are a representative of W.H. Croxford, and thus are expected to



follow our Code of Conduct.

Behaviour

- The school expects all students, participating in activities under the sponsorship of the school, to act in a manner which will not bring discredit to the school, themselves, the other members of the group nor to the community.
- The participants are responsible to the supervisors for their behaviour while under their jurisdiction.
- School rules apply regarding manners, use of intoxicants and behaviour.

Commitment

- It is expected that students will attend practices and/or meetings and be supportive of the coach, teacher sponsor, and other team or group members. The supervisor must be notified prior to absences if possible.

Attendance & Achievement

- Unless there are extenuating circumstances, a student must have maintained satisfactory academic achievement (achievement consistent with individual performance in all courses to participate in extra-curricular teams. If this is not the case, the school may prohibit students from playing until achievement meets standards. Students must also be in good standing with respect to behaviour and attendance. Attendance at school is required for students to be permitted to participate in extra-curricular activities on that day.
- Students who have unsatisfactory attendance records will NOT be allowed to attend extracurricular events that involve missing classes.
- Students will be given fair warning if found to be abusing any of the above and the opportunity to rectify the situation. If there is no improvement, even after consultation with the teacher, coach, student and parents, the student may be suspended from the activity and other related activities for a stated period.

Comply with the rules of the school

Alcohol & Other Intoxicants

The possession, consumption and/or trafficking in narcotic drugs, alcohol or other intoxicants, on school time or when involved in school activities, will result in a suspension and likely expulsion and referral to the appropriate



outside authorities. Possession or use of the aforementioned may also lead to removal of other privileges, i.e. field trips, and extracurricular participation.

Rocky View Schools and WH Croxford High School are committed to dealing with possession, trafficking and being under the influence of narcotic drugs, alcohol or other intoxicants in the school environment in the serious manner it deserves. The issue of any drug use is a school and community issue and all members of this community need to be involved in educating our youth to refrain from this kind of activity. Parents and guardians will be contacted immediately and, if deemed appropriate, the RCMP will be involved.

Inter-School Athletic Regulations

In addition to the above regulations, students participating in inter-school athletics must:

- Be under the age of nineteen (19) years on September 1st of the school year.
- Meet all A.S.A.A. guidelines
- If a student is absent from school on the day of a game due to illness or without a legitimate reason, he/she will not be eligible for play that day. NOTE: the Principal shall be responsible for making the final decision regarding the eligibility of a student.
- Students are to follow the rules and regulations of the school either at home or away, as a participant or a spectator.

No Smoking Policy

All students are prohibited from having or utilizing tobacco products at school, or at school sponsored events including field trips and off-campus activities. Students are not allowed to smoke on the school grounds. This includes possessing or using e-cigarettes and vaporizers of any sort. Any violation of this regulation may result in suspension. Students are not allowed to use chewing tobacco in or near the school. Repeated violation of this policy may result in further suspension and recommendation for expulsion.

Personally Owned Devices

All W.H. Croxford students are requested to bring their own digital learning devices. Students are responsible for the maintenance, care and security of their devices. School owned devices will also be available for students on a first come first served basis for students. All new students will be required to sign the Acceptable Use Agreement and complete the Essential Skills for Learning Course. The school technologist is available to assist students with



technological issues relating to network access.

The Board recognises (and 21st Century learning environments support) the appropriate use of electronic devices including but not limited to, smart phones, tablets digital cameras and laptop computers. However, inappropriate use of electronic devices can interfere with an individual's right to privacy, the student's right to a safe and caring environment, and the integrity of the learning environment.

As use of technology is integral to the learning community students are expected to utilize equipment and systems in a responsible and respectful manner. Students will be reported to administration and lose network and Internet privileges, be suspended or recommended for expulsion for any of the following infractions:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- manipulating school computers, computer systems, programs or networks that belong to the school division
- knowingly infecting a computer with a virus
- violating copyright laws
- using another individual's login ID and password
- trespassing another's folder, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- attempting to bypass network or computer security

Devices capable of capturing, transmitting or storing images or recording and storing audio may not be operated in restrooms, dressing rooms or other areas where there is a reasonable expectation of privacy.

Under no circumstances shall any video, picture capturing or audio recording devices be used in any classroom without the express consent of the teacher and school administration. Special consideration shall be given to protect the privacy of students in the classroom if such permission is granted. Operation of any electronic device, other than those authorized by school authorities, is prohibited in testing situations or where testing materials are present.

Bikes and Skateboards

Bike racks are provided at the south end of the school. Students are encouraged to bring their own lock and lock their bicycles. Skateboard racks are located at the north end of the school. Students are encouraged to also lock their skateboards and scooters on the racks.



Bicycles, skateboards, scooters are not to be ridden inside the school building, nor on the sidewalk in front of the school. Safety would dictate that wearing a helmet and other protective equipment is a practice we recommend.

Lockers

- Students are to keep their backpacks and jackets in their lockers. These items create congestion and are tripping hazards in the classroom.
- All valuables should remain in locked and assigned lockers
- Care of personal items brought to the school, including technology, are the responsibility of the student

Gym Change Rooms

- No cell phones or recording devices or valuables are to be left in the changerooms. Items that are not locked up and go missing will be given low priority for staff time to investigate

Student Dress

Students are requested to dress appropriately for a learning environment. Principals have the authority to require any student to be sent home and change to more suitable attire before being readmitted to class.

- Shoes must be worn at all times.
- Heavy outdoor clothing and footwear should not be worn in class and is to be stored in lockers.
- Students must not wear items that include suggestive or distasteful slogans or images.
- Physical Education classes and movement-based options may have specific dress requirements.
- Shorts and skirts must be a modest length.
- No accessories that pose a potential danger to self or others are permitted.
- Hats are permitted in hallways and common areas and should be removed upon entering class or the front office area.

Students Driving and Use of Parking Lot

- Students driving vehicles on school property MUST obey all laws and school regulations:
- School Zone speed limit is 30 km/h. The parking lot limit is 10 km/h.
- Stunting (spinning tires, donuts, chicken, etc.) is forbidden.
- Busses have the right of way in the parking lot - ALL other vehicles must yield.



- Students are not to use the parking lot as a meeting area and are not to sit in their vehicles.
- Students are not to interfere with other people's vehicles.
- Students involved in after school activities are to follow the same rules for parking, which apply during the school day.
- All students must register their vehicle(s) at the office and receive a parking pass.
- Students who park outside the student parking lot or who do not follow the rules and directives of the school/staff will face disciplinary action including suspension and loss of parking privileges. If necessary, vehicles will be towed away at the owner's expense. The R.C.M.P. will also be involved if the situation warrants.

Vandalism

Vandalism will be considered grounds for suspension and possible expulsion. Full restitution will be required.

Respect the rights of others.

Abusive or Aggressive Behaviour

Abusive or aggressive behaviour, which causes or threatens harm to persons or property, will be dealt with in a firm and decisive manner. Students who are responsible for this kind of serious misconduct may be reported to the police. Moreover, they face formal suspension and the possibility of an expulsion recommendation. Threats of violence will be reported to the police.

Harassment

Harassment is defined as any unwelcome behaviour, which, directly or indirectly, adversely affects or threatens to affect a person's emotional well being, learning environment involvement. Harassment is behaviour, which denies individual dignity and respect. Harassment is considered to have taken place if a person knows, or reasonably ought to know the behaviour is unwelcome. Students who are guilty of harassing a person in the school are subject to disciplinary action. They may face formal suspension and the possibility of an expulsion recommendation.



Refrain from, report and not tolerate bullying or bullying behaviour

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behaviour is often repeated and habitual. Students who are being bullied, or witness bullying are asked to report incidents to the office. Students who are guilty of bullying are subject to disciplinary action. They may face formal suspension and the possibility of an expulsion recommendation.