

Student Rights and Responsibilities 2018–2019

Kim Hung

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Updated: November 1, 2018

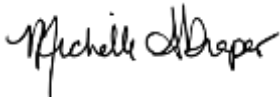
Our Commitment to High Quality Learning Environments

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 Kim Hung School we believe:

- All students can thrive and be successful in an environment that is kind, respectful and safe.
- Together, we are committed to ensuring Kim Hung School is a welcoming, caring, respectful and safe learning environment for all students.
- All members of our school contribute to a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.

School Mission Statement: We are a compassionate, courageous community who laughs, leads and learns together!

Kim Hung staff is committed to creating a Learning Community that supports ALL students learning at high levels. We value all stakeholders and believe in the responsibility of building a safe, secure and caring environment.

We are pleased to offer the **Leader in Me** program at Kim Hung School. The *Leader in Me* is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. Our Leader in Me program will help to instill a positive learning environment for our students and a culture of kindness making Kim Hung school a safe and respectful environment for students to learn.

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](#) (live link will be added upon approval of revised regulation), and [HFA.AR—Sexual Orientation and Gender Identity](#) which are available to the public.

At Kim Hung School, everyone in our school community has the right to learn and work in an environment that is respectful, safe and focused on learning and success. In order to preserve these rights, students must also be aware of their individual responsibilities.

Rights

- At Kim Hung School, students and staff have the right to learn and work in a welcoming, caring, respectful and safe environment.
- Every student at Kim Hung School has the right to belong, to be respected, and to learn and feel safe in a welcoming community of learners.

Responsibilities

- Students are responsible for ensuring that their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Students will demonstrate academic integrity and will follow the rules and regulations of Kim Hung School to ensure our school is a great learning environment for everyone.
- At Kim Hung School, students show respect to others and take responsibility for their own actions, and how their actions affect others.
- Together, we recognize and respect the right of all students to learn and teachers to teach.

Student Behaviour Expectations

To ensure that Kim Hung School 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

Student Behaviour Expectations at Kim Hung School:**1. Be Punctual**

- be proactive and arrive at school on time
- transition between classes quietly and quickly

2. Actively participate in all learning activities and always give it your best

- engage in learning through active participation, dialogue and questions
- always give your best
- actively participate in group discussions and projects

3. Complete assignments

- have all necessary materials on hand
- be organized and ready to begin work
- complete assignments and use class time wisely
- assume responsibility for incomplete or missed work

4. Behave in a respectful and courteous manner

- respect yourself and your property
- respect others and their property

5. Appropriate Dress

- wear clothing that is respectful, appropriate for school and reflective of our Leader in Me culture
- dress appropriately for the weather and outdoor recess breaks

6. Display appropriate self control

- in the classroom
- on the playground
- during school assemblies and other functions
- in common school areas

7. Follow School Building Regulations

- use the assigned entrance to enter and exit the building
- remove outdoor footwear and hats upon entering the school
- have one pair of labeled shoes for indoor/gym wear
- label and keep track of your personal items (school supplies, clothing, etc.)
- throw your garbage in the trash can
- be respectful of the school and its equipment

Acceptable Use of Technology Policy and Student Declaration

We believe that technology can be a powerful tool to enhance learning, enabling students to obtain information and to collaborate with others across the school, the District and the world in purposeful educational activities. We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology or their own personal electronic devices. Each student, as well as their parent or guardian, must review, sign, and return the *Acceptable Use of Technology Policy and Student Declaration* document.

Use of Cell Phones on School Property

Students must turn off their cell phones during class time, unless they have been given permission to use them by their teacher for learning purposes. Students are solely responsible for the security of personal cell phones or any other valuables they may choose to bring to school.

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*.

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.

Restoring Relationships

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 a student does make an inappropriate choice, we will work with them to try to help them learn from the mistake and resolve the issue. A strong relationship between home and school is essential when dealing with student choices. In order for change to occur, students need to know that both home and school are working together. When an inappropriate choice results in a consequence, it is important that the student understands why the resulting action is being taken and how they can make the situation "right".

Through respect for ourselves and others, we are committed to creating a friendly, safe and welcoming school environment that fosters positive relationships within our working and learning environment. At Kim Hung School, we believe that it is important that we all become a part of a healthy and supportive community. If a school community member causes harm to another, they must learn to take responsibility for their actions and strive to resolve the issue. This enables everyone to learn from mistakes and move forward in a positive manner.

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.

At Kim Hung School, 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.

Students 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; and
- beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).

Kim Hung School Staff may:

- problem solve with all parties involved with the goal of repairing the harm and restoring the relationship(s).
- remove privileges for short and long term.

- make alternate learning arrangements for the student(s) involved for a period of time.
- invite students and families to engage in a “Community Conference” to come to an agreement as to how to solve the problem and repair the harm.
- require restitution for property damage to the school or individuals.
- make referrals to other professionals such as: social workers, police officers, the Alberta Attendance Board, child welfare workers, or other agencies.
- suspend a student from class or from attending the school.
- automatically involve the Edmonton City Police for any illegal activities.
- recommend expulsion from the school.

When it is necessary to resort to a suspension, parent support to make this loss of school time meaningful is essential to the process. Completion of missed work is the student’s responsibility.

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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