

General School Rules

- Harassing, discriminatory and violent behaviors are not tolerated. Students who participate in the type of behavior will be dealt with seriously.
- Physical, verbal or cyber bullying are not acceptable. Students who participate in bullying or bullying behavior will be dealt with in an appropriate manner.
- It is expected that students conduct themselves in an appropriate manner in the hallways. They are to walk quietly and safely to and from all activities.
- Profane language and/or inappropriate gestures demonstrate disrespect for one's self, others and the school. We ask students to refrain from doing so.
- As staff are responsible for students, we ask that students remain in class at all times. Students may leave if given permission or if teachers are informed of their whereabouts and have permission to be there under supervision.
- In order for a student to complete tasks, students need their materials and are expected to be prepared for class by having those materials available. Materials that are lost or need replacement are a responsibility of the student.
- School desks, lockers and classrooms are used by individual students and may be used by multiple students throughout the day. It is asked that students show respect for the property as they need to be used by others.
- Vandalism, damage and criminal acts affect all of us at Gibbons School. We expect that students report these incidents to the school office.
- Gibbons School has a dress code. For specific information, please see the dress code expectations listed below.
- For student safety reasons, students are not to be riding skateboards and bikes on school property during the school day. The bike must be placed in the supplied bike rack and secured with a lock until departing the school grounds in a safe manner at the end of the school day. It is required that skateboarders and bikers use an approved CSA helmet.
- Items which can be viewed as a weapon or are deemed to be weapons under the Criminal Code, are prohibited from school property.
- Students are not to possess, use or distribute alcohol, drugs, tobacco, vapes or any vape related items at school or school sponsored events.
- School buses are part of the school. It is expected that students on buses follow school board policy and act appropriately and with respect for one's self and others while on the bus.

Dress Code

- Students are expected to dress appropriately for a school/work setting.
- Footwear must be worn at all times in the school.
- Students must not wear clothing or accessories that are offensive or depict illegal or immoral behavior.
- The final determination about modesty and/or appropriateness of dress lies with school staff.

Code of Conduct for Students

Student Code of conduct is defined under Section 31 of the Alberta Education Act. These are legal obligations of all students in Alberta schools:

- attend school regularly and punctually
- be ready to learn and actively engage in and diligently pursue the student's education
- 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
- respect the rights of others in the school
- refrain from bullying, report and not tolerate bullying or bullying behavior directed towards others in the school building, during the school day or by electronic means
- comply with the rules of the school and policies of the board
- cooperate with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teachers and other school staff for the student's conduct, and

- positively contribute to the student’s school and community, and ensure behavior is safe, caring and respectful.

We expect all of our students to act in a manner that promotes learning, respects themselves and others, and maintains a welcoming school that is safe and caring for everyone. Any behaviours that do not follow this guideline and impact the safe and caring culture of Gibbons school will be addressed. In order to deal with violations consistently, inappropriate behaviour is categorized according to three levels of severity with possible action steps.

LEVEL ONE	LEVEL TWO	LEVEL THREE
<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> Classroom and hallway disturbances Tardiness Not prepared for class Neglect of homework Being off task Disrespect Intimidation Playground Infractions Unsafe behavior Rough Housing(rough play with no intent to hurt) Dress code violation Misuse of language Texting/messaging in class 	<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> Bullying Minor Theft Damage to property Defiance of authority Verbal abuse (profanity) Retribution against any person who has intervened to prevent or report on bullying Posting pictures to social media from school Misuse of electronic devices Academic dishonesty Skipping class Repetitive and persistent Level One misbehaviour 	<p>Infractions may include, but not limited to;</p> <ul style="list-style-type: none"> Fighting/Assault Harassment Major Theft Vandalism of property Possession or use of e-cigarettes, vaping equipment, cigarettes and tobacco products, alcohol or drugs Recording audio or video of anyone without explicit permission. Weapons or any related item that could be used as a weapon or resembles a weapon. Sharing or sending sexually explicit texts, images or videos. Repetitive and persistent Level Two Misbehavior.
<p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> A staff member will help the student(s) be made aware of the proper behaviour. A teacher gives logical consequences for negative actions, e.g. a student who is late is asked to make time up at recess. Parent contact The student and teacher create a plan to correct the undesirable behaviour. Time apart from peers to calm down or reflect Missed recess. 	<p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> Any action from Level One Student is referred to Administration Loss of privileges; eg.. school teams, dances, intramurals. Recess detentions Referral to counseling Community service to repair damage 1-3 day in-school or out-of-school suspension. 	<p>Possible actions that may be taken;</p> <ul style="list-style-type: none"> Any action from Level One or Level Two 1 - 5 day in-school or out-of-school suspension. R.C.M.P Involvement Possible recommendation to the School Board Discipline Committee for expulsion.

In considering each case, consequences may become more or less serious as is deemed appropriate by administration.

Student Lockers

Lockers belong to the Sturgeon Public Schools and may be searched at any time by the school administration. Students must provide their own lock or purchase a lock from the school office. Students will be required to provide their lock combination to their homeroom teacher. Primary and Elementary students do not require locks for their lockers.

School Fees and Textbook Rentals

Students are charged fees, depending upon program requirements and involvement in various activities. For example, students will be assessed additional fees for CTF courses, extra-curricular involvement, Music, Art, field trips, Hockey and Dance Academies, and locks. Textbooks are rented to students for a nominal fee.

Payment of fees is required at the beginning of each school year. Families experiencing financial hardship are asked to make arrangements with the Principal for alternative payment possibilities. Non-payment of fees will result in a collection agency obtaining payments. Non-returned materials (library books, texts, etc.) and damaged materials will result in student/parent notification and the cost of replacement being assessed against the student/family.

Students may be ineligible to participate in extracurricular activities such as graduation exercises and athletic competitions if any school fees are outstanding.

Liability for Damage to School Property

Gibbons School will charge parents the cost of repairing damaged property pursuant to Section 257(1) of the Education Act of Alberta.

Keeping Personal Technology Safe

While students are allowed to bring their devices to school, the school will not be responsible for any damages or loss to property. For this reason, ensure you label all items and be sure to lock them up at school when not in use. Every effort will be made to help students with lost or stolen items however, staff members are not responsible for these devices.

Student Use of School Telephone

Students will only be allowed to use the office phones for emergency purposes.

Students will only be called from class for phone calls of an emergent nature. If possible, please leave a message with our office staff if you need to contact your child. Please do not call or text your child during school hours.

Acceptable Use of Technology

At Gibbons School the students will adhere to the following:

- Cell phones/personal technology use continues to be at the teacher's discretion.
- If a student becomes a 'repeat offender', their privilege of having a personal device at school may be removed and parents will become involved.

Furthermore, the students **will**:

- use technology at school for schoolwork and projects only, unless otherwise directed by a staff member.
- keep passwords safe, and if someone finds out the password they will change it.
- will only visit websites and use programs and apps for research and work in class.
- ask permission before taking pictures or recording audio or video of anyone (including staff) or write anything about another person on any websites or other technology.
- be respectful of materials and only print work if the teacher requires a hard copy.
- use personal devices in class only with consent of the teacher for educational purposes.
- recognize that the Internet is a public platform and that students are responsible for their own actions.

The students **will not**:

- visit inappropriate websites or use inappropriate programs
- take pictures or record video/audio of people without their permission.
- post pictures, video or audio of any student or staff member
- take pictures or video of inappropriate behavior (ie. fighting).
- damage any of the school technology willfully and will tell staff if they see someone else doing it.
- use technology to bully or say hurtful things about anyone else and understand that they may be held accountable for comments made about another student or staff member over the Internet, text, or social media websites. **This includes posting comments when not at school.**
- plagiarize assignments by using someone else's work as their own (quoting material from the Internet or other sources is encouraged within reason to help support ideas).
- use any electronic device in the gym change rooms or washrooms.

Furthermore, please understand that:

- Students at Gibbons School will have access to the internet; students must handle it responsibly.
- Computer accounts and Internet access are a privilege and not a right.
- Students should think carefully about anything they may want to publish on the Internet. Anything deleted can be on the web for years after.
- Students are encouraged to be active at recess and lunch time and technology use is discouraged at these times.

Note: Consequences for students who misuse technology could mean but is not limited to being banned from school computers or being asked to keep all personal technology at home, may involve other school consequences such as detentions or suspensions having the device taken away and have a parent pick it up from school, or RCMP involvement when the school deems it necessary. Should technology use become an issue with a student, the school will work together with the student and parents to resolve it.

Violence and Threat Risk Assessment (VRTA)

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviors pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighboring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.