

**Provisions of the**  
***School Act* related to**  
**the following policy is**  
**currently being**  
**challenged as**  
**unconstitutional**  
**before the courts.**  
**Consequently, this**  
**policy is subject to**  
**continuing review.**

# **LCA Student Code of Conduct Policy**

**September 1992**

**May 30, 2015**

## **Purpose**

In keeping with its mission and Alberta legislation, and its Safe and Caring Policy, Lighthouse Christian School Society is committed to:

- Providing all students with a welcoming, caring, respectful, and safe learning environment;
- Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community; and,
- Providing as part of student registration, school start information and other forms, written expectations for student behavior (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school.
- Aligning expected student conduct in accordance to what Jesus would say or do given the situation.

## **Expected Conduct**

Consistent with Section 45 of the School Act and in keeping with the mission and vision of Lighthouse Christian School Society, each student is responsible for acting positively in support of a welcoming and caring learning environment by:

- Acting at all times in keeping with the vision and mission underlying the school;
- Respecting oneself and the rights of others in the school;
- Conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- Refraining from and refusing to tolerate bullying whether in or outside of the school or school hours or electronically;
- Informing the home room teacher or, if not immediately available, a school staff member in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts;
- Attending school regularly and punctually;
- Diligently and actively being prepared to learn and pursue learning;
- Being accountable for individual behaviors to teachers and school staff;
- Cooperating with school staff to make the school a positive learning environment for all;
- Knowing and following the rules of the school. Teachers will orientate students at the beginning of each year with school rules and expected behaviours, posting classroom reminders as necessary;
- Fostering Christ-like friendships and bonds while respecting each other's personal space. Pairing off or engaging in activity that would be detrimental to the school atmosphere or child's reputation is discouraged;

- Coming to school with a positive attitude towards learning and allowing others to do the same;
- Helping keep the classroom and the school grounds tidy;
- Treating all property, not only your own, with care. Students will be required to repair or replace anything (apart from their own property) that has been damaged;
- Doing class work to the best of one's ability, completing homework as required and handing in all assignments on time.
- Recognizing the school as a closed campus for students up to and including grade 9. Students may only leave if accompanied by an adult or designate during school hours.
  - **Acceptable actions and attitudes:**
    - **Toward fellow students:**
      - Courteousness, gentleness, helping those in need, humility, kindness, meekness, patience, putting others first
    - **Toward teacher and staff:**
      - Faithfulness, obedience, orderliness, quietness, respectfulness, thankfulness
    - **Toward God and self:**
      - Regular church attendance, cheerfulness and faith, honesty, love for God and others, prayerfulness, purity, study of God's word, temperance, zealouslyness

**General Conduct Rules and Information:**

- Gripping/negative talk will not be tolerated.
- All items in student's storage areas, lockers, bins, desks are subject to the approval of the teacher.
- All cell phones and personal communication devices are to be turned off during regular class hours.
- Christian music-only that which glorifies the Lord is permitted.
- A six-inch rule of separation is in place for all students.
- Property being marked on, defaced, or broken is to be replaced at the offending student's expense.
- There will be no back talk or arguing with the teachers.
- A student should only walk while in the building; no running is allowed.
- At breaks, students K-9 are expected to go outside.
- Students in grades PK-9 cannot leave the school area during school hours unless under the supervision of their parents.
- Students in grade 10-12 are expected to be at school on time for their scheduled classes and remain until the class is dismissed.
- All visitors and volunteers are expected to sign in the visitor's book at the main office each time they visit the school.
- The school phone is reserved for official school business and emergencies. A student desiring to use the phone must obtain permission by stating the reason for the phone call.

- There will not be harassment of fellow students.
- Permission is required before entering off limit areas:
  - Other student’s desks, lockers, bins
  - Teacher’s desk and files
  - Main Office
  - Principal’s office
  - Church designated space
  - Other specified areas except under supervised activity

## **Unacceptable Conduct**

Unacceptable behaviors that may negatively affect a member of the Lighthouse Christian School Society community or the school’s learning environment, whether in or outside of the school or school hours or electronically, include, but are not limited to:

- *Discrimination.* In keeping with the *Alberta Human Rights Act*, no student or person may discriminate against a student on the basis of an individual student’s race, color, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation.
- *Acts of bullying, harassment or intimidation.* As defined by the School Act, Section 1.1(b.1) bullying is defined as the “repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual’s reputation.
- Physical violence.
- *Acts of retribution* against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behavior.
- *Illegal activities* including, those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

### **Unacceptable attitudes:**

- **Toward fellow students:**
  - teasing, disrespect
- **Toward teacher and staff:**
  - Disobedience, disrespect
- **Toward God and self:**
  - Stealing, cheating, lying, laziness, profanity, offensive slang

## **Consequences**

Students are expected to conduct themselves in keeping with their responsibilities as students as defined in the Student Code of Conduct Policy.

The school, generally the homeroom teacher, will investigate each instance of unacceptable conduct and pursue disciplinary action in a matter consistent with the principles of fundamental justice and the school's student discipline policy. In grave circumstances, an individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion.

The school strives to provide firm, consistent, safe boundaries and expects all school rules to be followed. The school desires to keep the disciplinary procedures both effective and spiritual. Each classroom teacher is given freedom to implement and enforce the rules of the school in a creative and age appropriate manner. They will clearly communicate to the parents of their class expected student behaviour outcomes and consequences.

The school will work closely with the parents to solve any difficulty in behaviour. Teachers will handle classroom disciplinary problems according to school guidelines of showing love, being consistent and applying appropriate consequences. The goal is always to correct the child and to steer towards repentance.

Suspension or expulsion will be used only when the other avenues have failed to correct the problem or if the offense is of the serious or habitual nature.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all aspects of our life.

- For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life. Proverbs 6:23
- He who heeds discipline shows the way to life, but whoever ignores correction leads others astray. Proverbs 10:17
- Because the Lord disciplines those he loves, as a father the son he delights in. Proverbs 3:12

The Principal would administer suspensions and expulsions. A suspension report is filled out and sent home to be signed and returned to the school.

The school has 5 steps of correction:

- Step 1 warning
- Step 2 detention
- Step 3 in-school suspension
- Step 4 out-of-school suspension
- Step 5 expulsion

**\*It is possible to skip steps based on the severity of the infraction or number of times it has occurred.**

## **Detentions**

It is the school's desire that children learn self-discipline. We will try to be fair and we ask for your help and support in this area. When a student receives a detention they will be given a form indicating what the infraction was and when the detention is to be served. The student must take the form home to be signed by their parents or guardian. The student will return the form to the teacher the following day. Discuss with your child the reasons behind the detention slip, pray with him/her and help it not become a regularity. If the form is not returned then there will be communication to the parent.

A copy of each detention is given to the Principal for review and filing for the year. The Principal may invoke further consequences to a detention if the infraction is of a serious or repetitive nature. If a student receives a second detention in the same month, a meeting is set up with the Principal to discuss any further consequences.

Instances of bullying, fighting, vandalism, habitual behaviour, alcohol/drug possession or use, and weapons possession will also include a meeting with the Principal and may lead to steps 3, 4, or 5. It is possible, depending on the severity of the action to skip steps.

## **Remediation and Support**

In order to foster a positive learning environment, the Lighthouse Christian School Society will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behavior(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions the Lighthouse Christian School Society may include, but are not limited to:

- Mentoring of individual students by older students;
- More focused attention to individual students;
- Follow-up meetings of specific teachers with individual students;
- Student Peer Support Groups;
- Counseling.

## **Disciplinary Appeal**

If a parent or a child wishes to appeal a disciplinary decision made by the school, the following process is in place.

- If the child wishes to appeal then he/she first talks to his/her teacher.
- If a parent has a question or concern, the first step is to communicate with the teacher to hear the other half of the story and to come to a satisfactory decision.
- If a satisfactory decision cannot be reached with the teacher, a meeting would be arranged between the Principal/Vice-Principal, the teacher and the child/parents.
- If a satisfactory decision cannot be made with the Principal/Vice-Principal, then the matter would be taken to the Appeal's Committee, which would consist of the current Parent Association Executive. If the student's parent or the principal were on the current executive board then they would be exempted from the committee. The executive's decision is final.

## **Washrooms and Change Rooms**

Providing a safe environment for all students requires that school administration create clear guidelines regarding the use of shared spaces such as washrooms and change rooms. In order to preserve dignity and safety, and due to the private nature of activities such as personal hygiene and changing clothes and the potential minimal supervision of these contexts, it is important that each sex has separate physical space.

- For external groups visiting the LCA school community, reasonable accommodation may be made.