

Student Rights and Responsibilities 2021-2022

Metro Continuing Education

7835 76 Avenue NW, Edmonton, AB, T6C 2N1

Phone: 780-428-1111

Email: metro@epsb.ca

Website: metrocontinuingeducation.ca

Principal: Jean Stiles

Updated: September 30, 2021

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 deserves 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 Division, we have established clear behaviour expectations for all students, from Kindergarten to Grade 12. The expectations are outlined in the Division'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.



Trisha Estabrooks
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 accountable 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 address 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 Metro Continuing Education:

Our vision is to excel in providing outstanding learner-focused educational experiences dedicated to academic, personal and professional growth. We will build community and foster partnerships to promote lifelong learning opportunities for students of all ages.

Metro is a customer service-oriented educational institution committed to providing flexible and diverse learning opportunities to students of all ages and needs.

We value dedication, enthusiasm, excellence, integrity, responsibility, responsiveness and team work with our students and our staff.

Rights and Responsibilities

Our school Division 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 our 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.

Student and parents have a right to be informed about Division 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 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 *Education Act* and are reinforced in Division 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](#), and [HFA.AR—Sexual Orientation and Gender Identity](#) and HAAB.BP – Anti-Racism and Equity which are available to the public.

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

Student Behaviour Expectations

To ensure that Metro Continuing Education is a positive learning environment for everyone, all students are expected to comply with expectations set by our school Division, 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,
- cooperate 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,
- respect the rights of others,
- 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,
- 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
- 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.

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 *Education 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 Dress Code

At Edmonton Public Schools, students are expected to dress in a manner that reflects a welcoming, respectful, 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. As examples, clothing items including, but not limited to, durags, turbans, hijabs and burkas are all acceptable and appropriate attire.

Student safety and wellbeing are our highest priorities. Students are expected to refrain from wearing, carrying, or displaying any clothing or accessories which pose a safety hazard. Students are not permitted to wear lanyards around their neck.

Students at Metro are expected to adhere to our policies and procedures, including the following:

Alcohol, Tobacco and Cannabis Use On and In Division Property

The possession or consumption of alcohol, tobacco or cannabis is not permitted on Edmonton Public Schools property, including parking lot and sports fields. This applies to, but not limited to, alcohol, tobacco, tobacco-like products and cannabis (including cigarettes, e-cigarettes and vaporizers). This will ensure that our buildings and property provide a safe and healthy learning environment for all students and staff. Violators may be subject to fines and school discipline.

Academic Integrity

Cheating is not acceptable. This includes plagiarism (copying someone else’s work and passing it off as your own, copying, stealing tests or assignments and getting answers for a test or assignment in advance. Cheating also includes giving answers or work to others to claim as their own. Students suspected of plagiarism or cheating will be referred to the school administration and appropriate disciplinary action will be taken.

Acceptable Use of Technology

All students will use school technology resources in an appropriate manner. This includes personal electronic devices (including cell phones, tablets and computers) connected to the network. Students will: only use technology for educational related activities; adhere to copyright laws; not transmit material that is in violation of local, provincial or federal law; not access personal information files of other students or staff; use school approved software in compliance with licensing agreements; not create, view, display or send messages or pictures that are in appropriate for an education environment or may be offensive to others and adhere to class guidelines as outlined by the teacher. Violations of the acceptable use of technology agreement are subject to federal and provincial laws and will result in school discipline.

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, Division 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 Division 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 *Education 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.

School Responses to Unacceptable Behaviour

If students fail to meet classroom, school or Division expectations, a range of responses or consequences may be put in place to address unacceptable behaviour. Edmonton Public School's 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.

Metro uses a video surveillance system to help maintain a safe learning and working environment. This system is used to record and possibly monitor activity in accordance with privacy legislation. The system helps keep students and staff safe by recording activities in the school and the parking lot. School administration follows protocols to ensure student and staff privacy is protected. Access to video surveillance recordings is strictly controlled. Recordings are only accessed if an incident occurs which requires investigation and proof of wrongdoing. Personal information collected by the surveillance system may be used and / or disclosed in an investigation that could possibly lead to disciplinary or legal action by school administration, law enforcement or the court.

At Metro Continuing Education, 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.

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.

Centre for Education
One Kingsway NW
Edmonton AB T5H 4G9

T 780-429-8000
F 780-429-8318
E info@epsb.ca