

2026 - 2027 - École J.H. Picard Student Code of Conduct Policy

Our school policies serve to create an inclusive, safe, and caring school environment where student learning is the collective responsibility of students, parents, and staff. We are committed to living as a people of God in the world. We nurture in learners the understanding that we are part of a larger community and that our actions impact others. Behavior affects the quality of our environment. We are responsible for our own behavior that is modeled from the teachings of Jesus Christ.

The J.H. Picard Elementary Conduct Policy is posted on the school website annually. It will be reviewed and adjusted as necessary by members of the school community and referred to periodically throughout the school year. We invite families to review this policy and sign below to join us in maintaining a positive school climate.

CHILD'S Name & Grade:

PARENT Name:

PARENT Signature:

Please sign above to acknowledge that you have read the Conduct Policy with your child.

The École J. H. Picard Student Code of Conduct always applies, this includes within the school (instructional time, recesses, lunch-hour) during the day (extra-curricular activities, field trips, arrival/dismissal, while waiting for and riding the school bus) or by electronic means.

Using this Agenda Effectively

This booklet is a tool intended to help you develop and apply organizational skills needed to achieve success at school. The skills you learn will serve you well throughout your life.

- ✓ **Carry the agenda to school and home each day.**
- ✓ Write your homework in your agenda every day even when you finish it at school. This indicates to your parents the work you accomplished.
- ✓ **Consult your agenda before leaving school to see which books you need to take home.**
- ✓ At night, read your agenda to make sure all the work is completed.

- ✓ If you do not understand your homework, write a question for your teacher in your agenda.
- ✓ **Make sure you show your finished homework to your parents every day and have them sign your agenda.**
- ✓ READ at least 15 to 30 minutes every night.
- ✓ Your school agenda has been designed to help you manage your time and plan your day. You are expected to use it throughout the year. **If you lose it, you will be expected to purchase a new one.**

École J. H. Picard School Code of Conduct

École J. H. Picard strives to create a welcoming, caring, respectful and safe learning environment. Our Code of Conduct does this by establishing clear expectations for student behaviour at school and school-related activities that reflect our Catholic values of hope, mercy, fairness, and honesty.

As children learn and grow, they may make poor choices or become involved in negative situations. In keeping with the Education Act, our Student Code of Conduct Policy is not a 'one size fits all' policy. It is flexible enough to respect the uniqueness and dignity of each child and to encourage children to learn from their mistakes.

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within École J.H. Picard.

DEFINING APPROPRIATE CONDUCT

According to the Education Act – Section 31, a student, as a partner in education, has the responsibility to:

- a. attend school regularly and punctually,
- b. be ready to learn and actively engage in and diligently pursue the student's education,
- c. 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,
- d. respect the rights of others in the school,
- e. refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means,
- f. comply with the rules of the school and the policies of the board,
- g. co-operate with everyone authorized by the board to provide education programs and other services,
- h. be accountable to the student's teachers and other school staff for the student's conduct,
- i. positively contribute to the student's school and community.

École J. H. Picard further defines appropriate behaviour as follows:

Be Active Learners

- take responsibility for your own learning by staying on task during class time
- put your best effort into your assignments
- take risks and make mistakes in learning
- seek assistance when required
- attend school regularly and arrive on time
- complete homework assignments diligently
- organize school supplies

Be Respectful Citizens

- be honest and truthful
- use polite language and behaviour
- demonstrate respect for personal and school property
- walk quietly in hallways
- listen to class monitors during lunch
- wear appropriate clothing and footwear

Be Ambassadors of Christ

- be welcoming and inclusive of others
- accept others' differences
- show forgiveness and mercy in resolving

conflicts

- show reverence during prayer times and religious celebrations
- be a positive representative of our school out in the community

Be Safe on the Playground

- play safe games (**bullying, play-fighting, throwing snowballs, sand or mud is not allowed**)
- use equipment properly
- stay on school property
- stay away from the parking lot
- report any injuries, problems, conflicts, or dangerous behaviour to adult supervisors right away
- stay in designated areas

Be Safe on the Bus

- respect the bus drivers
- respect other riders on the bus
- remain seated
- wait for bus to stop before moving
- talk quietly
- obey the rules as set by the driver

According to the Education Act – Section 32, A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- a. act as the primary guide and decision-maker with respect to the child's education,
- b. take an active role in the child's educational success, including assisting the child in complying with section 31,
- c. ensure that the child attends school regularly,
- d. ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e. co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- f. encourage, foster, and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- g. engage in the child's school community.

Together, staff and parents should work cooperatively to:

- provide a safe, caring, and supportive learning environment
- provide clear expectations and appropriate

- consequences for inappropriate behaviour
- model appropriate behaviours
- maintain a model of supportive, open, and respectful communication
- encourage punctuality and regular attendance
- monitor the progress of the child/children
- review this conduct policy with the child/children to ensure understanding and compliance
- speak positively and respectfully to others about school

DEFINING AND RESPONDING TO INAPPROPRIATE CONDUCT

At École J. H. Picard, we respond to inappropriate conduct which occurs within the school building, within the school day, at school-sponsored events outside the school building, or by electronic means. We do so in accordance with the Catholic value of reconciliation. We encourage the child to assume responsibility for his/her actions. Children will be given opportunities to reflect on their actions' consequences through writing and dialogue. Teachers, administrators, and parents work together to empower students to find solutions to difficult situations. This requires clear communication between all parties – parents, teachers, administrators, and children of all ages. Intervention strategies, preventative procedures, and/or consequences will take into consideration unique student attributes such as age, maturity and individual circumstances. Confidentiality is respected to protect the student's privacy and personal dignity.

A minor offence may include:

- **impolite manners**
- **disruptive behavior**
- **incomplete homework**
- **disrespectful conduct**
- **tardiness**
- **unsafe/rough play**
- **spreading rumors**
- **inappropriate dress- Refer to Standards of Student Dress on the school website**

In such instances, the student may be asked to

- complete missed work on their own time,
- work in a different classroom (change of community),
- work in an alternate, supervised area,
- verbally apologize to parties affected,
- write an apology,
- temporarily lose privileges such as participating in a noon hour club,
- walk with a supervisor at recess,
- cover inappropriate dress

Students impacted by inappropriate behaviour and students who are engaged in inappropriate behaviour will receive adult assistance in the restorative process. Students may be asked to phone their parents to inform them of their inappropriate behaviour to ensure they take responsibility for their actions.

A major offence may include:

- **bullying (within the school, during the day, or by electronic means)**
- **vandalism**
- **stealing**
- **fighting**
- **use of inappropriate language / gestures whether in person or online**
- **habitual neglect of student responsibilities, willful and major disobedience endangering the well-being of others**

In such instances, the student will speak with an administrator and parents will be contacted. Major offences will result in an in-school or out-of-school suspension. Suspensions could range from a one-hour period to a full-day in-school suspension or an out-of-school suspension ranging from one to five days. During the suspension, the student may lose lunchroom and extracurricular privileges and will be responsible for any work missed. In accordance with the Education Act-Section 36, the administrator will determine the length and nature of the in-school or out-of-school suspension based on the severity and/or frequency of any breach of conduct. Severe breach of conduct will be suspended in accordance with Section 36 of the Education Act.

Bullying

École J. H. Picard defines bullying 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 individuals in the school community, including psychological harm or harm to an individual's reputation." Forms of bullying may include disability, sexual orientation, gender identity, sexuality, race/ethnicity/religion, or other issues.

Students will:

- refrain from bullying
- refuse to tolerate bullying even if it happens outside of the school or school hours or electronically
- immediately report incidences of bullying to staff and parents through dialogue and/or writing.

Students may report bullying by:

- telling an adult staff member at the school
- telling a parent/guardian

- calling Kids' Help Line at 1-800-668-6868

Continuum of Support

- This may include services provided by the school Inclusive Support team (family-school

liaison worker, psychologist)

- Other services accessed through ECSD (occupational therapist, speech-language Mental Health Therapist

***We affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.**

IMPORTANT JHP INFORMATION

Absentee Check Program

As a safety precaution, parents will receive a phone call from PowerSchool if a child is absent. We appreciate you letting us know if your child will be late or absent. Please enter absences directly into School Messenger. Alternatively, please call us at 780-433-4251 and leave a message on our voice-mail system.

Please refrain from emailing the school as this is for general inquiries and therefore, absences may not be seen in a timely manner. Students who leave school during the school day **must be signed out at the office.**

Accidents

First aid is administered to a student with an injury. In the event of a serious accident, the school endeavours to contact the parents or guardians immediately for instructions. If this is not possible, an ambulance will be called.

Attendance and Late Arrivals

Alberta Education indicates that frequent absences seriously jeopardize student learning. We ask that families try, as much as possible, to plan vacation times only during scheduled school breaks. Teachers will not provide lessons and/or activities for students who are missing school because of extended vacations.

Punctuality is extremely important. Students who arrive at school after the first bell are to go directly to the office to check in. They may then proceed to the classroom. A student often late or absent will be referred to the Alberta Education Attendance Board.

Student Transportation

We have many buses serving in-boundary students attending our school. Please contact the ECSD Transportation bus (780-441-6078, or <https://www.ecsd.net/apply-for-transportation>) at least 15 working days in advance if your child will need to begin taking the, or if you require changes to your child's busing arrangements. Monthly yellow bus pass payments are done through PowerSchool. Failure to receive payment may result in your child not being able to ride the bus.

Noon hour service will be provided within designated areas for eligible Kindergarten students. The brochure "Student

Transportation - A guide to using charter (Yellow) Bus Services" and an orientation on bus safety will be provided to students who use the school bus. Parents must read and review the safety issues and procedures for riding the school bus with their child and must sign and return the attached form.

District policy does not allow students to ride the yellow bus to a friend's house for after-school activities.

Bus Safety

Bus behaviour of students plays a significant factor in the safety and efficiency of school transportation systems. To provide the personal safety and security of students and individual property of the students and the division, the division supports the use of video surveillance practices on student transportation vehicles. Such practices shall, through deterrence, encourage good behaviour and promote safe practices. The division also recognizes that pursuant to the Education Act, students are to comply with the rules of the school and cooperate fully with everyone authorized by the district to provide bus services.

Riding on the school bus is a privilege and not a right.

Students who ride the bus must remember that they are responsible for their conduct to the bus driver and to the school administration.

For the safety of all, children are expected to observe the following rules on the school bus:

Children who fail to observe these rules may be suspended from riding the bus.

1. The bus driver is in charge of the bus and must be obeyed.
2. The bus driver will report misconduct to the school administration who will take appropriate action.
3. Students may be assigned specific seats.
4. Stand back from the curb while waiting for the bus.
5. Use the handrail when entering and exiting the bus.
6. Remain seated when the bus is in motion.
7. Sit facing the front with your feet in front of you.
8. Keep your voice quiet.
9. Do not eat or drink on the bus.
10. Keep your arms and head inside the bus.
11. Never throw any object on the bus.

12. Treat everyone on the bus politely.

13. Show respect for public property.

Children must dress for the weather in case of mechanical failure or accidents.

If a bus is late after school, the children are to wait in a line in front of the school or inside the school if the weather is inclement. Students who miss their bus are to go directly to the office. **Division policy does not permit students to ride the yellow bus to a friends' house for after-school activities.**

Teachers will send information regarding specific classroom information as required. Our website provides all important dates and school information.

Cancellation of Outdoor Recess

Recess is important to children in that it provides a break from regular school routine, a chance to get some fresh air, and an opportunity to run off excess energy. Students should always be dressed adequately to go outdoors for recess. We will cancel recess when the temperature is -20°C or colder.

Students go outside if the temperature is warmer than -20°C, including the wind-chill factor.

An air quality index of 7 or higher will result in the cancellation of outdoor recess. We may also cancel outdoor recess on rainy days.

Emergencies

It is extremely important that we have accurate information to reach you in case of an emergency. Thank you for promptly forwarding any changes to your address or home, cell, work telephone numbers and, email address to our school office.

Footwear/standards of Students dress

To keep our school clean, all children must have both indoor and outdoor footwear. For the safety of every student, proper indoor shoes must be always worn during school hours.

Appropriate clothing for the learning environment and outdoor play is expected. Headwear in the classroom, apart from hoodies worn on the head, will be allowed at the discretion of each teacher, except in cases of medical or religious observance.

J. H. Picard Library

We encourage children to borrow books from the school library for pleasure reading and research. The library is open to the students during the school day. Loans are for one week and the number of books is normally limited to a maximum of two per student.

Homework

Homework will be assigned as is developmentally appropriate. Homework may be assigned to individual students who miss significant parts of the curriculum due to prolonged or chronic absences.

Illness

Under ordinary circumstances, any child who cannot stay in class because of illness would be sent home. Be assured that no child will leave the school unless the teacher or a member of the school staff has contacted the parents and arrangements have been made for the child to go home. It is important that parents notify the school if there is a change of address, telephone number, business numbers, emergency contact persons, or in the student's medical conditions. Children who are ill should remain at home until they are well enough to participate in the regular school program, **including recess.**

Legal Custody Agreements

For the protection of children with special custodial agreements, we must have legal documentation on file in the office. It is the parents' responsibility to ensure the school receives updated documentation.

Lunch at School

Students who remain at school for lunch, will eat in their classroom, supervised by a lunch supervisor from 12:11 p.m. to 12:31 p.m. Students who misbehave during lunch may have their lunchroom privileges suspended. Students play outdoors from 12:31 p.m. to 12:49 p.m. Children must not leave the school grounds without permission of a parent. Teachers must be notified.

Medication During School Hours

Some students must have prescribed medical treatment during the school day to maintain their physical and mental well-being. Elementary students cannot bring prescription medicine to school or self-administer medication. The final responsibility for medical treatment rests with the parents/guardians. When no other viable alternative exists to a student receiving a prescribed medical treatment during the school day, school personnel may be requested to provide such assistance. The policy of the Edmonton Catholic Schools is that the parent/guardian AND the physician shall submit a written request to the school principal using an **"Authorization for the Administration of Medication"** form which is available in the school office.

Calendar of events

Please refer to our online calendar at <https://jhp-picard.ecsd.net/calendar>

PowerSchool Parent Portal

Parents have access to *the PowerSchool Parent Portal*. It is a web-based home-to-school collaboration system linking parents and schools via the internet. PowerSchool Parent Portal is a password protected, read-only program. Parents use PowerSchool to pay all school fees, including field trips, special events, and to view student progress. Parents can add multiple children to their account. PowerSchool is the main communication for assessment and reporting and Individual Program Plans from the school to parents. Please ensure that we have a valid email on file. The office staff can assist with access to the site.

Reporting Student Progress and Report Cards

Electronic, on-going, and timely reporting can be accessed through PowerSchool. Paper copies of report cards will not be sent home.

Reporting a child's progress is an integral component of the on-going teaching-learning process. Edmonton Catholic School's reporting process is a combination of progress report cards, portfolios, and conferences. Within the process, the teacher, the parent, and the child become active participants in reviewing the progress of the child and in offering recommendations which will encourage further growth and development.

All students receive on-going, relevant progress reporting through PowerSchool. The assignments used for each subject are linked to Alberta Education's Program of Studies outcomes and to areas of instruction within the classroom. Descriptors may vary in number from one report to another.

Reporting Periods

In January, summary reports will be available on PowerSchool. Parent/teacher/student conferences will be held in November and March. Student-led conferences are an effective means of demonstrating student progress. Please contact your child's teacher if you wish to meet with them privately on an alternate day and time. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning and progress.

The final progress report, provided at the end of June, covers the child's progress in all areas for the last reporting period and indicates the child's placement for the following year.

Standardized Testing

Alberta Education Provincial Achievement Tests (PATs) in the core subjects are written by grade six at the end of the year.

Parent Volunteers

Our school encourages the support and assistance of our many parent and community volunteers. These volunteers may be involved in a variety of tasks at the request of the teacher. Our volunteers help in the library, help with hot lunches, serve on committees, and help supervise field trips. Please remember to fill out Edmonton Catholic Schools' **Volunteer Registration Form** which is available at the school office or on our website.

Property Taxes

We ask that you ensure that your school taxes are declared in support of the Separate School District on your City Tax Forms.

Religious Education

All students enrolled at École J. H. Picard School participate in religion classes. The Religious Education program is taught in English. Several times during the year the JHP school community gathers for school-wide liturgical celebrations and masses. Parents are most welcome to attend these celebrations.

Regarding the Permeation of the Catholic Faith in Edmonton Catholic Schools

As a result of Bill 44, *The Alberta Human Rights Act* requires all schools in the province of Alberta to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction, or exercises include subject matter that deals primarily and explicitly with religion.

The essential purpose of Edmonton Catholic Schools is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises. The Catholic faith is integrated into every course of study and education program, and all institutional materials, instruction, and exercises.

School Council / Parent Fundraising Society

All parents are members of the École J. H. Picard School Council which serves as an advisory and communication organization for the school. It affords parents an opportunity to collaborate in significant ways for the betterment of our school. The Parent Society is the 'fund-raising' arm of the School Council. These two groups meet on the same night, and many parents stay for both meetings. Meeting dates and times are published in the school website. All parents are welcome to attend these meetings.

School Photos

École J. H. Picard will have a photographer come into the school to take both individual student photos and class photos. Information will be sent home through the agenda and Edge Photography will provide information in their handouts.

Student Drop-Off and Pick-Up Area

Parents are requested to drop off and pick up their children using the drive-through parking lot at the north front entrance of the school near 72 Avenue. Vehicles are not permitted to park in the drive-through area.

There is no supervision after 3:25 p.m. and 12:25 p.m. on Thursdays. Students are not permitted to stay onsite afterschool during older siblings' activities without a guardian.

Supervision

We encourage students to arrive no earlier than the time when supervision can be provided (8:15 a.m.) Supervision is provided after school until the school buses leave (3:25 p.m.) Children left on the school grounds outside of these hours are **unsupervised** and are the responsibility of the parents. Any student who misses the bus after school needs to report to the school office. School staff will then contact the parents.

School Fees

Supplemental Education Fees (SEF) includes agendas, whole school activities, site licences/subscriptions, and a technology user fee. These must be paid by mid-September through PowerSchool.

Field trips

Field trip forms will be distributed prior to excursions via Messenger. It is School Board Policy that all students attending the fieldtrip MUST return signed fieldtrip consent forms to their teacher to participate. Field trips fees must be paid on PowerSchool prior to the activity.

Cameras

Due to FOIP guidelines, students are not permitted to use their cameras in the school building, on the playgrounds at recess, on the school bus, or on fieldtrips. This includes the cameras on personal electronic devices such as cellphones, iPads, or iPods.

Electronic Devices & Cell Phones

We understand that you may wish your child to come to school with a cell phone, as a matter of personal safety. We highly encourage communication with your child during the school day to be with the school. We are happy to relay any messages. All student's cellphones should be turned off and kept in their backpack during school hours. This includes in the washrooms and during recess. Students are not to use their cell phones while at school. We also ask that cell phones and their cameras not be used on the school bus. Exceptions will be made for

medical or emergency situations with consultation and approval by the administration. Please do not send electronic music devices, smart watches or gaming systems (iPods, DS) to school with your child. The school is not responsible for any lost, stolen, or damaged personal electronic devices. If any situation arises with misuse of personal technology, parents will be informed.

Social Media Etiquette and Onsite Computer Usage

École J.H. Picard students are expected to comply with the *ECSD Responsible Use Agreement*. Any violations could result in loss of access.

Offsite School Activities

Students participating in any offsite school activity as representatives of École J.H. Picard must act according to all the same expectations outlined in this student code of conduct policy. Students should show the same respect for the place and people they are visiting and their supervisors as they would anyone from École J.H. Picard.

Visitors to the School

For the safety of our children all doors to the school are locked.

All visitors are asked to use the main doors during school hours and report to the main office.

To minimize disruptions, all parents and other visitors must check in at the school office before visiting any room or personnel in the school. Teachers are generally available to receive telephone calls fifteen minutes before and fifteen minutes after school. During those times parents may contact them with concerns or to set up an appointment. Even short discussions during school time can be disruptive to the students and teacher in the class. Out of consideration for our classes, we ask all parents waiting for their children to be dismissed to wait in the foyer or outside the school doors until the bell rings.

Website

École J. H. Picard's website is filled with valuable information for students and parents. We encourage you to visit often.

<https://jhpocard.ecsd.net/>

Instagram

Follow École J. H. Picard's Instagram account
@jhpicardschool