



## CODE OF CONDUCT AND DISMISSAL POLICY

**Students** are expected to meet and adhere to the **Code of Conduct** set out in this policy while completing a program of study at ALRA English Language School. If necessary, students should request clarification from the Principal or Director of Student Services.

### CODE OF CONDUCT

1. The following behaviours are acceptable:
  - a) all behaviours that contribute to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
  - b) all behaviours that support the ALRA's Mission, Value, and Vision Statements.
2. The following behaviours are unacceptable:

*Although ALRA policy generally is not governed by the Education Act (1995), ALRA believes the principles are applicable to ALRA English School. Behaviours prohibited by the Education Act*

  - a) Conduct that does not reasonably comply with the code of conduct in the *Education Act*, which requires a student to:
    - I. be diligent in pursuing the student's studies;
    - II. attend school regularly and punctually;
    - III. co-operate fully with everyone authorized by ALRA to provide education programs and other services;
    - IV. comply with the rules of the school;
    - V. account to the student's teachers for the student's conduct;
    - VI. respect the rights of others;
    - VII. 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;
    - VIII. 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
    - IX. positively contribute to the student's school and community.
  - b) Conduct, whether or not the conduct occurred within the school building or during the school day, that was injurious to the physical or mental well-being of others in the school in contravention of the *Education Act*.
  - c) 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 in contravention of the *Education Act*.
  - d) Disturbing or interrupting the proceedings of ALRA.
  - e) Loitering or trespassing in a school building or on property owned by ALRA in contravention of the *Education Act*.
  - f) Canvassing, selling, or offering to sell goods, services, or merchandise to a teacher or a student in a school without the prior approval of ALRA in contravention of the *Education Act*.

**Bullying**

- g) Repeated and hostile or demeaning behaviour where the behaviour is intended to cause harm, fear, or distress to one or more other individuals in ALRA, including psychological harm or harm to an individual's reputation.

**Academic dishonesty**

- h) Cheating or participating in any cheating behaviour whatsoever, whether directly or indirectly.
- i) Misrepresenting anything or being dishonest in any way in one's academic work.

**Mobile phones and other electronic devices**

- j) Using a mobile phone or other electronic device when not permitted by a teacher or principal.

**Smoking and smokeless tobacco**

- k) Smoking, burning, or vaporizing any substance whatsoever, including any tobacco, clove, herb, electronic liquid, shisha, cannabis, medical cannabis, medication, legal drug, or illegal drug, by any delivery method whatsoever, including by cigarette, electronic cigarette, cigar, pipe, hookah, joint, bong, or water pipe, unless a teacher or principal grants permission to burn a substance during a cultural celebration, a classroom lesson, or an activity sponsored or approved by ALRA.
- l) Chewing, inhaling, snorting, or consuming any smokeless tobacco substance whatsoever, including chewing tobacco, dipping tobacco, and snuff.
- m) Selling any tobacco or similar substance.

**Alcohol, cannabis, and illegal drugs**

- n) Possessing, selling, consuming, using, or being under the influence of alcohol, cannabis, or an illegal drug.

**Prescription and non-prescription drugs**

- o) Consuming, using, or being under the influence of a prescription drug without or in excess of a prescription, and in the case of medical cannabis, without being authorized to do so under or in excess of the federal *Access to Cannabis for Medical*

**Purposes Regulations**

- p) Consuming, using, or being under the influence of a non-prescription drug in excess of the standard recommended dosage.
- q) Selling any non-prescription or prescription drug, including medical cannabis.

**Unauthorized recordings**

- r) Making, possessing, selling, accessing, or sharing any audio, visual, or audiovisual recording of any individual without the individual's consent unless the recording is of a public space or an event open to the public.

**Pornography and obscene matters**

- s) Making, possessing, selling, accessing, or sharing any pornographic or obscene audio, visual, or audiovisual matter or recording.

**Threats, harassment, and assault**

- t) Uttering, conveying, or causing any individual to receive a threat to cause death or bodily harm to any individual or to destroy or damage property.
- u) Repeatedly following or communicating with any individual or engaging in threatening conduct directed at any individual that causes the other individual reasonably, in all the circumstances, to fear for his or her safety or the safety of anyone he or she knows.
- v) Applying force, directly or indirectly, to any individual.

**Sexual harassment, sexual interference, and sexual assault**

- w) Directing any unwanted sexual behaviour toward any individual.
- x) Directing any unwanted touching, directly or indirectly, with a part of the body or with an object, to any part of any individual's body for a sexual purpose.

y) Applying force to any individual, directly or indirectly, for a sexual purpose.

**Theft**

z) Taking, temporarily or absolutely, anything that belongs to ALRA or any individual without ALRA's or the individual's prior consent.

**Property damage**

aa) Destroying or damaging anything that belongs to ALRA or any individual.

**Weapons**

bb) Possessing, selling, or using anything designed to be used or intended for use in causing death or injury to any individual or for the purpose of threatening or intimidating any individual.

**Hazing**

cc) Organizing, directing, or participating in any activity expected of any individual joining any kind of group that humiliates, degrades, abuses, or endangers the individual, even if the individual joining the group claims he or she participated in the activity willingly.

**Gang activities**

dd) Participating in any activity for the benefit of a gang or criminal organization.

**Behaviours during transportation**

ee) Distracting the driver.

ff) Disobeying the driver, including disobeying a bus driver's instructions respecting crossing the street at a bus stop.

gg) Moving between seats or in the aisle while the vehicle is in motion.

hh) Throwing any object inside the vehicle or extending any body part or throwing any object outside the vehicle window.

ii) Tampering with or deploying any vehicle safety mechanism other than during an emergency.

**Dress code violations**

jj) Wearing inappropriate footwear for an indoor activity or physical education.

kk) Wearing clothing that is indecent or disrespectful.

ll) Wearing clothing that displays text or an image that is clearly obscene or disrespectful.

mm) Wearing clothing that is significantly soiled, torn, ripped, or frayed.

nn) Wearing a hat, cap, or sunglasses inside a building without the prior permission of a teacher or principal.

4. The unacceptable behaviours listed in this student code of conduct:

a) apply to all students, including independent students within the meaning of the *Education Act*;

b) apply at all times and everywhere on ALRA property, including in a school building, on school grounds, or in any parking area used in relation to a school building;

c) apply at all times off ALRA property during activities sponsored or approved by ALRA;

d) apply at all times off ALRA property if the behaviour is in relation to any individual in the community;

e) apply at all times during transportation provided or coordinated for or by ALRA, including transportation to and from the site of a school or elsewhere in connection with an activity sponsored or approved by ALRA; and

f) apply to all online and electronic activity conducted anywhere if the behaviour is in relation to any other individual in ALRA.

5. An employee must decide consequences for unacceptable behaviour in accordance with Administrative Procedures 355 (Student Discipline), 356 (Suspension/Expulsion of Students). When deciding a consequence for an unacceptable behaviour, an employee must take into account the student's age, maturity, and individual circumstances.

6. ALRA must provide support for students who are impacted by and who engage in inappropriate behaviour.

7. Subject to the right and responsibility of ALRA to provide education programs to students in such a way that the rights guaranteed under the Constitution of Canada of private school electors are preserved and maintained, ALRA affirms the rights of each student and employee as provided for in the *Saskatchewan Human Rights Act* and the *Canadian Charter of Rights and Freedoms* and will not discriminate against students and employees as provided for in the *Saskatchewan Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.

**Procedures:**

1. All concerns relating to student misconduct shall be directed to the Principal. Concerns may be brought by staff, students or the public.
2. The Principal will arrange to meet with the student to discuss the concern(s) within 5 school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Principal will meet with the student as soon as is reasonably possible.
3. Following the meeting with the student, the Principal will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
4. Any necessary inquiries or investigations shall be completed within 5 school days of the initial meeting with the student.
5. The Principal will meet with the student and do one of the following:
  - a) Determine that the concern(s) were unsubstantiated;
  - b) Determine that the concern(s) were substantiated, in whole or in part, and either:
    - I. Give the student a warning setting out the consequences of further misconduct;
    - II. Set a probationary period with appropriate conditions; or
    - III. Inform the student of dismissal from ALRA.
6. The Principal will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
7. If the student is issued a warning or placed on probation, the Principal and the student will both sign the written warning or probationary conditions and the student will be given a copy. The original document will be placed in the student's file.
8. If the decision is to dismiss the student, the Principal will deliver to the student a letter of dismissal and a calculation of refund due or tuition owing, in accordance with regulations.
9. If a refund is due to the student, ALRA English School will ensure that a refund is forwarded to the student within 30 days of the dismissal.
10. If the student owes tuition or other fees to the institution, ALRA may undertake the collection of the amount owing.

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