



Date: August 28, 2024 **Agenda Item:** 7.6
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent Education Services

Governance Policy: [Board Policy 230: Board Committees](#)
[Board Policy 900: Student Conduct and Discipline](#)
[Administrative Procedure 901: Student Conduct](#)

Additional Reference: [Ministerial Order #014/2024](#)
[Alberta Frequently asked Questions](#)
[Minister Letter to Parents](#)
[UNESCO Report on Technology in Education \(2023\)](#)
[Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197](#)
[Freedom of Information and Protection of Privacy Act](#)
[Alberta Human Rights Act](#)
[Tobacco, Smoking and Vaping Reduction Act](#)
[Violent Threat Risk Assessment \(VTRA\) Protocol](#)
[Vision, Mission and Values Statement](#)

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Visionary Leadership
Leading Learning
School Authority Operations and Resources
Supporting Effective Governance

Subject: **Administrative Procedure 901: Student Conduct**

Purpose:
For information.

Background:
In response to Ministerial Order #014/2024 – Standards for the Use of Personal Mobile Devices and Social Media in Schools – Administration spent the summer updating all

applicable Administrative Procedures in advance of the start of the school year to set our schools up for success.

It is in the best interest of our students, our staff and our school community at large to adopt and implement these new legislated requirements at the beginning of the school year instead of trying to shift part way through on January 1, 2025 (mandated implementation date).

The two updated Administrative Procedures (along with the corresponding exhibits) were shared with Principals, Vice Principals and School Office Staff earlier this month so that the school-based leadership teams could get their Student Code of Conduct/Handbooks updated and create their plans for implementation to meet these new legislative requirements.

Attached is revised *Administrative Procedure 901: Student Conduct* which includes a new Exhibit; *AP901: Exhibit 1: Social Media - Student Access*

Administration is prepared to respond to questions at the August 28, 2024, Public Board meeting.

Attachment(s):

1. [Administrative Procedure 901: Student Conduct](#) - Website Version
2. Administrative Procedure 901: Student Conduct - Tracked Changes
3. [NEW - AP901: Exhibit 1: Social Media - Student Access](#)



901: Student Conduct

Responsible Administrator: Deputy Superintendent Education Services

PURPOSE

Sturgeon Public Schools recognizes its responsibility to maintain a welcoming, caring, respectful and safe learning and working environment in schools.

PROCESS

The Deputy Superintendent, Education Services shall be responsible for administering this Administrative Procedure.

PROCEDURE

1. Principals shall develop a written School Code of Student Conduct consistent with Board Policy 900 Student Conduct and Discipline and in consultation with students, parents/guardians, the School Council and staff. The School Code of Student Conduct shall be reviewed annually with any revisions communicated to the Deputy Superintendent Education Services.
2. Principals shall make copies of the School Code of Student Conduct available to students, parents/guardians and staff, on the school's website and in print if requested.
3. Principals shall review the School Code of Student Conduct with the School Council annually.
4. Schools shall review the School Code of Student Conduct with all students annually.

5. A School Code of Student Conduct shall include:

5.1 expectations for student behaviour;

5.2 a range of specific corrective measures that will be taken when students are found responsible for unacceptable behaviour;

5.3 provisions regarding safety and security offences;

5.4 expectations for the safe and effective use of a Personal Communication Device (PCD) while in class or at school;

5.5 restrictions on social media use and access to social media while at school, on school networks, and on school devices; and

5.6 any other matter which the Principal deems necessary.

6. Students, as partners in education, have the responsibility to:

6.1 attend school regularly and punctually,

6.2 be ready to learn and actively engage in and diligently pursue the student's education; including completion of assignments and homework,

6.3 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,

6.4 respect the rights of others in the school,

6.5 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,

6.6 comply with the rules of the school and the policies of the board,

6.7 cooperate with everyone authorized by the board to provide education programs and other services,

6.8 to be accountable to the student's teachers and other school staff for the student's conduct, and

6.9 positively contribute to the student's school and community.

7. Furthermore students are expected to:

7.1 Resolve conflict or seek assistance to resolve conflict in a respectful, 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.

7.2 Use school and personal technology appropriately and ethically.

7.3 Conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating, plagiarizing, or submitting work supported by Artificial Intelligence (AI) without acknowledging its use.

7.4 Children and students may not use Personal Communication Devices (PCDs) during instructional time, or during any school sponsored activity, such as assembly or talk by a guest.

7.4.1 PCDs are not be taken into test or examination settings, unless students have been given explicit permission to do so.

7.4.2 PCDs are not be used in settings such as change rooms, washrooms, private counseling rooms, that have the potential to violate a person's reasonable expectation of privacy.

7.4.3 If children and students have PCDs with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view.

7.4.5 Students who bring PCDs to the school are expected to comply with all parts of *Administrative Procedure 901: Student Conduct*, and the School's Code of Student Conduct may be subject to disciplinary measures detailed in the School's Code of Student Conduct and in *Administrative Procedure 901: Student Conduct*.

7.4.6 PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner or user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.

7.4.6.1 PCDs that are taken temporarily from students by teachers or administrators must be securely stored.

7.5 Children and Students may not access social media during instructional time on PCDs, nor at any time on school networks or on school devices.

8. Students will be held responsible and accountable to Sturgeon Public Schools and its agents for unacceptable behaviour whether it occurs within the school building, during the school day or by electronic means.

9. Beyond school hours, students will be held responsible for unacceptable behaviour has connection back to the school and has a demonstrated detrimental impact on the welfare of other students or staff.

10. Examples of unacceptable behaviours include but are not limited to:

10.1 conduct which verbally, physically, or emotionally threatens the safety of students or staff;

10.2 conduct which demonstrates disrespect for ethnic, racial, religious, and sexual diversity;

10.3 possession of a weapon, or anything used, or intended for use in causing injury to any person, or for the purposed of threatening or intimidating any person;

10.4 assault;

10.5 possession, distribution, and/or use of illicit, prohibited or restricted substances in school or on school property;

10.6 possession, use, display, or distribution of offensive messages, videos, or images.

10.7 discrimination or harassment;

10.8 accessing PCDs during instructional time, school sponsored activities, exams, or in areas where privacy is expected unless explicitly allowed to do so by staff;

10.9 accessing social media during instructional time or on school networks;

10.10 participating in or contributing to cyberbullying;

10.11 participating in or contributing to froshing or hazing activities;

10.12 extortion;

10.13 disruptive behaviour, willful disobedience or defiance of authority;

10.14 interference with the orderly conduct of classes and school activities;

10.15 willful damage to school or other's property;

10.16 tampering with items such as fire alarms or safety equipment;

10.17 criminal activity;

10.18 bystander encouragement or involvement.

11. When determining responses, interventions, or consequences for a student who engages in unacceptable behaviour, a teacher or Principal will consider:

11.1 whether the student has failed to comply with the Education Act, Board Policy, or with the School Code of Student Conduct;

11.2 the effect of the student's behaviour upon other students, the staff, the school, and the community;

11.3 the nature of the action or incident that calls for disciplinary measures;

11.4 informing and/or consulting with the student's parents/guardians when it is warranted;

11.5 the student's previous conduct;

11.6 the student's unique circumstances (age, maturity, extenuating circumstances);

11.7 the impact of the proposed action on the student's future behaviour;

11.8 any other information the teacher or Principal considers appropriate or relevant; and

11.9 whether the student's conduct is injurious to the physical or mental well being of others in the school.

12. When a student engages in unacceptable behaviour, responses, interventions, and consequences may include, but are not limited to:

12.1 Temporary assignment of a student to an alternate, supervised area within the school.

12.2 Temporary assignment of a student to an alternate learning location.

12.3 Short term removal of privileges.

12.4 Short term or longer term removal of access to PCD. Repeat offences could lead to the student not being allowed to bring a PCD to the school for determined length of time.

12.5 Interventions such as positive behaviour supports, contracts, and counselling.

12.6 Restorative practices, where appropriate and agreed upon by impacted staff and students.

12.7 Replacement or restitution for loss or or damage to property.

12.8 Suspension or expulsion from bus transportation.

12.9 In-school or out-of-school suspension.

12.10 Referral to the Attendance Board.

12.11 Recommendation for expulsion.

13. Depending on the resources that are available, the Principal shall arrange for support, if needed, for students who may be impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.

14. Where the behaviour of a student involves a violent threat, the Principal shall refer to the Violent Threat Risk Assessment (VTRA) protocol. This protocol allows the Principal, in consultation with the Director Learning Services, to involve regional partners such as RCMP, Alberta Health Services, and Children Services to collaborate on the risk assessment and implementation of recommendations for support.

15. Each teacher or Principal will ensure that appropriate documentation procedures are employed to record disciplinary actions.

16. The Principal must maintain order and discipline in the school, on school grounds, and during activities sponsored or approved by the Board and, therefore, has the responsibility for and the authority to establish and maintain appropriate procedures conducive to an acceptable standard of student discipline (Education Act, Section 197).

References:

Ministerial Order (#014/2024)

Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments

Board Policy 230: Board Committees

Board Policy 900: Student Conduct and Discipline

Administrative Procedure 901: Student Conduct, Exhibit 1 - Social Media - Student Access

Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197

Freedom of Information and Protection of Privacy Act

Alberta Human Rights Act

Tobacco, Smoking and Vaping Reduction Act

Violent Threat Risk Assessment (VTRA) Protocol

Vision, Mission and Values Statement

History

2020 Jan 29 Initial Approval

2021 Feb 11 Amended

2023 May 15 Amended

2024 Jun 19 Amended

2024 Aug 28 Amended

Administrative Procedures IX. Students

Administrative Procedure 901

Student Conduct

Responsible Administrator: Deputy Superintendent Education Services

PURPOSE

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PROCESS

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 - 5.4 expectations for the safe and effective use of a Personal Communication Device (PCD) while in class or at school;
 - 5.5 restrictions on social media use and access to social media while at school, on school networks, and on school devices; and
 - 5.6 any other matter which the Principal deems necessary.
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 - 6.1 attend school regularly and punctually,
 - 6.2 be ready to learn and actively engage in and diligently pursue the student's education; including completion of assignments and homework,
 - 6.3 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,
 - 6.4 respect the rights of others in the school,

6.5 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,

6.6 comply with the rules of the school and the policies of the board,

6.7 cooperate with everyone authorized by the board to provide education programs and other services,

6.8 to be accountable to the student's teachers and other school staff for the student's conduct; and

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7.2 Use school and personal technology appropriately and ethically.

7.3 Conduct themselves with academic integrity and refrain from and report all incidents of academic misconduct including, but not limited to, cheating, plagiarizing, or submitting work supported by Artificial Intelligence (AI) without acknowledging its use.

7.4 Children and students may not use ~~P~~ersonal ~~e~~Communication ~~d~~Devices (PCDs) during instructional time, or during any school-sponsored activity, such as an assembly or talk by a guest.

7.4.1 PCDs are not to be taken into test or examination settings, unless students have been given explicit permission to do so.

7.4.2 PCDs are not to be used in settings such as change rooms, washrooms, private counselling rooms, that have the potential to violate a person's reasonable expectation of privacy.

7.4.3 If children and students have ~~PCD~~personal communication devices with them during instructional time, they are required to keep these devices on silent or powered off, and stored out of view.

7.4.4 Exceptions for PCD use may be made by a principal or designate for health, medical or special learning needs. This must be determined in advance, and with parental consent.

7.4.5 Students who bring PCDs to the school are expected to comply with all parts of Administrative Procedure 901 (Student Conduct) and the School's Code of Student Conduct. Students who consistently refuse to comply with the Division's procedures for use of PCDs in the school setting and or the School's Code of Student Conduct may be subject to disciplinary measures detailed in the School's Code of Student Conduct and in Administrative Procedure 901 (Student Conduct).

7.4.6 PCDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner or user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PCDs.

7.4.6.1 PCDs that are taken temporarily from students by teachers or administrators must be securely stored.

7.5 Children and students may not access social media during instructional time on ~~PCD~~personal communication devices, nor at any time on school networks or on school devices.

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10. Examples of unacceptable behaviours include but are not limited to:

- 10.1 conduct which verbally, physically, or emotionally threatens the safety of students or staff;
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- 10.3 possession of a weapon, or anything used, or intended for use in causing injury to any person, or for the purposes of threatening or intimidating any person;
- 10.4 assault;
- 10.5 possession, distribution, and/or use of illicit, prohibited or restricted substances in school or on school property;
- 10.6 possession, use, display, or distribution of offensive messages, videos, or images;
- 10.7 discrimination or harassment;
- 10.8 [accessing PCDs during instructional time, school sponsored activities, exams, or in areas where privacy is expected unless explicitly allowed to do so by staff](#);
- 10.9 [accessing social media during instructional time or on school networks](#);
- 10.10 participating in or contributing to cyberbullying;
- 10.119 participating in or contributing to froshing or hazing activities;
- 10.120 extortion;
- 10.134 disruptive behaviour, willful disobedience or defiance of authority;
- 10.142 interference with the orderly conduct of classes and school activities;
- 10.153 willful damage to school or other's property;
- 10.164 tampering with items such as fire alarms or safety equipment;
- 10.175 criminal activity; and
- 10.186 bystander encouragement or involvement.

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- 11.3 the nature of the action or incident that calls for disciplinary measures;
- 11.4 informing and/or consulting with the student's parents/guardians when it is warranted;
- 11.5 the student's previous conduct;
- 11.6 the student's unique circumstances (age, maturity, extenuating circumstances);
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- 11.8 any other information the teacher or Principal considers appropriate or relevant; and
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- 12.3 Short term removal of privileges.
- 12.4 [Short term or longer term removal of access to PCD. Repeat offences could lead to the student not being allowed to bring a PCD to the school for a determined length of time.](#)

- 12.54 Interventions such as positive behaviour supports, contracts, and counselling.
- 12.65 Restorative practices, where appropriate and agreed upon by impacted staff and students.
- 12.76 Replacement or restitution for loss or damage to property.
- 12.87 Suspension or expulsion from bus transportation.
- 12.98 In-school or out-of-school suspension.
- 12.109 Referral to the Attendance Board.
- 12.110 Recommendation for expulsion.

13. Depending on the resources that are available, the Principal shall arrange for support, if needed, for students who may be impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.

14. Where the behaviour of a student involves a violent threat, the Principal shall refer to the Violent Threat Risk Assessment (VTRA) protocol. This protocol allows the Principal, in consultation with the Director Learning Services, to involve regional partners such as RCMP, Alberta Health Services, and Children Services to collaborate on the risk assessment and implementation of recommendations for support.

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[Policy Board Policy 230: Board Committees](#)

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[Administrative Procedure 901: Exhibit 1 - Social Media](#)

[Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 196, 197](#)

[Freedom of Information and Protection of Privacy Act](#)

[Alberta Human Rights Act](#)

~~[Prevention of Youth Tobacco Use Regulation 149/2003](#)~~

This statute is repealed, not in force.

[Tobacco, Smoking and Vaping Reduction Act](#)

[Violent Threat Risk Assessment \(VTRA\) Protocol](#)

[Vision, Mission and Values Statement](#)

History

2020 Jan 29 Initial Approval

2021 Feb 11 Amended

2023 May 15 Amended

2024 August 8 Amended

901: Exhibit 1 - Social Media - Student Access

Purpose

Students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self. To reduce distractions, maximize learning time, support student mental health and reduce opportunities for cyberbullying, social media sites are restricted within Sturgeon Public Schools.

Definition

Social media refers to a range of online platforms and tools that enable individuals and groups to create, share, and exchange information, ideas and content. These platforms facilitate communication and interaction through various forms such as text, images, videos and links. Common examples of social media include, but are not limited to, websites and applications like Facebook, Twitter, Instagram, YouTube, TikTok and LinkedIn.

Procedure

Access to Social Media sites is restricted and actively blocked on Sturgeon Public School's open network. Student devices, such as Chromebooks, and all personal devices that connect to this network will not have access to any of the Social Media sites listed below.

Restricted Social Media sites or platforms

1. Facebook	17. Twitch	34. Steemit
2. Instagram	18. WeChat	35. Gab
3. X (Twitter)	19. Viber	36. Parler
4. LinkedIn	20. Telegram	37. Rumble
5. Snapchat	21. Signal	38. Odysee
6. TikTok	22. Amino	39. Triller
7. YouTube	23. Houseparty	40. CloutHub
8. Pinterest	24. Yubo	41. BitChute
9. Reddit	25. VSCO	42. Imgur
10. WhatsApp	26. Byte	43. DLive
11. Messenger (Facebook Messenger)	27. Kik	44. Uplive
12. Discord	28. Wattpad	45. Vimeo
13. Tumblr	29. Periscope	46. Mix
14. Quora	30. Flipgrid	47. 9GAG
15. Nextdoor	31. Band	48. DeviantArt
16. Clubhouse	32. Minds	49. Behance
	33. MeWe	50. SoundCloud

This list includes platforms used for various purposes such as communication, content sharing, collaboration and entertainment, which are popular among students and the general public. The list is not exhaustive, but will continue to evolve.