

Student Rights and Responsibilities 2023–2024

Mary Butterworth School

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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 their learning, respects diversity, and nurtures a sense of belonging.

As a Division, we have established clear behaviour expectations for all students, from Kindergarten to Grade 12. The expectations are outlined in the Board'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 and our expectations for student conduct, and the potential responses when students demonstrate unacceptable behaviour.

The role of parents and families in their child's education plays a vital role in promoting positive student behaviour. Partnerships with families continue to make a difference for our students and staff. 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 the *Education Act*, S.A. 2012, c.E-03, Board Policy [HG.BP—Student Behaviour and Conduct](#) and Administrative Regulation [HG.AR—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 and helping them develop the skills required to meet the school's expectations
- helping them to attend school regularly and punctually
- encouraging and modelling collaborative, positive and respectful relationships with others in the school community
- contributing to a welcoming, caring, respectful, and safe learning environment
- reporting to the school any circumstances which may impact student safety

Students are responsible for their behaviour and effort, and are expected to:

- contribute a welcoming, caring, inclusive, respectful and safe learning environment that commits to anti-racism and equity
- 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, inclusive and safe learning environment that respects diversity, commits to anti-racism and equity, 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 Mary Butterworth School, we are committed to:

- **Ongoing growth and improvement** - As a staff team, we work collaboratively to set goals for success and growth. We want to grow as teachers and leaders so we can continue to effectively support students to be successful as learners and citizens.
- **Supporting the whole child** - As a staff team, we are committed to creating a school culture that embraces diversity, supports inclusion, and achieves equity. We support the whole child through staff learning, our social-emotional continuum of supports, our homeroom organization, our equity action plan, our resiliency project, our Color Block classes, and by building positive relationships with parents and our community.
- **Promoting student engagement and citizenship** - As a staff team, we actively promote student engagement and citizenship through classroom strategies, school-wide initiatives and events, athletic, club, and extracurricular opportunities, and through our solution-focused, restorative justice approach.



Rights and Responsibilities

Our 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.

Students, parents, staff and trustees have a shared responsibility to create and support welcoming, caring, respectful, inclusive and safe learning environments.

All members of our school community are expected to respect diversity and not engage in any form of bullying, harassment, threats, intimidation or discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Students 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.

Anti-Racism and Equity

All members of the Edmonton Public Schools community:

- have the right to learn and work in an environment that:
 - is free of discrimination, prejudice, and racism
 - recognizes diversity as a strength
 - supports each individual to be included and feel represented in their greater school community, and
- have the responsibility to:
 - demonstrate respect for diverse cultural perspectives, traditions, languages, beliefs and values
 - learn and work together as a part of the broader school community to end racism and discrimination
 - report, not participate in, and not tolerate acts of racism or discrimination.

These rights and responsibilities are communicated in the *Alberta Human Rights Act* and the *Education Act* and are reinforced in Division policies and regulations which are publicly available and include [AE.BP—Welcoming, Inclusive, Safe and Healthy Learning and Working Environments](#), [HG.BP—Student Behaviour and Conduct](#), [HG.AR—Student Behaviour and Conduct](#), [HFA.AR—Sexual Orientation and Gender Identity](#) and [HAAB.BP – Anti-Racism and Equity](#).

Rights and Responsibilities:

- Over the last few years, at the Home of the Mavericks, our Mary Butterworth students and staff engaged in a process to articulate what it is to “Be a Maverick” at our school.
- **Our “Be a Maverick” motto captures the wildly important goals, rights, and responsibilities we believe will empower our students towards academic, social-emotional, and personal success.**
- **Our “Be a Good Human” statement** captures how students have a right to feel safe, cared for, respected, and supported in a positive school environment. Students also have a responsibility to ensure their actions are safe, caring, kind, respectful, and have a positive impact.
- **Our “Be Determined” statement** captures how students have a right to high quality learning experiences to help them grow academically. Students also have a responsibility to pursue growth by asking questions and committing to learn through daily habits in the classroom.
- **Our “Be Bold” statement** captures how students have a right to be supported and respected for who they are, and they also have a right to a supportive learning environment that promotes a sense of belonging. Students have a responsibility to take care of their health and wellbeing and to develop their own powerful identities and resilience.



Student Behaviour Expectations

To ensure that Mary Butterworth School is a positive learning environment for everyone, all students are expected to comply with expectations set by our school Division and mandated by the *Education Act*, as well as school rules which are in place for the benefit of all members of our school community. These expectations apply to all students in the school community, including while learning and engaging with others both in-person and online.

Board Policy [HG.BP – Student Behaviour and Conduct](#) and Administrative Regulation [HG.AR – Student Behaviour and Conduct](#) outline that students are expected to behave in accordance with section 31 of the *Education Act* which states that, a student, as a partner in education, has the responsibility to:

- attend school regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- 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 in the school,
- 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,
- comply with rules of the school and the policies of the Board,
- cooperate fully with everyone authorized by the Board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and
- 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 Responsibilities in Relation to Public Health

The Division's first priority is always to ensure the health and wellbeing of students and staff. Students are expected to abide by protocols and expectations that are established at the school, Division, or provincial level for K-12 education, in relation to public health.

These expectations will be communicated to students, parents, and staff by the school administration in a timely manner, and may be updated over the course of the school year in relation to a public health concern as advised by Alberta Health Services.

In addition to the Division expectations outlined above, the following expectations are also in place at Mary Butterworth School:

Headwear

- Students may wear hats, toques, fashion headwear, and as part of human rights, headwear that is part of religious or cultural observances. Students need to have their hoods off while in school as part of being able to identify students and see students' eyes and faces during our interpersonal interactions.

Staff parking lot

- We ask that students and families do not enter the staff parking lot. Students should use the sidewalk to approach Mary Butterworth School. Family members dropping off students should use 109 street.

School access

- After school, unless involved in an extra-curricular activity supervised by school staff, students are expected to leave Mary Butterworth School directly after dismissal.
- Students should not open school doors for any others and should not invite other students or friends to the school.

Lunch break

- Students will be allowed to leave for lunch at their parents' discretion. Outdoor supervision is provided outside within the immediate area of the school building. Students are responsible for safe and respectful conduct off campus. Note: Once students have left for lunch, they will not be allowed in the school building until the afternoon re-entry at the end of the lunch period.

Good Standing Policy

- Students are responsible to be “in good standing” in order to be able to participate in Enrichment Extracurricular Activities and Events (such as Teams/Athletics, Clubs, Intramurals, Dances, Enrichment Field Trips, etc).
- If a student is not in good standing, they will have an opportunity to improve their standing in order to be eligible to participate in Enrichment Extracurricular Activities and Events.
- For students on sports teams, they are responsible to stay in good standing and to work with their coaches on improvement plans.
- ***What does good standing mean?***
- ***Students are in good standing when:***
 - ***They arrive at school and at the classroom on time.*** (This means a student is not in good standing if the student has over 20% lates and/or if student has a recorded pattern of classroom lates.)
 - ***They attend school regularly.*** (This means a student is not in good standing if student has over 20% unexcused absences and/or has a recorded pattern of skipping classes (ie. leaving school without permission). Parents are expected to report all absence reasons to the office.
 - ***They diligently pursue their studies.*** (This means a student is not in good standing if the student has any missed learning activities or any missed summative assessments in any of their courses.)
 - ***They contribute positively to the class and school environment. Their actions are safe, caring, and respectful.*** (This means a student is not in good standing if the student has a recorded pattern of classroom disruptions, a pattern of actions that have a negative impact on class learning, a pattern of behavior referrals to the office, or has had any in-school or out-of-school suspensions.)

Responsible and Ethical Use of Technology

Our Division is committed to assisting students to become ethical, informed digital citizens. We strive to ensure that appropriate and responsible technology use supports high quality teaching and learning, while also ensuring a respectful, inclusive, and safe learning and working environment.

Technology refers to any computer, software, network, or internet access on any electronic device, including those owned by the student or the Division. Division technology is intended for educational purposes and cannot be used for purposes that are illegal, unethical, disrespectful, hateful, inappropriate, or that cause harm.

Students are accountable for their behaviour when using technology, including when a student's online behaviour outside of the school building or beyond the school day impacts others in the school community. A range of responses as outlined in [HG.BP – Student Behaviour and Conduct](#) and [HG.AR – Student Behaviour and Conduct](#), including loss of technology privileges, may be put in place to address unacceptable use of technology.

As digital citizens, students have the following responsibilities:

- **Demonstrate respect and integrity**
 - understand that expectations for conduct and academic integrity while online, including when using personal devices and outside of school hours, are consistent with school and Division expectations (for example, students should only join online classes in which they are enrolled)
 - use good judgment and participate appropriately in online environments such as meetings, chats, and other applications, and when posting or sharing digital content
 - communicate in a manner that is appropriate, respectful and inclusive at all times
- **Be safe and secure**
 - protect passwords and personal information of self and others including photos, name, age, address and other contact information
 - students must ensure they log in only to their assigned EPSB account, and log off devices and meetings when finished
 - obtain permission before downloading files, including games, music, and movies
 - report, and refrain from searching, viewing, downloading, or sharing, any illegal or inappropriate content
 - do not record or share any audio or video of in-person or online classrooms or other learning activities
 - obtain consent before photographing, recording, or sharing a photo or recording of another person
- **Respect and protect property**
 - demonstrate proper care and security of personal and Division technology
 - understand that students are responsible for the care and security of personal devices brought to school

In addition to the Division expectations outlined above, students at Mary Butterworth School are expected to cooperate with our school's cell phone policy.

Mary Butterworth Student Cell Phone Policy

We want to teach students how to manage their phones for successful learning and relationships.

We want students to understand different "learning zones" with their phones:

- Use phone as a learning tool.
- Use phone as an organizational tool.
- Put phones on silent and out of sight when time to focus or when engaging in conversation and collaboration.

Students may use their cell phones before and after school, at lunch break, and during breaks between classes.

During instructional time, unless otherwise permitted by a teacher, cell phones must be OFF and OUT OF SIGHT. EAR BUDS must also be OUT OF SIGHT. No cell phones nor ear buds during assessments/exams. During class time, phones are also OFF and OUT OF SIGHT if students are in the hallways for a washroom break.

Teachers may sometimes allow students to use their phones and ear buds during class time as a learning tool or as a personal tool. Students should only take out their phones when signaled to do so as part of their class routines.

The consequences for an infraction of the cell phone policy are as follows:

- The **first infraction** will result in the student's phone being taken until the end of the day. The phone will be brought to the office by the teacher or administration. Administration will return the phone at the end of the day. Personal devices will be labelled, and stored safely. The student's name will be logged on a tracking sheet.
- At the **second infraction**, the phone will be taken until the end of the day, and again stored in the office and logged on the tracking sheet.
- For the **third and further infractions**, the same process will be used to store the cell phone in the office. However, at this point, the parent/guardian will be informed that the student will not be permitted to have their cell phone at school, or use it, until an arrangement is made that includes the student, a parent/guardian, and Mary Butterworth School administrators.

All infractions will be dealt with on an individual basis. The goal will be to support the student in learning to use their technology responsibly, and to develop positive, digital citizenship of the student.

Unacceptable Behaviour

Any behaviour, whether or not it occurs on school property, or within the school day, 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.

As outlined in Board Policy [HG.BP – Student Behaviour and Conduct](#) and Administrative Regulation [HG.AR – Student Behaviour and Conduct](#) and supported by the *Education Act*, unacceptable behaviour includes, but is not limited to:

- behaviours that interfere with the learning of others and/or the school environment
- behaviours that create unsafe conditions
- acts of bullying, harassment, threats, or intimidations whether it be in person, indirectly, or by electronic means
- physical violence
- retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern
- possession, use, or distribution of substances restricted by federal, provincial, municipal, Division or school authorities
- any illegal activity such as:
 - possession, use, or distribution of illegal substances
 - possession of a weapon or use of a weapon (or replica) to threaten, intimidate or harm others
 - possession, use, display, or distribution of offensive messages, videos or images
 - theft or possession of stolen property
- any breach of rules and expectations established by Division administrative regulations or a school-based code of conduct
- failure to comply with *Education Act*, section 31 regarding student responsibilities

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

Our Division acknowledges the importance of responsive discipline which involves a continuum of interventions that aim to build a sense of community in schools, facilitate healthy relationships, support behavioural changes, repair harm, and hold students accountable.

Edmonton Public Schools' Board Policy [HG.BP – Student Behaviour and Conduct](#) and Administrative Regulation [HG.AR – Student Behaviour and Conduct](#) outline 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 and responses 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

At Mary Butterworth School, 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.

Students will be dealt with on an individual basis with the goal being:

- supporting students in accepting responsibility for the consequences of their actions, and
- providing learning opportunities for students to grow and display their responsible citizenship as part of the school community

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.

