



EDMONTON PUBLIC SCHOOLS

# Student Rights and Responsibilities

2025-2026

***Dr Anne Anderson High 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.



Julie Kusiek  
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.



Ron Thompson  
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 expectations set out by the school, the Division, and the Province.
- helping them to attend school regularly and punctually
- encouraging and modeling 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
- talking with their child(ren) about the potential risks and benefits of technology, responsible internet and social media use (including online profiles, group chats, and chats on gaming consoles), and the importance of respecting privacy and protecting personal information in age-appropriate ways.

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

- contribute to 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

**Acknowledging and Honoring the Land:** Dr. Anne Anderson High School is located on Treaty 6 territory, a traditional meeting ground, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge the past, present and future generation of these Nations who help us steward this land, as well as honour and celebrate this place. As long as the sun shines, the grass grows and the river flows, we will actively learn about and honour this land, these Nations, and our school namesake - Dr. Anne Anderson.

**Carrying On the Values of our Namesake:** Our school is named after Dr. Anne Anderson – a dedicated author and teacher who was instrumental in preserving the Cree language and promoting Métis heritage in Alberta and Canada. With a profound appreciation for education, Dr. Anne (as she was fondly called) was especially known for the kindness and compassion she showed all of her students. She often spoke about the need to respect all cultures and learn from one another. These values are integral to the vision and culture of our school.

**The Power of Community:** We are committed to create a community and a space in which all members of our school contribute to a welcoming, caring, respectful, inclusive, and safe learning and working environment that respects diversity and fosters a sense of belonging.

**The Power of Mattering:** We are committed to making our staff and students feel that they are significant and they matter. We are committed to ensuring staff and students feel valued, seen, heard, and respected. We are committed to ensuring staff and students feel empowered to add value, through offering their gifts and their contributions to our school community.

**The Power of Meaning:** We are committed to high quality learning and engagement experiences for staff and students. We are committed to helping students see the meaning and connectedness in their learning, their goals, their progress, and their pathways after high school. Our approach to learning focuses on the provision of rigorous programming, ensuring authenticity in experience, fostering community connections, and having a future focus to ensure students are prepared to work, learn and live in an ever-changing world.

## 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](#).

At Dr. Anne Anderson High School,

1. Students have a right to learn in a positive and supportive environment; students have a responsibility to be productive in their learning and to ensure their actions contribute to a positive and supportive learning experience for everyone.
2. Students have a right to be treated equitably and with dignity and respect; it is their responsibility to treat others with kindness, fairness, and respect.
3. Students have a right to hear and be heard; it is their responsibility to listen and contribute.
4. Students have a right to feel safe and secure; it is their responsibility to support the safety and security of themselves and others.

Note: Making mistakes is human and is a part of growing up. Dr. Anne Anderson staff will support students through their mistakes.

**There are benefits to making mistakes as long as we learn lessons from them.**

- Making mistakes helps us learn and develop new skills, along with building resiliency to fix our mistakes when we make them. When we know better, we do better.
- It prepares us for the ups and downs of real life because we won't go through life without making mistakes.
- We learn from our mistakes when we experience the consequences of our actions and take responsibility for our actions.
- The thing with mistakes is that if someone keeps making the same mistake over and over again, that's when it is turning into a choice.

**Students have a right to be in a safe environment to make mistakes; students have a responsibility to take accountability and learn from their mistakes.**

## Student Behaviour Expectations

To ensure that Dr. Anne Anderson High 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 (which may include artificial intelligence) appropriately and ethically, and in alignment with teacher, school, Division and provincial expectations.
- 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

**Expectations for Student Attire**

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. Some examples of welcome attire are durags, turbans, hijabs and burkas.

Student safety and well-being are our highest priorities. Students are also 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.

**Student Responsibilities in Relation to Public Health**

The Division's first priority is always to ensure the health and well-being 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.



In addition to the Division expectations outlined above, students at Dr. Anne Anderson are expected to:

**Cooperate with All Staff:** All Dr. Anne Anderson Staff play a vital role in our school community, supporting student learning and success; all students are expected to show respect to and cooperate with all staff.

**Enter the School at Designated Locations:** We currently have three main entry points into Dr. Anne Anderson High School: the west entrance (by staff and student parking), the main entrance on the south side of the school, and the southeast entrance (green/yellow area). These doors open a minimum of fifteen minutes before morning classes. Doors will close shortly after classes begin and students who arrive late are asked to proceed to the main doors at the front of the school where they will be buzzed in by our front office staff. Students must enter the school at the main doors after 9:15am, including when returning from lunch. ***For the safety of all students and staff, it is expected that students do not open any school doors to allow others, even fellow students, to enter the building. Students from other schools are not allowed on Dr. Anne Anderson School property during the school day.***

**Exit the School Promptly at the End of Day:** After school, we expect all students to leave the building within fifteen minutes of the end of the school day unless they have a prearranged commitment supervised by one of our staff members.

**Be On Time and Arrive Prepared:** Students are expected to be on time and to arrive prepared for all classes. If students arrive late, they are expected to get to class quickly and to enter the classroom quietly and respectfully.

**Attend Classes, Adhere to Timetable, and Complete Learning Assignments:**

- **Regular attendance in class is one of the most important contributing factors to student learning. Responsibility for regular attendance rests with students and parents.** All absences or lates will be recorded by the teacher. Daily summaries of student attendance are available on SchoolZone.
- **Students are expected to attend classes and to follow their timetable.** If students are at school but not in class, this is “skipping” and will result in progressive interventions.
- Students are expected to complete all of their assignments on time and write examinations on the day that they are scheduled.
- Students are responsible for all learning that is missed while they are absent (teachers are not responsible for individualized instruction due to absences). If students leave for an extended family vacation prior to final exams, they may forfeit their chance to write their exams and demonstrate their best learning. Students will receive a final mark based on their marks prior to the start of their leave combined with the teacher’s professional judgment.

**Carry Your School ID Card:** We expect all students to have their school identification visible when entering the building and have it on their person throughout the day. This is one means by which we strive to keep our site secure and ensure that we do not have anyone in the building who should not be there. ***Students are expected to present their school ID card to any staff when requested.***

**Remain in Designated Areas During Spares:** Students who have spares have a responsibility to move to designated places within the school including the Learning Commons or Soft Seating. Students should not be in the hallways or stairwells during spare periods. Students may leave the building during spare periods. We encourage students with spares at the end of the day to leave campus to help reduce congestion. ***Students are expected to have their school ID visible, with their spare sticker for that semester, when on a spare in the school building and to present it to any staff when requested.***

**Refrain from Visiting Other Schools:** Dr. Anne Anderson students are not permitted to visit other schools during the school day unless they have been given permission to do so by the principal of that school. Students are not to invite or encourage students from other schools, or outsiders of any kind, to visit Dr. Anne Anderson School during the school day. Trespassing is a serious offence and trespassers may be fined. Students will be held responsible for the actions of anyone they invite into the school.

**Resolve Conflict or Seek Assistance to Resolve Conflict in a Peaceful, Safe, and Non-Threatening Manner:** Part of growing up through the teen years is learning how to handle conflict appropriately. Students who are having a conflict with others should not escalate the conflict by verbal abuse, retaliation, drawing others in, or escalation.

**Strategies for dealing with conflict include:**

- Stop and breathe (don't allow emotions to drive actions);
- Take time & space; Stand up for yourself and use strong yet fair words;
- Ignore negativity & walk away;
- Get advice or talk it out with a friend or trusted adult;
- Be a good friend and don't be too hard on yourself (true friends support you and do not add to the conflict);
- If someone is mistreating you, it is not your fault.

**Refrain from Using Inappropriate or Illegal Substances:** Edmonton Public Schools maintains a smoke-free environment. Smoking and/or vaping is not permitted in the school or on the school grounds (parking lots or fields). Provincial law prohibits anyone under the age of 18 from smoking in a public place, or accessing cigarettes including E-Cigarettes and vaporizers. The following are not permitted in the school or on school grounds: cannabis, tobacco, e-cigarettes, vaporizers, alcohol or illicit drugs.

**Gambling Activities in School Groups:** We are seeing more students interested in online and/or sports betting. Students are not allowed to play any games (dice, cards) involving money or bets while at school. Any gambling at school or between students is strictly prohibited.

**Weapons: Any weapons, including knives, guns, mace, etc. are strictly prohibited and will result in serious consequences and confiscation.** Furthermore, any "toy" or replica weapons will also be taken very seriously as they also can compromise safety and can lead to an emergency response by administration and police. There can be no possession of a weapon or use of a weapon (or replica) to threaten, intimidate or harm others.

**Practice Safe Driving and Parking Behaviours:** Dr. Anne Anderson students who drive to school are expected to demonstrate safe driving habits at all times. Excessive speeding, stunting, and illegal U turns are all acts of concern that compromise the safety of staff, students and community members. Students who choose to park in our student parking area on the west side of the school have a responsibility to treat the area respectfully, by driving responsibly, not loitering and not littering.

**Be Exemplary Neighbours:** We are close to a number of local businesses that serve our students during our lunch period. To help alleviate the pressure on our neighbourhood businesses, we ask students to be respectful customers and limit their time in places. School administration will strive to maintain a regular presence to encourage our students to be good citizens and respect local businesses. ***All students should be positive ambassadors of our school when accessing the Dr. Anne Anderson Community Centre.***

**Lockers:** Students must only use lockers that are assigned to them by the school office. Students must ensure they lock their lockers to keep their belongings safe; this includes the gym lockers. As well, do not share lockers or your locker combinations as you will be held responsible for whatever is stored in your locker. Students are responsible to keep lockers clean, and should not deface lockers. NOTE: Students who reserve a locker but do not attach a lock to it within the first five days of school will have their locker unassigned.

**Skateboards, Rollerblades, Scooters, and Hoverboards:** The use of skateboards, rollerblades, scooters, or hoverboards is not permitted during the regular school day and should not be used on the tarmac (basketball court or sidewalks). These items are not to be used in the school. Specialized locker units exist outdoors and these items are not to be stored in the school or inside teacher classrooms.

**Washrooms:** At our school, we have individual, locking washroom stalls. As we have a limited number of washrooms, all students need to use the stalls quickly and there should only be one student using the stalls at any time. If the washrooms are locked and the lights are off, staff will knock and expect students to respond. Washrooms are not to be used for loitering.

## 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 hardware, applications (which may include artificial intelligence), networking and communications equipment used in the Division, including those that are personally owned. Division technology is intended for educational purposes and cannot be used for purposes that are illegal, unethical, disrespectful, hateful, inappropriate, or that cause harm.

### 2024-2025 Update - Student Use of Personal Mobile Devices and Social Media

To maximize student engagement in learning, support student mental health, reduce opportunities for cyberbullying, and mitigate the negative impacts of excessive exposure to social media, the Government of Alberta has established standards restricting student use of personal mobile devices and access to social media.

At a minimum:

- Students will be required to have devices powered off and stored out of sight during instructional time.
- Students will not be able to access social media platforms on Division networks and devices.

Personal mobile devices include smartphones, cellphones, smart watches, tablets and laptops. Students are expected to respect and abide by classroom, school, Division and provincial expectations for the use of personal mobile devices and social media.

[Read more](#) about the province's standards.

In support of the newly established standards, EPSB filters social media sites so students are not able to access them using the school's network. If a student chooses to access social media sites using their own cellular data, families need to be aware that additional data charges may incur. The social media sites that are currently restricted for student access include, but are not limited to; Facebook, Instagram, Tik Tok, SnapChat, X (Twitter), Be Real, Discord, Threads, WeChat, and Pinterest.

A school authority is required to allow for the following limited use exceptions:

- Limited use of personal mobile devices must be permitted, as determined by a principal or equivalent, for health or medical reasons or to support special learning needs;
  - In Edmonton Public Schools these requests would be supported by a student's medical management plan (MMP) or a student's Individual Program Plan (IPP);
- Limited use of personal mobile devices may be permitted for educational or other purposes, as determined by a principal or equivalent;
- Limited access to social media may be permitted, as determined by a principal or equivalent.

To access any of these exemptions, parents must first speak to school administration for potential authorized access.

Pursuant to the *Education Act*, 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
  - students are responsible for the care and security of personal mobile devices brought to school.
  - should school staff take possession of a student's personal device, staff will ensure that student devices in staff's possession are stored securely.
  - the Division will not be responsible for any issues related to the safety, security, loss, repair, or replacement of students' personal devices, even if these devices are confiscated as part of disciplinary actions. This means that if a device is lost, damaged, or stolen while in the school's possession, the school will not cover any related costs or damages.

### Device Expectations

In addition to the Division and provincial expectations outlined above, students at Dr. Anne Anderson:

- Students must understand that this Device policy includes: smartphones, ear buds, cellphones, smart watches/glasses, tablets, smart glasses, and laptops.
- Are able to use personal mobile devices during non-instructional time. This includes before and after school, during class transitions, lunch and spares.
- Are able to use personal mobile devices when participating in non-instructional school activities. This includes attending sporting events, participating in clubs and activities, and volunteering at school events.
- **During scheduled classes, which is instructional time, students are expected to have ALL of their devices OFF and OUT OF SIGHT.** Students are recommended to store their personal mobile devices in their locker throughout the day. Students who do not wish to use a locker are expected to keep their devices powered off and stored in a bag, pack, purse, etc. Students without a place to store their personal mobile device will be asked to store their personal mobile device in the mobile device holders located within each classroom.
- Students who choose to bring their own chromebook or laptop may use it during a spare or lunch (ie. non-instructional times). In the classroom, students will use the teacher-provided technology, rather than their own device.
- Students who wear smartwatches/glasses may keep them during class time with their cell phones powered off. The exception is when an assessment is being conducted. In these situations, students will be asked to leave the smartwatches/glasses in their locker, backpack or with the teacher in a locked cupboard.
- Additionally, students are expected to abide by the [Responsible Use of Technology Agreement - Edmonton Public Schools Dr. Anne Anderson](#). This document will be referred to often as a way to facilitate digital citizenship development both in school and at home.

### Device Infractions

- **The following responses and interventions will be used for students who demonstrate continued concerns with following “off and out of sight” device expectations:**
  - Teacher will remind student to put it away and document the infraction.
  - Teacher will ask the student to put their device in the classroom storage space and document the infraction.
  - Teacher will refer the device and the student to the office for follow up with administration.
  - Parents/guardians will be called when continued concerns persist.
  - A student-specific device contract may be put in place, which would restrict students from bringing devices into the classroom.

### Photo Expectations

- Students are not permitted to take and/or post photos of other students or staff without consent.
- Students are not permitted to take photos of City of Edmonton patrons or staff within the Dr. Anne Anderson Community Centre.

**Academic Integrity Expectations - Academic Integrity is honest and responsible academic behaviour. Students are expected to submit original work, acknowledge sources, and conduct themselves ethically in the completion of assessments and examinations.**

- **Students must do their own work** and protect the intellectual property they create as well as the intellectual property of their teachers (not sharing items from previous years). If students are unsure, they should always discuss how to avoid plagiarism with their teacher.
- **Students must not:**
  - Allow others to copy their work and submit it as their own.
  - Take other people's work and submit it as their own.
  - Help others cheat or engage in academic misconduct.
  - Take photos of and distribute images of assessment and evaluation products.
  - Plagiarize - using ideas, words, or work of another source without proper, clear, and explicit acknowledgement. Plagiarism is literary and intellectual theft and is a form of cheating.
  - Duplicate work - submit the same work for different components or diploma requirements.
  - Cheat or act improperly during an exam, which includes having any unapproved items.
  - Disclose information or receive information - students cannot share or receive information from another student regarding the content of an exam (Advanced Placement students receive specific information about exam security from teachers and the Department Head of Advanced Placement).
- **Students must not use Chat GPT or other Generative AI tools and submit that work as their own original, independent work.**
  - Teachers will provide instruction to students on correct academic practice as it pertains to their subject area, including: study skills, writing skills, research skills, citation methods, ethical digital citizenship.
- **If academic misconduct is suspected, the following steps will be taken:**
  - The teacher will investigate and verify through: knowledge of the student's usual style or "voice", electronic supports or Google checks, and/or interviewing the student.
  - If misconduct is verified, the student shall be given an opportunity to resubmit, or complete an alternate assessment. If the teacher cannot reach a satisfactory resolution with the student, then a referral to a school administrator and involvement of parents/guardians is appropriate.
  - Student will complete the Academic Integrity assignment. This assignment will direct the student to research definitions of plagiarism/cheating from different post secondary institutions, and consequences for offenses. Students will also spend time reflecting on how they will move forward to ensure academic honesty in the future.
  - Upon resolution, the teacher will make a note of the incident in the school record system (Log Entry on PowerTeacher/School).
  - For second offenses:
    - a. The teacher will bring the incident forward to school administration.
    - b. Student will receive a zero (0) on the assessment.
    - c. Parent/Guardian will be contacted.
  - For further offenses, the student will continue to receive a zero (0) for assessments, parents/guardians will be contacted, and further action may be taken.
  - Students may be withdrawn from a course because incidents of cheating/plagiarism make grades unreliable.
  - If the offense is committed in a course with specifically stated regulations regarding academic misconduct, such as Advanced Placement, the student may be removed from the program.

## 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 government orders, Division administrative regulations or 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.

### **Student Supports**

At Dr. Anne Anderson, we have the following supports students can access:

- Teachers - Teachers are invested in building relationships with students every day in their classrooms.
- School Office & Administrators - Our school office staff, Principal Mulder, and assistant principals, are dedicated to support students and parents.
- Student Services & Counsellors - There are three school counsellors available in Student Services
- Student Support Coach & the Den - The Den is an additional student space to support mental health, wellness, and connection building.
- First Nations, Metis, & Indigenous High School Completion Coach
- School Resource Officer (Edmonton Police Constable)

Students can complete the [Support/Request form](#) at any time to be connected with supports available at our school or externally. There are posters with a QR code to this form in all classrooms, on SchoolZone, and at the main office and Student Services.

## 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 including access to technology
- 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

Other examples of consequences and responses considered at Dr. Anne Anderson School, include:

- Problem-solving / formal warning
- Student and parent conferences
- Loss of privileges (including participation in school events, field trips, extracurricular or athletics opportunities)
- Extended learning opportunities assignment
- Community service
- Removal from a course
- Referral to an internal support (including counselling, contracts, coach check-in meetings) or to an external agency (including YMCA, AADAC, Child and Family Services, etc.)
- Replacement or reimbursement for loss of, or damage to property, may be required
- Restorative practices, including informal and formal strategies, including restorative questions, restorative circles, community conferences, classroom circles, or support check-ins

At Dr. Anne Anderson, 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. As much as possible, student conduct is supported through proactive messaging and appropriately responsive strategies including restorative approaches that encourage students to learn from mistakes, take accountability for their actions, and gain insights into the harm they have caused.

***Students are reminded that they are responsible for their conduct to other students and their conduct may result in consequences, whether or not the conduct occurs within the school building or during the school day, in person or online. Students are also reminded that they will be held responsible for any posts or comments on social media that are injurious to other students and/or the school community.***

When a student demonstrates unacceptable behaviour, Dr. Anne Anderson staff, under the direction of the principal, will address this behaviour and respond with potential consequences. Note that the response/consequence will take into account individual circumstances, the student's age, maturity, and the frequency and severity of the offense.

Where the behavior occurs within the classroom setting, the teacher will address the situation directly with the student and may also inform parents via a phone call, email, or in person meeting. Where the classroom behaviour escalates, is repetitive or is not resolved with the initial intervention by the teacher, the student will be referred to an administrator. Administration will also become involved for most incidents of unacceptable behaviour that occur outside of the classroom.

Administration will begin an investigation which may include but is not limited to: conversation(s) with student, teacher, other individuals involved/impacted by the behaviour, reasonable search of student property which could include: clothing, backpack/bags, locker, cell phone and/or vehicle, and request for student(s) to provide a written statement of events.

When the investigation concludes, consequence(s) will be relayed to the student (refer to above list of consequences). Where appropriate, parents will be informed.

In cases where behaviour has escalated to a point that it is severely injurious and threatens the safety and security of Dr. Anne Anderson's students and staff, a recommendation for expulsion from Dr. Anne Anderson School may be made.

#### **Video Surveillance Cameras**

- Video surveillance cameras are located throughout and outside the school and in the Dr. Anne Anderson Community Centre.
- The following signage is posted in our school: *PREMISES ARE MONITORED BY VIDEO SURVEILLANCE: The security cameras will be collecting personal information that is authorized pursuant to section 33(b) and (c) of the Freedom of Information and Protection of Privacy Act, as amended from time to time. If you have any questions regarding the collection and use of the video surveillance, you may contact Division Security at 780-429-8295. Personal information collected by the video surveillance system may be used and/or disclosed in an investigation that could possibly lead to disciplinary, legal, legislative or law enforcement purposes, for enforcement of Division administrative regulations, or for a consistent purpose, or in accordance with a court order.*

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.



**[epsb.ca](https://epsb.ca)**