Asasa Learning School Authority 0235

Code of Conduct 6.0
Effective Date: September 1st, 2011
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Principal, Support Staff, Students

Objective: The purpose of this policy is to guide all abovementioned stakeholders in understanding and following the Code of Conduct.

Policy: The Code of Conduct constitutes a policy which outlines acceptable and unacceptable behaviour inside and outside the school. This policy is not to be considered exhaustive, but rather a general guideline of what constitutes acceptable behaviour. Many of the items in the policy are indicative of the general laws and customs of the community all stakeholders live in. This policy exists to guide students, teachers, support staff and volunteers in carrying out their duties and enable them to enjoy all their rights in a physically and psychologically safe environment.

Procedure: The Code of Conduct must be followed in its entirety. Students, teachers and support staff may have additional Codes of Conduct that they must follow, in addition to the overall Code of Conduct policy. Failure to follow these rules can result in disciplinary action.

1. Plagiarism
   Any time a student produces work which was wholly or in part copied from another source without due credit is considered plagiarism. Anyone caught plagiarizing will face severe disciplinary action, up to expulsion.

   Students found plagiarizing will be given zero credit on the assignment. A disciplinary letter will be placed in the student's permanent academic file, which will accompany him or her throughout his or her learning career.

   Any student found plagiarizing a second time will not be allowed to attend Asasa School. Students are strongly encouraged to ask teachers specific examples of what does or does not constitute plagiarism and learn about properly citing their sources. Students must be aware that any material copied from the internet is easily discoverable and constitutes plagiarism if it is not properly cited.

2. Students must follow these policies:
   i. Meticulously follow their course of studies and be ultimately responsible for their academic outcome.
   ii. Always respect each other, teachers, parents and anyone they come in contact with.
   iii. Each student must report any abusive behavior to teachers or administration office as soon as possible, whether the inappropriate behavior is directed towards them or another student.

iv. Students must not make fun of another student's race, colour, religion, physical orientation or any handicap.
v. Show qualities of good citizenship and camaraderie among fellow students both inside and outside the school.
vi. Must be well groomed and wear appropriate uniform each school day and submit to uniform inspection as required.
vii. Do not leave the school premises unless authorized by the administrative office and not let anyone inside the school unless authorized.
viii. Ensure safety of oneself and other students from arrival in school till departure.
ix. Always tell the truth
x. Respect difference of opinion
xi. Try their best to seek to be helpful to others
xii. Take personal responsibility for one's educational success
xiii. Engage in debate with an open mind
xiv. Respect the values of each person while enjoying freedom of personal belief
xv. Follow the laws and customs of Canada
xvi. Do not smoke or possess illegal or non-prescribed drugs inside or outside the school
xvii. Do not bring dangerous objects, firearms, knives, or any threatening object to school

3. Information and Communication Technology
   i. Any websites that have pictures or words that convey any form of racism, sexism, hatred towards any person or group, is strictly and explicitly prohibited from being accessed.
   ii. Students and teachers must never share their passwords with anyone, including the network administrator.
   iii. Emails written between students or between students and staff should refrain from threatening, abusive, coercive or harassing language.
   iv. Logging off after work is finished is required of each and every student and staff.
   v. Anyone found violating the Information and Communication Technology Policy can have his or her computer and Internet usage rights revoked, up to and including expulsion from the school.
   vi. Everyone is required to report any violation of the Information and Communication Technology Policy to the network administrator immediately.