

SCHOOL DISTRICT NO. 28 (QUESNEL)

P R O C E D U R E S

NO.: 305 - STUDENT CODE OF CONDUCT

Education Committee

Ref: *School Act S. BC Human Rights Code; Sch. Reg. 4(1) & 5(7); Policy 307; Tobacco Control Act; Human Rights Code; Safe, Caring and Orderly Schools 2004; By-Law No. 1*

1. SCOPE OF THE DISTRICT CODE OF CONDUCT

- 1.1. The District Code of Conduct applies to students of the District engaged in, present at or attending:
 - 1.1.1. School or any activity on school premises whether during a regular school day, or on a day that is not a regular school day
 - 1.1.2. Travel on a school bus or other transportation contracted or arranged by the Board or school
 - 1.1.3. Any activity sponsored by, organized by or participation in by the school regardless of the time or place
 - 1.1.4. Any activity in or around the school day that involves the property of neighbouring residents or that constitutes a mischief or abusive behaviour
 - 1.1.5. Any activity which may have a connection with the maintenance of order and discipline at a school
- 1.2. The principal has the authority to respond to student misconduct occurring outside the school day or school-related or sponsored activities (e.g. cyberbullying in the evening), where the principal determines the conduct may negatively impact the school environment.
- 1.3. The District and school will co-operate with the outside agencies and police (as per the Child Protection Act) in cases where students violate the law. This co-operation will be informed by the guidelines.

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Adopted: September 1992

Amended: June 2001; June 2004; December 2004; April 2008, November 2014, January 2015, February 2015

2. CODE OF CONDUCT EXPECTATIONS

- 2.1. The Board believes that acceptable behaviour and conduct are fostered in a positive climate in which:
 - 2.1.1. All students feel safe, valued and trusted, and have the opportunity to develop assume and maintain responsibility and self-motivation
 - 2.1.2. All students feel supported without fear of retaliation in reporting unsafe conditions, actions or potential incidents
 - 2.1.3. There is a joint effort to learn and a feeling of mutual respect among staff, students and parents
 - 2.1.4. Appropriate behaviour is taught, encouraged, modelled, practiced and acknowledged, thereby increasing student self-respect and positive social behaviours
 - 2.1.5. Whenever possible and where appropriate, consequences for unacceptable conduct shall focus on consequences that are restorative in nature
 - 2.1.6. Expectations for student behaviour increase as they become older and more mature
 - 2.1.7. Disciplinary action is considerate of students with special needs if these students are unable to fully comply with Code of Conduct due to a diagnosed disability of an intellectual, physical, sensory, emotional or behavioural issue

- 2.2. The Board expects students to conduct themselves in the following manner:
 - 2.2.1. Maintain courteous and respectful relationships with fellow students, teachers, support staff and others involved in the school system
 - 2.2.2. Respect public and personal property
 - 2.2.3. Adhere to classroom, school and district rules and policies
 - 2.2.4. Comply with reasonable directives of a teacher or other employee of the Board

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NO.: 305 - STUDENT CODE OF CONDUCT – cont'd

- 2.2.5. Maintain appropriate standards of hygiene, dress and language
 - 2.2.6. Attend school daily and promptly at the regular hours
 - 2.2.7. Work diligently and respectfully without disrupting the work of others
 - 2.2.8. Demonstrate respect for all people, both in and outside school in compliance with the *BC Human Rights Code*
 - 2.2.9. Demonstrate respect for diversity including but not limited to, diversity with respect to race, ethnicity, gender, age, ability, culture, ancestry, language, religious beliefs, sexual orientation, gender identity, and socioeconomic background
 - 2.2.10. Comply with the *Tobacco Control Act* prohibiting tobacco use on school property
- 2.3. The Board regards the following as examples of serious misconduct which are not acceptable in the District's schools and workplaces:
- 2.3.1. Bullying, including cyberbullying
 - 2.3.2. The role of the bystander who witnesses or encourages bullying behaviour
 - 2.3.3. Verbal or physical harassment, disrespect and/or intimidation
 - 2.3.4. Physical or emotional harassment
 - 2.3.5. Discrimination contrary to the *British Columbia Human Rights Code*
 - 2.3.6. The possession, use and/or trafficking of illegal or restricted drugs, alcohol or other substances having a harmful effect
 - 2.3.7. The possession and/or use of weapons or replicas
 - 2.3.8. The possession and/or use of fireworks or incendiary devices
 - 2.3.9. The possession and/or use of noxious or toxic substances
 - 2.3.10. Engaging in conduct contrary to the District Code of Conduct and/or any school rule or Board Policy

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- 2.3.11. Taking retaliation against a person who has reported incidents of unacceptable behaviour described above

3. INTERVENTION AND CORRECTION

The Board expects that students will comply with rules and policies established by the District's Code of Conduct and the rules and regulations in each applicable school and expects that students shall be required to act with due regard to the authority and responsibility vested in District employees. However, it is recognized that there may be instances when the best intentions and plans do not work and intervention or corrective measure may be necessary. Intervention or correction is called for in situations where there has been a breach of the school rules or District Code of Conduct. In such incidents, the Principal will use discretion in determining the seriousness of the situation and seek restitution or pursue other appropriate consequences. The Principal will also ensure that proper counselling is provided to the student.

In offering guidance and support, staff members will act in the role of a kind, firm and judicious parent. Some possible interventions are as follows:

- 3.1. The appropriate level of support to learners will normally include the provision of advice and/or counselling;
- 3.2. The use of self-improvement contracts may be useful. The Principal will also ensure that every effort has been made to have parents involved with the school prior to the intervention being finalized.
- 3.3. Restitution can be an effective strategy for students to make amends for breaking a rule by finding a solution to satisfy, in a reasonable manner, the victimized party;
- 3.4. Negligent damage to or loss of school property requires restitution to the Board by the student and/or parents in accordance with the School Act. School property includes textbooks on loan to students.
- 3.5. The suspected presence of illegal drugs, alcohol, or weapons will be a matter of concern to the Principal/Vice Principal of a school. If there is a reasonable cause for suspicion, they will exercise judgement in making a decision to search a locker or personal property, confiscate, or call for Police assistance. Confiscation of drugs, alcohol or weapons is appropriate. The decision whether to destroy or place in Police hands will follow the decision to search. Either action requires an adult witness.

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4. SUSPENSIONS

Suspension from school is an action of last resort when all other efforts have failed, or in those instances in which misconduct is deemed to be of a serious enough nature that the student's continued presence in the school may be detrimental to the well-being of students, others or to the overall school environment. In such cases:

- 4.1. School administrators have the authority to suspend a student from school for up to five (5) consecutive days.
- 4.2. In the event of a suspension, the Principal/Vice-Principal shall immediately report it in writing to the student's parent(s)/guardian(s) involved, reason(s), date of reinstatement, and advice to parents regarding alternatives they may pursue, including reference to the Student and/or parent Appeal By-Law (By-Law #1).
- 4.3. If, in the opinion of the Principal/Vice-Principal, an infraction is of a serious enough nature to warrant a suspension greater than five (5) days, they shall consult with the Director of Instruction – Curriculum, Superintendent of Schools or designate.
- 4.4. In the absence of the Principal, the Teacher in Charge can suspend a student in accordance with the above procedures.
- 4.5. Students who are suspended from school should be provided with a homework package to be completed during the suspension period.
- 4.6. The Principal/Vice Principal should develop a re-entry plan for any student returning from suspension. This plan will include any support the student may need in order to experience a successful return.

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5. SERIOUS VIOLATIONS OF THE CODE OF CONDUCT

Violations of a serious nature will generally result in indefinite suspension and referral to the District's Code of Conduct Committee. Offences to be referred to the

Code of Conduct Committee would include those that may be dangerous to the safety of students, teachers and staff, and may cause health hazards and/or constitute criminal acts. Violations included under this heading would include drug trafficking, acts of violence, possession or use of weapons, or repeated violations of the school's Code of Conduct.

If a student is referred to a District Code of Conduct Hearing for a violation of a serious nature, the Director of Instruction – Curriculum or designate will set a meeting of the District Code of Conduct Committee established for adjudicating suspensions. The parent(s)/guardian(s) will be informed by the surest means possible of time and place of the meeting.

- 5.1. In the absence of a principal, the Teacher In Charge can suspend a student in accordance with the above procedures.
- 5.2. In cases of doubt, senior staff at District Office will be available for consultation and advice.

6. FAILURE/REFUSAL TO APPLY

6.1. Students sixteen (16) years of age or over may be denied an educational program for consistent failure to apply themselves to their studies or repeated breaches of District or School Rules is evidenced. Section 85 (3) of the School Act would apply in this situation.

6.2. The Principal or Vice-Principal will have:

- 6.2.1. Issued due warning to such a student at least twenty (20) days prior to expulsion
- 6.2.2. Recorded this
- 6.2.3. Informed the parents/guardians in the surest means possible, which provides a signed acknowledgement

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NO.: 305 - STUDENT CODE OF CONDUCT – cont'd

- 6.2.4. Sent copies of all letters to the Superintendent of Schools

 - 6.2.5. Arranged, where practicable, interviews with parents/guardians of the student at the school during which the student's presence may have been requested.
 - 6.2.6. If, within a reasonable period of time after the warning, the student fails to make a reasonable effort to improve or reform, the Principal or Vice-Principal shall make a recommendation about the student's continued attendance at school. An educational program will continue to be offered to the student during this interim period of time, either at school or elsewhere
7. Appeals to the full Board of Education regarding a suspension that significantly affects the education of a student may be appealed in accordance with Board By-Law 1.