



## XXXX: Safe, Caring and Orderly Schools (A/P)

Approved: 24 06 11

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### REGULATIONS

#### 1.0 CODE OF CONDUCT

- 1.1 The school principal shall ensure that the schools Code of Conduct is consistent with applicable School Act, Regulations and Ministerial Orders and the District's Student Code of Conduct (Appendix I).

#### 2.0 CODE OF CONDUCT VIOLATION

Within the limits of the School Act and Board Policy, the principal or designate, has paramount authority for student behaviour and, while exercising discretion, may utilize a variety of progressive disciplinary actions. Responses to unacceptable conduct should be pre-planned, consistent and fair, and, whenever possible, disciplinary action should be preventative and restorative, rather than merely punitive.

- 2.1 Relevant parties shall be notified of serious breaches of the Code of Conduct as follows:

- 2.1.1 Parents or guardians of the student offender – in every instance as soon as possible.

- 2.1.2 Parents or guardians of the victim – in every instance as soon as possible.

- 2.1.3 Police and other agencies – as required by law.

- 2.2 All parents or guardians will be notified where school officials are aware of a situation or incident and deem it necessary to reassure members of the school community that officials are taking appropriate action to address it.

- 2.3 Schools will develop implementation plans that outline the programs designed to meet the intended goals of the Code of Conduct and the Social Responsibility performance standards. Schools will collect data to monitor the success of such initiatives.

#### 3.0 STUDENT SUSPENSIONS



In some situations, Code of Conduct violations may result in a decision to suspend a student's participation in classroom and/or school activities. Where a student suspension is imposed, the principal or designate shall be guided by the following in determining an appropriate response to unacceptable student conduct:

### **3.1 IN SCHOOL SUSPENSION (ISS)**

3.1.1 Student will be temporarily removed from the regular classroom to continue their studies in an alternate location within the school.

3.1.2 Parents or guardians will be contacted regarding reasons for the temporary removal from class as well as the expectations for and duration of the ISS.

### **3.2 SUSPENSION OF LESS THAN ONE DAY**

3.2.1 Parents or guardians are contacted by telephone and informed that their child is being sent home.

3.2.2 Student is sent directly home and instructed to return to school the next day and if possible, accompanied by a parent(s).

3.2.3 If parent(s) cannot be contacted, the student is not to be sent home.

3.2.4 No formal written records are required.

### **3.2 SUSPENSION BETWEEN ONE AND FIVE DAYS**

3.3.1 Parental contact will be established by telephone and/or by personal interview prior to the student leaving the school. In the event that such contact is unsuccessful, reasonable efforts shall be made to keep the student at school until the normal closing time.

3.3.2 A confirming letter informing the parent or guardian of the circumstances of the suspension and the anticipated date of return is required.

3.3.3 The student will be re-admitted to school by the authorized person who imposed the suspension.

### **3.4 INDEFINITE SUSPENSIONS**

3.4.1 Parental or guardians contact will be established by telephone and/or by personal interview prior to the student leaving the school.



- 3.4.2 The student will be advised to take home appropriate and sufficient course materials to study at home.
- 3.4.3 A letter will be sent to the parent(s) or guardian(s) informing them of the circumstances of the suspension and advising them that they will be contacted by the Superintendent. A copy of this letter will be sent to the Superintendent.
- 3.4.4 The Superintendent (or designate) will meet with the principal of the school to determine a recommendation to the District Disciplinary Committee for the appropriate length of suspension.
- 3.4.5 The District Disciplinary Committee will meet at its earliest practical opportunity to review the particulars of the incident and consider the recommended length of suspension prior to determining the length of suspension.

### **3.5 ACCESS TO THE SCHOOL AND/OR SCHOOL FUNCTIONS**

- 3.5.1 The purpose of out of school suspensions are to deny students access to any District school, grounds, and/or school functions.
- 3.5.2 The student may make contact with the school ONLY by pre-arranged appointment with the principal or designate.
- 3.5.3 The student should take necessary books and instructional material home at the time of suspension or make arrangement with the principal at a later time.

### **3.1 PROVISION OF WORK ASSIGNMENTS BY THE TEACHER**

- 3.6.1 Teachers are responsible for ensuring that work assignments are made available for students during suspension.
- 3.6.2 At the time of suspension administrative officers will discuss with students how they will become apprised of schoolwork assigned during their absence.

### **3.7 EVALUATION OF COURSE WORK COMPLETED DURING SUSPENSION**

- 3.7.1 Assignments completed while on suspension will be evaluated according to the same criteria as for other students.
- 3.7.2 Students who have been suspended continue to be accountable for successfully demonstrating all learning outcomes in their courses.



#### **4.0 REFUSAL TO OFFER AN EDUCATIONAL PROGRAM**

- 4.1 The Board may refuse to offer an educational program to a student who is sixteen years of age or older and who
- 4.1.1 Persistently refuses to follow the rules and/or policies of the school or the Board;
- or
- 4.2.2 Continues to fail to apply themselves to their studies.
- 4.2 The Board will refuse to offer an educational program to a student who is sixteen years of age or older, where upon the evidence of the Superintendent, it is shown that the student and their family have been ensured due process, including
- 4.2.1 Provision of warning
  - 4.2.2 Reasonable opportunity to conform,
  - 4.2.3 Involvement of parents or guardians in the attempted remediation of the problem, and
  - 4.2.4 Opportunity to appear at a Board Hearing

#### **5.0 OTHER**

- 5.1 No permanent record of suspension under this policy shall be entered on student records.
- 5.2 Further guidance in relation to this policy can be found in the following Policy and Administrative Procedures:

[Policy 320: Conveyance of Students](#)

[AP 3124: Vandalism to School Property](#)

[AP 5008: Fighting \(under development\)](#)

[AP 5009: Student Discipline – Search and Seizure](#)

[AP 5010: Weapons](#)

[AP 5011: Sexual Orientation/Gender Identity](#)

[AP 5012: Physical Restraint of Students](#)

[AP 5013: Student Involvement with Illegal Drugs and Alcohol](#)

[AP 5014: Damage to School Property as a Result of Illegal Student Activity](#)



AP 5015: Trespass on School Roofs

AP 5016: Police Contact with Students in Schools

AP 5017: CyberSafety

AP 5018: Exclusion Order

AP 5019: Technology Acceptable Use

AP 7000: Emergency Disaster

*Policy XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities,*

*XXXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (AP)*



## Appendix I

### District Code of Conduct

#### Definitions

**“personal digital device”** means any personal electronic device that can be used to communicate or to access the internet, such as a cell phone or a tablet

The Board of Education of the Pacific Rim School District is committed to providing a safe, caring and orderly environment for all students, staff, parents or guardians and visitors. This code of conduct outlines, in general terms, the expectations of students, staff, parents and visitors and is to provide general direction to align with school codes of conduct.

In general, the Board expects all manners of conduct to meet the expectations as set out in all district policies and administrative procedures, including but not limited to the following ones:

- Policy 401 *Respectful Workplace*,
- Policy 511 *Sexual Orientation/Gender Identity*,
- Policy 510 *Safe, Caring and Orderly Schools*,
- Policy XXX: *Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities*,
- XXXX: *Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities (AP)*

The Board also expects all manners of conduct to meet the expectations of the prohibited grounds of discrimination set out in section 7 (Discriminatory publication) and section 8 (Discrimination in accommodation, service and facility) of the *Human Rights Code*, RSBC 1996, c. 210.

#### Expectations for Staff

The Board expects staff to work co-operatively with students, parents, the community and each other to model positive behavior and develop caring and nurturing school environments. In particular, the Board expects staffs to:

- Model and promote respectful, caring and inclusive behaviour for all members of the school community.
- Engage students in learning using instructional practices and resources in which students see themselves represented.



- Work within staff to develop a school code of conduct that aligns with and makes mention of the elements set out in the District Code of Conduct, and which meets the Ministry's guidelines for school codes of conduct.
- Respond to breaches of the school code of conduct in ways which are preventative, educative and restorative in nature.
- Involve students, as appropriate, in the development of school codes of conduct and the accompanying consequences for breaches.
- Take account of the student's age, maturity and special needs, if any, when applying consequences of unacceptable behaviour. Special considerations may apply to students with special needs if these students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.
- Respect their position of trust with students and parents and not abuse that trust for personal, sexual, material or ideological advantage.

The Board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.

### **Expectations for Students**

The Board expects students to engage constructively and meaningfully in school educational and social activities. Positive student behavior is critical to ensuring productive and caring learning environments. All students should feel safe and cared for at school and students have a role to play in ensuring that occurs. In particular, the Board expects students to:

- Abide by their school code of conduct.
- Respect the rights of others.
- Engage in the educational program(s) provided.
- Model inclusive behavior both in educational and social settings.
- Respect and care for the educational resources provided including resource materials, school buildings and buses.
- Adhere to all school district policies.
- Refrain from unacceptable behavior, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school environment.

### **Expectations for Parents/Guardians**

Parents and Guardians have the right to send their students to safe, caring and orderly schools. Parental involvement in school activities is necessary to develop collaborative relationships with



school staff which will, in turn, promote learning and positive school cultures. In particular the Board expects parents and guardians to:

- Model respectful behavior when engaging in school district activities.
- Engage with school district staff in a respectful and productive manner.
- Work with schools to create meaningful and effective codes of conduct.
- Support school staff with enforcing the code of conduct and for explaining to students the necessity for positive behavioural interactions to develop caring, responsive and inclusive school and community environments.
- Ensure they are versed in the school district's restrictions on the use of personal digital devices at school for the purpose of promoting online safety and focused learning environments as set out in the *XXXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities administrative procedure*.

## **RESOURCES**

*School Act* sections 85, 168

Provincial Standards For Codes Of Conduct Order

Ministerial Order M276/07

Ministerial Order No. M89

Policy 510 Safe, Caring and Orderly Schools

Policy XXX: Acceptable Use of Cellular Phones, Smart Watches, and Electronic Devices: Usage in Schools, on School Property or During School Related Activities

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