

AP 3000: District Code of Conduct

Background

The School District No. 8 (Kootenay Lake) (SD8) Code of Conduct has been established to maintain a safe, caring, and orderly learning environment.

SD8 believes in the interactive roles required to achieve safe and caring schools and believes that responsibility for safe and caring schools is shared among many partners. It is the shared responsibility of students, staff, parents/guardians, and the broader community (school community), to demonstrate positive conduct while attending any school or District related activity, at any location.

All members of the school community are expected to comply with the purpose and spirit of the BC Human Rights Code, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

All members of the school community have an obligation to:

- Support learning;
- Promote safety;
- Respect self, environment, and others; and,
- Model courtesy, compassion, and respect.

All members of the school community must refrain from engaging in any in-person or digital communication or behavior that is:

- Interfering with the learning and working of others.
- Bullying, cyberbullying, harassing, intimidating, threatening, retaliating, discriminating, or violent.
- Unsafe or illegal, including the possession, use or distribution of illegal or restricted substances, or the possession of weapons or replicas.

The use of personal digital devices will be restricted at schools to promote learning and engagement. Students' use of any personal digital data devices (any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, smart glasses and other smart devices, or a tablet) will be used for instructional purposes and digital literacy appropriate to the student's age and developmental stage while on school property and during hours of instruction. The use of personal digital data devices by students will support accessibility and accommodation needs, medical and health needs, and equity to support learning outcomes. Recording, photographing or listening is strictly prohibited without consent to ensure a safe, respectful and healthy learning environment.

The District considers the conduct of any member of the school community that adversely affects the school environment to be a breach of the District Code of Conduct and to warrant appropriate forms of response or intervention. If the safety or educational program of others is compromised,

or if there is an ongoing failure to meet the expectations of the Code of Conduct, a range of consequences may follow. Whenever possible, incidents will be resolved by discussion, mediation, and restitution.

SD8 further believes that the effective management of student discipline, congruent with our philosophy, is a necessity to establish safe and caring environments that foster learning, school connectedness and healthy living. SD8 believes that schools are places where students are free from harm and places for students to form strong relationships. Prevention and intervention strategies applied at the school level and supported at the District level are the foundations of a safe and caring school in which students learn to solve problems in peaceful ways, to value diversity and to support human rights.

Procedures

1. Responsibilities

1.1. District administration responsibilities include:

- 1.1.1. Support schools in developing preventative and responsive interventions to discipline concerns;
- 1.1.2. Ensure that each principal, in consultation with staff, parents and, when appropriate, students, establishes a code of conduct for their school that is consistent with the District Code of Conduct, and which reflects provincial standards;
- 1.1.3. Provide opportunities for staff to acquire the knowledge and skills necessary to develop and maintain learning and working environments that are safe, welcoming, promote accessibility, and are inclusive and respectful of the diverse social and cultural needs of our community;
- 1.1.4. Implement, oversee, and monitor Behavioural Digital Threat Assessment; and,
- 1.1.5. Encourage involvement in parent education opportunities offered by the District concerning knowledge and skills parents can acquire to assist them in parenting.

1.2. Principal responsibilities include:

- 1.2.1. Develop positive, safe, and caring school cultures that prioritize health promotion, accessibility, and inclusion.
- 1.2.2. Implement school-wide initiatives that foster respect, fairness, and equity, strengthen students' sense of belonging, and enhance their social and emotional competencies.
- 1.2.3. Ensure that schools are free of discrimination and/or harassment.

- 1.2.4. Establish and review a School Code of Conduct annually, in collaboration with staff, students, and parents, in compliance with Ministry of Education and Child Care regulations and the District Code of Conduct. The School Code of Conduct shall follow the School Code of Conduct Template.
- 1.2.5. Submit School Codes of Conduct to the Superintendent's office by June 1st for the next school year.
- 1.2.6. Align School Codes of Conduct to the District Code of Conduct and ensure that it contains the following statement:

“Students shall not discriminate against others on the basis of Indigenous identity, cultural identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds. Racism and discrimination will not be tolerated in our school.”

- 1.2.7. School Codes of Conduct shall have clear expectations of acceptable behavior set out in their School Codes of Conduct, including expected behaviour. Expected behavior includes:
 - 1.2.7.1. Respect - Students are expected to show respect for self, environment and others. They are expected to act in a responsible manner and be respectful of the rights of others at school and school activities wherever held.
 - 1.2.7.2. Responsibility - Students are expected to gradually assume more responsibility for themselves, as individuals and members of society. They are expected to become more responsible for undertaking, organizing, and completing their schoolwork and for contributing to and promoting a safe, caring, and orderly school environment.
 - 1.2.7.3. Commitment - Students are expected to strive for personal excellence in all their school endeavors and comply with school expectations and rules for student work, attendance, behaviour, and deportment.
 - 1.2.7.4. Attitude - Students are expected to participate willingly and diligently in their assigned work and to undertake school activities with a spirit of cooperation and fair play.
- 1.2.8. The School Codes of Conduct shall restrict students' use of any personal digital data device, devices that can be used to communicate or to promote online safety and focused learning environments. School Codes of Conduct will include that:

- 1.2.8.1. Students only use personal digital data devices for instructional purposes and digital literacy appropriate to the student's age and developmental stage while on school property and during hours of instruction.
- 1.2.8.2. Access to the Internet will consider equity and hardship to foster connection with peers and access to opportunities for personal achievement.
- 1.2.8.3. The use of personal digital devices for students with disabilities or diverse abilities as outlined in students' Individual Education Plans. School Codes of Conduct may consider the use of assistive technology on personal digital devices at school to support student accessibility, communication, and autonomy and to facilitate participation and promote accessibility. This includes supporting the use of personal digital devices that monitor and support medical necessities.
- 1.2.9. Communicate the School Code of Conduct by displaying it in prominent areas in the school, by placing on the school's website, and by distributing it to the school community;
- 1.2.10. Inform students and parents that the School Code of Conduct applies at school, during school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including online behaviour), that negatively impacts the safe, caring or orderly environment of the school, and/or student learning;
- 1.2.11. Inform students and parents about the District's policy, procedures and programs with respect to intoxicating and controlled substances;
- 1.2.12. Take reasonable steps to prevent retaliation against a student who has made a complaint about a breach of the District or School Code of Conduct;
- 1.2.13. Respond to threats and reports of threats of violence by implementing the Behavioural Digital Threat Assessment process; and,
- 1.2.14. Advise impacted parties of serious breaches of the code of conduct, unless there are compelling reasons not to release this information (e.g. the release of the information would undermine the health, safety, or welfare of a student or other person). Parties include:
 - 1.2.14.1. Parents of the student offender, in every instance and for Adult Education, where appropriate, parents/guardians of the student offender
 - 1.2.14.2. Parents of the victim, in every instance and for Adult Education, where appropriate, parents/guardians of the victim

- 1.2.14.3. Assistant Superintendent and the Director of Instruction of Indigenous Education and Learning Services, where appropriate
- 1.2.14.4. Other District staff as applicable
- 1.2.14.5. Police/RCMP as appropriate or as required by the Criminal Code
- 1.2.14.6. Community Support Resources as appropriate (MCFD or other delegated agencies)
- 1.2.14.7. Other parents and staff where disclosure is necessary to protect the health, safety or welfare of a student or students.
- 1.2.15. Ensure that, where appropriate, a follow up process is implemented to ascertain whether certain individuals or groups within the school community will require ongoing support.
- 1.2.16. Ensure all staff speak and act toward students with respect and dignity and deal judiciously with them, always mindful of their rights and sensibilities; and
- 1.2.17. Adhere to Board policies and administrative procedures.
- 1.2.18. Students are expected to learn and mature as they move through successive grades, and as such the expectations progress towards increasing personal responsibility and self-discipline, as well as increasing consequences for inappropriate conduct/unacceptable behavior.
- 1.3. Student responsibilities include: (not an all-inclusive list)
 - 1.3.1. Abide by the District and School Code of Conduct going to and from school, on school buses, at school, and during school activities wherever held.
 - 1.3.2. Demonstrate commitment to learning by coming to school prepared to learn, contributing to a safe, caring, positive, inclusive, and peaceful environment, and limiting disruptions to learning;
 - 1.3.3. Neither take part in nor condone (provoke, encourage or make a spectacle of), including publishing, issuing or displaying, or causing to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that contributes to any form of violence, including bullying, harassment, threat-making, intimidation, verbal, sexual, physical or online abuse and harassment, or discrimination in any form including discrimination on the basis of Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons, or for any other reason set out in the Human Rights Code of

British Columbia;

- 1.3.4. Seek to prevent violence and potentially violent situations, and demonstrating their social responsibility by reporting such situations;
- 1.3.5. Not possess, use or display any weapon, replica weapon or toy weapon, on any school property or at any event that is organized or sponsored by a school;
- 1.3.6. Demonstrate, when using the Internet, social media, email or other electronic forms of communication, appropriate digital behaviour;
- 1.3.7. Not attend school or school functions while in possession of or while under the influence of any intoxicating, banned or controlled substances;
- 1.3.8. Show respect for the property of others by refraining from littering, theft, vandalism, graffiti and other inappropriate behaviours related to property;
- 1.3.9. Not smoke any substance, nor use vaporizers or e-cigarettes on school and other District property or at school events;
- 1.3.10. Use respectful language and refrain from the use of obscenities and derogatory language;
- 1.3.11. Practice academic honesty and personal integrity by not participating in or encouraging plagiarism, cheating, theft of evaluation instruments, use of unauthorized aids, or false representation of identity; and
- 1.3.12. Attend school in appropriate dress that is not obscene and does not promote alcohol or drugs, display offensive language or images, encourage discrimination, present a health or safety problem, or cause a disruption.
- 1.3.13. Restrict use of personal digital devices to instructional purposes and digital literacy while on school property and during hours of instruction.

1.4. Parent responsibilities include:

- 1.4.1. Inform themselves about the approach and goals of promoting a safe and caring school community through accessing District and school level resources;
- 1.4.2. Adhere to Board policies, administrative procedures and the District and School Code of Conduct when in attendance at school functions (including online and digital functions) and support all students by reinforcing and modeling appropriate social and digital behaviours;
- 1.4.3. Support students through co-operative school and parent partnerships regarding appropriate academic, social and emotional behaviours;

- 1.4.4. Support the school's and District's role in responding to behaviour that contravenes District policies and procedures and reinforcing students' understanding of their behaviour and of the consequences arising;
- 1.4.5. Ensure that their child/children (or child/youth in their care) attend school regularly and on time; and
- 1.4.6. Promptly report to the school their child/children's (or child/youth in their care) absence or late arrival.