



DISTRICT CODE OF STUDENT CONDUCT

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1999.03.30 2007.01.30

2000.12.05 2007.05.29

2001.03.13 2008.05.27

2003.06.24 2009.01.27

2003.12.02 2011.06.28

POLICY

There shall be a District Code of Student Conduct for School District No. 57 (Prince George).

DEFINITIONS:

“Area Support Team” is a group of professional staff, including psychologists and speech pathologists, who provide support to schools and their staff within an assigned area of the district.

“Bullying” is single or repeated incidents of cruel actions toward one or more individuals.

“Collaborative process” is an organized decision-making method, encouraged by the Board of Education, whereby the principal consults with students, staff and parents with regard to proposed changes within a school before their implementation. Decisions ultimately taken may come as a result of a consensus of opinion or a majority of those consulted reaching a common understanding, but in those cases where consensus or majority opinion cannot be achieved, the principal will make a decision after considering the input provided by those consulted.

“Controlled substance or dangerous drug” is any substance or drug so defined by provincial or federal law (for example, marijuana, stimulants, depressants, amphetamines, barbiturates, etc.).

“Cyberbullying” is the use of information and communication technologies (such as e-mail, text messaging, postings to websites, etc.) to support deliberate hostile behaviour that is intended to harm others or which has a negative impact on the wellbeing of others.



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“Extortion” is obtaining, or attempting to obtain, something through intimidation or violence.

“Fight” is a physically aggressive or hostile exchange.

“Harassment” is any unwelcome and/or improper behaviour.

“Home-schooling program” is an educational program for a student for whom the parent or guardian assumes the primary role of responsibility for supervision and student conduct, supported by the school district and assigned staff but delivered away from school facilities.

“Intimidation” is any action that causes fear, by gestures, threats or violence.

“Physical assault” is an intentional attack.

“Refer” means to request further consideration and/or action.

“Report” means to forward information for consistency, data collection and monitoring purposes and to provide information as a resource for future action.

“Respect” means treat with consideration: avoid interfering with, harming, degrading, insulting, injuring or interrupting.

“School-based team” is a formal committee or team of school staff who meet regularly to review educational plans of students who, for a variety of reasons that may include behaviour and/or discipline issues, present a challenge for classroom teachers in the school.

“Student Conduct Review Committee” is a formal committee established by the Board, made up of district and school-based administrators, to which certain violations of the student code of conduct must be referred, and others may be referred, for further action. (see Policy 5131.2)

“Threats” are expressed intentions to hurt.

“Weapon” is:

- a) Anything used, designed to be used or intended for use in causing death or injury to any person, or
- b) Anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person.

Responsibility Centre: Assistant Superintendents

References: *School Act*, Sections 6, 10, 76 and 85, Ministerial Order 267/07

Policies 5131.1, 5131.2, 5131.3 and 5131.4



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PREAMBLE

School District No. 57 (Prince George) believes that schools and school-related activities must provide a safe, caring and orderly environment for learning and working.

The District Code of Student Conduct formalizes the expectations for student behaviour that provide the best possible learning environment. Individual school codes of conduct are developed within this framework in a collaborative process that includes administration, staff, students and parents.

Students have the responsibility for conducting themselves in accordance with the codes of conduct established by the school district and by their schools.

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REGULATIONS:

1. Community residents have a right to privacy, private property and freedom from abusive behaviour. While the district does not assume responsibility for student behaviour outside of the school's jurisdiction, it will take disciplinary action against a student if the circumstances warrant. The school will report to and cooperate with the police in all cases where students violate the law.
2. The school's jurisdiction over its students includes:
 - 2.1. Any activity occurring during a regular school day on school premises (building and grounds).
 - 2.2. Any activity that is sponsored by or organized by the school, regardless of time or place.
 - 2.3. Student conduct occurring outside the regular school day and on school premises (building and grounds), if in the opinion of the principal circumstances warrant.
 - 2.4. Student conduct occurring in connection with an activity that is sponsored by or organized by the school, regardless of time or place.
 - 2.5. Student conduct on school buses or transportation contracted or arranged by the Board.
 - 2.6. Student conduct while travelling to school and returning home from school, if in the opinion of the principal circumstances warrant.
 - 2.7. Other circumstances where engaging in unacceptable behaviour will, in the opinion of the school principal, have an impact on the school environment. (Authority for this jurisdiction is provided in Ministerial Order 267/07 – Provincial Standards for Codes of Conduct Order.)
3. The following are specific expectations that the Board regards as essential for student success and for a positive, safe learning environment. Therefore, each school, in consultation with parents, students and staff, will develop a school code of student conduct that will establish clear standards based on these district expectations and mandate specific consequences for students in violation of the school's code of student conduct.
 - 3.1. Students will attend school during the regular school hours every school day.



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- 3.2. Students will participate to the best of their ability in their school's program by:
 - 3.2.1. Attending school on a daily basis.
 - 3.2.2. Being on time.
 - 3.2.3. Having all necessary materials for class.
 - 3.2.4. Completing all work assigned.
 - 3.2.5. Submitting only original work for assessment.
- 3.3. Students will be considerate of others by:
 - 3.3.1. Respecting personal property, school property, and equipment.
 - 3.3.2. Respecting sexual orientation, ethnicity, culture, religion and linguistic heritage.
 - 3.3.3. Respecting the feelings of others by engaging in good manners, sportsmanship and common courtesy.
 - 3.3.4. Wearing clothing that is neither offensive to others nor inappropriate in a school setting.
- 3.4. Sikh students may wear kirpans in school, provided they are compliant with the faith tenets of the Khalsa Sikh religion.
- 3.5. Students will not discriminate against others on the basis of race, religion, sex, sexual orientation and/or perceived sexual orientation, disability or for any other reason set out in the *Human Rights Code of British Columbia*.
- 3.6. Students will speak with staff in an appropriate manner.
- 3.7. Students will report to the office upon arrival when visiting another school for other than school-related activities and will adhere to that school's code of student conduct.
- 3.8. Violation of the School Code of Student Conduct will result in disciplinary action which may include:



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- 3.8.1. The assignment of a “think paper” to think and write about the behaviour and develop a plan for improvement.
 - 3.8.2. A loss of privileges related to the behaviour.
 - 3.8.3. An assignment of an in-school suspension.
 - 3.8.4. A placement on a behaviour contract (which may include mandatory counseling, behaviour modification programs, etc.).
 - 3.8.5. A requirement to attend Saturday school.
 - 3.8.6. An assignment of an out-of-school suspension.
 - 3.8.7. An alternate placement within the home school.
 - 3.8.8. A transfer to another school.
 - 3.8.9. Assignment to an alternate placement outside the regular school hours.
- 3.9. For disciplinary actions 3.8.3 to 3.8.8 (above), the infraction will be recorded in an office file and the parents/guardians will be notified.
- 3.10. Serious or repeated infractions of the School Code of Student Conduct will be recorded in an office file; the parents/guardians will be notified; and, depending on the seriousness of the situation and repetition, the student may be referred to the Student Conduct Review Committee, which may result in, but not be limited to:
- 3.10.1. An extended suspension.
 - 3.10.2. A placement in another school within the district.
 - 3.10.3. A placement on a home schooling program.
 - 3.10.4. A placement in a distance education program.
 - 3.10.5. A refusal of an educational program.
4. Consequences assigned to students will take account of the student’s age, maturity and special needs, if any. 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, sensory, emotional or behavioural nature. Staff should refer to the district document *Guidelines for the Suspension and Expulsion of Students with Special Needs* in such cases.



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5. Whenever possible and appropriate, consequences will be restorative in nature rather than punitive.
6. All reasonable steps must be taken to prevent retaliation by a person against any student who has made a complaint of a breach of a code of conduct.
7. There are offenses that will result in a limited duration suspension of the student from a school for up to five school days. With the authorization of the Assistant Superintendent, an administrator may, depending on the nature, severity and repetition of the incident, increase the suspension for up to an additional five school days. Administrators may transfer a student to another school depending upon the nature and severity of the offense. More serious offenses may result in long-term suspensions with the provision of an alternative educational program that may include home schooling, or, where the student is 16 years old or older, in the refusal of an educational program.

- 7.1. Weapons

- 7.1.1. No student shall be in possession of a weapon while under the school's jurisdiction.
- 7.1.2. Students in possession of life-threatening weapons shall be:
 - 7.1.2.1. Immediately reported to the RCMP.
 - 7.1.2.2. Reported to the Assistant Superintendent.
 - 7.1.2.3. Suspended and referred to the Student Conduct Review Committee as outlined in Section 3.8.
 - a) Prince George schools send a copy of the suspension letter to the RCMP at 999 Brunswick Street, Prince George, V2L 2C3, Attention: Officer in Charge.
 - b) McBride/Valemount/Mackenzie area schools send a copy of the suspension letter to the local RCMP detachment, Attention: Detachment Commander.



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7.1.3. Students in possession of objects that could be used as weapons while under the school's jurisdiction shall be reported to the parent/guardians, and, depending on the student's intent, be reported or referred to the Student Conduct Review Committee. The Student Conduct Review Committee shall send a summary to the parent/guardians, the school administrator and the Superintendent of Schools or his designate.

7.1.3.1. Should a student use a kirpan as a weapon, he or she will forfeit the right to wear the kirpan in school and will be subject to the consequences outlined in this policy.

7.1.4. Students who are not in possession of a weapon but who issue a threat that makes reference to a life-threatening weapon shall be:

7.1.4.1. Reported to the Assistant Superintendent and may, depending on the student's intent, be reported or referred to the RCMP.

7.1.4.2. Reported or referred to the Student Conduct Review Committee.

7.2. Alcohol and Drugs

7.2.1. While under the school's jurisdiction, no student shall or shall attempt to possess, use or transmit, or shall be under the influence of, any of the following prohibited substances:

7.2.1.1. Any controlled substance or dangerous drug.

7.2.1.2. Alcohol or any alcoholic or intoxicating beverage.

7.2.1.3. Any abusable glue, aerosol, paint, or any other volatile chemical substance for inhalation.

7.2.1.4. Any other intoxicant or mood-changing, mind-altering or behaviour-altering drug.



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- 7.2.2. The possession, transmittal, sale, or attempted transmittal or sale of what is represented to be any of the above-listed substances, or any type of drug paraphernalia, is also prohibited under this policy.
- 7.2.3. This policy authorizes school personnel to act where they have reasons to believe a student is in violation of sections 7.2.1 or 7.2.2 (above), including the authority to inspect student lockers.
- 7.2.4. A student who uses a drug in accordance with a prescription authorized by a physician for the student's own use only shall not be considered to have violated this policy.
- 7.2.5. Students in contravention of this regulation will be reported to the parent/guardian and the Student Conduct Review Committee, and may be referred to the Student Conduct Review Committee and may be reported or referred to the RCMP. A summary of the committee's decision shall be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.

7.3. Abusive Behaviours

- 7.3.1. To create a safe, caring and orderly learning environment for students and staff, no student will engage in activities that lead to or result in assault, threats, bullying, extortion, harassment, sexual harassment, or intimidation of any person while on school property or under the school's jurisdiction.
- 7.3.2. Any student known to have engaged in, organized and/or encouraged any abusive behaviour will be reported to the parent/guardian and, depending on the severity or the repetitive nature of the abusive behaviour, may be reported or referred to the RCMP and/or the Student Conduct Review Committee.



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7.4. Fire, Fire Alarms, Fireworks and Explosives

- 7.4.1. Students who are deliberately involved with fire and/or flammable materials will be reported to the parent/guardian and to the Student Conduct Review Committee. Such cases may be referred to the fire department, the RCMP and to the Student Conduct Review Committee. A summary of the committee's decision shall be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.
- 7.4.2. Students deliberately setting off fire alarms shall be reported to the fire department, the parent/guardian and the Student Conduct Review Committee. These cases may be reported or referred to the RCMP and may be referred to the Student Conduct Review Committee. A summary of the committee's decision will be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.
- 7.4.3. The possession or use of fireworks or explosives is prohibited.
- 7.4.4. Students in possession of fireworks shall be reported to the parent/guardian and the Student Conduct Review Committee, and may be referred to the fire department and/or the Student Conduct Review Committee. A summary of the committee's decision shall be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.
- 7.4.5. Students in possession of explosives other than fireworks will be reported to the parent/guardian and the Student Conduct Review Committee and may be reported to the RCMP. Such cases may be referred to the Student Conduct Review Committee and the RCMP. A summary of the committee's decision shall be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.



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7.5. Toxic or Noxious Substances

- 7.5.1. The possession and/or use of toxic or noxious substances are prohibited.
- 7.5.2. Students in possession of and/or using such substances or devices will be reported to the parent/guardian and the Student Conduct Review Committee, and may be referred to the fire department and/or the RCMP and the Student Conduct Review Committee. A summary of the committee's decision shall be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.

7.6. Vandalism/Theft

- 7.6.1. Students shall respect their school, including the buildings, equipment, furniture, the surrounding property and its appearance.
- 7.6.2. Students shall also respect the property of others.
- 7.6.3. Students will be held responsible for the care and return of textbooks and other educational materials on loan from the school and will be charged for the replacement of lost or damaged materials.
- 7.6.4. No student shall take, or borrow, any property that does not belong to him or her without the consent of the person to whom the property belongs.
- 7.6.5. Therefore, in accordance with the *School Act*, if the property of the Board is destroyed, damaged, lost or converted by the intentional or negligent act of a student, the student and the student's parents are jointly and severally liable to the Board with respect to the act of the student. Other measures of discipline or restitution may be administered at the discretion of the principal.



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7.6.6. Students in contravention of this regulation shall be reported to the parent/guardian and, depending upon the severity or the repetitive nature of the vandalism and/or theft, may be reported or referred to the RCMP and/or the Student Conduct Review Committee. A summary of the committee's decision shall be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.

7.7. Disruptive Behaviour or Disobedience

7.7.1. To allow learning and teaching to proceed in an orderly manner, no student shall disrupt or interfere with the conduct of classes or other school activities.

7.7.2. No student shall disobey or fail to comply with lawful directives issued by a teacher or other identified employee of the Board.

7.7.3. Depending upon the severity or repetitive nature of the disruptive behaviour or disobedience, the student may be reported to the parent/guardian and may be reported or referred to the Student Conduct Review Committee. A summary of the committee's decision shall be sent to the parent/guardian, the school administrator and the Superintendent of Schools or his designate.

7.8. Smoking

7.8.1. Elementary students will not smoke or use tobacco products at any time while under the jurisdiction of the school.

7.8.2. Secondary students will not smoke or use tobacco products while on school property at any time, within the established "smoke-free zone" of each school while under the school's jurisdiction, or at any time while on school field trips, competitive events, extracurricular activities or any other school-related activity (see Policy 5131.62 No Smoking).



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7.8.3. Students who violate this regulation will be subject to progressive discipline. Disciplinary actions will be:

7.8.3.1. First offence:

- a) One (1) day's suspension, and
- b) Letter to parent/guardian.

7.8.3.2. Second offence:

- a) Three (3) days' suspension, and
- b) Letter to parent/guardian, and
- c) Completion of a personal action plan to show how student will comply with the district policy.

7.8.3.3. Third offence:

- a) Five (5) days' suspension, and
- b) Letter to parent/guardian, and
- c) Meeting with school administration and/or a report or referral to the Student Conduct Review Committee.

7.9. Cellular Telephones and Other Portable Electronic Devices

7.9.1. This regulation applies to electronic communication devices including, but not limited to, cell phones, camera phones, pagers and text messaging devices, as well as, where applicable, digital photographic equipment.

7.9.2. During instructional time, use of these devices shall be at the discretion of the classroom teacher/supervisor. Use of these devices out of class time is at the discretion of the school.

7.9.3. No device capable of taking a photograph or recording shall be used in private areas such as washrooms and change rooms. Photographs shall only be taken in public places and with the full knowledge and consent of the subject.



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- 7.9.4. The use of any such devices to record or transmit information or materials relating to student assessment (such as tests, quizzes, report, assignments, exams, etc.) is forbidden.
- 7.9.5. Students who violate this regulation will be subject to progressive discipline, which may include the following consequences:
 - 7.9.5.1. Forfeiture of the device for a period of time to be determined by the school.
 - 7.9.5.2. Loss of the privilege of bringing such a device to school for a period of time to be determined by the school.
 - 7.9.5.3. In the case of a violation of Regulation 7.9.4, consequences may include those specified in the school's academic honesty regulations.
 - 7.9.5.4. Suspension from school.
 - 7.9.5.5. Referral to the RCMP.
 - 7.9.5.6. Report or referral to the Student Conduct Review Committee)

7.10. Cyberbullying

- 7.10.1. While the district understands the importance of free expression, it will not tolerate the publication, electronic or otherwise, of material that:
 - 7.10.1.1. Is abusive, demeaning, hateful or insulting.
 - 7.10.1.2. Is threatening, bullying or intimidating.
 - 7.10.1.3. Incites harmful behaviour towards others.
 - 7.10.1.4. Discriminates or harasses on the basis of race, religion, sex, sexual orientation, disability or for any other reason set out in the *Human Rights Code of British Columbia*.
 - 7.10.1.5. Creates, or is likely to create, an environment which negatively impacts or causes significant disruption to, the school.



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- 7.10.2. The school will investigate and take action, as appropriate, in situations where such material is published:
 - 7.10.2.1. Through networks hosted by the school district (see also Policy 6179 (Acceptable Use of Networks)).
 - 7.10.2.2. Through other networks if, in the opinion of the principal, the behaviour will have an impact on the school environment.
- 7.10.3. Students who violate this regulation will be subject to progressive discipline, which may include the following consequences:
 - 7.10.3.1. Contact with parents.
 - 7.10.3.2. Suspension from school.
 - 7.10.3.3. Restrictions on the use of school district networks.
 - 7.10.3.4. Referral to the RCMP.
 - 7.10.3.5. Report or referral to the Student Conduct Review Committee.
- 8. In all cases of repetitive and/or serious violations of the District or School Code of Conduct, it is understood that the school and the school district will attempt to engage whatever preventive program and/or support is needed to assist the student in changing his/her behaviour. This may include, but not be limited to, referral to the school-based team, alcohol and drug prevention programs, access to area support team personnel and involvement of other agencies such as the Ministry of Social Services.

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ADMINISTRATIVE PROCEDURES:

1. Individual school codes of student conduct consistent with the District Code of Student Conduct and other Board policies will be developed using a collaborative process that includes the administration, school staff, students and parents. School Codes of Student Conduct have been in place since September 1, 1995 and must:
 - 1.1 Include disciplinary procedures that are logical and realistic.
 - 1.2 Recognize the principle of progressive discipline.
 - 1.3 Be clearly written so that they can be easily understood and followed by students, staff, administration and parents.
 - 1.4 Be clearly communicated to all staff, students, parents and district administrators.
2. Schools shall incorporate changes to their School Codes of Student Conduct that reflect District Code of Student Conduct amendments.

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