

# SUMMER LEARNING POLICY



## CODE OF CONDUCT

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The Summer Learning *Code of Student Conduct and Social Responsibility* is a product of collaboration amongst staff. We publish this code as a reference guide, and as a public statement of the foundational principles of our safe, caring, and successful learning environment.

The Summer Learning Code of Conduct is reviewed annually, along with student conduct trends, to ensure its applicability to emerging situations, its relevance to ongoing research, its extension of elementary school codes, and its compatibility with other secondary school codes.

All members of the Summer Learning school community are expected to read, understand, and abide by this code. Summer Learning should be a kind, caring and orderly environment where students and staff experience freedom from harm and discrimination because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of the person or class of persons. Anti-bullying measures will ensure all students, regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment. Expectations for student behaviour and participation in active learning are based on requirements set out by the *School Act of British Columbia*, the *B.C. Human Rights Code*, the Board of School Trustees of North Vancouver School District, and the Summer Learning staff. The Code reflects the school's intention to preserve for all students and staff a safe, non-discriminatory, and welcoming atmosphere for purposeful learning and social interaction. It is also designed to establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities.

Additionally, the Summer Learning Code of Conduct provides guidelines for student behaviour while under the jurisdiction of the school: during the school day, while travelling to and from school, and during any school-sponsored activity or event. It also extends to student behaviour – off school property and outside of regular school hours – that may have a negative impact on the learning environment of the school, on the safety or learning of one or more students, or on the reputation of the school.

## SCHOOL EXPECTATIONS FOR STUDENTS

Student conduct is based on respect for oneself and others, which is essential in the development of responsible citizens. Student behaviour, dress, and decorum shall be in accordance with generally accepted community standards and be appropriate for the educational environment. Students shall adhere to the following principles:

- Respect yourself
- Respect the environment
- Respect the educational process and the learning environment of others; everyone shares the responsibility to make the school a safe, caring and orderly place
- Respect the authority of all School District employees
- Respect the rights and property of others
- Respect the health and safety of yourself and others

- Respect the feelings of others; be courteous in words and actions to others
- Report any incidents that are a violation of the Code of Conduct to an adult in a timely manner, and if possible, in advance of any incident. This reporting would include any incident of bullying, abuse, harassment or intimidation
- Attend school regularly; be punctual and work diligently at your studies
- Conduct yourself in a manner that brings credit to yourself and to your school at all times
- Conduct yourself in a way that is accepting of others at all times even if others are different from you
- Conduct yourself according to these expectations, the Code of Conduct and school rules at all times

## **UNACCEPTABLE CONDUCT**

### **Students can expect serious consequences for engaging in these actions:**

1. Behaviours that interfere with the learning of others or that interfere with an orderly and safe environment.
2. Behaviours that create a “victim” in any way. This includes any form of bullying, abuse, harassment or intimidation of others. Publication of inappropriate language or information (whether by hand or electronic), symbols, or other representation that is discriminatory or attempts to discriminate against a person or group of people will be investigated and dealt with accordingly. This also includes aggressive behaviours such as cyber hate messages and cyber bullying as well as websites created in the student’s home, cyber cafes or other settings. This includes, but is not limited to graffiti, student publications, blogs, websites, or other methods of communication. These behaviours also include any act of physical violence, retribution or intimidation against a person who has reported an incident.
3. Behaviours that are intended to be “put downs” of others including comments that are racist, sexist or belittling in any way. Language is a very powerful force in our lives and it should reflect our values at all times, even in casual conversation. We need to ensure that we do not use language that is racist, sexist, homophobic or disrespectful to others in any way.
4. Behaviours that discriminate on the basis of an individual’s race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age.
5. Behaviours that are illegal in any way and are in violation of the Criminal Code of Canada. This includes, but is not limited to:
  - Causing false alarms
  - Misuse of school equipment or school property
  - Acts of violence or threats of violence
  - Theft or vandalism
  - Possession, use or distribution of illegal or restricted substances such as drugs, alcohol or tobacco
  - Carrying, possessing, or using an illegal or restricted weapon, including, but not limited to, knives, firearms, martial arts weapons, or any object fashioned to be used as a weapon or have the appearance of a weapon

- Incidents of threatening language, intimidation or confrontational behaviour, which includes written or verbal harassment, misuse of computer communication, physical threats, and telephone intimidation. Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary action and, where necessary, to RCMP intervention
- Behaviours that are in violation of the Summer Learning Code of Conduct in any way

6. School personnel are charged with maintaining an orderly learning environment. Any person who threatens the maintenance of order will be subject to severe disciplinary action. This policy includes but is not limited to:

- Disturbing or interrupting the proceedings of the school or an official school function
- Failing to comply immediately with a direction by an employee of the Board to leave the school property
- Entering or re-entering the school property after having been given direction not to enter by an employee of the Board
- Actions that violate the school's expectations are unacceptable and will not be tolerated
- Students who are involved in these violations can expect disciplinary action

7. In accordance with Bill 10 (Tobacco Control Act, in effect September 2, 2007), the School District is responsible for enforcing the prohibition of smoking or any other tobacco use on school property. This policy also applies to the use of e-cigarettes, electronic smoking products and cartridges of nicotine and/or flavoured solutions, and related products.

## **DISCIPLINARY PROCEDURES**

Parents and students should be aware that the Board and the School Act authorizes administrators, teachers, and other appropriate personnel at the school to discipline students when warranted. The policy and specific regulations on student behaviour, school rules, and the Code of Conduct will apply to students while participating in or attending school activities, or at a school related activity, including those outside of the school, or in other circumstances where engaging in the activity will have an impact on the school environment.

Generally, disciplinary procedures are responses to unacceptable behaviour and those responses should be thoughtful, consistent, fair, preventative and restorative in action. Consequences are intended to be as educationally purposeful as each situation warrants. Disciplinary action may take a variety of forms, which may include, but not be limited to, verbal warning, apology, detention(s), and service work. Some behaviour will be viewed as serious enough to warrant suspension or even dismissal.

Parents and students should also be aware that as students become older, more mature and move through successive grades, not only will the expectations for increasingly mature and responsible behaviour increase, but also the consequences for any transgressions will become increasingly significant. In general, students are expected to accept increasing personal responsibility and self-discipline for their behaviour, and they are expected to accept increasingly severe consequences for inappropriate behaviour.

Parents and students should also be aware that they will be contacted by the school in all circumstances that are deemed to be serious. In some cases, the school will be required to contact school district officials, outside agencies, or the police. When it is important to reassure members of the school community that school officials are aware of a serious situation or incident, all parents in the community may be informed. We feel that by stating our behavioral objectives in this way, we can avoid any misunderstandings between the school, the students and the parents.

Finally, if there is a desire to appeal any disciplinary action undertaken by school authorities, the process for appeal can be found in the School District Policies that can be accessed at the School District website (Bylaw 906 – School Act Appeals).

## **GRIEVANCE POLICY**

We encourage communication with parents which is the key to student success. We ask that you respect the rights of staff and students to conduct the business of the day while at school. The School Act states in Section 177(1): *a person must not disturb or interrupt the proceedings of a school or an official school function.* The teacher's Collective Agreement, Article E.9 states: the employer recognizes the right of all employees to work, to conduct business, and to otherwise associate free from harassment. A balance must be struck between the right of an employee to be free from harassment, and the right of a parent to pursue a concern or complaint they may have. If care is taken in choosing the setting and manner for resolution of such issues, this balance can be maintained. If you have a concern about a mark, an educational matter or an extracurricular activity, please follow School District 44 Policy 406: Complaints Concerning Personnel, Programs, or Procedures, which states that: *complaints, questions, or expressions of concern shall be dealt with in a manner which reflects mutual respect and fair process.*

If you have concerns, please adhere to this policy by contacting the employee concerned in advance, by telephone or email, to inform him or her of your concern/complaint, and to arrange a mutually agreeable time and place to meet, recognizing that the employee may choose to have a colleague or union representative in attendance. Hopefully, a satisfactory resolution of the matter will occur. If not, the line of appeal goes through his or her immediate supervisor, through the school board office, and then to the board.

Following these protocols should ensure that problems are resolved in a constructive, positive manner.