

James Park Elementary

Code of Conduct

2024/2025



School Mission:

“As a community of learners, we are committed to providing a safe learning environment where we think critically, care deeply, act wisely and see ourselves as lifelong learners.”

Our school values and beliefs are Safety, Kindness, Respect, Trust and Learning

This Code of Conduct (the “Code”) outlines school expectations and acceptable school behaviour as directed by the School Act 85(2)(c). The Code exists to facilitate a safe, caring, and orderly environment for learning and working, and it recognizes the need for an appropriate balance between individual and collective rights, freedoms, and responsibilities. Students are subject to both the District Code of Conduct for students and the school rules established by the principal, at any time they are attending school and school sponsored functions and activities away from the school. Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise.

1. Process

Each year the Code is reviewed to reflect the school’s community needs, and to align with district and provincial school safety initiatives. All British Columbia schools include students, parents and staff in the development and review of codes of conduct. In 2013, James Park underwent a “rebranding” process, including the redefinition of expectations around the code of conduct as we speak of it in student terms. Staff, students and parents were initially involved in a process to answer the question “What makes you feel safe, cared for and ready to learn?” Since then, we have identified a student-friendly statement of values/conduct for the school which we reinforce on an ongoing basis during class discussions, assemblies and announcements. In the 2014-15 year, students at all levels were introduced to Zones of Regulation whereby they are taught to regulate their emotions and behavior. The school motto is “Together we Can ... Learn, Be Safe, Belong and Take Care of this Place.” In the 2016-2017 school year, the entire school community was led through a process in which we identified five essential school values and beliefs: Safety, Kindness, Respect, Trust and Learning. Our school logo (designed by a grade 5 student) reflects these values and beliefs.

2. Communication

Expectations regarding acceptable conduct are made known to all students, parents and school staff, as well as to temporary staff or visitors. Protocols while acting as ambassadors of the school also are made known to students, parents, coaches and involved members of the greater community in the following ways:

- The student planner contains the sections of the Code that deal with acceptable and unacceptable conduct. Parents are referred to the website for a full copy. If students are not using a planner, the Code is distributed to their family as a separate document. Parents are asked to discuss the Code with their child and to acknowledge online that they have done so.
- Lessons are taught to students, and discussions held throughout the year, as the need arises.
- All staff members, including noon hour supervisors, receive a copy of the Code each year, and it is discussed at an early staff meeting. Staff model the behaviours expected, and they intervene actively if they see students behaving inappropriately towards each other.

- Temporary staff is made aware of expectations, as required.
- Parents who volunteer are made aware again of the Code as appropriate.
- The Code is discussed at a PAC meeting
- Aspects of the Code are highlighted in correspondence to parents, as required.
- School web site

3. Implementation

Behavioural expectations outlined in the Code are consistently taught and actively promoted. Responses to unacceptable behaviour are based consistently on sound principles and are appropriate to the context. Parents are asked to read the Code of Conduct in the student planner, and to discuss it with their children before acknowledging it online.

- At James Park, the Code is taught and reinforced throughout the year.
- Adults at James Park model appropriate conduct at all times.
- When students are referred to the office, the principal refers to acceptable and unacceptable conduct, and students are encouraged to “make it better”
- PAC is apprised of implementation events as they occur

4. Monitoring and Review

Conduct is continuously monitored to ensure codes reflect current and emerging situations and are contributing to school safety. The office keeps a record of recurrent behaviour issues and works with individual students through the principal, counselor and/or youth worker, all in cooperation with the parent, with a goal to successfully correcting the behaviour. The Code is extremely thorough and generally supports our efforts with students and their families, as well as with adults in the school. The Code is reviewed and improved in light of evidence gathered and/or relevant research and is revisited as part of a regular cycle of policy review. However, should it become necessary through circumstance to make an addition or improvement to the Code, it will be done by May/June of that year. Staff and PAC will discuss the Code in May/June and make any changes necessary for the following year.

5. Alignment

The Code aligns with District policies, administrative procedures and the BC Human Rights Code. It is also compatible between schools in the community and across elementary, middle and secondary levels. Principals from our Family of Schools grouping meet regularly to ensure shared values and to plan community-wide education and community building events.

6. Standards

James Park Elementary School promotes the values expressed in the BC Human Rights Code. As per Section 8 of Human Rights Code of British Columbia, students shall not discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the 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 class of persons. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the aforementioned bases.

Standards: Statement of Purpose

- To establish and maintain safe, caring and orderly environments for purposeful learning.
- To clarify and publish expectations for student behaviour while at school, while going to and from school and while attending any school function or activity at any location.

Standards: Conduct Expectations

Acceptable conduct includes:

- Respecting oneself, others and the school facility.
- Engaging in responsible behaviour in all learning and school activities.
- Helping to ensure the school environment is a safe and caring place for all to learn.
- Informing an adult of unsafe behaviour.

- Modeling respectful and responsible behaviour at school and while acting as school ambassadors.

In addition:

- Students shall not discriminate against others on the basis of the Indigenous identity, race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, or physical or mental disability, or for any reason set out in the Human Rights Code of British Columbia (Section 7 and 8), 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
- Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise

7. Digital Devices

All cellular phones or similar personal communication devices are to be appropriately stored during the school day. Digital devices of any kind are only to be used at the discretion of your teacher when identified as appropriate for your learning environment or because of unique circumstances.

Exceptions to restrictions are provided at the discretion of the school principal or designate where the device is:

- Designated as the primary learning device of a student
- Identified as being necessary for medical, accessibility or equity reasons
- Identified as useful for specific instructional activities

Unacceptable conduct includes:

Behaviours that

- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe conditions

Acts of

- Bullying*, harassment or intimidation
- Physical violence
- Retribution against a person who has reported incidents

Illegal Acts such as

- Possession, use or distribution of illegal or restricted substances. This includes possession, use, distribution of electronic cigarettes, vaporizers, marijuana and other drugs including alcohol
- Possession or use of weapons
- Theft of or damage to property

Cyberspace Misconduct

- All school members must be aware of and familiar with the District *acceptable use policy* while using school technology
- Students may be subject to discipline for on or off campus misuse of technology if it negatively impacts on the school environment

* **Bullying** is a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance; **harassment** is any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person, particularly if the behaviour persists after the aggressor has been asked to stop; **intimidation** is the act of instilling fear in someone as a means of controlling that person. Behaviours cited are examples only and not an all-inclusive list.

Standards: Rising expectations

At James Park, there is a progression of expectations held for students as they become older, more mature and move through successive grades.

Students are expected to:

- model positive behaviours for their peers and younger students
- support and reinforce appropriate behaviours with one another
- help in peaceful resolutions to problems and seek adult help regarding unacceptable conduct.

Standards: Consequences

Consequences will be applied to unacceptable student conduct in a timely, fair, judicious and responsible manner, with consequences for unacceptable behavior that take into account the student's age, maturity and special needs, if any*. The severity and frequency of unacceptable conduct is also considered in determining appropriate disciplinary action. Responses to unacceptable conduct are pre-planned, consistent, and fair. Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive. Some of these methods could include one or more of the consequences below:

- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.
- School or community counseling
- Conflict resolution strategies
- Small group mediations
- Informal suspensions or "timeouts" at school or at home
- Community service
- Partial day school programs
- Behaviour plans
- Formal suspension: District Code of Conduct: Suspension Process – Level I, II or III (for serious or dangerous behaviours).

The School and the Board of Education 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.

***Special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct due to a disability of an intellectual, physical, sensory, emotional, or behavioural nature.**

A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.

Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a), (b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Director of Instruction and Chief Information Officer Stephen Whiffin, at swhiffin@sd43.bc.ca.

8. Notification

Depending on the nature of the unacceptable behaviour, the school staff will contact the following people:

- Parents of the student offender(s) will be contacted
- Parents of the student victim(s) will be contacted
- Coquitlam School District officials will be contacted as required by school district policy. E.g., Level I, II and III suspensions
- Police and other agencies as required by law
- School staff and school community as deemed appropriate by the school and/or district administration.



Policies and Administrative Procedures Overview

June 2024

Complete copies of the following policies and administrative procedures (APs) are available on the school district website: www.sd43.bc.ca (under Board of Education)

1. District Code of Conduct – Policy 17

*** This Policy is currently under review to include language about Personal Digital Devices in Schools as per a Ministerial Order. This policy will be adjusted by August 2024 and will be available on our website thereafter. Draft language will be included in the School Code of Conduct in the interim. ***

The Board believes it has a responsibility to establish expectations of students as part of its governance role for the District. The Board further believes that the responsibility for student discipline in school is shared among students, staff and parents. Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Educators are responsible for establishing a positive school climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility. Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedures, supporting the school in the enactment of these policies and procedures, and encouraging their children to understand and respect these policies and procedures. To support these aims, the Board has established a District Code of Conduct for Students, which shall be followed in all schools.

Specifically: The Board believes that appropriate student conduct, based on respect for oneself, respect for others, and respect for property is essential to the development of responsible citizens. To this end students are expected to:

- be aware of and obey all school rules
- attend classes punctually and regularly
- work cooperatively and diligently at their studies and with home assignments
- respect the rights of all persons within the school including peers, staff and parents
- respect the legitimate authority of the school staff
- respect the school's physical school facilities
- respect the ethnic diversity of our school community
- behave in a safe and responsible manner at all times
- not threaten, harass, bully, intimidate or assault, in any way, any person within the school community
- not be in possession or under the influence of drugs and/or alcohol

2. Violence, Intimidation and Possession of Weapons - Policy 18

The Board believes that schools are purposeful places where students and staff must be able to work, learn and play without the threat of physical or psychological harm. Schools are characterized by sensitivity and respect for all individuals, an environment of non-violence, clear student behavioral expectations and disciplinary practices that are enforced consistently and fairly. The Board acknowledges its role in providing secure learning environments which are safe from threats, violence or intimidation.

Assessment of Risk to Others Protocol: An assessment of Risk to Others will be initiated by the school's multi-disciplinary team when behaviour includes, but is not limited to serious violence, or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire-setting.

3. Closure of Schools for Extreme Weather Conditions – AP 132

In the case of extreme weather conditions, the Superintendent or designate has authority, on behalf of the Board, to temporarily close a school.

Procedures: As a general expectation, parents are to be advised that schools are open. If parents believe the local conditions are unsafe, they may keep their child at home or arrange his/her early dismissal. If schools are to be closed before classes begin, an announcement will be made by 6:30 a.m. on the school district website and school websites. Announcements may also be made on School District 43 (Coquitlam) (SD43) social media and local radio stations. For more information visit:

www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx.

4. Digital Responsibility for Students – AP 140-2

The District endorses the provision of district-wide network and Internet services to support student learning. While there are many benefits, there is also potential for misuse. Students are not permitted to create, distribute or access any material which is not suitable for classroom learning.

When using technology, district electronic mail (email) services, social networking, collaboration, blogging, media sharing tools, in relation to their role, students and staff are expected to act as appropriate digital citizens as laid out in the procedures.

5. Tobacco and Vapour Products Free Environment – AP 171

All school property is designated “tobacco and vapour product free”. Therefore, every person, including a student, employee or visitor, is prohibited from smoking, using tobacco or vapour products of any kind, or holding lighted tobacco on school property at any time, including non-school hours.

6. Anti-Racism – AP 205

The District acknowledges the necessity of becoming responsive in a pluralistic society and affirms that the racial, ethno-cultural, linguistic and religious diversity of its students, staff, and community is a source of enrichment and strength for Canada.

As an educational institution, the District has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework to promote and support equity, justice and access to all.

7. Formal Intervention and Suspension of Students – AP 355

The effective management of student discipline is a necessity in establishing safe, caring and orderly school environments that foster student learning needs. When student misconduct occurs, the school and district must respond fairly, quickly, and effectively, imposing a disciplinary consequence that is appropriate to the circumstances and that reinforces for the student involved and students generally, appropriate standards of student behavior.

The Principal has overall responsibility for the maintenance of student discipline and school rules. Under the general supervision of the Superintendent and subject to administrative procedures, a Principal and/or Vice Principal has the authority to suspend or remove a suspension imposed on a student.

8. Personal, Discriminatory, and Sexual Harassment – AP 356

The District recognizes the right of all students and staff members to learn and work in an environment free from personal, discriminatory or sexual harassment. The District, all staff members, students and people within school communities shall have a responsibility to promote, monitor and maintain learning environments and workplaces that are free from harassment, fear and discrimination.

9. Resolution of Student or Parent School Concerns – AP 380

The District encourages students and/or parents to discuss their questions or concerns regarding the education of their children with school personnel as early and as directly as possible.

Procedures: Students or parents who disagree with or wish to question decisions or actions that are taken by teachers and/or administrators are expected to seek a resolution by pursuing the following steps:

A. Teacher or Classroom Level Problem

1. Discuss the matter directly with the teacher whose judgement or decision is being questioned.
2. If not resolved, discuss your concern with the Principal.
3. If still unsatisfied with the outcome, discuss your concern with the Assistant Superintendent (contact the board office at 604-939-9201).
4. Unresolved matters may be referred to the Board as per Board [Policy 13](#).

B. Principal or School Level Problem

1. Discuss directly with the Principal the action, policy, procedure or practice being questioned.
2. If not resolved, refer to the Assistant Superintendent (see contact information above).
3. If not resolved, refer to the Board as per Board Policy 13.

It is expected that SD43 personnel will seek a resolution to the problem as quickly as possible.