**Restorative Practices – An integral part of Rochester’s School Code of Conduct**

Restorative practices are processes that proactively build healthy relationships and a sense of community to prevent and address conflict and wrongdoing. Restorative Practices are increasingly being applied in individual schools and SD43 to address youth behaviour, rule violations, and to improve school climate and culture. Restorative practices can improve behaviour between students, between students and educators, even between educators, whose behaviour serves as a role model for students. They allow each member of the school community to develop and implement school core values. Restorative practices allow individuals who may have committed harm to take full responsibility for their behaviour by addressing the individual(s) affected by the behaviour. Taking responsibility requires understanding how the behaviour affected others, acknowledging that the behaviour was harmful to others, taking action to repair the harm, and making changes necessary to avoid such behaviour in the future.

In Restorative Circles, the four restorative questions will be discussed:

-**What happened?**

**-What were you thinking at the time?**

**-What have you thought about since?**

**-Who has been affected by what you have done? In what way?**

-**What do you think you need to do to make things right?**

**The goals of these restorative practices are that…**

1. Rochester Elementary School will be a safe, friendly and enjoyable learning environment.
2. Rochester Elementary School will foster an environment where everyone feels valued, respected, and included.
3. Rochester Elementary School will be a school where students are motivated to learn and staff enjoy meaningful and fulfilling work.

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| A logo for a school district  Description automatically generated with medium confidence | **Policies and Administrative Procedures Overview**  **June 2023**  Complete copies of the following policies and administrative procedures (APs) are available on the school district website: [www.sd43.bc.ca](http://www.sd43.bc.ca/) (under Board of Education) |

1. **District Code of Conduct – Policy 17**

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.

**Personal Digital Devices ins Schools**

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.

Any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including AP 140.2 – Digital Responsibility for Students.

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

1. **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.

Student Threat Assessment Protocol: A student threat assessment will be initiated by the school’s multi-disciplinary Violent Threat Risk Assessment (VTRA) 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.

1. **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.](http://www.sd43.bc.ca/NewsEvents/Pages/EmergencyInformation.aspx)

1. **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.

1. **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.

1. **Anti-Racism – AP 205**

The District acknowledges the challenge of becoming responsive to the needs of 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 which will promote and support equity, justice and access to all.

1. **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.

1. **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.

**8**   (1)A person must not, without a bona fide and reasonable justification…

(b)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.

1. **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:

# 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.](http://www.sd43.bc.ca/Board/Policies/Policies/POLICY%2013%20-%20Appeals%20Regarding%20Student%20Matters.pdf)

# 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.