



Policies and Administrative Procedures Overview

September 2023

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

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.

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.

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 Vapor Products Free Environment —AP 171

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

6. Race Relations —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.

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10. 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.

11. 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.

12. 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.

13. Search and Seizure

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.

Information Sharing

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.

Rochester Elementary Code of Conduct

- Speak and act towards other students and staff so that your words and actions do not cause injury or discomfort to anyone.
- Treat other students and all staff members with **care** and **respect**. Restorative practice circle is used throughout our community to create a safe and respectful environment.
- Give every assignment your very best effort and complete your homework.
- Be prepared - arrive in class each day with the necessary materials for learning.
- Follow the individual rules, guidelines and instructions of all classroom teachers and staff.
- Take pride in our wonderful school and respect the surrounding community
- Acceptable conduct includes respecting self, others and the school, acting in a manner that brings credit to the school, informing a 'tellable' adult in a timely manner of any incidents of bullying, harassment or intimidation.

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- Students shall not discriminate against others on the basis of race, colour, place of origin, marital status, family status, age, religion, sex or sexual orientation, 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. 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.
- Unacceptable conduct are behaviours that interfere with the learning of others, create unsafe conditions. Some examples include acts of physical violence, bullying, intimidation, retribution against a person who has reported incidents, or illegal acts such as possession or theft. Rising expectations of personal responsibility and increasing consequences occur as students mature and move through successive grades.
- School officials may have a responsibility to advise other parties of serious breaches of the code of conduct, including parents of offenders, parents of victims, school district officials as required by school district policy, police and/or other agencies as required by law.

Use of Cell Phones and Technology at Rochester

Electronic devices, iPads, iPods and laptops, which may include internet, cameras, text or video capabilities, must be used appropriately at school and during school activities.

Cell phones are not to be used during school hours at Rochester including Recess or Lunch unless student has direct permission from a teacher. Students are welcome to use the office phone to contact parents/caregivers during school hours.

RESTORATIVE PRACTICES

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 school districts to address youth behavior, rule violations, and to improve school climate and culture. Restorative practices can improve relationships between students, between students and educators, and even between educators, whose behavior often serves as a role model for students. They allow each member of the school community to develop and implement a school's adopted core values.

Restorative practices allow individuals who may have committed harm to take full responsibility for their by addressing the individual(s) affected by the behavior. Taking responsibility requires understanding how the behavior affected others, acknowledging that the behavior was harmful to others, taking action to repair the harm, and making changes necessary to avoid such behavior in the future.

The goals of these restorative practices are that...

1. Rochester will be a safe, friendly and enjoyable learning environment for purposeful learning.
2. Rochester will establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities.
3. Rochester will foster an environment where everyone feels valued, respected, and included.
4. Rochester will be a school where students are motivated to learn and staff enjoy meaningful and fulfilling work.

In the conference or circles, the four restorative questions will be discussed:

- What happened?
 - What were you thinking at the time?
 - Who has been affected by what you have done? In what way?
1. What do you think you need to do to make things right?

When the incident in question inflicted harm on another person, four additional questions will be asked on behalf of the person(s) harmed:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make

things right? (The International Institute for Restorative Practices, www.iirp.org)

