

## **Roy Stibbs Code of Conduct:**

At Roy Stibbs we believe that all members of the Roy Stibbs School Community are expected to behave in a socially responsible manner. This expectation extends from the classroom, to the hallways, to the washrooms, to school gatherings, to the playground and to the extended learning environment of field trips.

- ✓ Be Safe – solve problems peacefully and use your space carefully.
- ✓ Be Kind – treat others as you would like to be treated.
- ✓ Be Positive – effort and attitude make a big difference!
- ✓ Be Yourself – make strong decisions.

We want to create a safe, caring environment where children build confidence to try their best and know that they are supported. We want to empower our children to develop strategies in solving conflicts and creating solutions.

### **Conduct Expectations:**

#### **Acceptable Conduct is:**

- Conveyed through daily conversations.
- Compassionate and kind.
- Using teachable moments to model socially responsible behaviors.
- Valuing diversity.
- Solving problems in peaceful ways.
- Including others.

#### **Unacceptable Conduct is:**

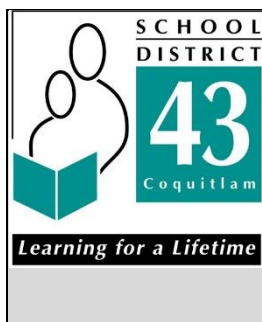
- Behaviour that interferes with the learning environment.
- Behaviour that interferes with an orderly environment.
- Behaviour that creates unsafe conditions.
- Any acts of bullying, harassment or intimidation (may include physical, verbal, and cyber bullying on or off the school property) \*See District Policy #17
- Being involved in any illegal acts.
- Possessing or using weapons.
- Possession or distribution of illegal substances.
- Theft or vandalism.

#### **Rising Expectations**

- Students are helped to identify or state unacceptable conduct, and coached through a process of making it, “right” with relationships.
- If the behavior continues or is patterned, then we may increase supervision, and communicate with the family. We may also refer the behaviour issue to a larger team to find solutions to support the child (services, supervision, limits, and adaptations).
- All interventions will happen with the aim to strengthen each child and all reasonable steps will be taken to ensure a student who files a complaint or provides information regarding a breach of the code of conduct will not endure retaliation (Ministerial Order 276/07 6(e))
- Parents will be notified of the children involved in an incident based on the severity of the incident. Classroom teachers manage most communication with families. In more serious incidents, the Principal will contact the family.
- If students violate the district or school Code of Conduct then due process will be followed according to district mandates. This would include situations involving weapons, harassment and violence. Students may be

suspended from attending school for up to five days on an informal suspension. With moderate to severe behavior, a School Based Team Meeting, with parents, would be coordinated.

- 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 desks 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 Associate Director of Information and Learning Technologies Stephen Whiffin, at [swhiffin@sd43.bc.ca](mailto:swhiffin@sd43.bc.ca).



## School District No. 43 (Coquitlam) Policies and Administrative Procedures Overview June 2020

Complete copies of the following policies and administrative procedures (APs) are available for your viewing at the school office and on the school district website: [www.sd43.bc.ca](http://www.sd43.bc.ca) under Board of Education / Policies Administrative Procedures

**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](http://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. 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.

**7. 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.

## **ROY STIBBS ELEMENTARY**

**BE SAFE — BE KIND — BE POSITIVE — BE YOURSELF**

**R**EMEMBER TO BE SAFE

**A**SK LOTS OF QUESTIONS

**P**RACTICE MINDFULNESS

**T**REAT OTHERS WITH KINDNESS

**O**FFER HELP

**R**EACT POSITIVELY

**S**OLVE PROBLEMS

