

Administrative Procedure 350

STUDENT CODE OF CONDUCT AND DISCIPLINE

Background

The District recognizes the importance of a safe and orderly atmosphere to the quality of student learning. The District also recognizes the need for school-based expectations and rules that support this atmosphere.

Each school will develop and implement a code of conduct which will be made known to all students and parents, as well as being available on their school website in an accessible location.

Procedures

1. Expectations and Code of Conduct

- 1.1 The District expects school rules to emphasize prevention, and where necessary, correction. They are to work toward the achievement of self-discipline and be supportive of educational goals. Students must be made aware of why their actions may advance or impede the learning environment of the school or District. In addition, the District expects reasonableness, procedural fairness, and application of the principles of natural justice.
- 1.2 The District expects the highest standard of behavior from its students. Students are expected to fulfill their responsibilities as set out in the School Act and its associated Regulations and Ministerial Orders, and to abide by the code of conduct established for the school. The District expects that all students will:
 - 1.2.1 Obey District, school, and classroom rules.
 - 1.2.2 Actively promote the general welfare of the school.
 - 1.2.3 Refrain from violence or threats of violence.
 - 1.2.4 Respect public and personal property.
 - 1.2.5 Work at their studies without disturbing others.
 - 1.2.6 Attend school daily and promptly.
 - 1.2.7 Maintain appropriate standards of hygiene, dress and language.
 - 1.2.8 Be honest and straightforward in their dealings with others.
 - 1.2.9 Maintain courteous relations with fellow students, teachers and people generally.
- 1.3 The District expects the cooperation and support of all parents in the application of this administrative procedure as it works towards the best interests of all students.

2. The Principal's General Responsibilities

- 2.1 The Principal of each school is responsible for administering and supervising the school. This includes the general conduct of students, both on school premises and during school activities that are off school premises. The Principal, in accordance with this and other policies and procedures of the District, will exercise paramount authority within the school in matters concerning the discipline of students.
- 2.2 Students will comply with the school rules authorized by their Principal, and with the code of conduct and policies of the District, and will participate in educational programs as directed by the District.
- 2.3 In observing the respect for others, the school's code of conduct is to include the prohibition of objects that imitate a weapon , (ex.imitation guns), from schools and school property.
- 2.4 At the request of an administrator or teacher, parents will consult with the school on matters pertaining to their child.
- 2.5 If property of the school or District is damaged, destroyed, lost or converted by intentional or negligent acts of students, the responsible students and their parents are liable to the District.

3. Authorization

- 3.1 A Principal in the District has the authority to suspend a student in violation of school rules for up to five (5) school days. The Principal can adjust or terminate the suspension, and can delegate this authority to other administrative officers.
- 3.2 The Principal may suspend a student until the Superintendent or designate decides to re-admit the student to the suspending school or another school, extend the suspension or, in the case of students sixteen (16) years of age or older, prohibit the student from attending any school in the District.

4. Suspension Procedures

- 4.1 Prior to any suspension, the student will be informed of the reason for considering suspension and will be given an opportunity to respond and/or to show that the rules are being applied unfairly.
- 4.2 Parents will be informed immediately of any suspension, which will be confirmed in writing and recorded at the school. In cases of suspension of greater than one day, the written notification will be by registered letter or delivered 'by hand'. In cases of suspension to the Superintendent's office, the written notice will also be by registered letter or delivered 'by hand', with an additional copy delivered to the Superintendent's office. Each letter will include:
 - 4.2.1 A description of the offense of the student.
 - 4.2.2 If applicable, a record of any previous suspensions or warnings
 - 4.2.3 Notification as to the term of the suspension.
 - 4.2.4 A request for a consultation with the parent(s) or guardian if it has

- not happened.
- 4.3 No suspension for an accumulation of minor offences will be given without recorded prior warning to the student and parent.
- 4.4 Suspensions can be:
- 4.4.1 In school, where the student remains under the school's supervision in a restricted setting.
- 4.4.2 Out of school for up to five (five) days where conditions of readmission have been determined by the Principal or designate.
- 4.4.3 Out of school pending a decision by the Superintendent or designate – the school will provide the student with assignments to be worked on during the suspension and any further makeup arrangements as necessary.
- 5. Alcohol and Drugs**
- 5.1 In accordance with this administrative procedure, no student will possess, use, sell, distribute, supply or be under the influence of an alcoholic beverage or an illegal or restricted drug while on school premises or at any school-affiliated activity. Where a Principal concludes that a student has violated this rule, the Principal may immediately suspend the student from school.
- 5.2 Where a Principal concludes that a student has violated the rules set out in this administrative procedure and decides that a suspension is warranted, the following procedures are recommended for the guidance of the Principal:
- 5.2.1 Where the violation of the rule involves the use, possession, distribution or supplying of an alcoholic beverage or an illegal or restricted drug, it is recommended that the Principal impose a suspension of up to five (5) days, and the circumstances are to immediately be brought to the attention of the Superintendent's office for discussion as to whether further action is to be taken.
- 5.2.2 Where the violation of the rule is the student's second violation involving the use, possession, distribution or supplying of an alcoholic beverage or an illegal or restricted drug, it is recommended that the Principal suspend the student until the Superintendent's office reviews the case and determines whether the Superintendent or designate should terminate the suspension and readmit the student to the suspending school, terminate the suspension and admit the student to another school, adjust the period of the suspension, or, in the case of students sixteen (16) years of age or older, prohibit the student from attending any school in the District.

5.2.3 Where the violation of the rule involves the selling of drugs or alcohol by the student, it is recommended that the Principal suspend the student until the Superintendent's office reviews the case and determines whether the Superintendent or designate should terminate the suspension and readmit the student to the parent school, terminate the suspension and admit the student to another school, adjust the period of the suspension or, in the case of students sixteen (16) years of age or older, prohibit the student from attending any school in the District.

6. Appeal

6.1 Under the rules established under Board Policy 13, parents and students may appeal. The Appeal Committee of the Board will only hear appeals of student suspensions of greater than five (5) days as they may significantly affect the education of the student, and only after they have first been heard by the Superintendent or designate.