

NDSS CODE OF CONDUCT (GUIDELINES FOR STUDENT BEHAVIOUR)

A. Statement of Purpose

- To establish and maintain a safe, caring and orderly environment for purposeful learning.
- To establish and maintain an appropriate balance between individual and collective rights, freedoms and responsibilities.
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school activity at any location.
- To promote the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

B. Conduct Expectations: Acceptable Conduct

1. Arrive on time expecting to learn, and remain for the duration of the class or activity.
2. Bring appropriate learning materials, texts, and supplies to class or school activities.
3. Participate in class to the best of one's ability.
4. Demonstrate respect, and ensure safety for:
 - self
 - peers
 - teachers and other members of staff
 - the learning materials
 - building and equipment
5. Complete all assigned work, thereby gaining the experience necessary for educational growth.
6. Accept responsibility for one's own learning and behaviour.
7. Use the internet safely and responsibly.

The Behaviour Expectations at NDSS are:

THE FOUR B'S
BE KIND
BE REPECTFUL
BE RESPONSIBLE
BE POSITIVE

C. Conduct Expectations: Unacceptable Conduct

In order to be effective a school must offer a safe, supportive and comfortable environment for students and staff. It is not our intention to publish a long list of rules and consequences. Students must understand, however, that under the authority of the School Act of BC and the Policies and Procedures of School District No.68 (Nanaimo-Ladysmith), there are several actions which must be treated as serious infractions and for which the consequences will be correspondingly severe. These include:

1. **Bullying, intimidation and harassment**, which includes cyber bullying, are behaviours which cause huge safety concerns. They can also disrupt a student's ability to learn and interfere with the school's ability to maintain an appropriate learning environment. Therefore, harassment, intimidation and bullying, constitute serious misconduct which warrants appropriate intervention should it occur and the implementation of educational programs and administrative measures which are designed to prevent it from occurring.
2. **Willful disobedience** to teacher or to other adult school personnel (staff, secretaries, custodians, supervision aides and teacher aides);
3. **The use of foul language** directed toward staff or students around the school;
4. **Physical violence or threats** of physical violence;
5. **Verbal or physical harassment;**
6. **Causing a false alarm;**
7. **Causing willful damage to property;**
8. **Intolerance** – the school will treat seriously behavior or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code);
9. **The use or possession of a weapon** (any instrument designed or used to inflict injury or to intimidate another person) -while under school jurisdiction.

10. **The use, possession, or sale, of alcohol, drugs or controlled substances** or being under the influence of either substance while at school or at a school function, wherever or whenever held. Where there are reasonable grounds to conclude that a student is in possession of a substance for the purpose of selling, supplying or making available at school functions or while under the jurisdiction of the school, the principal should normally suspend the student immediately, inform the parents, and report the incident to the Assistant Superintendent's Office.

D. Consequences for Unacceptable Conduct

- Responses to unacceptable conduct are pre-planned, consistent and fair.
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

Step 1: Discussion between the student and the staff member occurs. When a student chooses not to meet behavioural expectations, there will be natural, logical and consistent consequences. Staff members will handle minor indiscretions. Parents are often informed in the case of a suspension.

Step 2: Office Referral Forms are issued for major offences (i.e. bullying, fighting, physical abuse of others, defiance of authority, truancy, disrespectful/abusive language) and continual defiance of school rules. Students are referred to an administrator. The consequence of such inappropriate behaviour will depend on the circumstances. Parents are informed.

Step 3: Parents are contacted for serious incidents of misbehavior. Depending on the severity or frequency of the misbehaviour, options could include: in-school or out of school suspension, and/or a variety of interventions, which may include Restorative Justice.

Appeal Process

Parents or guardians wishing to appeal a student suspension will be afforded the opportunity to make such an appeal to the principal of the school. Appeals of a school decision can be referred to the Assistant Superintendent.

Bullying and Harassment

What is harassment?

- Harassment happens when one person or more than one person, hurts someone
- It can be physical, verbal or non-verbal
- People who harass are trying to gain power, authority, popularity or trying to see another person upset
- Harassment is often repeated – it happens more than once

Harassment includes:

- Name calling, insults, rude remarks
- Pushing, shoving, blocking, hitting
- Writing on books, desks, walls, etc.
- Intentionally ignoring someone, exclusion, discrimination
- Inappropriate sexual comments or sexual harassment
- Rumours
- Threats – physical or verbal, teasing
- Staring, glaring, mean looks
- Unwanted touching
- Blackmail, bribery, trickery
- Stealing, extortion

Cyber Bullying

- Abusive, demeaning, hateful or insulting
- Threatening, bullying, intimidating
- Incites hurtful behaviour towards others
- May discriminate on race, religion, sex, sexual orientation, disability, and can include character defamation
- Creates a poisonous environment or disruption in the school

Reporting is not ratting

- Reporting is telling to get help.
- Ratting is telling to get someone in trouble

What should you do if you or someone else is being harassed?

- Be assertive – speak up
- Confront the person – ask them to stop
- Report the incident to a staff member
- If you are a witness – speak up for the victim

E. Notification

In cases of serious or ongoing breaches of the Code of Conduct, the school will advise other parties, including:

- Parents/Guardians of student offender(s) - in every instance.
- Parents/Guardians of student victim(s) - in every instance.
- School District Officials - as required by School District policy.
- Police and/or other community agencies - as required by law.
- All parents/guardians - when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

ACADEMIC MISCONDUCT

NDSS pursues honesty as one of its ideals. In keeping with the academic process of other educational institutions, NDSS has specific policies regarding academic misconduct.

1. Plagiarism - plagiarism is a form of academic misconduct in which a student submits the work of another person as his or her own. When excerpts are used in paragraphs or essays, students must acknowledge with the use of footnotes or other accepted procedures. As well, if an excerpt is authorized by some other individual, this must also be acknowledged. Plagiarism exists when there is no recognition given for phrases, sentences or ideas of others incorporated into written assignments.

Students should be aware that the expectations regarding the recognition of sources apply to any and all materials that they find when using multimedia and/or Internet sources.

2. Tests and Assignments - students are constantly being evaluated through the use of quizzes, tests, cross-grade and final examinations, and assignments. Any form of cheating, including assisting others to cheat, on any of the above types of evaluation will not be tolerated.

Academic misconduct of any sort will result in the students involved automatically receiving zero for that particular evaluation. The parents or guardian of the student or students will be informed and subsequent incidences may lead to suspension.

STUDENT ATTENDANCE

School District Policy 3010P

1. Students are expected to attend regular programs on a daily basis.
2. Students participating in a field trip, work experience or other such sponsored activity during instructional hours shall be considered present for attendance purposes.
3. Students shall not leave the school during instructional hours without both permission of the school and knowledge of the parent(s) or guardian(s).

Students must sign out at the office if they have to leave school during the day.

4. Students who are tardy or absent from school shall provide an explanation from their parent(s) or guardian(s) as to the reason for such tardiness or absence.
5. The principal or designate(s) shall accept as sufficient cause for student tardiness or absence from school:
 - a. illness of the student;
 - b. illness or affliction in the family;
 - c. a danger to health or safety from serious exposure;
 - d. an extraordinary circumstance or unavoidable cause which makes attendance impractical, if not impossible.

Students who are absent for non-medical reasons (working, vacations, and concerts) must accept the responsibility and consequences of missed class work, assignments, tests and quizzes.

NDSS Attendance Policy

Regular attendance is one of the most important elements in a student's achievement in school. Attendance is taken in each class. Students are expected to attend every class each day that school is in session. Attendance will be closely monitored by the school. Parents of students who are frequently absent will be phoned. If the student is absent, parents are requested to:

- **telephone the school on the morning of the absence 250-740-2000 and**
- send a note stating the date and reason for absences when the student returns to school.

*It is the student's responsibility to see the teacher
to find what was missed during his/her absence.*

Student Absence: NDSS Homework Policy

While we understand that students will be away from school for a variety of reasons, *optimal results are best achieved through regular attendance.*

Missed instruction frequently means **missed opportunities** for students to:

- deeply comprehend course material
- thoroughly understand assignment instructions

Additionally, *many in-class evaluations, participation, tests and presentations are learning experiences that cannot be duplicated in the event of absence.* While absence creates a less-than-perfect learning situation, teachers do their best to provide students with alternative appropriate direction that will enable learners to be successful.

In the case of short-term absence it is the student's responsibility to:

- see their teacher for missing work, or
- contact the school for assignments if they are able to work at home, and
- inquire about missing work if absent for extra-curricular/co-curricular activities

In the case of long-term absence caused through illness, parents should contact the school and consult with a counselor. Depending on the situation, the counselor may work with your child's teachers to develop an appropriate educational plan

In the case of long-term absence for reasons other than illness,

- Discuss plans with a counselor so that you are aware of educational consequences and a plan for success can be developed
- When commitments to activities outside school result in extended or repeated absences, parents should consult with the Principal before the school year to arrange courses in the most advantageous way and to thoroughly understand expectations for the student's return

Note:

- Teachers will do their best to supply work for up to 10 days
- First assignments must be completed/returned before additional work is supplied
- Any "make-up" work is at the discretion of the teacher
- Teachers are not always able to compensate entirely for weeks missed
- Work cannot always be provided prior to an absence; a folder of worksheets and assignments may be kept for the student's return

NDSS Policy: Lates

Students are expected to be on time. Entering classes late disturbs the class.

- Students who arrive at school after 9:00 AM, or after third period has begun, must report to the office to obtain a permission slip to enter class.
- Students will be held accountable if late for class.
- Teachers welcome students until the bell rings for the start of class and then close their doors
- Students are asked to knock on the door once and then wait outside the door until it is convenient for the teacher to admit them.
- The teacher will track the number of lates for each student and once the number reaches 3 lates the teacher will refer to the administration for consequences
- Parents will be contacted if the problem persists.

Leaving the School During the Day

In the event that it is necessary to leave school before regular dismissal, the student is required to bring a note from a parent or guardian explaining the need for the early departure and stating the time at which the student should leave school. The note should be shown to the teacher(s) of classes that will be missed. At that time any necessary make-up work can be assigned. **Students leaving early must sign out in the office.** For students who become ill during the day, contact with a parent/guardian or emergency contact is required before the school can release a student.