



## Student Code of Conduct

At Constable Neil Bruce Middle School (CNB) we strive to ensure that our school is a safe, caring and inclusive place where all members of our school community can learn together.

The student Code of Conduct applies to any student who is on school property, who is in attendance at school or who is at any school function or activity occurring at a location other than the school. It also applies to any student whose conduct at any time or place, including travelling to and from school as well as online, has an impact on the safe, caring and orderly environment of the school and/or learning.

### PURPOSE OF THE CODE OF CONDUCT

The purpose of the CNB Code of Conduct is to establish and maintain an appropriate balance among individual and collective rights, freedoms, and responsibilities, in order to develop a safe, caring, and orderly school culture and community which is an inclusive and equitable environment for all learners.

### SAFE, CARING, AND ORDERLY SCHOOLS

**Safe schools** are ones in which members of the school community are free of the fear of harm, including potential threats from inside or outside the school. **Caring schools** are ones in which members of the school community feel a sense of belonging and have opportunities to relate to one another in positive, supportive ways understanding all aspects of school life embrace and reflect diversity. **Orderly schools** are alive with the sights and sounds of purposeful learning activities in a way that does not interfere with the learning and development of others. Everyone feels a sense of meaningful accomplishment, and feels the school is a good place to be.

### Safe and Caring School Environments

Are free from acts of:

- *bullying and cyber-bullying*
- *harassment, threat and intimidation*
- *violence in any form*
- *abuse in any form*
- *marginalization*
- *discrimination in any form including race, colour, gender, gender identity, gender, expression, religious beliefs, sexual orientation, ancestry or national origin*
- *retribution against a person who has reported incidents*

## Safe and Caring School Environments

Do not tolerate the presence of:

- *theft and vandalism*
- *intoxicating or banned substances*
- *weapons or replica (toy) weapons and explosives*
- *intruders or trespassers - all visitors to the school must first report to the office*

## BC HUMAN RIGHTS CODE

CNB promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law. All participants in school business, activities or events shall conduct themselves in a manner that does not contravene the BC Human Rights Code and its basic principles of respect and fairness. No person shall discriminate against another based on race, colour, ancestry, place of origin, religion, marital status, physical and mental disability, gender, gender identity and expression or sexual orientation within the school environment or through the school system and its related function through publication, or in accommodation, service or facility. The school will treat seriously any behavior that contravenes the grounds set out in the BC Human Rights Code.

## DUTIES OF THE STUDENT

As outlined in the **School Act**, a student must:

1. follow the school's Code of Conduct and other rules and policies of the district, and
2. engage in the educational program and learning activities provided by the school.

## EXPECTATIONS OF STUDENTS

Safe, caring and orderly schools are constantly looking for ways to strengthen human connections. At CNB we recognize that each learner and situation is unique and as a staff we are committed to teach, model and encourage socially responsible behaviours that contribute positively to the school community, solve problems in peaceful ways, value diversity, and defend human rights.

As students age and mature, the expectations for acceptable behaviour will increase accordingly. The following five **Student Rights and Responsibilities**, as well as the outlined **Responsible Use of Personal Technology Devices, School Technologies, and District Networks** policy, should guide the actions of our school community at all times.

*Please note that the behaviours (both acceptable and unacceptable) listed in the Code of Conduct are examples only and not an all-inclusive list.*

| Student Rights                                 | Student Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Students have the right to:</b>             | <b>Students have the responsibility to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Learn.</b>                                  | <b>Actively participate and be engaged learners.</b><br><br>Some examples include: <ul style="list-style-type: none"> <li>• <i>putting forth a strong effort and participating actively</i></li> <li>• <i>staying focused and not interrupting the learning of others</i></li> <li>• <i>attending classes consistently and arriving on time</i></li> <li>• <i>coming prepared for class and ready to learn</i></li> <li>• <i>completing learning tasks and staying organized</i></li> </ul>  |
| <b>Be respected.</b>                           | <b>Respect themselves, others, and the school community.</b><br><br>Some examples include: <ul style="list-style-type: none"> <li>• <i>being polite and listening actively to others</i></li> <li>• <i>being welcoming, kind and inclusive of others</i></li> <li>• <i>being accepting and respectful of differences</i></li> <li>• <i>being honest and trustworthy</i></li> <li>• <i>promptly reporting incidents of bullying, harassment or intimidation to a trusted adult</i></li> </ul> |
| <b>Be safe.</b>                                | <b>Behave in a safe manner and to protect the safety of others.</b><br><br>Some examples include: <ul style="list-style-type: none"> <li>• <i>walking in a calm and careful manner around the building</i></li> <li>• <i>staying in the designated areas</i></li> <li>• <i>remaining on campus (closed campus)</i></li> <li>• <i>reporting dangerous situations to staff including possession of banned items and substances</i></li> </ul>                                                  |
| <b>Privacy and security of personal space.</b> | <b>Respect the property and privacy of other students, staff and community members.</b><br><br>Some examples include: <ul style="list-style-type: none"> <li>• <i>respecting property of others (phones, backpacks, items in lockers, etc.)</i></li> <li>• <i>respecting personal boundaries</i></li> <li>• <i>getting permission before photographing/recording someone</i></li> </ul>                                                                                                      |
| <b>Use student equipment and property.</b>     | <b>Use the equipment and property according to all applicable rules, and with care and respect.</b><br><br>Some examples include: <ul style="list-style-type: none"> <li>• <i>placing garbage and recycling in appropriate bins</i></li> <li>• <i>asking before borrowing items</i></li> <li>• <i>returning materials promptly and neatly</i></li> <li>• <i>showing respect for spaces, furniture and equipment</i></li> </ul>                                                               |

## **Responsible Use of Personal Technology Devices, School Technologies, & District Networks**

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at Middle schools unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;
- Always use digital devices and district network services responsibly and with academic integrity.

Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct.

Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.

## **CLOSED CAMPUS**

All middle schools in the district are closed campus. After arriving at school, students are expected to remain on campus for the remainder of the school day, unless signed out by a parent/guardian through the school office. Students are not permitted to go to surrounding properties, stores, etc.

Unless participating in an after school extra-curricular activity, students are asked to leave campus promptly at dismissal and not loiter in the halls or school grounds.

## **DRESS CODE**

Discussions regarding student dress require the careful balance of the individual's right to self expression with the school's responsibility to ensure an appropriate learning environment.

The purpose of the CNB dress code is to clarify what clothing is reasonable for students and staff to provide a positive school climate. Students are asked to avoid dress styles which promote, imitate or celebrate violence, intimidation, racism, sexism, hatred towards others, discrimination, profanity, gang association, sex or alcohol/drug use. If clothing is deemed inappropriate, students will respectfully be asked to change. This expectation applies to all students.

All hats and hoods need to be removed when in the school building. Outside jackets and backpacks are to be left in lockers. Footwear must be worn at all times for health and safety reasons.

## **EXTRA-CURRICULAR ACTIVITIES**

All students are eligible and encouraged to participate in a variety of extra-curricular activities offered at CNB. Students choosing to participate in an extra-curricular activity must be mindful of their school responsibilities and be aware that they are a student first and foremost.

The Code of Conduct applies to all students during their involvement with any extra-curricular activity including meetings, rehearsals, performances, practices, games, tournaments, trips, etc. A student who violates the Code of Conduct or the guidelines of their sponsor teacher and/or coach during an extra-curricular activity will face the same discipline process as if the violation had occurred at during a curricular and/or school day activity. A student who is suspended from school will not be permitted to participate in any extra-curricular activities during the suspension. Violation of the Code of Conduct occurring at an away performance or game or on a trip, etc. will result in the offending student being returned home at the expense of their parent/guardian as soon as the circumstance permits.

## **FOOD SERVICES**

Dispensers for water and healthy drinks/snacks are located in the main foyer. Students may purchase items before school, during break or lunch and after school. The school also has a meal program available, and the school store sells items during the lunch break.

If a student has forgotten their lunch, the school can provide them with food. Students are not permitted to order food delivery to the school from any online (or other) food delivery service.

## **LOCKERS AND PERSONAL PROPERTY**

Each student will be assigned a school lock and locker. Personal locks are not to be used. Student locks and lockers remain the property of the school and the school retains access to lockers throughout the year; administration and staff may open and search when necessary. A fee will be charged to the student to replace a lost lock. In order to ensure the security of a student's belongings, lock combinations and lockers must not be shared between students.

Students should not bring unnecessary items, valuables, or large amounts of money to school. Students are urged to safeguard their valuables/backpacks/property by storing items in their lockers. Items of value should never be left unlocked in the gym change rooms or other school locations. The school will not be responsible for lost, stolen or damaged items.

## **SCHOOL VISITORS**

At CNB we value and strongly encourage family and community engagement in the school. However, for the safety of all students and staff, all visitors to the school must report to the main office upon arrival and state their reason for visiting the school. For safety reasons, visitors should not be in the halls unsupervised without the expressed permission from school administration.

Students are asked to make prior arrangements to meet friends who do not attend CNB off the school property after school hours. Students from other schools are not permitted to be on CNB property, just as CNB students are not to be on other school properties.

## **SKATEBOARDS, SCOOTERS, AND BICYCLES**

Students may NOT skateboard, scooter or bicycle on CNB property. Students must walk their bicycles and scooters and carry skateboards once on school property. While travelling to and from school, we recommend the use of appropriate protective equipment including a helmet. We ask parents/guardians to please have a discussion with your child about traffic safety.

Scooters and bikes should be secured with a good lock in the racks located at the front of the school. Skateboards may be stored in lockers. The school cannot be responsible for lost, misplaced, or stolen property stored in various unsecured areas around the school.

## SMOKING, VAPING, DRUGS, AND ALCOHOL

It is against provincial law for anyone to smoke or vape on school property. Additionally, it is illegal for anyone under the age of nineteen (19) to be in possession of cigarettes or vaping products. As such, the act of smoking/vaping as well as the possession of cigarettes, vaporizers, e-cigarettes and other smoking paraphernalia are not permitted anywhere on school grounds. All middle schools in the Central Okanagan Public Schools are drug free zones. There is no tolerance for students in possession, or under the influence, of drugs or alcohol.

Smoking/vaping as well as possession or use of drugs or alcohol is not permitted at any school sponsored function including, but not limited to, field studies or other school activities, regardless of the location.

## SOCIAL BEHAVIORS AND RELATIONSHIPS

It is not appropriate for middle school students to display behaviors of a romantic or sexual nature at school.

## TRUANCY

In addition to being a legal requirement, regular attendance is a major factor that contributes to student success. Truancy is defined as any intentional and/or unauthorized absence from class/school. Attendance is taken every class and students who are absent from class without permission are considered truant. Absences from school should occur only for valid reasons. Parents/Guardians need to report student absences and/or sign out students if they are leaving during school hours.

## VIOLATIONS OF THE STUDENT CODE OF CONDUCT

We recognize that students in our school community do their best to conduct themselves in a positive and respectful manner. However, violations of the Code of Conduct will occur. These violations can occur in many ways, some being minor and some being more serious, and therefore will be dealt with accordingly. In all instances, staff will endeavour to respond in a fair and reasoned manner, using interventions that repair harm, strengthen relationships and restore a sense of belonging.

In accordance with the **School Act** and related **Ministerial Order**, and recognizing the diverse needs of all learners at CNB, special consideration, including discipline, may apply to a student with special needs who is unable to comply with the Code of Conduct due to having an intellectual, physical, sensory, emotional or behavioural disability.

## DISCIPLINE PROCEDURES

In the event of a violation of the Code of Conduct, school staff will endeavour to act consistently by:

- communicating with all individuals involved;
- determining all of the facts; and
- treating students with fairness and respect.

We recognize that each situation must be dealt with on an individual basis, dependent upon severity, circumstances, and history. With each incident, every effort will be made to determine a consequence that suits the situation.

As students mature, the expectations for acceptable behaviour increases accordingly. Therefore, the consequences for violations of the Code of Conduct may vary from grade to grade. Frequency and severity of the behaviour will also influence the school's response. Consequences will be applied in a fair and consistent manner, with consideration given to individual rights, responsibilities, age, maturity and individual needs of the student. Whenever possible, the student, with the assistance of the classroom teacher, social-emotional learning teacher, administrator and/or parent/guardian will be involved in solving the issue. Disciplinary action, when appropriate for the situation, will be preventative and restorative, rather than punitive in nature.

School district **Policy 460 – Appeals** notes that a student or parent/guardian of a student may appeal the decision of an employee of the Board of Education which significantly affects the education, health or safety of the student. The district policy is in place to help ensure that effective communication is part of the problem-solving process. The Board of Education generally encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises.

All parties to disputes are encouraged to understand the concerns of the other parties and make good faith efforts to resolve disputes to mutual satisfaction. The usual process of an appeal follows these steps:

1. parent/guardian meets with employee who made the decision (ex. teacher);
2. if problem is unresolved, meets with employee's supervisor (ex. vice-principal/principal);
3. if problem remains unresolved, meets with the area Assistant Superintendent;
4. if problem remains unresolved, meets with the Superintendent of Schools.

If at this point, the parent/guardian is not satisfied with the response in step 4, an appeal may be submitted to the Board of Education. Details of this process are available at the school and on the district website (Policy 460 - Appeals).



## OFFENCES

**Minor violations** of the Code of Conduct will be used as opportunities for learning, typically supported by classroom teachers (Tier 1 support). Students may engage in various consequences which could include a review of student expectations, collaborative problem solving, school service, detention or loss of privileges, informing parents/guardians, meetings with student/staff/parents/guardians, and other consequences that are intended to be restorative in nature.

Students involved in **major violations** of the Code of Conduct will be addressed by classroom teachers (Tier 1 support) and/or Tier 2 support teachers (social emotional teachers, counsellors, etc.) and, if the situation warrants it, school administration. **Serious offences** will be addressed by support teachers (Tier 2 support) and administration. For both major and serious offences, parents/guardians will be contacted and informed of the situation as well as of disciplinary procedures.

As situations warrant it, the teacher(s) or administration has a responsibility to advise the following parties regarding a major violation of, or serious offence to, the Code of Conduct:

- parent of the student who committed the major or serious offence, in all instances
- parent of the student who was a victim involved in the conduct-related incident, in all instances
- district staff (ex. district principals, directors, assistant superintendent, district level response staff, and the Superintendent of Schools), as required by district policy and procedures
- RCMP and or ministerial agencies, as required by law

Reminder: Student locks and lockers remain the property of the school and the school retains access to lockers throughout the year; administration and staff may open and search when necessary.

Please note that all of the examples listed in the student Code of Conduct of minor, major, and serious offences, as well as possible consequences, are examples only and not all-inclusive lists. We recognize that each situation must be dealt with on an individual basis, dependent upon severity, circumstances, and history. With each violation, every effort will be made to determine a consequence that suits the situation.

| Examples of Minor Violations (Offences)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Examples of Possible Consequences                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Interfering with the learning of others, including a student's emotional well-being</li> <li>• Lack of respect towards others (exclusion, teasing, name calling, etc.)</li> <li>• Spreading rumours and gossiping (in person or electronically)</li> <li>• Rudeness, swearing, etc.</li> <li>• Play fighting</li> <li>• Throwing objects (rocks, sticks, snowballs, etc.)</li> <li>• Littering</li> <li>• Running in the halls</li> <li>• Public displays of affection in a romantic or sexual nature</li> <li>• Wearing clothing in violation of dress code guidelines</li> </ul>                                                      | <ul style="list-style-type: none"> <li>• Review of student expectations</li> <li>• Learning and reflection opportunity</li> <li>• School/community service</li> <li>• Meeting with the school counsellor</li> <li>• Loss of privileges, including extra-curricular activity participation</li> <li>• Collaborative problem solving and development of an action plan with staff, student, and parents/guardians</li> </ul> <p><i>*typically, classroom teachers and, as needed, support teachers</i></p> |
| Examples of Major Violations (Offences)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Examples of Possible Consequences                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Repeated minor violations</li> <li>• Refusal to carry out a reasonable request made by a staff member</li> <li>• Harm to another person (swearing at, discrimination, harassment, pushing, tripping, kicking, etc.)</li> <li>• Spitting, or similar actions</li> <li>• Tampering with the property of others</li> <li>• Inappropriate use and/or communication on social media, etc.</li> <li>• Leaving campus without permission</li> <li>• Being untruthful</li> <li>• Withholding information about a violation</li> <li>• Involvement as a companion for an individual carrying out a major violation or serious offence</li> </ul> | <ul style="list-style-type: none"> <li>• Any minor offence consequence (listed above)</li> <li>• Meeting with the school counsellor</li> <li>• Behavioral supports from Tier 2 teachers</li> <li>• Referral to district program or outside agencies</li> <li>• Disciplinary Work Station (detention)</li> <li>• In-school &lt;or&gt; out-of-school definite suspension</li> </ul> <p><i>*typically, classroom teachers, support teachers and, as needed, administration</i></p>                          |
| Examples of Serious Offences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Examples of Possible Consequences                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Repeated major violations (offences)</li> <li>• Ongoing truancy</li> <li>• Filming a violation of the Code of Conduct</li> <li>• Defiance</li> <li>• Bullying/cyberbullying</li> <li>• Harassment or intimidation</li> <li>• Uttering threats</li> <li>• Violent behaviours (fighting, assault, etc.)</li> <li>• Retribution</li> <li>• Smoking or vaping</li> <li>• Theft, vandalism or graffiti</li> <li>• Use or possession of alcohol or drugs</li> <li>• Use or possession of weapons</li> <li>• Gun or bomb threat</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>• Any major or minor offence consequence (listed above)</li> <li>• In-school definite suspension</li> <li>• Out-of-school definite suspension</li> <li>• Indefinite suspension</li> <li>• Fines and/or tickets</li> <li>• Legal intervention (RCMP, restorative justice programs, etc.)</li> </ul> <p><i>* support teachers and administration</i></p>                                                                                                            |

**The CNB Code of Conduct has been structured to align with, and adhere to, the standards outlined in:**

- *The School Act*
  - *Section 85 (1.1)*
  - *Section 168 (2) (s.1)*  
*effective September 1, 2007*
- *The Ministerial Order*
  - *Provincial Standards for Codes of Conduct Order (M276/07)*  
*effective October 17, 2007*
- *BC Human Rights Code*
- *Central Okanagan Public Schools*
  - *Policy 401 and 401A – Role of the Student*
  - *Policy 450 and 450R – Discrimination Toward and By Students*
  - *Policy 452 – Discrimination Towards and By Students as it Pertains to Sexual Orientation and Gender Identity*
  - *Policy 455 and 455R – Discipline*
  - *Policy 460 – Appeals*
  - *Policy 475 and 475R – Transportation: Authority and Responsibility*
  - *Policy 486 - Student Use of Network Services and Digital Technologies*
- *BC Ministry of Education*
  - *Safe, Caring and Orderly Schools: A Guide* (updated Nov. 2008)
  - *Developing and Reviewing Codes of Conduct: A Companion* (Aug. 2007)

**Under the School Act:**

The principal of a school [or vice-principal if so designated by the Principal] is responsible for administering and supervising the school including the general conduct of students, both on school premises and during activities that are off school premises and that are organized or sponsored by the school, and shall, in accordance with the policies of the board, exercise paramount authority within the school in matters concerning the discipline of students.

*BC Reg. (7) (g)*

This document is reviewed annually by administration, in consultation with staff, parents, and students.