



2023-2024

Anahim Lake

**Elementary Junior
Secondary School**

Code of Conduct



School Code of Conduct

Mission

To promote a school climate of kindness, understanding and mutual respect where all are equal in dignity and rights, and, where students express feelings of safety and a sense of belonging.

A. Statement of Purpose

The School Code of Conduct sets the standards of behavior expected at Anahim Lake Public School and lays the groundwork for behavioral instruction and accountability by providing a balance between individual and collective rights, freedoms and responsibilities. The School Code of Conduct also clarifies and publishes expectations for student behavior while going to and from school, while at school, while attending school functions and/or activities, and while representing Anahim Lake Public School at alternate locations.

Conduct that occurs outside of school hours and apart from school activities is not normally investigated and acted upon unless there is an impact on students or staff at the school.

The School Code of Conduct is summarized on the following pages, followed by a description of levels of inappropriate behavior and subsequent consequences.

B. Development and Regular Review

This School Code of Conduct will be reviewed annually by students, staff and parents (through the PAC) in September of each school year. Should a situation arise where the School Code of Conduct needs to be reviewed after September of each school year, time will be afforded to do so. The School Code of Conduct will be continually monitored to ensure it reflects current best practices and emergent situations should they arise.

C. Communicating Expectations

The School Code of Conduct is to be communicated:

1. To students via the Anahim Lake Public School Handbook.
2. To temporary staff via the Staff Handbook, a copy of which is retained in the school office, and
3. To parents via the Anahim Lake Public School Handbook, newsletters, and through the PAC.

D. *Copies of the School Code of Conduct are retained in the school office for parents, school community members and visitors.*

D. Active Teaching and Promotion of Expectations

Teachers, administrators, and counselors meet with students in large and small groups at the start of the school year and at regular intervals throughout the school year to review behavioral expectations and to outline consequences for inappropriate behavior.

E. Expectations of Acceptable Conduct

1. The following are examples of acceptable behavior for Anahim Lake Elem–Jr Secondary School students while attending school, while travelling to and from school, and while attending school functions.

- ✓ Respecting oneself, others and the school by being kind to oneself and others
- ✓ Helping to make school a safe, caring and orderly place
- ✓ Acting in a positive, honest and straight-forward manner (being truthful)
- ✓ Informing a 'tellable' adult in a timely matter (in advance, where possible) of incidents of bullying, harassment or intimidation. It is the responsibility of the bystander to report and prevent incidents of harassment and bullying.
- ✓ Engaging in purposeful learning activities in a timely manner
- ✓ Attending all classes on time
- ✓ Respecting authority and adhering to classroom, school and district rules and policies
- ✓ Acting in a manner that brings credit to the school
- ✓ Complying with school policy regarding use of technology at school

2. Acceptable conduct is also guided by the school motto 'BEARS'

B – Be Caring
E – Effort
A – Accountability
R – Respect
S – Safety

3. School District No. 27 has a zero-tolerance policy regarding weapons. Possessing or using weapons, explosives, fireworks, fire crackers or any other items capable of or intended to be used to threaten, intimidate or cause bodily harm, including fake weapons or replicas, will result in immediate suspension.
4. Anahim Lake Elem–Jr Secondary School's Code of Conduct aligns with district policies, administrative procedures and the BC Human Rights Code. Anahim Lake Elem–Jr Secondary School promotes the following values expressed in the BC Human Rights Code which specify that a code of conduct:

"prohibits discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation."

Anahim Lake Elem–Jr Secondary School acknowledges that the BC Human Rights Code shall prevail in situations where there is a conflict between the School Code of Conduct and the BC Human Rights Code.

5. The Board of Education will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of the breach of the School Code of Conduct. Any retribution, or threat of retribution, by a student and/or parent towards another student in a breach of the School Code of Conduct matter will be regarded as a serious matter. Any student being threatened will be protected from the threat with all means available to the School Board, including involvement of the RCMP if necessary.
6. The School Code of Conduct applies to student behavior at school, during school-organized or sponsored activities, and beyond these times that negatively impact the safety, caring or orderly environment of the school and/or student learning. Parent coaches and involved members of the greater community must also adhere to the School's Code of Conduct while acting as ambassadors of the school.

F. Consequences for Unacceptable Conduct

1. General

- a. When students do not adhere to the School Code of Conduct, staff will follow a pattern of progressive discipline. Consequences could include, but are not limited to, warnings, mediation, counseling, phone calls and/or letters to parents, detentions, restorative justice circles, in-school suspensions and out of school suspensions. In cases of serious breaches of the School Code of Conduct, the student may be referred to school district officials, police, and/or other agencies.

Progressive discipline establishes a process of clear, timely, consistent, and documented communications with the student and their parent/guardian to reinforce an understanding of expectations, to provide opportunity to correct unacceptable behavior, and to ensure due process.

The goal of progressive discipline is to modify specific behavior and to encourage acceptable behavior. The goal is not to punish the student, but to alert the student and/or parent of the need to correct unacceptable behaviors.

- b. When administering consequences for behaviors of a discriminatory nature, the school will make every attempt to address all parties involved and develop a plan to address the need for a potential change of school culture.
- c. When dealing with students, the administrator may adjust the consequence or disciplinary action based partially on the maturity level and/or grade level of the student. What is an appropriate consequence or disciplinary action for a senior student may not be appropriate for a junior or younger student.

2. Rising Expectations

Because school is a place of ongoing learning, the expectations for acceptable behavior increase for students as they become more mature and move through successive grades. Therefore, students:

- a. Will be expected to demonstrate increasing personal responsibility and self-discipline and
- b. Will receive increasing consequences and restitution for inappropriate behavior.

Special considerations may be provided to students who are unable to comply with these expectations due to a disability of an intellectual, physical, sensory, emotional or behavioral nature.

3. Suspensions

Suspensions will be warranted when violation of the School Code of Conduct is deemed serious or other consequences have been inadequate or ineffective. For serious offences, students will be brought to the office, the parent/caregiver will be contacted by the school, the student will be sent home with the parent/caregiver, and a formal letter of suspension describing the incident, the length of the suspension (1 to 10 days), and a plan of restitution and responsibilities (course, work, letters of understanding or apology, etc.) will be drafted.

A re-entry meeting will be held prior to the student returning to school following a suspension. This meeting is always noted on suspension letters.

4. Communicating Breaches of the School Code of Conduct

School officials have a responsibility to advise other parents of serious breaches of the School Code of Conduct.

- a. Parents/caregivers of student offender(s) in every serious incident
- b. Parents of student victim(s) in every serious incident
- c. School District Officials as required by School District No. 27 Policy
- d. Police and/or other agencies as required by law
- e. All parents, when deemed important to reassure community members that school officials are aware of a serious situation or incident and are taking appropriate action to address it

School staff members may involve parents earlier.

Parents are always encouraged to call the school if they have any questions or concerns.

G. Disciplinary Action

Level One

Behaviors	Potential Consequences
Bullying and/or harassment (minor, once only)	Student conference
Theft (minor)	Restitution
Vandalism (minor) Writing/drawing on walls, bulletin boards, desks, etc.	Parental contact – phone call, meeting, etc.
Lack of effort	Loss of privilege
Lack of respect (minor)	Detention
Inappropriate language or behavior	Classroom contract
Using derogatory phrases in any situation, even if only 'joking'.	Written assignment
Leaving class without permission	

Level Two

Behaviors	Potential Consequences
Bullying and/or harassment (major or repeated)	Parent contact – phone call, meeting, etc.
Major lack of respect	Student conference
Repeated non-compliance	Loss of privilege
Disrupting class	Detention
Vandalism (major or repeated)	Contract with office
Cheating, plagiarism	Parent contact – phone call, meeting, etc.
Inappropriate internet use	Assignment
Inappropriate representation of school (field trips/athletics)	Student sent home until parent meeting
Inappropriate sexual references in speech/actions	Suspension

Level Three

Behaviors	Potential Consequences
Bullying and/or intimidation Fighting, assault	In-school suspension
Direct disobedience or defiance	Out-of-school suspension (1 to 10 days)
Possession and/or use of a weapon	Indefinite suspension
Endangering safety	Academic contract
Throwing rocks or snowballs	
Drugs, alcohol, tobacco use	
Inappropriate sexual comments / actions directed at peers or adults	