



*“Together We Learn”*

School District No. 23 (Central Okanagan)

Policies And Procedures

## **Section Four: Students**

### **455R – DISCIPLINE (REGULATIONS)**

#### **1. Code of Conduct**

- 1.1 The code of conduct must be distributed to the staff, students and parents at the beginning of each school year and at regular intervals through the year.
  - 1.1.1 Students enrolling at the school during the year shall be provided with a copy of the school code of conduct.
  - 1.1.2 Staff joining a school during the school year shall be provided with a copy of the school code of conduct.
- 1.2 Every student shall be subject to the code of conduct.
  - 1.2.1 Principals will ensure, where appropriate, that special needs students who violate the code of conduct are referred to the school-based team, and that the code of conduct (including consequences) is applied to them in a manner that reflects their intellectual, physical, sensory, emotional or behavioural abilities.
- 1.3 Principals shall ensure that the school code of conduct is displayed in a prominent area of the school.
- 1.4 The principal may include, in the code of conduct, examples of possible action to be taken for a student who does not adhere to the code.
- 1.5 The code of conduct must indicate that students may be disciplined for violations which occur going to and from school, off school property (and outside of regular school hours), if such violations adversely affect students or the operation of any school.
- 1.6 Principals shall include and address the following list of violations and information on serious violations in the school's code of conduct.

To be included and addressed in the school's code of conduct:

- **Attendance**

Every student shall be required to attend school on each prescribed school day and shall not leave school without authorization (as determined by the school's code of conduct).



## **Section Four: Students**

- **Truancy**  
A student who is truant on a frequent basis may be definitely suspended.
- **Smoking**  
By provincial law, smoking is not allowed in any school buildings, or on school property. A student found smoking may be definitely suspended. A condition of return to school will be a conference between the parents/guardians, the student and the principal. See Policy 640: *Smoke-Free Environment*.
- **Alcohol**  
A student consuming or possessing intoxicating liquor on the school premises or at a school function on/off school premises may be definitely suspended.
- **Failure of a Student to Apply Him/Herself to Their Studies**  
Where a student 16 years of age or older repeatedly fails to apply him/herself to their studies, as set out in the School Act Section 85(3), that student may be indefinitely suspended.
- **Language**  
A student who uses inappropriate language may be definitely suspended.
- **Student Dress**  
Students must dress appropriately for school and school events, as determined by the Principal in consultation with the Parent Advisory Council and staff.
- **Wilful Disobedience**  
A student who is wilfully disobedient to a teacher or any other employee of the Board of Education carrying out responsibilities approved by the Board may be definitely suspended.
- **Repeated Violations of Smoking, Alcohol Abuse, Truancy or Inappropriate Language**  
A student may be indefinitely suspended.
- **Bomb Threat**  
A student involved in a bomb threat may be indefinitely suspended.



## Section Four: Students

- **Drugs**

The possession or exchange of drugs is illegal and is known to have harmful effects on health. No student may come to school having consumed drugs, consume drugs at school, exchange or possess drugs while attending school or a school-sponsored activity.

A student involved in the possession, exchange or use of drugs other than those medically prescribed for the student's use, on school premises or at a school function on or off school premises, may be indefinitely suspended.

- **Vandalism, Violent Behaviour, Assault or Intimidation (Bullying)**

A student involved in vandalism, violent behaviour, assault or intimidation may be definitely or indefinitely suspended.

- **Possession of Weapons**

Use of a weapon or any implement used as a weapon is prohibited.

A student in the possession of a weapon may be definitely or indefinitely suspended.

- **Use of Cellular Phones or Communication/Wireless Devices In School/On School Property**

Use of these devices is strictly prohibited:

- in the classroom for any use during instructional time;
- in locker rooms and washrooms.

A student inappropriately using a cellular phone or communication/wireless device in school or on school property may be indefinitely suspended.

- **Serious Violations are those which:**

- a. occur repeatedly;
- b. may be dangerous to the safety of students, teachers and staff;
- c. may cause health hazards;
- d. may constitute criminal acts;
- e. may lead to indefinite suspensions.

- **Discrimination or similar acts as defined by the BC Human Rights Code.**

- Any participants (students, staff, parents or visitors) 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 person(s) either within the school environment or through the school system and its related function through publication or in accommodation, service or facility.



## **Section Four: Students**

- 1.7 Principals shall ensure school codes of conduct are reviewed on an annual basis with staff, parents and students to assess the effectiveness of the code of conduct in addressing current school safety issues.

### **2. Breaches of the Code of Conduct**

- 2.1 Students who do not abide by the code of conduct may be subject to disciplinary measures.
- 2.2 The principal must use discretion in determining the seriousness of the situation and in deciding upon consequences. This must include consideration of the student’s age, maturity, and special needs, if any. The principal must also ensure appropriate supports are provided to students who violate the code.
- 2.3 The following circumstances will be reported to the RCMP, as well as the student’s parents, if there is sufficient evidence that a student while under school supervision:
- is in possession of or is trafficking an illicit drug, or
  - has violated a federal or provincial statute.
- 2.4 Any person reporting an incident or suspected incident shall be protected as much as possible from retaliation.

### **3. Suspensions**

A suspension is a removal of a student’s right to attend regularly scheduled instructional sessions. All suspensions must be immediately reported to the parents or guardians. School personnel may not discharge a student from the school until a parent/guardian, a designate of a parent/guardian or a representative from the Ministry of Children and Family Development is prepared to assume responsibility for the student. During the period of a suspension, principals shall ensure that suspended students are provided with appropriate schoolwork.

Whenever possible and appropriate, consequences for contraventions of the code of conduct shall be restorative in nature rather than punitive.

Suspensions may be either:

***Definite*** – up to and including ten school days. Definite suspensions are the responsibility of the school-based administrator, or

***Indefinite*** – in excess of ten school days. Indefinite suspensions must be referred to the Board’s District Suspension Review Committee.



## **Section Four: Students**

Suspensions, both definite and indefinite, may have one or more of the following objectives to:

- improve and/or correct student behaviour;
- deter other students from similar behaviour;
- plan proactive educational interventions;
- clarify and solve problems;
- protect the suspended student and/or other students/staff from dangerous behaviours;
- provide or develop restorative justice opportunities.

- 3.1 Principals may suspend a student when he/she concludes that a student fails to comply with the school's code of conduct.
- 3.2 The principal may remove a suspension he/she has imposed on a student.
- 3.3 At all levels of the suspension process parents may seek help from an advocate.
- 3.4 The Principal must send a suspension letter to the parent or guardian of the student, and a copy to the Chairperson of the District Review Committee, outlining the type of incident and the duration of suspension. When an indefinite suspension has been applied, the principal shall append to the letter to the parent/guardian an information sheet (Form 455.1) provided by the chairperson of the District Suspension Review Committee which explains the purpose of the Committee, the agenda for the meeting, the right of the parent/guardian to invite a family advocate, and the right of the parent/ guardian to appeal decisions to the Board.
- 3.5 As soon as is practicable after receipt of an indefinite suspension report the District Suspension Review Committee will meet to review the suspension. This meeting will take place after a minimum of ten school days from the date of the suspension.

### **4. Records**

To ensure appropriate tracking and due process, the principal must record:

- 4.1 the date or dates warnings were given, the reasons for the warnings and actions taken by the school;
- 4.2 arrangements have been made for interviews with the parents/guardians and the dates on which the interviews have been held; and comments made by parents.



## **Section Four: Students**

### **5. District Suspension Review Committee**

- 5.1 The District Suspension Review Committee, as authorized by Policy 170, shall comprise two members:
  - the Superintendent of Schools (or designate) as chairperson; and
  - a trustee.
- 5.2 The Superintendent (or designate) shall convene a meeting of the District Suspension Review Committee, as soon as may be practical, to discuss an indefinitely suspended student.
- 5.3 The principal (or designate), the student, along with his/her parent/guardian and/or advocate, and an interpreter/translator, if necessary, shall be invited to meet with the committee to discuss the suspension.
- 5.4 The District Suspension Review Committee may not meet unless both the suspended student and a parent/guardian are present.
- 5.5 The committee shall develop and implement recommendations concerning the education, health, and welfare of the suspended student.
- 5.6 Parents/guardians shall be fully informed, in writing, of their right to appeal any recommendations of the District Suspension Review Committee directly to the Board (as per Appeals Bylaw 460), and to their rights to have a family advocate(s) present at the meeting.

Date Agreed: November 13, 2002

Date Amended: June 11, 2003, June 23, 2004, May 11, 2005, December 6, 2007, June 10, 2009

Related Documents: School Act Sec. 6, 85, Form 455, Policies 170, 460, 485