

Golden Secondary School Student Code of Conduct

Statement of Purpose: In accordance with the School Act and School District #6 Board Policy, the GSS Student Code of Conduct has been developed in order to establish and maintain a safe, caring and orderly environment for learning by outlining expectations for student conduct, consequences for inappropriate student conduct, and the process for communication with parents. School officials are expected to act 'in loco parentis', therefore making decisions to ensure the safety of all students as would a judicious parent.

Student Conduct Expectations: GSS has established the acronym, R.O.C.K.S., which stands for Respectful, Organized, Cooperative, Kind, and Safe to assist students to develop positive attitudes and behaviour. **Appendix A** outlines some examples to illustrate what expected behaviour "looks like" in order for students to present themselves in a manner appropriate to the working and learning environment of a secondary school.

Student Consequences: It is expected that all students follow the GSS Code of Conduct at all times, which is reviewed at the beginning of each school year and periodically throughout the year. Inappropriate behaviour is corrected by school staff when it occurs with the expectation that students learn to demonstrate the appropriate behaviour. GSS implements a progressive discipline policy, whereby consequences for inappropriate behaviour are assigned in an escalating manner if the behaviour does not change. However, incidents involving the possession or use of alcohol and drugs, violent acts, and other forms of serious misconduct will result in immediate suspension and possible referral to the District Discipline Committee. See **Appendix B**.

Rising Expectations: It is expected that as students become older, more mature, and move through successive grades, they will conduct themselves with greater personal responsibility and self-discipline. Therefore, older students will move through the progression of consequences for inappropriate behaviour more quickly than a younger student.

Notification: School officials have a responsibility to advise certain parties of serious breaches of the code of conduct. These may include, but are not limited to, the parents of the student offender, parents of the victim, school district officials as required by school district policy, police and other agencies as required by law and parents in general in order to reassure members of the school community that school officials are taking appropriate action to address breaches of the code of conduct.

Appendix C – District Acceptable Use Policy

Appendix D – District Code of Conduct

Appendix A

Expectations within the G.S.S. Code of Conduct include, but are not limited to the following...

EXAMPLES OF EXPECTED BEHAVIOUR

ORGANIZED	COOPERATIVE	RESPECTFUL	KIND	SAFE
<ul style="list-style-type: none"> -attending all classes -being on time for classes -bringing all supplies to each and every class -having homework completed on time -organizing course materials i.e. notes, tests, etc. -keeping notebook neat -asking appropriate questions at appropriate times -going to the bathroom during breaks, not during class time -planning work time for projects and test -being prepared for tests/quizzes -reviewing class notes 	<ul style="list-style-type: none"> -promptly following directions given by ALL staff -following classroom rules/expectations -trying your best at all times -eating and drinking at breaks -participating in class -doing your share in group work -being quiet so others can work -honouring commitment to extracurricular activities -being on task in class - use due process when addressing a concern 	<ul style="list-style-type: none"> -treating people, property and school with respect -being polite to teachers, staff and other students -using courteous words such as please/ thank you; proper language -recognizing the right of other students to learn -listening/talking at appropriate times -listening to others when they are talking -listening when others are asking questions -removing hat when requested -raising hand to ask questions -dressing appropriately - refrain from inappropriate touching (groping, horseplay, pushing) 	<ul style="list-style-type: none"> -using good manners -showing empathy -helping others -speaking in a positive and encouraging manner -smiling a lot -being helpful to younger or new students -volunteering when help is needed -picking up garbage -returning lunch tray 	<ul style="list-style-type: none"> -following safety procedures for equipment use -waiting for authorization before using equipment -knowing lab safety procedures -keeping your work space clean -sitting in chair appropriately -driving with care and attention -walking in orderly manner down the hallway -allowing room for people to pass -lining up for school bus on sidewalk -remaining on sidewalk until bus has stopped

In addition to the chart of expected behaviour above, there are several specific areas of conduct explained below.

Respect for School Environment

Everyone must recognize and demonstrate pride in respecting his/her own and other's property. This includes; but is not limited to, willful vandalism, computer misuse, plagiarism, theft, and graffiti.

Violence, Intimidation, Harassment, Discrimination

Golden Secondary School will not tolerate physical violence, intimidation, harassment and discrimination in the school, on the school grounds or during any activity associated with the school. Physical violence includes unwanted physical contact between students such as, but not limited to, pushing, punching, and horseplay. "Assault" is the term used to describe physical violence from one student toward another person. "Fighting" is the term used to describe physical violence between two students. Intimidation, harassment, and discrimination

refer to, but are not limited to, behaviour and actions which may be perceived as a threat to the safety and well being of a person.

Weapons, Explosives, Fireworks and Lighting Devices

Golden Secondary School will not tolerate weapons at school. No student shall be in possession of weapons or use an object as a weapon, with the intent to injure or harass, while under the school's jurisdiction.

Students will not use or display any unauthorized lighting device (including, but not limited to matches, lighters, explosives, stink bombs, etc.) while at school or at school functions.

Drugs and Alcohol policy

Drugs and alcohol are not permitted in the building, on the grounds of Golden Secondary School, or at any School function. Students who consume, deliver, are under the influence of, or have in their possession any alcohol, illegal drugs or drug paraphernalia while on school property or involved with a school activity shall be suspended. Drug paraphernalia includes, but not limited to, pipes, roach clips, needles, etc.

Smoking and Chewing Tobacco

Smoking and the use of chewing tobacco are not allowed anywhere on school property or in the areas adjacent to the school grounds.

Wheels

Students riding on wheels to school (bicycles, roller blades, skateboards, etc.) must stop at the edge of school property and carry their 'wheels' either to their lockers or to the bike stand.

Cell Phones/iPods

Students must keep these items in their lockers if they choose to bring them to school. These items may only be used before/after school, at Nutrition Break and Lunch. Students in Grade 11 or 12 on Study Blocks may use these items in the forum.

Dress Code

It is expected that students dress in manner conducive to a positive teaching and learning environment (similar to what would be acceptable at a job). Clothing with inappropriate slogans, too revealing or showing underclothing is not acceptable.

Video Surveillance

Please be aware that school hallways and school entrances are monitored by video surveillance.

Attendance

The responsibility for student attendance lies primarily with the student and the student's parents. Therefore, parents are requested to inform the school, by telephone, on a day to day basis concerning any student absences.

Sign Out Process

If you are leaving the school during the school day, please follow the sign-out process outlined below:

- Provide the secretary with a parent/guardian note that gives you **parent permission** to leave the school. **If you don't have a note** - please contact your parent and have them contact a secretary by telephone (344-2201)
- After parent permission has been provided to the secretary- sign out using the "pink sheet".
- One of the secretaries will provide you with a "blue slip". Take this "blue slip" with you to class.
- When you need to leave, show the "blue slip" to the teacher of the class you are leaving and your teacher will sign the "blue slip".
- On your way out, stop at the office and clip the "blue slip" onto the "pink sheet" clip board.
- When you return, enter your return time using the "pink sheet". Then pick up your "blue slip" and have a secretary initial it.
- Give the "blue slip" to your next teacher

Dances

Students may attend a school dance if they have attended school on the day of the dance, student fees have been paid and they attend Golden Secondary. Special permission for guests may be granted by the Principal. Doors open at 7:00 p.m. and close at 8:00 p.m. Students who may be late due to sports or work may obtain approval from the Principal before 3:30 on the day of the dance. Students who leave the dance will not be allowed to reenter. Students under the influence or in possession of drugs or alcohol will be immediately suspended from school.

Student Parking

Students may park in the student parking lot at the back of the school. All student drivers are expected to drive defensively, following the driving restrictions that accompany their "L" or "N" licenses.

Study Blocks

Some grade 11 and 12 students may be eligible for a Study Block with the Principal's permission. These students are expected to work in the library, be in

the forum working on homework, be in a class with permission, or be out of school.

Appendix B

Classroom consequences may include: verbal correction and warning, changed seating, detentions, phone calls home, behaviour contracts, Study Hall and restitution.

Office consequences may include: administrative discussion, restitution, detentions, Study Hall, In-School Suspension, Home Suspension, Referral to the District Discipline Committee.

The District Discipline Committee consists of an Assistant Superintendent, a School District #6 Trustee and a Principal or Vice-Principal from one of the elementary schools.

Appendix C

POLICY NO. 6190: INFORMATION AND TECHNOLOGY MANAGEMENT ACCEPTABLE USE POLICY: POLICY STATEMENT

The Board of School Trustees recognizes that, as new technologies change the way we access, communicate and share/transfer information, those changes need to be managed and monitored. It is acknowledged that the nature of the technology and the manner in which it is currently accessed makes it impractical to monitor its use at all times. The burden of responsibility therefore lies with individual users to ensure that at all times they make appropriate use of all electronic information resources, consistent with the intent of this policy.

All district electronic resources are to be used in a responsible, ethical and legal manner. Any individual who logs on to the district network is responsible for all activities associated with their account. Failure to adhere to this policy and its regulations will result in revocation of the user's access privileges in accordance with the regulations. This policy and its regulations also apply to any personal electronic device/s taken to the worksite or school.

1. Definitions:

1.1 District Electronic Resources:

All hardware (computers, printers, scanners and other peripheral devices) as well as related software

1.2 District Network:

Is comprised of school LANs (local area network), administrative offices, and the district WAN (wide area network)

The district network is set up and maintained by the District Technology Department to allow communication, using computers, between District Offices and District Schools. The District Network is connected to the Internet.

1.3 District Network Accounts:

Allows access to the district network, including the Internet, e-mail and related resources

1.4 Personal Electronic Devices and Accounts:

Any personal technical device, such as cell phones, Blackberries, PDAs, laptop computers, peripherals, video games or related hardware and/or software as well as personal e-mail accounts (e.g. Hotmail).

2. Procedures:

Prior to allowing access to the Districts' LANS, WANS, and the Internet, each school or site will clearly communicate with students, parents and staff the purposes, benefits, and risks associated with the use of this resource.

2.1 The Principal, or his or her designate, shall ensure that all Acceptable Use

forms are signed by the student and his/her parents or guardians. Students and parents K-8 are required to sign these forms annually.

Students/parents grades 9 – 12 are only required to sign these forms when registering as a new student. These forms will be kept on file at the school.

2.2 All employees must sign an Acceptable Use form at the time of hiring. The administrator/Principal of each site should annually review this form with staff.

3. Alerts

3.1 All District network accounts may be examined by SD technology staff without notice to the account holder to ensure compliance with this policy.

3.2 All e-mail, both incoming and outgoing, may be examined at any time by the school/district to ensure compliance with this policy.

3.3 No student shall have access to the school computer network unless authorized by a teacher or other designated staff members.

4. Access to the SD6 Network:

The use of the District computer network resources is a privilege, not a right. Inappropriate use may result in the loss of this privilege and, depending on the nature of the offence, further action may occur including, but not limited to, notification of the RCMP.

4.1 The Technology Services Department or school principals will determine what is deemed inappropriate use as per the guidelines - clause 5 *and report the infraction to the appropriate supervisor for action.*

4.2 Employees may use the District network outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for business purposes.

5. The Use of SD6 Network Resources:

Use of the network should be consistent with the educational objectives of SD 6 and used in ways that comply with the intent of this policy and legal and ethical standards.

5.1 Unacceptable personal use includes, but is not limited to:

- a) Intentional access to sites which contain information that is pornographic, racist, sexist, malicious, vulgar, immoral, or promotes or fosters hatred or illegal activities as well as any other sites that are prohibited by the school administration and/or school district;
- b) Playing on-line games;
- c) Using instant messaging programs (IRC, MSN);
- d) Downloading and/or installing movies, games, music files;
- e) Using the computer network resources for commercial or financial gain;
- f) Sending or displaying offensive messages or pictures;
- g) Use of impolite, abusive, or obscene language;
- h) Harassing, insulting, or attacking others;
- k) Accessing unauthorized computer systems, folders, and files;
- l) Physical damage to computer systems or networks by the spreading of computer viruses;
- m) Intentional damage to computer systems, networks equipment or

peripheral devices;

n) Installation and use of any Peer to Peer programs (Kazaa, Gnutella2, etc.).

o) Students may not order or purchase personal resources online

Given the ongoing changes to technology and technical resources, it is clear that the School District is unable to identify all current or future unacceptable uses of the District Network. Therefore, the School District reserves the right to add to this list of unacceptable uses as circumstances arise. Users cannot assume that if something is not included on the above list, it is permissible.

5.2 All account holders shall make the security of the network a priority.

a) The individual account holder is responsible at all times for its proper use and will be held accountable for any misuse;

b) If an account holder's password is known to anyone else, or if there is a reason to suspect that someone has access to his/her password, the user must inform the school administration and request that his/her password be changed;

c) Use of network accounts by anyone other than the registered account owner is prohibited. If someone other than the registered user is using an account, both the unauthorized user and the registered owner may have his/her accounts disabled, and his/her computer/network privileges suspended;

d) To "hack" or "crack" or attempt to access any computer, network, system, software program, or data file to which the account holder does not have authorization, is strictly prohibited and will lead to immediate revocation of computer privileges;

e) The use of any administration login and password is strictly prohibited and will lead to immediate revocation of computer privileges. If a user is aware of other users knowing any of these passwords, he/she must report this to the school administration immediately;

f) Users shall ensure they have logged off before leaving a computer.

5.3 No user is permitted to install any software program without the permission of the Technology Services Department.

5.4 When using any e-mail program, users must follow proper e-mail etiquette (see b. below)

a) General comments

i. All e-mail communication is to be of a professional nature;

ii. Use of profane, harassing, or otherwise inappropriate language is forbidden;

b) Proper etiquette includes:

i. Messages which are respectful in nature and appropriate in content whether the communication is between students, between staff members or between students and staff.

ii. Messages whose language is of the same standard as other forms of communication used within the school setting.

c) Users must not:

i. Access another user's e-mail without his/her permission;

- ii. Create and/or forward chain letters or other unsolicited or unwanted messages;
- iii. Create and/or send e-mail with the purport to come from another individual (commonly known as “spoofing”), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
- iv. Participate in, or subscribe to non school-related mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of e-mails or other electronic messages to be sent through the District’s computer network;

5.5 Transmission or use of any material that is in violation of Canadian or Provincial laws, or of School, or School District Policy is prohibited and will be reported to the appropriate school or law enforcement agency.

- a) Use or transmission of inappropriate material constitutes grounds for termination of all computer/network access.
- b) Inappropriate transmissions includes, but are not limited to,
 - i. Unauthorized copying, reproduction, downloading, use or transmission of files, programs, data, documents or information protected by copyright, trademark, trade secret, or by licensing agreements, user agreements, or similar contracts. (this includes the downloading of illegal MP3 files, games, and other software programs, and the duplicating / burning of CD and DVD’s);
 - ii. The downloading, copying, reproduction, or transmission of threatening or obscene materials or materials demonstrating antisocial behaviors or activities;
 - iii. The transmission of materials associated with commercial activities;
 - iv. The transmission of materials/messages relating to or in support of illegal activities;
 - v. The use or transmission of materials used for political lobbying.

5.6 Use of personal electronic devices

- a) The following governs the use of personal electronic devices:
 - i. At no time will the use of any of these devices invade or infringe upon the personal privacy or safety of any member of our school district community;
 - ii. At no time will the use of any of these devices interfere with the learning environment in the classroom or the school;
- b) Students may not use cell phones, PDAs and other personal devices during the *instructional* day.
- c) Laptop computers are not to be connected to the District Network

without prior approval by the tech department.

d) Infractions of the above will be dealt with by the classroom teacher or principal, *as* appropriate;

i. First infraction – equipment is confiscated and returned at the end of the school day;

ii. Second infraction – equipment is confiscated and returned to the parents.

6. Internet and E-mail Safety

The District's primary concern when providing Internet access and e-mail to students is that student safety, security and sensibilities are not compromised. Despite this, it is not possible to absolutely guarantee that students will never access inappropriate sites or material while using district technology. It is understood that schools, staff, students and parents have a responsibility to provide the safest environment possible for students.

In order to support our students and build their understanding of being 'technically safe':

6.1 Schools and school staff will:

a) At a minimum, semi-annually review Internet and e-mail safety procedures (see # 5) with all students;

b) Use only teacher previewed and approved Internet sites with primary students;

c) Assist students to understand that the Internet is an "open" environment and that some of the information available may be controversial, offensive, and/or inaccurate;

d) Teach to all of 6.2

6.2 Students will:

a) never give out such personal information as their name, age, home address, telephone numbers(s), photograph, their parents' or guardians' work address or telephone number or the name or location of the school over the Internet or through email.

b) never give out such personal information about other individuals over the Internet or through e-mail.

c) immediately inform their parents, guardians, or a member of the District staff if they come across any information on the Internet or in an e-mail that makes them feel uncomfortable;

d) not respond to any e-mail or other message which makes them feel uncomfortable

e) never agree to meet someone in person for whom they have 'met' online without parental knowledge, permission and supervision.

f) never agree to send or accept any item to or from a person whom they have "met" on line without parental knowledge, permission and supervision.

6.3 Parents are encouraged to review the above with their child/ren several times each year or as appropriate for the child/children.

7. Penalties for Non-compliance of any of the *Network* Procedures outlined in this Policy

Depending upon the severity of the infraction, the penalty for the breaking of any part of this Acceptable Use Policy will be based on a five level scale of enforcement subject to the discretion of the school administration and/or District staff person responsible for technology.

1. verbal warning and/or other appropriate consequence
2. three day suspension of network privileges
3. one week suspension of network privileges
4. semester/year/permanent suspension of network privileges
5. legal action

8. Limitation of Liability:

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

District Computer Network/Internet User Agreement

Introduction

We are pleased to offer the students and staff of the Rocky Mountain School District access to the district computer network resources, electronic mail and the Internet. Our computer networks are an educational tool to facilitate learning. These networks provide users with the opportunity to prepare for the technological world in which we live, and provide access to online resources enabling integration in all areas of learning. To use these resources, all users must sign and return this form, and those under age 19 must have parental permission.

Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. We believe the online materials, which are accessed through the internet, offer a vast, diverse, and unique set of resources. It is our belief that this service will promote educational excellence in our schools by facilitating the sharing of resources as well as innovation and communication in the teaching/learning process.

Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school Principal or the District staff person overseeing Technology. A copy of Board Policy regarding student access to networked information resources and this document are available on the Rocky Mountain School District web site, www.sd6.bc.ca/administration/aup.htm

General Network Use

The network is provided for students and staff to conduct research, complete assignments, and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior

and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Rocky Mountain School District supports and respects each family's right to decide whether or not to apply for access.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web. Where such publishing identifies the creator, it requires parent/guardian permission. Unidentified photos (related to student achievements and participation in school activities) and student projects may be published on a school's website. If you do not want your child's photo or work to be published on the website, please indicate this on the Parent Permission form.

PRACTICES AND PROCEDURES FOR IMPLEMENTATION AT THE SCHOOL

1. Schools must have a process to ensure that all students and their parents/guardians sign the Authorization for Computer Network Access. This is to be done yearly for students K – 8. Thereafter, the form only needs to be signed by students new to a school. As well, before a student is issued a LAN account, the Principal or his/her designate will ensure that the student has read and understood the responsibilities and requirements as outlined in this policy, as well as risks associated with providing personal information to other Internet users
2. Schools must have a process for storing the completed forms.
3. Prior to allowing access to the Districts' LANS, WANS, and the Internet, each school will clearly communicate with students, parents and staff the purposes, benefits, and risks associated with the use of this resource.
4. Principals are responsible for ensuring each year that parents are made aware of the capabilities of the Internet and the risks associated with it. This can be done through newsletters, PAC meetings, and/or Parent meetings.
5. All employees must have a signed Acceptable Use form in their personnel file. Each new employee must sign an Acceptable Use form at the time of hiring. The

Principal or administrator of each site should review this form with staff annually and a dated record that the form was reviewed with staff and the list of staff members present must be retained by the Principal or Administrator.

Appendix D

School Board Policy 5800 DISTRICT CODE OF CONDUCT FOR STUDENTS

POLICY

The Board of School Trustees believes that the conduct of students should at all times contribute to a safe and positive learning environment. Each student is expected to respect the rights and property of others, and to adhere to Board and school regulations and rules. Consequences for misbehaviour must be applied in a reasonable, firm and judicious manner and shall not include corporal punishment. These consequences should be designed to teach students to be responsible citizens in the school community and to promote personal and social development.

The purpose of this code of conduct is to:

- (a) direct the student toward responsible behaviour;
- (b) maintain an orderly, positive school community conducive to learning; and
- (c) protect persons and property.

Scope Of This Code Of Conduct

Except where a rule is expressly limited to time and place, this Code of Conduct applies to students of the District going to and from school and to students engaged in, present at, or attending:

- (a) any activity on school premises whether during a regular school day, outside the regular school day, or on a day that is not a school day;
- (b) travel on a school bus or other transportation contracted or arranged by the Board or School;
- (c) any activity sponsored by, organized by or participated in by the School regardless of time or place;
- (d) any activity in and around the school premises occurring during the school day or outside the school day that involves the invasion of property or property of neighbouring residents, or that constitutes a nuisance or abusive behaviour.

**DISTRICT CODE OF CONDUCT
FOR STUDENTS**

REGULATIONS

1. SCHOOL RULES

Students shall comply with the *School Rules* authorized by the Principal and with the code of conduct and other rules and policies of the Board.

1.1 Within the School

The School Principal is responsible for formulation and operation of the School Rules, with the co-operation of staff. The School Principal shall submit a copy of the School Rules to the District Office pursuant to any changes being made.

The School Principal shall take reasonable steps to establish a process to inform students and their parents or guardians of the School Rules.

The staff is expected to take all reasonable measures to control and/or eliminate behaviour by any student that is detrimental to student welfare or the learning atmosphere at the school.

1.2 Within the Classroom

The teacher is expected to establish and maintain an atmosphere conducive to learning within the classroom. Disciplinary measures must at all times be:

- in concert with District Code of Conduct and the School Rules;
- reasonable, bearing in mind the nature of the breach of conduct, and the age or mental ability of the student;
- capable of being enforced; and
- administered impartially and consistently.

2. DISTRICT CODE OF CONDUCT

Expectations within the District Code of Conduct include but are not limited to the following:

2.1 Alcohol and Drugs

No student (unless in accordance with a physician's prescription) shall possess, use, or be under the influence of any of the following and no student shall sell or otherwise transfer:

- (a) spirits, wine, beer or any other alcoholic or intoxicating beverage;
- (b) any controlled substances or drug, the use or possession of which is prohibited by law;
- (c) glue, aerosol, gasoline, paint or other chemical substance for the purpose of inhalation;
- (d) any other intoxicant, mood changing, mind altering or behaviour altering drug, chemical or substance;

(e) any paraphernalia related to the use of drugs or chemical substances.

2.2 Weapons

- 2.2.1 No student shall possess or be in possession of any weapon for any purpose except as otherwise approved by the school principal (e.g. Archery Club, Drama Club, Outdoor Education).
- 2.2.2 Weapons means any thing used, designed to be used, or intended for use in causing death or injury to any person or for the purpose of threatening or intimidating any person, and without restricting the generality of the foregoing includes any firearm or any device prohibited or restricted under the Criminal Code of Canada.
- 2.2.3 Examples of weapons which are prohibited include but are not limited to hand guns, rifles, shotguns, air rifles, knives, devices known as or similar to nunchaku sticks, shuriken plates, manrikigusari weights or grips, finger rings with blades, tasers, laser pointers, knife combs, push daggers, constant companion belts, crossbows, tear gas, mace, pepper spray, bear spray and any liquid or powder or other substance that is capable of injuring, immobilizing, or otherwise incapacitating any person.
- 2.2.4 Further, no student shall possess, be in possession of, or use any object or thing as a weapon with the intention of or for the purpose of causing injury, death, or to threaten or intimidate any person. Replica or imitation weapons and "toy" weapons are also prohibited.
- 2.2.5 Kirpans may be worn for religious purposes with the prior approval of the principal and on the conditions established by the principal in consultation with the parents.

2.3 Offences to the Person

No student shall or attempt to threaten, intimidate or assault any person or extort anything from any person.

2.4 Offences to Property

No student shall damage, destroy, deface or vandalize the property of others or of the Board. Further, no student shall take, temporarily or otherwise, property not belonging to him or her without the consent of the person to whom the property belongs.

2.5 Tobacco Use

No student shall use tobacco products on school property, or during any activity organized or sponsored by the School or the Board regardless of time or place unless given specific permission to do so in a specified area.

2.6 Disruptive Behaviour

No student shall:

- (a) disrupt, or interfere with the conduct of classes or any other school activity;
- (b) disrupt the school in general; e.g. bomb threats, false fire alarms;
- (c) possess or use fireworks, firecrackers, explosives, smoke or stink bombs, dangerous projectiles, or similar devices or objects;
- (d) tamper with any safety equipment;
- (e) display or take part in any behaviour, conduct or activity, or encourage such behaviour in others, that is prohibited by this Code of Conduct or by the School Rules;

- (f) disobey or fail to comply with any lawful directive or instruction of a teacher or other employee of the Board.

3. STUDENT SUSPENSION

3.1 An administrative officer of a school shall in accordance with this Code of Conduct and other policies of the Board, exercise paramount authority within the school in matters concerning the discipline of students. Discipline may include the suspension of a student from attending school where in the opinion of the Principal (or designate), such action is warranted and provided that an alternate educational program is made available to the student.

3.2 Special Needs Student - Suspension

When students with identified special needs require intervention regarding their conduct the administrative officer will ensure that such students have been adequately assessed, that appropriate interventions are applied before suspension is considered, that the grounds for suspension are clear and appropriate, that meaningful education programs or interventions are offered during the period of suspension and that planning is undertaken for successful re-entry.

3.3 Suspension of Five Days or Less

A Principal of a school may, and is hereby authorized to, suspend a student from the school for a period not exceeding five consecutive school days. Parental contact will be established by telephone and/or by personal interview prior to a student leaving the school on suspension.

3.4 Suspensions of More Than Five Days

A Principal of a school may and is hereby authorized to suspend a student from the school for a period exceeding five school days pending a hearing by the Student Conduct Review Committee. In such a situation, the Principal should notify the Assistant Superintendent or Director of Instruction for the Zone so that a meeting can be convened, when possible within five days of suspension. The Student Conduct Review Committee may require that the student, or the student and the parents or guardians, be present at a meeting of the Committee prior to a decision on the matter. The Student Conduct Review Committee is authorized to suspend students for a period exceeding five days or expel students.

- 3.4.1 Student Conduct Review Committee shall be composed of one trustee, and the Assistant Superintendent or Director of Instruction and/or one or two Principals from schools other than the student's school.
- 3.4.2 The purpose of the Student Conduct Review Committee is to determine consequences that balance discipline, restitution, and the student's learning - both academic and behavioural.
- 3.4.3 In fulfilling its mandate the Committee may wish to consider:
- the opportunity for, right of, or to request a victim impact statement which might include a recommendation from the victim on restitution;
 - a risk assessment of the student as to his likelihood to reoffend;
 - the District's method of providing access to educational services while the student is suspended without allowing access to the school;
 - access and acceptance of counselling as a condition of return;
 - development of and adherence to a behavioural contract as a condition of remaining in school;

- follow-up on the conditions of re-entry to the system as a condition of remaining in school;
- 3.4.4 The Student Conduct Review Committee should proceed with its deliberation and consequences even if the matter is being dealt with by the criminal justice system.

3.5 Suspension Letters

In situations resulting in a suspension of a student, an official letter of suspension shall be sent to the parent/guardian without delay, a copy forwarded to the Superintendent as well as a copy to Assistant Superintendent or Director of Instruction of the zone. The letter of suspension shall include the following:

- Student Information:
 - Official name of the student
 - Personal Education Number (PEN) of the student
 - Date of Birth
 - Grade
- A statement indicating that the student has failed to comply with a specific section of School Act [e.g.. Sec 6.(1) (a) & (b) which requires a student to comply with the code of conduct and other rules and policies of the Board or School].
- A statement which outlines the date, time and description of the alleged *misconduct*.
- A statement listing the terms of the suspension.
- An invitation, with phone number, to contact the writer if further clarification is needed.
- Notification of the parents right to appeal.
- Copies sent to the Zone and District Office.

4. EXPULSION

- 4.1 In the case of a student 16 years of age or older, the Board may refuse to offer an educational program where the student:
- has refused to comply with this Code of Conduct, the School's Code of Conduct or other rules or policies of the Board; or
 - has failed to apply himself or herself to his or her studies.
- 4.2 Where possible students should be advised in writing that continued misconduct may jeopardize their right to attend school.

5. APPEALS

A student or a parent of a student may appeal a decision of an employee of the School Board, or a decision of the Student Conduct Review Committee, according to School District No. 6 Appeal Bylaw II but decisions of the Board are not open to this Appeal process.