



CODE OF CONDUCT

Revised October 2024

A. Purpose

- To establish and maintain safe, caring and orderly environments for purposeful learning
- To clarify and publish expectations for student behaviour while at school, during school-organized activities, field trips and beyond these times (including on-line behaviour).

B. Behavioral Expectations

Expected Conduct

- Respect self, others, the land and our school property
- Help to make the school a safe, caring, and orderly place by modeling expected behaviours
- Report to an adult, in a timely manner, any incidents of bullying, harassment or intimidation (do not be a bystander)
- Accept responsibility for you own actions and learning
- Act in a manner that brings credit to yourself, your community and the school

Unacceptable Behaviours

- Behaviours that:
 - interfere with the learning of others
 - interfere with an orderly environment
 - create unsafe conditions for self or others
 - cause hurt or damage to self, others, the land or school property
- Acts of:
 - bullying, harassment or intimidation
 - physical violence
 - retribution against a person wo has reported incidents
- Illegal acts, such as:
 - Theft of or damage to property
 - Possession, use or distribution of illegal or restricted
 - Possession or use of weapons

Personal Digital Device Restrictions

Research suggests that restricting the use of personal digital devices at school leads to improved student wellness and academic focus. No personal digital devices are permitted during the school day except under the direction of administration and the classroom teacher when special consideration will be given to:

- accessibility and accommodation needs for accessing academic programming;
- medical and health needs

Mean Behaviour and Bullying

École Hammond Bay School believes that all students, staff, and volunteers should be provided a safe, secure and welcoming learning and working environment.

Mean behaviour is not a behaviour that is acceptable at Ecole Hammond Bay. Mean Behaviour is often a part of normal development. Learning to socialize and implementing effective problem-solving/friendship skills is a large part of the learning that is meant to take place in school and on the playground. Staff work to help students to find their voices, use their strategies, listen to all perspectives and problem solve solutions to social/peer conflicts. At times certain students need extra behavioural support in conflict resolution and in understanding their role in the situation. When this happens, staff work in small groups or one on one with struggling students, and their families, to help develop each child's level of competency.

Please note that this work is done confidentially. Staff can only discuss with parents the aspects of conflict resolution that involve their child. Staff may not talk about any student other than the child or the parent involved.

Bullying implies a power difference of one individual over another. It is defined as targeted, intentional actions on the part of one individual with more power over another individual who is powerless. This can cause emotional or physical distress.

Bystanders: In every act of bullying there is usually a bystander. Bystanders do not commit the act, but do not report the act or speak up to stop it. It is expected that all students at Ecole Hammond Bay recognize that they are all responsible for helping to create a safe, caring, respectful and bully-free environment." Bystanders will have consequences if they do not accept the responsibility of reporting incidences to teachers or supervisors.

Rising Expectations

Expectations and consequences increase for students as they become older and more mature. Students are expected to exhibit increased personal responsibility and self-discipline as they develop their social skills took kits.

- The focus of the school is to support your child in developing pro-social skills in order to prevent further incidences.
- The school works with all parties involved in assuring all voices and perspectives are heard and then engaging in respectful restorative actions.
- Students are tasked with identifying their role in each incident and for working through how things could have played out differently in future.

Responses to unacceptable conduct are consistent with the 3 Steps below:

Step 1

Discussion between student and staff member. When students choose not to meet behavioural expectations, there will be natural, logical, and consistent consequences. Minor indiscretions are handled by staff. This may involve completion of a "Problem Solving Sheet" where students can reflect upon their actions and consider better choices next time. Parents may be informed by referring staff member and asked to sign the "Problem Solving Sheet".

Step 2

When behaviours persist after step 1, students are referred to the administrative staff and parents are informed. Administrative staff work with student, referring staff and parent(s) on resolving the problem, and having student work to see their involvement in each incident as well as to help develop lagging pro-social and problem-solving skills.

Step 3

Parents and administrative staff are always contacted for serious incidents and misbehaviours (bullying, harassment, fighting, overt rudeness, alcohol and/or drug use, stealing, vandalism and any action that deliberately endangers the health and safety of others) or if minor incidents continue to persist beyond step two. In addition, depending on the severity or frequency of the misbehaviour, students may be given an in-school or home suspension. Students can expect to be put on suspension immediately, from between one to five days, for serious breaches of conduct. In addition, students may be required to be on a behaviour contract between school and home.

C. Notification

In cases of serious breaches of the Code of Conduct (Bullying, Harassment, Threats, Illegal activity) the school will contact:

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

The Hammond Bay Code of Conduct is aligned with the following:

Please visit these pages for more detailed information:

- BC Human Rights Code - <https://www.employerline.ca/bc/employer-advice/human-rights-code/>
- Nanaimo Ladysmith Public Schools (NLPS) Code of Conduct - <https://www.sd68.bc.ca/document/ap-344-code-of-conduct/>
- NLPS Vision, Mission, Values & Goals - <https://www.sd68.bc.ca/district/vision-mission-and-values/>
- NLPS Inclusion Policy - <https://www.sd68.bc.ca/document/2-10-inclusion-policy/>
- BC School Act - https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_00