

École Hammond Bay School
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CODE OF CONDUCT

Revised September 2022

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 or sponsored activities, and beyond these times (including on-line behaviour) that impact the safe, caring or orderly environment of the school and/or student learning

B. Conduct Expectations

Acceptable Conduct

- Respect self, others and the school
- Help to make the school a safe, caring, and orderly place
- Report to an adult, in a timely manner, incidents of bullying, harassment or intimidation
- Accept responsibility for your own learning
- Act in a manner that brings credit to the school

Unacceptable Conduct

The following points are examples only and are not an all-inclusive list,

- Behaviours that:
 - interfere with the learning of others

- interfere with an orderly environment
- create unsafe conditions for self or others
- Acts of:
 - Mean behaviour, bullying, harassment or intimidation
 - Intentional physical violence
 - retribution against a person who has reported incidents
- Illegal acts, such as:
 - Theft of or intentional damage to property
 - Possession, use or distribution of illegal or restricted substances such as firecrackers
 - Possession or use of weapons

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 something that is not acceptable at Ecole Hammond Bay but is not considered an act of bullying. Mean behaviour is not targeted nor persistent over time. Mean behaviour is often a part of normal development. Learning to socialize and implementing effective problem-solving skills and friendship skills is something that staff work on as part of the regular school day. At times students need extra behavioural support and support staff may work with those students as needed throughout the year. Bullying is defined as targeted, intentional actions on the part of an individual, which causes emotional or physical distress of a victim and that is persistent over time. Bullying implies a power difference of one individual over another. Bullying may involve bystanders. Barbara Coloroso, author of “The Bully, The Bullied and The Bystander, says:

“bystanders are the supporting cast who aid and abet the bully through acts of omission and commission. It is important that kids 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.

Bullying takes three main forms:

- **Physical bullying** – involves intentionally hurting the victim in some way or taking or damaging a victim’s property.
- **Verbal bullying** – consciously using words to hurt or humiliate others.
- **Relational bullying** – trying to convince their peers to exclude or reject a certain person or people and cut the victims off from their social connections.

Rising Expectations

Expectations will increase for students as they become older and more mature, and as they move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline and there will be increasing consequences for inappropriate behaviour.

Consequences

- disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive
- students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct e.g., participating in working through a *Problem-solving or Fix it sheet*
- 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 who witness the incident or homeroom teacher. 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 the home room teacher or 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 on resolving the problem, developing a solution for moving forward and a resulting logical consequence.

Step 3

Parents and administrative staff are always contacted for serious incidents and misbehaviours (bullying, harassment, fighting, 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 breachers of the Code of Conduct, the school will advise other parties, including:

- 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/>

