

- Procedure Number: 130
  - Procedure Name: Code of Conduct
  - Date of Revision: May 1997
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**School Code of Conduct**

In accordance with Board policy, staff is expected to encourage a climate of mutual respect between students, staff, and parents. Toward this end, school principals in consultation with staff, students, and parents shall adopt school codes of conduct consistent with the Board policy statement on behaviour and the District Code of Conduct.

**Student Behaviour**

In accordance with Board policy, the School Act and its Regulations, schools shall conform with the following:

1. The discipline of every school shall be similar to that of a kind, firm and judicious parent, but shall not include corporal punishment.
2. Every pupil shall be subject to the code of conduct established for her/his school while on the school premises, in going to and returning from school and at all school supported functions, whenever and wherever held.
3. Codes of Conduct should help create an atmosphere in which schools are able to fulfill their duty to provide educational services to students.
4. Codes of Conduct should create an atmosphere in which each student can develop a sense of responsibility for one's own actions.
5. Codes of Conduct should create an atmosphere of trust and security in which students may grow in confidence.
6. It is the responsibility of staff to enforce school and district codes of conduct.
7. It is the responsibility of students to adhere to school and district codes of conduct.

**Disciplinary Processes**

Recognizing the unique qualities of each school, discipline processes will be established through a school policy committee to reflect the mission statement, philosophy and goals of that school.

**Suspensions**

1. The Superintendent, Principal, Vice-Principal, or Teacher-in-Charge may suspend a student.
2. The school policy must clearly identify behaviours which may result in a suspension.
3. When a student is suspended the Superintendent, Principal, Vice-Principal or Teacher-in-Charge shall inform the parent(s)/guardian(s) as soon as possible. A double registered letter shall also be mailed to confirm the suspension. The letter shall contain the following information:
  - The student has been suspended
  - The reason for suspension
  - The duration of suspension

An educational program will be made available to students under 16 years of age. Consideration will be given to requests made by older students for an educational program.

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**Appeal Procedures**

Parent(s)/Guardian(s) have the right to appeal a suspension. A copy of School District #64 By-Law No. 4, “An Appeal Bylaw under Section 11 of the School Act”, will be appended to the suspension letter when the duration is in excess of ten (10) days.

**Behaviour on School District Transportation Systems**

Pupils and other individuals being conveyed on school district transportation systems are subject to the disciplinary authority of the Principal or other responsible person and shall behave in a manner that allows the operator to give full attention to safe operations.

For students, the operator has the same disciplinary authority as a teacher.

All students being transported on district transportation systems are responsible for:

1. Walking down the aisles, taking their seats quickly and remaining seated for the duration of the trip. The aisle is to be kept clear of books, lunches, bags or other belongings. Unsecured equipment such as skis, poles, toboggans, skateboards and similar objects are not permitted. Items must not be longer than can be accommodated under the passenger seats.
2. Sitting where directed by the driver or operator.
3. Remaining seated until the bus is completely stopped or the vessel is docked.
4. Talking quietly, rowdy behaviour will not be tolerated. Distracting audio equipment will be prohibited.
5. Maintaining a non-smoking and litter-free environment.
6. Being courteous.
7. Respecting school board property. Any costs incurred as a result of vandalism will be charged to the individual(s) involved.
8. Consumption of food or beverages will be at the discretion of the operator.

**School Bus Students Will:**

1. Be at their designated stop five (5) minutes before the scheduled arrival of the bus.
2. Walk on the lefthand side of the road in single file facing the traffic except where there is a designated walking path on the righthand side of the road.
3. Line up in single file to board the bus.
4. Leave the bus carefully.
5. When crossing the street WALK five (5) meters in front of the bus in clear view of the driver.
6. NEVER walk between two buses and always stay at least five (5) meters away from the bus on all sides.
7. Do not take pets on the bus.

**Water Taxi Students Will:**

1. Arrive at the departure area five (5) minutes prior to the scheduled departure of the vessel.
  2. Wait for the vessel at a safe location in proximity to the dock.
  3. Students will remain off the water taxi dock and ramp until the water taxi has been secured.
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4. When the water taxi has been secured, proceed to the dock in single file.
5. Students must enter the water taxi in an orderly manner by grade level.
6. When announced by the operator, leave the vessel in single file until clear of the dock.

The operator may require passengers to perform tasks from time to time concerning the operation of the vessel. These requests will not be unreasonable or dangerous and the necessity for them will have been carefully considered beforehand so long explanations and arguments will not be necessary.

### **Transportation Disciplinary Guidelines**

Inexcusable conduct that could present a safety hazard will result in immediate withdrawal of transportation privileges.

**Morning:** If the misbehaviour occurs on the way to school, the operator shall ensure that the school principal is notified as quickly as possible in the morning. If the misbehaviour by the student is severe enough to warrant immediate withdrawal of transportation privileges, the parent(s)/guardian(s) of the student are to be notified by the school principal and requested to make other transportation arrangements for their child.

**Afternoon:** When the misbehaviour occurs during the afternoon run, the student must be returned to his/her appropriate drop-off point and informed that his/her transportation privileges are withdrawn effective immediately. This measure will remain in effect until the matter has been dealt with by the school principal. Following this, the bus driver must notify the school principal of the problem. The school principal shall then notify the student's parents that the student's transportation privileges have been withdrawn. If the school principal cannot be contacted, the bus driver shall notify his/her supervisor who will then be responsible for advising the student's parent(s)/guardian(s) of this action. Failing this, the bus driver must notify the student's parent(s)/guardian(s) of the decision to withdraw transportation privileges until the problem has been addressed by the school principal.

Suspension as a result of vandalism will not be lifted until restitution has been made.