

Code of Conduct

We love our school! It is a place where we feel safe, cared for, and respected. We want this for you, too. We will work together so that Lansdowne is a safe, caring and respectful place to learn. The purpose of this Code of Conduct is to clarify and maintain this goal. It will establish and maintain a balance between individual and collective rights, freedoms and responsibilities. To do this, we all have to work hard, be responsible, and be kind. We will learn more, have better relationships, and feel like we belong. Mutual respect is very important for this to happen.

What does this all look like?

We respect ourselves

- Always try your best and challenge yourself
- Tell the truth
- Be organized & be prepared

We respect others

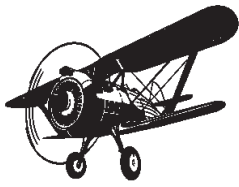
- Be polite and represent our school in a positive way- all of the time
- Look and listen
- Remember our manners
- Be sensitive toward others' feelings
- Share & include others
- Respect others' belongings
- Help others
- Adhere to the values of the *BC Human Rights Code*

We respect our environment

- Walk in hallways and stairways
- Take care of our school environment and all living things
- Ride skateboards, scooters and bikes in the designated areas with proper protection-store scooters and bikes in designated areas: "Lock it up or lock it away".

We respect technology

- Use school technology respectfully and carefully in accordance with District Student Acceptable Use Of Digital Technology Agreement 1300.3 Use technology in class in a way that supports learning (as advised by teachers)
- Represent ourselves online in a way that respects ourselves and others



Cell Phones & Personal Digital Devices

A 'personal digital device' is a student owned device that can be used to communicate or access the internet, such as a cell phone, tablet, smart watch, gaming device, and/or electronic toy. For the purpose of this document, earbuds and headphones connected to personal digital devices will also be restricted.

Equity must be considered when using and directing the use of personal digital devices in a manner that is culturally responsive and inclusive.

The use of personal digital devices is restricted during instructional hours to facilitate focused learning and promote online safety. It is expected that personal digital devices are always stored out of sight and on silent or airplane mode to limit in-class distractions and interruptions. Students are expected to follow protocols set by their school and/or teacher.

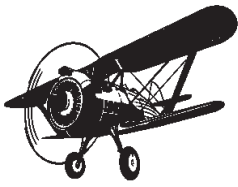
The use of personal digital devices during instructional hours is at the teacher's discretion and direction for the purposes of promoting digital literacy. Use during class time is under the supervision of a teacher who may incorporate critical dialogue regarding responsible and appropriate use of devices.

The use of personal digital devices outside of instructional hours is not permitted on school grounds, during field trips, or other school activities. No photos, video, or audio recordings will be taken of students or staff without the individual's consent.

The use of personal digital devices may support students with disabilities, diverse abilities, or medical needs as outlined in the student's support plan and Individual Education Plan other agreed upon plans.

Unacceptable conduct includes, but is not limited to:

- Behaviors that disrupt the learning environment
- Behaviors that jeopardize the safety of oneself or others
- Theft or damage to property, including graffiti
- Acts of overt defiance or dishonesty towards staff
- Possession or use of weapons, tobacco, e-cigarettes, vapourizers, alcohol or drugs, or being at school or a school function under the influence of alcohol or drugs
- Acts of harassment and intimidation, including "bullying", whether direct or indirect (i.e. via gossip, social media, electronic communication etc.)
- Acts of physical violence
- The sale or trade (or soliciting the sale or trade) of items or activities to/from any other students (unless a legitimate school activity authorized by a staff member)



- Obscene or offensive language, gestures, symbols, or graphics
- Using a personal electronic device in a manner contravening the principles of digital citizenship
- Acts of discrimination contravening the *BC Human Rights Code*
- Acts or threats of retaliation toward anyone reporting a concern

The Code of Conduct is promoted through assemblies, student leadership, advisory classes and interventions by all staff. Conduct is monitored and reviewed regularly through incident reports, student service meetings, and school based team meetings. Our school staff is committed to making our school free of abuse, bullying, discrimination, intimidation, hate and physical violence. Specifically this Code of Conduct promotes the values of the *BC Human Rights Code* prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age. The Code of Conduct encourages problem prevention, peaceful problem-solving and a safe and welcoming environment.

Anyone participating in a school activity including students, parents/guardians, volunteers, teachers and other staff members, is expected to follow the Code of Conduct. This applies when school based activities are off of school property. The Code of Conduct applies at anytime behaviour affects the safe, caring and orderly nature of the school.

Students learn best and thrive socially when they are in a caring and safe environment. Expectations for behaviour should be clearly understood. Staff, students and parents/guardians will share responsibility for developing a positive, cooperative and orderly school environment. Older students will be expected to demonstrate increased maturity and to be a role model for younger students.

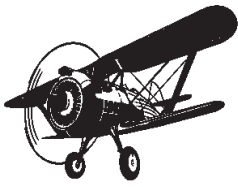
Attendance

If you will be late for school or absent, have a parent/guardian contact the school at 250-598-3336 (available 24 hours a day). If you are late to school, please check in at the office to obtain a late slip, before going to class. The school will contact a parent/guardian to verify

absences. If you need to leave school early, a note from a parent/guardian is required and you must check in at the office before leaving.

Lockers

Please use a lock on your locker and do not give out the combination to others. Combination locks can be used on the change-room lockers during PE class if materials and the lock are removed at the end of class. Lockers are the property of the school. Locker numbers and combinations are kept at the school office. Locker contents may be subject to the scrutiny of school personnel at any time.



Parent / Teacher communication

If a teacher has a concern about a student's behaviour, parents/guardians may be contacted. The teacher will work with parents/guardians to work through possible solutions. This sends a consistent message about what behaviour is expected at school. Please encourage your child to become familiar with the school and classroom rules. If concerns arise, do not hesitate to contact the teacher.

Consequences:

When addressing inappropriate behavior, we provide students with opportunities and guidance to take responsibility for their actions. Students are helped to learn from their mistakes and to resolve issues.

Generally, the administration will consider two factors in determining consequences:

1. The need for the student to learn from the situation and change future behaviour.
2. The need for the school community to feel that serious issues are responded to appropriately.

Depending on the nature, severity, and frequency of the behavioral concern(s), school personnel may notify a student's parents/guardians of incidents of misconduct. If behaviours continue over time, consequences may increase in response. It must be noted that considerations will be made for students with special needs in relation to their ability to adhere to the Code of Conduct.

Mandatory consequences are required when students commit certain kinds of inappropriate behaviour. The range of consequences includes verbal and written warnings, detentions, suspensions and expulsions from school. School administration will notify a student's parents/guardians and the District's Associate Superintendents in writing of any suspensions. Police and/or other agencies will be notified of known or suspected misconduct as required by policy or law, or if their involvement is required by school personnel in addressing an incident or concern.