

DISTRICT PHILOSOPHY

Policy 105-R (previously 502.1.1-R)

District Code of Conduct: How We Learn and Work Together

It is our collective responsibility to ensure that we are learning and working together positively.

District and school staff will ensure that the Code of Conduct Policy, Regulations and Administrative Guidelines are implemented at each school and district facility.

The District Code of Conduct and any school Code of Conduct shall be prominently displayed in all schools and district facilities. It is to be communicated and reviewed with students, staff and parents at regular intervals (at least once per year).

Respect for Human Rights

- All students, staff, trustees and parents will be provided with opportunities to develop their knowledge, skills, awareness, and behaviours to identify and eliminate all types of discrimination, harassment, and bullying.
- Schools counselors will be informed and knowledgeable about expectations pertaining to human rights, discrimination, bullying and harassment.
- Educational staff will be encouraged to adapt and include current learning resources and strategies to provide opportunities for all students and staff to develop positive awareness and respect for human rights and diversity.
- The District will outline appropriate behaviours and actions in order to prevent discrimination harassment and bullying through greater awareness, and dialogue that creates understanding and respect for diversity.
 - o This understanding and respect applies to spoken word, gestures, physical actions, visuals, print or electronic media.
- The District will provide awareness and education for all new employees to enhance sensitivity to human rights issues related to all types of discrimination, harassment, and bullying.
- Information for students and staff will be available to enhance respectful communication and behaviour, including how to demonstrate:
 - o Awareness and empathy,
 - To model respect and affirmation
 - o To use appropriate language which is respectful and inclusive in all situations

Adopted: 05 September 1995

Revised: 20 November 2006; 15 September 2008; 19 June 2017

Reporting Incidents of Discrimination, Harassment and Bullying

All members of the district community at each school and district site have collective responsibility and will comply with the expectations of the District's Code of Conduct. Any violation will warrant intervention and/or disciplinary action.

- Allegations of inappropriate language, behaviour or discrimination will be reported to the teacher, school administrator or supervisor.
- All appropriate steps will be taken to support and safe guard the person who has made a complaint of a breach of the Code of Conduct. Any witnesses involved in connection to a complaint will be supported as well.
- Response procedures and/or the consequences of a breach of the Code of Conduct will appropriately consider the maturity, as well as, the intellectual, social and emotional capacity of the individuals involved.
- Special consideration will be given to individuals with special needs who may be unable to comply with aspects of the Code of Conduct or other Board policies, due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.

Respect for Personal / Social Health and Safety

- Respect for Self and Others
 - o All members of the School District community will demonstrate the use of respectful and inclusive language in all settings.
 - o Information and resources will be provided for students, staff and community to enhance their understanding of personal and social health and safety which will:
 - Build awareness and understanding of mental health and wellness
 - Educate about restricted and illegal substance use, including the harm and consequences of usage
 - o To ensure that appropriate safe places exist at all district sites to support safety, respect and privacy.

Respect for Personal Public Property and Environment

All members of our School District community are expected to respect personal and district property, such as our facilities, equipment and the personal articles of others.

Information will be provided to support the appropriate use of furniture, equipment, tools and facilities.

The Richmond School District continues to be committed to environmental citizenship and expects our district community members to participate positively in the protection and stewardship of our natural resources. Positive environmental behaviour and habits are expected.

Information and awareness regarding sustainable practices will be provided to students, staff and parents to ensure that we are all contributing positively to our environment.

Respect of Ethical and Legal Guidelines

The District Code of Conduct supports how we learn and work together. Other protocols, including, but not limited to, collective agreements, contracts, and provincial and federal laws, also frame how we learn and work together.

All members of our district community will abide by the expectations of the School Act, provincial and federal laws, City of Richmond Bylaws, as well as individual school protocols and processes.

- Individuals involved in a violation will be informed and, if the individual is a student, their parents/legal guardians will be informed and asked to work with staff in the process of remediation and learning.
- Other members of the district or school community may be informed about violations if it is deemed to be helpful or the violation poses a serious threat to the community as a whole.
- Outcomes and Interventions
 - o May vary depending upon a variety of factors pertinent to each case and individual or group, however, consequences may include:
 - A warning and learning conversation
 - Loss of privileges depending on the situation, for example: time outs, limits to participation, apology, suspensions, etc.
 - Significant violations may result in more serious consequences, including, but not limited to, such things as appearing before a Board of Review for students, a disciplinary review for employees or a police investigation.