

ADMIN PROCEDURES MANUAL

Administrative Procedure 104

DISTRICT CODE OF CONDUCT

Background

The District strives to provide a safe and non-threatening environment in all schools and facilities, and expects that all members of the District Learning Community will conduct themselves in a respectful, responsible and considerate manner that:

- Complies with all applicable and relevant legislation including, but not limited to, the prohibited grounds of discrimination as set out in the BC Human Rights Code;
- Reflects the District values of Res86Tj -0.0 the e 67-n168.8(al)2.6(un2o7)101.9(1684:.6(11.2)-6.6(h]4

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2. Communicating Codes of Conduct:

- The District acknowledges that Codes of Conduct can only have a positive impact on the culture of a school when they are communicated to everyone consistently on an annual basis. Everyone within the District Learning Community is expected to be aware of their rights and responsibilities, and to exercise them in a positive manner.
- 2.2 With this in mind (2.1), Codes of Conduct will be communicated in the following ways:
 - 2.2.1 Codes of Conduct will be displayed in a prominent location in school facilities where visitors to the school as well as people who are regularly in the school can read them:
 - 2.2.2 At the beginning of the school year, the District and its schools must ensure that Codes of Conduct are distributed to the District Learning Community and also made available to the public (on the District website);
 - 2.2.3 As new students enroll at District schools during the year, they and their parents will be provided with a copy of the Code of Conduct and provided with an opportunity to discuss expectations with school staff;
 - As new employees/contractors are hired and new volunteers become active in school facilities, they will be provided with a copy of the Code of Conduct and given an opportunity to discuss expectations with District and/or school staff;
 - Codes of Conduct will be communicated in the school handbooks provided to 2.2.5 all families at the beginning of each school year, and can be reinforced throughout the year by school staff at school events, through school newsletters, and so forth and,
 - 2.2.6 Wherever possible employees are also to be encouraged to incorporate the active teaching of conduct expectations into regular classroom learning activities.

3. Conduct Expectations:

- The Code of Conduct applies to how the members of the District Learning Community conducts themselves during school and/or District events both on and away from District sites, or when engaging in other school-related events that could negatively impact the safe, caring or orderly nature of schools.
- 3.2 All members of the District Learning Community are to conduct themselves in a manner than (6)505 w [5.598 11.185 0 Td ()Tj EMC /LBody <<613 (a)-11.4 (r)-16.9 (i)-8.4 7i:6.9 (p)0 T

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- 14.3 Orderly schools: schools that are free from chaos and confusion, and alive with the sights and sounds of purposeful learning activities. Routines for repetitious activities are well-established so students' minds and bodies are free to focus on the learning and development work at hand.
 - 14.3.1 A businesslike atmosphere exists, yet there is creativity and fun in abundance. Everyone in the school has work to do and does it in a timely way and in a way that doesn't interfere with the learning and development of others. Everyone feels a sense of meaningful accomplishment, and feels the school is a good place to be. All members of the school community are informed about and exercise their rights and responsibilities as school citizens.
- 14.4 "Tellable adult(s)": all school staff members are considered to be adults that students may tell if there has been a breach to the school code of conduct. Parents and other trusted adults in a student's life are also important "tellable adults".

Reference: Section 6, 7, 7.1, 8, 8.4, 17, 18, 20, 22, 65, 85 School Act School Regulation 265/89 Safe, Caring and Orderly Schools: A Guide

SD No. 40 (New Westminster)

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