

## **VANCOUVER COLLEGE: CODE OF CONDUCT FOR STUDENTS, PARENT/GUARDIANS, AND STAFF**

*"Were we to know the merit of only going from one street to another to serve a neighbour  
for the love of God, we should prize it more than gold or silver."*

Blessed Edmund Rice August 10, 1806

A code of conduct espouses the values and vision of a school in which relationships are conducted in a respectful and dignified manner. Vancouver College shares the responsibilities with parents to develop students' personal and social skills to inculcate these values and achieve this vision. As part of the Catholic Community at Vancouver College, we, the students, staff and parents, are expected to conduct all our relationships so that our actions will reflect the following Catholic Christian centred values and beliefs:

Hope and Confidence	Individuality and Community
Understanding and Forgiveness	Achievement and Celebration
Honesty and Integrity	Humility and Gratitude
Responsibility and Cooperation	Caring and Compassion
Enthusiasm and Dedication	Respect and Harmony
Faithfulness and Reverence	

As a consequence of this, each person in the Vancouver College Community:

- Has the responsibility to participate in creating and maintaining a safe, positive faith and learning environment.
- Has a right to be emotionally and physically safe while at school, while going to and from school, and while attending any school function.
- Has a right to know that his personal belongings are safe and will not be interfered with.
- Is expected to proclaim gospel values which affirm the dignity of all persons and promotes the achievement of peace in our community.
- Has a right to expect that all in the community will participate in creating a safe, positive faith and learning community.

### **OLWEUS-ANTI-BULLYING: BUILDING A SOCIAL COMMUNITY**

To promote the sense of community, Vancouver College embraces the OLWEUS Anti-Bullying Program from K-12 and trains staff according to the program. As required by the Ministry of Education, the school has an appointed Safe Schools Coordinator and has personnel trained in the Erase Bullying Protocol.

#### Glossary of Terms:

**BULLYING** - Exposure repeatedly and over time, to negative actions on the part of one or more other persons, and the student has difficulty defending himself.

**HARASSMENT** - Any unwelcome or unwanted act or comment directed at another person that is hurtful, degrading, humiliating, or offensive.

**INTIMIDATION** - An act designed to instill fear in another person as a means of controlling that person.

The following are examples of bullying, harassment, or intimidation:

- Discrimination such as judging or attacking a person because of their race, ethnic origin, or gender.
- Hazing such as inappropriate and unacceptable initiation practices for clubs or teams.
- Verbal Abuse such as insults, offensive jokes, put downs, making fun of, or mocking a person.
- Exclusion such as gossiping, spreading rumours, isolating a person, refusing to acknowledge a person, or trying to convince others to exclude or reject a person.
- Physical Aggression such as fighting, hitting, pushing, or spitting.
- Retribution such as negative action against a person who has reported an incident to a parent, teacher, or the Administration.

### **Vancouver College Discrimination Policy**

The safety and wellbeing of students at Vancouver College is of paramount consideration. Students deserve to be protected from abuse, neglect, bullying, harm, or threat of harm. Therefore, Vancouver College strives to ensure that students attending the school will experience a learning environment that enables every child to feel safe, accepted, and respected. Vancouver College, through the integration of our Essential Elements, the OLWEUS Program, our Religious Education Program, Campus Ministry Program and other related leadership programs and activities, will continuously develop strategies to make students feel valued, respected, and connected within the school community. This will include the protection of students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with the school's faith-values.

## **RESPONSIBILITY OF STUDENTS**

### **Safety of Persons.**

#### **Every student at Vancouver College shall:**

- Respect and promote the physical safety and well being of others.
- Participate in creating a safe, positive environment where faith and learning go hand in hand.
- Inform parents, teachers, or the Administration as appropriate, of any instances of bullying, harassment, or intimidation.
- Be responsive to appropriate consequences.

### **Safety of Possessions.**

#### **Every student at Vancouver College shall:**

- Keep money or valuable personal possessions, including schoolbooks and supplies, secure either on his person or in a secured locker.
- Bring to school only the money and possessions necessary for daily use as a student.
- Respect the personal possessions of others.
- Deliver to the office any unattended possessions found in the school or on the campus.
- Inform parents, teachers, or the Administration, as appropriate, of any suspicious activity that appears to be theft, or that compromises the safety of possessions.
- Not divulge the combination of the lock that has been assigned to him.
- Report any lost or stolen items to the Administration.

### **Academic Performance.**

#### **Every student at Vancouver College shall:**

- Make a commitment to excellence in academics and the necessary efforts to achieve a level appropriate to their ability.
- Be on time, with appropriate equipment and materials, for every class or other school activity.

- Come to class properly prepared for that day's instruction, including having completed all homework or otherwise reasonably necessary assignments.
- Not seek credit for work done by another person and, in particular, refrain absolutely from plagiarizing assignments or cheating on tests or examinations.
- Engage in extracurricular activities as required by the student's program or the school in a manner that does credit to both the student and Vancouver College.
- Actively support the efforts of the staff and other students in promoting Vancouver College as a centre of Catholic education in such programs as the Edmundians, retreat programs, liturgical celebrations, and all other faith formation activities.

### **Department and Behaviour.**

#### **Every student at Vancouver College shall:**

- Conduct himself in an orderly, respectful, and courteous manner at all times, while at school, while traveling to and from school, or attending any school function.
- Use language that is appropriate to a Catholic Christian community.
- Use social media in a manner that is consistent with the values of our faith and learning community.
- Use or access Vancouver College computers, e-mail, or network services in accordance to the policies and rules as described in the "Acceptable Use Policy" as stated in the Student and Parent Handbooks.
- Be truthful and candid in his dealings with other students and with Vancouver College staff members.
- Not bring into a classroom unnecessary articles such as school bags or electronic equipment that is not required in the instructional program.
- Leave the campus during the school day only for reasons approved by the student's parents or guardians or by a Vancouver College staff member, and only after first reporting the reason for any such absence to the Main Office.
- Remain on campus during the entire school day with the exception of students in Grade 12.
- Not use tobacco or e-cigarettes ('vapes') while on campus or while attending any school activity.
- Not possess, sell, or use alcohol or illegal drugs.
- Not possess, sell or use any weapon including any facsimile thereof at school, while going to and from school, or when attending any school function.
- Inform parents, teachers, or the Administration, as appropriate, of any instances involving weapons or the use of alcohol or illegal drugs.
- Adhere to the Vancouver College Dress Code while on campus or while attending school activities which require Dress Code attire. Adherence requires not only correct articles of clothing, but also that this clothing be correctly worn.
- Adhere to the "Personal Electronic Devices" regulations of their school.
- Compensate the school, staff, or other students, to the extent and in a manner reasonably decided by the Vancouver College Administration, for loss or damage caused to person or property by improper conduct or willful neglect in or about the campus or while engaged off-campus in school activities.
- Attend class at the scheduled times.
- Adhere to all Vancouver College traffic and safety regulations, in addition to all traffic laws.

### **RESPONSIBILITY OF PARENTS**

#### **Every parent/guardian at Vancouver College shall:**

- E-mail the Main Office before 9:00 AM if their son is going to be late or away from school.
- If parent/guardians calls the school to report a late or absence, an emailed note must still be sent as per government requirements. Please include your son's full name, grade, and date of absence in the note.
- Participate in creating a safe and positive learning environment where faith and learning go hand in hand.

- Work and cooperate with the school to resolve concerns with respect to the behaviour of students.
- Communicate with the Administration if they suspect that their son is being, or may be, bullied, harassed, or intimidated.
- Ensure that students come to school with only the required possessions and money.
- Report any lost, stolen, or missing items to Assistant Principals.
- Work and cooperate in partnership with the school to resolve concerns involving their son.
- Model, teach, and reinforce appropriate student behaviour.
- Conduct themselves in an orderly, respectful, and courteous manner at all times.
- Encourage their son to commit to excellence in all his endeavours.

## **RESPONSIBILITY OF STAFF**

### ***Every staff member at Vancouver College shall:***

- Participate in creating a safe and positive environment where faith and learning go hand in hand.
- Model, teach, and reinforce appropriate behaviour.
- Ensure that information on bullying, harassment, or intimidation is included in the curriculum or in special presentations at Vancouver College.
- Be alert to behaviour that may be bullying, harassment, or intimidation.
- Treat information received from students or parents regarding bullying, harassment, or intimidation as confidential, taking such steps as the circumstances warrant to protect the source.
- Establish and make known a procedure that will ensure the return of lost possessions.
- Ensure that secure areas of the school are kept secured to deter theft.
- Be alert to students who may be in possession of, or under the influence of, illegal drugs or alcohol or who may be in possession of weapons.
- Establish procedures to ensure safety of students if a person brings weapons to the school.
- Treat information received from students or parents regarding theft, alcohol, drugs, or weapons as confidential.
- Conduct themselves in an orderly, respectful, and courteous manner at all times in deportment and attire.

## **CONFLICT RESOLUTION PROCEDURES**

### **Academics.**

If the difficulty concerns ACADEMICS, the teacher involved must be contacted first in an attempt to solve the concern. If this does not resolve the matter, the Department Head should be notified. The Department Head will only discuss the matter after the teacher concerned has been contacted. If this has been done and the problem is still unresolved, the appropriate Assistant Principal should be approached. If still unresolved, the Principal should be approached.

### **Athletics.**

If the difficulty concerns ATHLETICS, the teacher/coach involved must be contacted first in an attempt to solve the concern. If this does not resolve the matter, the Athletic Director should be notified. The Athletic Director will only discuss the matter after the teacher concerned has been contacted. If this has been done and the problem is still unresolved, the appropriate Assistant Principal should be approached. If still unresolved, the Principal should be approached.

### **Teaching Staff.**

If the difficulty concerns an action or a decision taken by a TEACHER or concerns the teacher's behaviour, the teacher concerned should be contacted first in an attempt to solve the concern. If this has been done and the concern or complaint is still unresolved, the appropriate Assistant Principal should be approached. If still unresolved, the Principal should be approached.

**Non-Teaching Staff.**

If the difficulty concerns NON-TEACHING PERSONNEL, the member of staff involved must be approached first in an attempt to solve the concern. If this has been done and the problem is still unresolved, the appropriate Assistant Principal or Business Manager (if the person is an office support staff member) should be approached. If still unresolved, the Principal should be approached.

**School Fees.**

If the difficulty concerns PAYMENT OF SCHOOL FEES, the Business Manager should be approached. If still unresolved, the Principal should be approached.

## **REPORTING VIOLATIONS OF THE CODE OF CONDUCT**

Vancouver College recognizes that for a variety of reasons, including fear of retribution, students and parents are sometimes reluctant to report incidences of bullying, intimidation, harassment, theft, possession of drugs or weapons to the Administration. However, without such information, the Administration is often unable to make an appropriate response. Incidents can be reported to the Administrators in person but also over the phone, by e-mail, or in any other way that is non-threatening. Note that, in accordance with the Code of Conduct for Staff, every Vancouver College staff member has a responsibility to "treat information received from students or parents as confidential, taking such steps as the circumstances warrant to protect the source."

## **VANCOUVER COLLEGE DISCIPLINE SYSTEM**

- Incidents that threaten the physical or emotional safety of the person are a breach of the Code of Conduct for Students.
- Incidents of theft are a breach of the Code of Conduct for Students.
- Incidents involving illegal drugs, alcohol, or weapons are a breach of the Code of Conduct for Students.
- Failure to meet our expectations on academic performance, deportment, and behaviour are a breach of the Code of Conduct for Students.
- Disciplinary action is preventative and restorative rather than merely punitive. Consequences are intended to provide an opportunity to learn and reinforce appropriate behaviour.
- When making decisions regarding disciplinary action, the Administration may give primary consideration to the education, health, or safety of the collective student body.
- Possible consequences of involvement in acts of bullying, harassment, intimidation, theft, use of alcohol, illegal drugs or possession of weapons include mediation, conflict resolution, counselling, suspension, probation, or expulsion as well as other consequences as deemed appropriate by the Administration.
- In instances where an unlawful activity is reported, the police or child welfare authorities will be notified.

## **ADMINISTRATIVE PROCEDURES**

### **Student Breaches of the Code of Conduct**

The Principal, or designate, is required to investigate fully every serious infraction related to our Code of Conduct. The Principal, or designate, is required to develop and maintain documentation that accurately records the incident and investigation.

In developing accurate documentation, the Principal, or designate, must follow the following practices:

- All participants, including any witnesses should be interviewed. To the extent possible, it is preferable to first interview the complainant and then the alleged perpetrators. Signed witness statements should be taken.
- Parents of both the complainant and the alleged perpetrators should be notified after there has been a preliminary determination of the facts of the event(s).
- Careful notes should be taken of all interviews and statements.

- To the extent that it appears that an individual is not telling the truth, it is important to ensure that he or she be given the opportunity to provide a full explanation for the difference in the stories being told.
- After gathering all information regarding the incident, the Principal, in consultation with the Administrative team, shall render a decision regarding the consequences.

## **PROGRESSIVE DISCIPLINE**

- Vancouver College practices Progressive Discipline such that in general, the consequences will become more serious for repeated breaches of the Code of Conduct. However in breaches of the Code of Conduct, depending on the severity as determined by the Principal and Administrative Team, the school may choose to move immediately to expulsion.
- If and when conflict occurs in relation to the school, the procedures outlined below should be followed. These procedures apply to anyone wishing to make a complaint.

## **REGULATIONS RELATED TO THE CODE OF CONDUCT**

### **SAFETY OF PERSONS**

#### *Preamble*

As stated in the Vancouver College Code of Conduct each person in the Vancouver College Community:

- "has the responsibility to participate in creating and maintaining a safe, positive faith and learning environment."
- "has a right to be emotionally and physically safe while at school..."

Vancouver College has a duty to ensure the safety and well-being of our students while they are at school. To help with this responsibility we ask the following of parents:

- Unless students are involved in a teacher-supervised activity (i.e.: practice, rehearsal, tutorial, intramurals) they should not be dropped off or arrive at school before 7:00 am.
- Unless students are involved in a teacher-supervised activity after school, students should be picked up or leave school promptly after school ends and prior to 5:00 pm.

We would similarly ask the following of students:

- If you arrive at school prior to 8:00 am, you should only be in the Dining Hall. Students arriving before 8:00am will not be allowed to access lockers or classrooms prior to 8:00 am.
- If you remain at school between 3:30 pm and 5:00pm, you should only be in the Dining Hall.

#### *Policy*

The school will open in the morning for students at 7:00 am. Students arriving at the school between 7:00 am and 8:00 am must stay in the Dining Hall. Only students who have a planned teacher-supervised activity (i.e.: practice, rehearsal, tutorial) will be permitted into other areas of the school. Between 7:00am and 8:00 am the cafeteria is the only area of the school that will be supervised except in circumstances where students are involved in planned teacher-supervised activity. All other areas will be unsupervised until 8:00 am.

After the conclusion of the school day, between 3:30 pm and 5:00 pm, students who are not involved in a teacher-supervised activity and who are waiting for a bus or family pick-up to return home, must stay in the Dining Hall. Between 3:30pm and 5:00 pm the Dining Hall is the only area of the school that will be supervised. All other areas will be unsupervised after 3:30 pm except in circumstances where students are involved in planned teacher-supervised activity. At 6:00 pm the doors of the school will be locked and all students who are not involved in a teacher-supervised activity will be asked to leave the school.