

BURNABY
SCHOOL DISTRICT 41

POLICY STATEMENT

POLICY NUMBER:

5.08.00

*developed by the Board of School Trustees of School District 41 – Burnaby
in accordance with established procedures for policy development.*

POLICY TITLE: POSITIVE SCHOOL CLIMATE

Date Adopted: 1976-12; 1990-06 **CROSS REFERENCE(S)**

Date(s) Revised: 1991-05 **Statutory :** S.A. 103
1993-05

Other:

PREAMBLE

The Board recognizes its responsibility in providing safe schools and a positive climate for all members of the school community in which each member will be able to develop fully to their potential. Although students who are engaged in school activities seldom become involved in displaying behaviour that has a negative effect on the school climate, such instances occur. When such instances occur and are in violation of this policy which constitutes the District Code of Conduct, the Board recognizes the need for appropriate forms of intervention.

POLICY

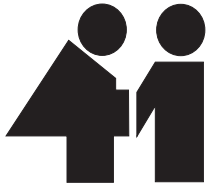
DISTRICT CODE OF CONDUCT

THE BOARD EXPECTS MEMBERS OF THE SCHOOL COMMUNITY TO TREAT OTHERS WITH RESPECT AND COURTESY AND TO CONDUCT THEMSELVES IN A MANNER WORTHY OF THE RESPECT OF OTHERS IN ORDER TO PROMOTE A SAFE AND POSITIVE SCHOOL CLIMATE. THIS INCLUDES RESPECTING THE PROPERTY OF OTHERS, NOT HAVING ANY INVOLVEMENT WITH ILLEGAL SUBSTANCES AND RESOLVING CONFLICT IN A NON-VIOLENT AND RESPONSIBLE MANNER.

THE BOARD SHALL CONSIDER THE CONDUCT OF ANY MEMBER OF THE SCHOOL COMMUNITY THAT ADVERSELY AFFECTS SCHOOL CLIMATE TO BE A SERIOUS BREACH OF THE DISTRICT CODE OF CONDUCT WHICH WARRANTS APPROPRIATE FORMS OF INTERVENTION.

OBJECTIVE

1. To provide a safe and positive climate for all District schools.
2. To ensure the rights of individuals are balanced with the collective well-being of all members of the school community.
3. To maintain a school environment that is free of: harassment, violence or intimidation, the possession or use of weapons, racism or prejudicial behaviour. These behaviours within the school environment are serious breaches of the District Code of Conduct and require appropriate disciplinary action.



ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

5.08.01

BURNABY
SCHOOL DISTRICT 41

established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.

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A. ADMINISTRATIVE GUIDELINES FOR CODE OF CONDUCT

1. Principals, in setting the School Code of Conduct, will ensure congruence with the District Code of Conduct and will ensure consultation with staff, students and parents in the development.
2. The School Code of Conduct will include District Code of Conduct expectations and will be sensitive to school community behaviour standards.

3. The Principal shall ensure that the School Code of Conduct will be displayed in the school and brought to the attention of all students, parents and staff members on a regular basis.

B. ADMINISTRATIVE GUIDELINES FOR STUDENT RETENTION COMMITTEE

1. Structure

In order to ensure that there is a structure in place to facilitate the retention of students, the Board has established a District Student Retention Committee. The committee's membership will include:

- (1) Trustee
- (1) Assistant Superintendent - Student Services
- (1) District Principal
- (1) School Administrator appointed by the Burnaby Association of School Administrators
- (1) Teacher appointed by the Burnaby Teachers' Association

A chairperson-recorder will be appointed annually by the Superintendent.

2. Student Suspensions

- a. The School Act (Section 103) authorizes the Board to establish a Code of Conduct for students attending educational programs operated by, or on behalf of, the Board.

- When a student is in breach of the District Code of Conduct, the school shall make every effort to resolve issues at the school level without interrupting the student's educational program.
- When there is a breach of the District Code of Conduct which is of a severe nature or cannot be resolved while the student remains in attendance at school, the Principal or Vice-Principal may suspend a student.
- When there is a severe breach of the District Code of Conduct involving violence, intimidation, or weapons, a referral will be made to the Student Conduct Review Committee (see policy 5.10.01).

- b. School Process for Student Suspensions

(1) Day of suspension:

- i. the principal will ensure that every effort is made to provide an opportunity for any student facing disciplinary action to provide a written or verbal statement to the principal.
- ii. telephone contact will be made with parent/guardian informing them of the circumstances of the suspension and providing the parent/guardian with the opportunity to provide information verbally or in writing to the principal.
- iii. a letter by registered mail will be sent to the parent/guardian with copies to the Superintendent and Student Retention Committee Chair and given to student to take home.

(2) Within five school days:

The school will make every effort to:

- i. provide an opportunity for parents and student to meet with school personnel to attempt to resolve suspension issues.
- ii. minimize the interruption to the student's educational program.
- iii. reach a resolution which may include reinstatement, transfer to another educational setting, or withdrawal of the student at the parent's request.
- iv. inform the parents of students under the age of 16 years, who are withdrawing their child from school, that they are responsible for ensuring that their child receives an educational program.
- v. notify the parent of the availability of school work for the student during suspension.

(3) After five school days:

The school will automatically refer to the Student Retention Committee.

- i. Telephone call will be made to the chair of the Student Retention Committee indicating that a referral is in process.
- ii. Written referral accompanied by relevant student records and interventions attempted will be sent to the chair.
- iii. Parent will be notified of the referral by telephone and by registered letter.

3. Committee Involvement Process

- a. Committee reviews the date and efforts made to date to resolve problems at the school level as presented by the school administrators.
- b. Committee may meet with parents or guardians and student and consult with agency representatives if they are involved.
- c. Committee plans a course of action and the chairperson communicates the committee's decision to the school and parents.