



**DOVER BAY SECONDARY SCHOOL**

# **CODE OF CONDUCT**

**“Educative, Preventative, and Restorative”**

**2023-2024**

**\*Revised July 2023**

## Why a Code of Conduct?

Dover Bay Secondary School's Code of Conduct is in alignment with the Nanaimo Ladysmith Public Schools' (NLPS) policies and procedures. The NLPS Inclusion Policy 2.10 states: "The Board expects that all students, staff, and members of our school communities will adhere to a code of conduct that is **educative, preventative and restorative** in practice and response."

Educative	Preventative	Restorative
...to give intellectual, moral or social instruction	...to keep something undesirable from happening	...to repair, rebuild, reinstate, redress relationships

## Statement of Purpose

- To establish and maintain a safe, caring, orderly environment for purposeful learning.
- To establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities.
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school activity at any location.
- To promote and publish the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law—prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sex orientation—in respect to discriminatory publication and discrimination in accommodation, service, and facility in the school environment.
- To promote and publish the values expressed in NLPS Board Policy NO. 3207, Student Harassment, Intimidation and Bullying, respecting the rights of all individuals as such behaviours can disrupt a student's ability to learn and interfere with the school's ability to maintain an appropriate learning environment.

**Acceptable Student Conduct at Dover Bay** is behaviour that makes our school a safe, caring, inclusive, and productive learning environment. Our staff strives to teach and model positive behaviours and support students in effective problem-solving, conflict resolution, and restorative practices. While at school, online, or while attending any school function, our students are supported and expected to behave in a manner that is:

## **3 R's**

### **Responsible**

- Accept responsibility, strive to participate, and engage appropriately in your learning.
- Attend classes and consult your teacher in the case of an absence.
- Behave safely; use common sense and conduct yourself in a manner that brings credit to you, your school, and its associated programs.
- Use the internet and technology safely and responsibly.
- Inform an adult and ask for follow-up if you know of bullying, intimidation, harassment, violence, or retaliation.

### **Respectful**

- Attend to your learning. The core business of DOVER is education; therefore, a student's core business is learning.
- Treat yourself, classmates, staff, parents and facilities with kindness and respect.
- Respect school and classroom guidelines for behaviour and conduct.
- Respect yourself, your property and the property of others.
- Work well with others at school, at home and in our community.

### **Ready to Learn**

- Arrive on time expecting to learn and remain for the duration of the class or activity.
- Bring appropriate learning materials, texts, and supplies to class or school activities.
- Complete all assigned work to prepare for educational growth.
- Seek academic or emotional help for yourself, a friend, a parent, or your family. We have many supports to help you be a happy, healthy, and successful student.

Unacceptable Student Conduct at Dover Bay interferes with the personal safety, well-being, or education of students, others, or the learning environment. It may occur at school (all school-related functions) and online. Unacceptable conduct includes, but is not limited to, inappropriate use of technology, academic dishonesty, bullying, harassment, intimidation, discrimination, and illegal acts.

**Unacceptable** conduct includes, *but is not limited to*:

- Academic dishonesty
- Alcohol and drug use, possession, or distribution.
- Assault (Criminal Offense)
- Bullying and Harassment—verbal, physical, or online.
- Causing a false alarm or creating safety risks for others.
- Derogatory Language
- Fighting
- Foul language directed toward staff or students.
- Inappropriate online behaviour or use of technology at school or home that impacts students.
- Interfering with student’s own or another student’s learning.
- Racism
- Retaliation
- Sexual Harassment (Criminal Offense)
- Smoking/Vaping at school (Campus/Facility), or on school related events/trips.
- Trespassing on another school’s campus/building
- Truancy.
- Vandalism
- Violence or threats of violence (electronic threats included).
- Weapons at school. (Concealed, wielding, using)
- Willfully disobeying teachers or other adult school personnel (teachers, secretaries, custodians, supervision aides, educational assistants, administrators, coaches, or bus drivers).
- **Being a bystander or encourager of any of the above.**

## ATTENDANCE

Students are to attend school on a regular basis and in accordance with the attendance procedures of the school and district.

### **Procedure**

- Students are expected to attend regular programs on a daily basis.
- Students participating in a field trip, work experience or other such school sponsored activity during instructional hours shall be considered present for attendance purposes.

- Students shall not leave the school during instructional hours without both permission of the school and knowledge of the parent(s) or guardian(s).
- Students who are tardy or absent from school shall provide an explanation from their parent(s) or guardian(s) as to the reason for such tardiness or absence.
- **Success** in school has a high correlation to regular student attendance. Although the ability to attend is dependent on a variety of circumstances, unexcused absences should be avoided. Students should also avoid being late to class as this can disrupt the learning environment for other students.
- **Communication** – Teachers should communicate home if attendance seems to become an issue for a student. If after home communication no changes occur, please connect with the counsellor who may be able to shed some light on the situation and will also be able to bring the student’s name to a Triad meeting. (SST/Counsellor/Admin)
- **\*Please see NLPS Admin Procedure 301 Student Attendance**

### Digital Citizenship at School

Users of Dover Bay online systems or their own personal devices, will not knowingly access, upload, download, store, display, distribute or publish any information that:

- Is illegal or advocates illegal acts or facilitates unlawful activity.
- Threatens or intimidates any person or suggests violence, hatred, or discrimination.
- Uses inappropriate and/or abusive language or conduct.
- Contains inappropriate religious or political messages.
- Violates or infringes on the rights of any other person according to the NLPS Board policies, Ministry of Education policies, the British Columbia Human Rights Code, or the Canadian Charter of Rights and Freedoms.
- Is racially, culturally, or religiously offensive.
- Encourages the use of controlled substances, participation in an illegal act, or uses the system to incite criminal actions.
- Is of a defamatory, abusive, obscene, profane, pornographic, or sexually explicit nature, or constitutes sexual harassment or inappropriate romantic overtones.
- Contains personal information, images, or signatures of individuals without their prior informed consent.
- Attempts to hide, disguise, or misrepresent the identity of the sender.
- Constitutes online bullying, harassment, intimidation, or discrimination.
- Violates or infringes on copyright laws.
- Unacceptable behaviours could result in disciplinary action and could also include the involvement of the **RCMP** if the infraction contravenes the Criminal Code of Canada.

## Digital Citizenship After Hours, At Home or In the Community

- Dover Bay students that use their own devices, during school time or on their own time, in a way that breaks our expectations for Dover Bay students as outlined in the Dover Bay Code of Conduct, or the school district's bullying and harassment policy (**NLPS Administration Procedure 312**), will be subject to interventions by Dover Bay Administration or the RCMP.
- This typically happens when it comes to light that other Dover Bay students, or NLPS Students have been targeted digitally by our students, causing disruptions at school.
- Unacceptable behaviours could result in disciplinary action and could also include the involvement of the RCMP if the infraction contravenes the Criminal Code of Canada.

## ELECTRONIC DEVICES (CELL PHONES)

Cell Phones can be utilized as effective learning tools (Bring Your Own Device) and may be encouraged by teachers to aid in student learning during class time. ***During instructional time Dover Bay students should take direction from classroom teachers with the default being the cell phones are turned off and put away during instruction and class work time.*** Students and staff have an expectation of privacy protection and should never be photographed or videotaped within a classroom setting without providing permission for that to occur. ***Unfortunately, cell phones and social media are often the tools of modern-day bullying and harassment.*** Dover Bay reserves the right to extend the school code of conduct policy on personal technology for the purpose of maintaining safety of students and staff. ***\*Students that are not complying with classroom expectations around cell phone use may be referred to Dover Administration.***

## ACADEMIC INTEGRITY

Assessments and other schoolwork are measures of a student's academic performance. As such, honesty is essential to ensure a true measurement of a student's learning. Each assessment represents what the student knows or can do in order for the student, the teacher, and their family to have an accurate understanding of the student's progress.

When a student violates academic integrity, it is a behaviour infraction. As a result, the teacher will find an alternative way to assess the student's abilities. At this point, teachers, administrators, the student, and parents work to identify the root cause of the behaviour and to help the student learn from the experience in a caring, consistent, and instructive way.

**Academic Dishonesty includes, but is not limited to:**

- Downloading or copying and pasting online material and submitting it as your own.
- Sharing test questions and/or answers with other students verbally or electronically.
- Looking at someone else's test/quiz or allowing someone to copy a test/quiz.
- Submitting someone else's work as your own with or without their knowledge.
- Working with others on an assignment that is designed to be done individually.

## Responding to Academic Dishonesty

***If a student engages in academic dishonesty, the teacher will address the matter with the student, the parent, or administrator if needed.*** The teacher will set a reasonable date and time to complete an alternate assessment. If a student fails to complete the alternate assessment within the stated timeframe, the teacher may issue a score of zero.

## ARTIFICIAL INTELLIGENCE (ChatGPT) and ACADEMIC INTEGRITY

Although AI platforms such as ChatGPT are relatively new, they are taking the world by storm. Dover Bay does not currently have an official administrative procedure regarding the use of artificial intelligence by students, but there will be one coming within the Fall of 2023.

**The University of British Columbia** has useful guiding principles on their website within their Academic Integrity section.

***The following excerpts are from the UBC document and will serve as Dover Bay's principles for dealing with Artificial Intelligence until we have developed our own procedures.***

### **What is ChatGPT? (UBC Excerpt)**

ChatGPT (GPT stands for Generative Pre-trained Transformer) is a tool developed by OpenAI that is capable of producing human-like responses to prompts. This AI system is a large language model that has been trained on a dataset to interact with users in a conversational way. ChatGPT is part of the broader category of generative AI, a form of artificial intelligence that generates new content based on the data it has been trained on. The new content that is generated can be text, images, code, videos, etc.

The current version of ChatGPT bases its output on its training data of internet content up to and including 2021.

### **Is the use of ChatGPT considered academic misconduct at UBC? (UBC Excerpt)**

The use of ChatGPT or other generative AI tools does not automatically equate to academic misconduct at UBC. At this time, the use of artificial intelligence tools is a course-level decision and there is no overall ban on its use in teaching and learning.

- If using ChatGPT and/or generative AI tools on coursework has been **prohibited** by the instructor, then using these tools would be considered to be academic misconduct.
- If using ChatGPT and/or generative AI tools has been **permitted** by the instructor, then instructors should make sure to convey the limitations of use and how it should be acknowledged and use should stay within those bounds.

- If the use of ChatGPT and/or generative AI tools has **not been discussed or specified** by the instructor, then it is likely to be considered as prohibited as an example of the “use or facilitation of unauthorized means to complete an examination or coursework” and more specifically as “accessing websites or other online resources not specifically permitted by the instructor or examiner” (Discipline for Academic Misconduct, [Vancouver](#) and [Okanagan](#) 3.1.b.iv), and potentially plagiarism (3.1.e).

Students should not assume that all available technologies are permitted. If students are not sure about whether AI tools are allowed, as with any tool, they should ask their instructor for clarity and guidance.

**PLEASE SEE THE COMPLETE UBC DOCUMENT BY FOLLOWING THIS LINK**

<https://academicintegrity.ubc.ca/chatgpt-faq/>

## TRANSPORTATION

### Automobiles/Motor Transportation

Many of our senior Dover Bay Students may be driving themselves to school. Student drivers are restricted to designated parking areas or service areas. Students must practice responsible driving practices as Dover Bay Administration reserves the right to refuse future access to parking areas. When deemed necessary, an administrator may report violations to the RCMP.

**\*Please see NLPS Admin Procedure 313 Control of Motor Vehicles on School Grounds (Students)**

### Bicycles

Active transportation is encouraged for all staff and students. Bicycle racks are provided outside the school main entrance. Students should ensure that locks are utilized to attach the bike securely to the rack. There is no inside storage available for bicycles. The school assumes no responsibility for theft or damage of bicycles. Students should dismount as they enter the school campus and walk their bikes to the rack. This is to ensure safety for everyone. ***Bicycles should never be ridden inside the school.***

### Skateboards, Longboards, Roller Blades, Scooters and Roller Skates etc.

Use of these items as active transportation is encouraged. Students bringing these items to school need to dismount and pack them and place them inside their lockers. The office also has storage for these items if they won't fit in a locker! ***Longboards, Roller Blades and Scooters should never be ridden inside the school.***



## APPROPRIATE ATTIRE/DRESS CODE

At Dover Bay and in Nanaimo Ladysmith Public Schools students are allowed to wear anything they choose so long as it conforms with the School Code of Conduct requirements for the intended activity (Physical Health and Education, Metalwork, Woodwork etc.) and does not promote or display:

- Drugs
- Alcohol
- Offensive images
- Offensive language
- Or encourages discrimination

\*Examples of popular clothing that should not be worn at school would be clothes that have marijuana images, beer/alcohol logos, Playboy logo, etc. ***Students wearing these items will be instructed to not wear them again and home contact made. Students repeatedly wearing them will have to turn them inside out, cover them up or change.***

**\*Please see NLPS Admin Procedure 352 for further information.**

## HARASSMENT, BULLYING AND INTIMIDATION

According to **NLPS Administration Procedure 312**, harassment, bullying, and intimidation represent serious misconduct and can have damaging repercussions for all. These behaviours can also disrupt a student's ability to learn and interfere with the school's ability to maintain an appropriate learning environment. We strive to educate students to prevent such behaviours and work with students to address the harm caused by them.

**Harassment** is any unwelcome or unwanted act or comment that is harmful, degrading, humiliating, or offensive to another person. Harassment often persists after the aggressor has been asked to stop. Any of the following behaviours can be considered harassment:

- Condescending treatment that undermines another's self-respect including name-calling, teasing, and disrespectful comments.
- Gossiping, spreading malicious rumours, "dirty" looks, social ridicule, and public embarrassment.
- Social isolation, exclusion from a group, and threatening to withdraw friendship.
- Repeated unwanted communication.
- Unwelcome jokes, innuendoes, insults, or put-downs including taunts about a person's body, disability, religion, attire, age, economic status, ethnicity, or national origin.
- Insulting graffiti directed at an individual or group.
- Taking and distributing photos.

**Sexual Harassment** occurs when: unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment; or when submission to or rejection of the harasser's sexual demands interferes with the right of the student to obtain an education or the ability of an individual to perform work. Sexual harassment can occur in any gender combination. ***Sexual harassment is a Criminal Code of Canada violation and students involved will be connected to the RCMP.***

**Sexual Harassment includes:**

- Making unwelcome, offensive, or inappropriate sexually suggestive comments, gestures or jokes, or standing too close.
- Inappropriate touching.
- Cornering or stalking a person.
- Displaying offensive or inappropriate sexual illustrations on school property.
- Distribution of inappropriate sexual messages or photos.

**Intimidation** is the act of instilling fear in someone as a means of controlling that person. Any of the following behaviours could be considered intimidation:

- Verbal threats: threatening phone calls, threats of violence against a person or property.
- Physical threats: showing a weapon, jostling, threatening to punch, stalking, or following.
- Defacing or stealing another's property.
- Daring or coercing a person to do something dangerous or illegal.
- Extortion (demanding payment or goods for a person's safety).
- Inciting hatred toward another person.
- Setting up someone to take blame for an offence.
- Taking photos of people in class and distributing without their awareness / permission.

**Bullying** can be physical or verbal or can involve social alienation. When determining whether a specific behaviour is bullying, we consider if it is: repeated over time; intended to hurt; involves a power imbalance; or is received negatively by the person(s) affected. Another way to define bullying is any behaviour that is: targeted, unwanted and ongoing.

**Bullying can be either direct or indirect.**

**Direct** bullying includes:

- Open assault such as: hitting, punching, kicking, throwing things, pushing.
- Verbal taunts or threats to harm the other individual.
- Electronic interactions (texting, Snapchat, Instagram) that are worrisome or threatening.

**Indirect** bullying includes:

- Teasing.
- Criticizing.
- Gossiping.
- Spreading rumours.
- Threatening to withdraw friendship.
- Social isolation or exclusion.

## Racism and Intolerance

Dover Bay will treat seriously behaviour or communication that discriminates or is prejudiced based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, or sexual orientation. Discrimination is most commonly seen in passive, socially-exclusionary behaviours, which can contribute to feelings of alienation on the part of those excluded. These feelings, in combination with other factors, can contribute to violent and antisocial behaviour, including self-harm.

**Dover Bay** will continue to educate our staff and students on how to combat racism with the vision of becoming an anti-racist school.

## Illegal Acts

Illegal acts include:

- Assault
- Possession, use or distribution/sale of illegal or restricted substances, including alcohol, drugs, or controlled substances or being under the influence of illegal or restricted substances while at school or at a school function, wherever or whenever held.
- Possession or use of a weapon (any instrument designed or used to inflict injury or to intimidate another person).
- Theft of or damage to property.

## DRUGS AND ALCOHOL

***There is no tolerance for students involved in this type of activity at Dover Bay.*** Students that are under the influence of drugs or alcohol or are suspected of being under the influence will be immediately sent home after parent contact is made. Students should also not be in possession of drugs, alcohol or paraphernalia connected to drugs. These items should not be on a student's person, in their bag, or locker. Students found to be in possession of these items will have them confiscated and they are not returned. Students suspended for drug and alcohol use will receive a mandatory referral to the Discovery Youth and Family Substance Use Services. The intent of this referral is to ensure youth and families know the supports that are available through Island Health. Students and families should also be aware that if students leave campus to partake in drug and alcohol use, or partake in drug and alcohol use prior to school or at lunchtime, they are still in contravention of this code of conduct.

## SMOKING AND VAPING (Inclusive of all Tobacco Products)

Although Dover Bay Staff and Administration do not condone smoking, vaping, or chewing tobacco it is recognized that some of our student body smoke or vape. Students please be aware that these activities are addictive and harmful to your health. The BC Lung Foundation has educative materials located here: [BC Lung Foundation: Vaping Health Education Tool Kit](#).

***Smoking and vaping is not permitted on any school district property in the province of British Columbia and is not permitted on field trips or any events related to school.***

There is an area ***off our school campus*** near Thyme Place where students that smoke and vape can do so.

The following rules apply to this area:

- No Grade 8 or 9 Students can be in this area.
- Students should not be in this area during class time.

***Smoking and Vaping within the Dover Bay building or on campus may result in student suspension.*** These activities within the building can set off the fire alarm and result in evacuations of the building, causing alarm and anxiety among students. These activities often occur in washrooms and make students feel unsafe and discourage them from using the facility.

***The RCMP can issue tickets for students vaping on campus or in the building.***

## WEAPONS

Weapons should never be in a student's possession on our campus or within our building. This includes concealed weapons that may be in lockers, backpacks etc. Any report of a possible weapon within the school is followed up on instantly by the Dover Administration and there may be RCMP involvement. Students packing weapons with the rationale that they need them for protection (knife or knives for example) is not an excuse to have a weapon on school property. For the safety and mental well being of all staff and students, there is zero tolerance for weapons.

## CONSEQUENCES OF UNACCEPTABLE CONDUCT

Students at Dover Bay are under the authority of the School Act of BC and Policies and Procedures as outlined by the Board of Trustees for NLPS, and there are several actions which must be treated as serious infractions and for which consequences will be correspondingly served.

**Unacceptable behaviours could result in disciplinary action that may include the involvement of the RCMP. \*Please see District Admin Procedure 315 Questioning of Students by Police.**

### Educative, Preventative, and Restorative

When considering appropriate disciplinary action, the severity and frequency of unacceptable conduct, as well as rising expectations for behaviour as students grow and mature will be

considered. Disciplinary decisions will adhere to District and Ministry Policy Guidelines and will be employed with consistency and fairness. Whenever possible, responses will be educative, preventative, and restorative, rather than merely punitive. Students, as often as possible, will be encouraged to participate in the development of meaningful consequences to promote learning and growth. The primary function of disciplinary decisions will be to correct, to educate, and to develop responsible, respectful, and caring school citizens.

Special considerations may apply to students with special needs if these students are unable to comply with the code of conduct because of an intellectual, physical, sensory, emotional, or behavioural disability. In these instances, consideration of student needs will be identified through a Behavioural Support Plan, Safety Plan, or specific goals in the Individual Education Plan, with notification to staff who support the individual student's progress.

### Steps to Address Unacceptable Conduct

- Step 1:** Staff members will handle minor indiscretions. When a student chooses not to meet behavioural expectations, there will be natural, logical, and consistent consequences.
- Step 2:** Students may be referred to the Counselling Office for behavioural offences that are not considered to be "major" violations. Counsellors will be available for providing problem-solving and supportive-intervention strategies.
- Step 3:** Administration will deal with students for serious offences outlined in the Code of Conduct. The consequences of such inappropriate behaviour will depend on the circumstances. Depending on the severity and frequency of the misbehaviour, options include: school service, detention, in-school or out-of-school suspension, and/or a variety of interventions, which include educative, preventative, and restorative measures.

### Student Suspension

Suspension is one strategy in a more complex problem-solving restorative process designed to support the student in changing unacceptable conduct. Student suspension will be employed not as an isolated event, but rather as an integral part of the larger intervention process, the component parts of which will be educative, preventative, and restorative. Sometimes immediate student suspension is the appropriate action to make a school safe when there is a serious breach of conduct or an illegal act. A parent or guardian will always be notified by the administration in the case of a student suspension. The length of a suspension ranges from 1 to 5 days.

#### **\*Please see NLPS Admin Procedure 345 Student Suspension**

The purpose of suspension, or any other discipline strategy, should be to develop self-reliant adults. Used judiciously, suspension can have positive effects, including:

- Ensuring safety for everyone in the school community.
- Assigning clear consequences for a range of serious breaches of code of conduct.
- Providing the time for planning support for behaviour change.

- Promoting collaboration among family, school, and other community services to solve problems and provide support.

Students may be suspended for serious infractions of the school’s code of conduct. Offences that may result in suspension include:

- Assault.
- Break and enter.
- Defiance.
- Disobedience.
- Drugs and Alcohol (Use, possession, distribution)
- Intimidation/Harassment/Bullying.
- Intolerance/Racism/Discrimination.
- Misbehaviour.
- Possession of drugs, alcohol, or paraphernalia\*
- Racism/Discrimination
- Smoking and Vaping on campus or in the building.
- Swarming.
- Theft.
- Threats to safety.
- Truancy.
- Vandalism.
- Verbal abuse.
- Violence.
- Weapon possession\*

***\*Students that have drugs, alcohol, drug paraphernalia (grinders, bongs, pipes etc.), knives or other weapons will have these items seized by school administration. The school does not return these items to students or families.***

## Notification

Students and parents/guardians are to be made aware that school officials may have a responsibility to advise other parties of serious breaches of the code of conduct. This notification includes:

- Parents of student offender(s)—in every instance.
- Parents of student victim(s)—in every instance.
- School district officials—as required by school district policy.
- Police and/or other agencies—as required by law.
- All parents—when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

## Appeal Process

Parents or guardians wishing to appeal a student suspension will be afforded the opportunity to make such an appeal to the principal of the school. Appeals of a school decision can be referred to the Assistant Superintendent.

## RCMP

Dover Bay Secondary will have an RCMP Liaison officer assigned to this zone. Dover Bay Administration will work closely with our liaison officer and will involve the officer when there has been a criminal code infraction.

- \*The RCMP Liaison officer is authorized to discuss police matters directly with students at the school and, where appropriate or required by law, make contact with parent or guardian of a student being questioned. This does not preclude the questioning of students by other RCMP officers who have the legal right to do so. Where practicable, the resident RCMP School Liaison should be involved when students are to be questioned by police.
- \*Should the parent not or guardian not be available, the principal or designate may, with the agreement of the student, act in loco parentis with his/her primary concern bring the protection of the rights of the student.

**\*Excerpts from the NLPS Administration Procedure AP 313**

## CONCLUDING STATEMENT

Dover Bay is an educational institution and ultimately wants to educate all students to be good citizens and make good choices. When students are in violation of the code of conduct an **educative, preventative, restorative** approach is utilized. When discipline is involved, our philosophy is to use the least amount of discipline to prompt a change in student behaviour. If a student were to be a repeat offender, other methods may be employed to support the student in making better choices.