



ELPHINSTONE SECONDARY

Belonging Respect Accountability Growth

ELPHINSTONE CODE OF CONDUCT

1. STATEMENT OF PURPOSE:

The Elphinstone Code of Conduct is designed to establish and maintain:

- safe, caring and orderly school environments for purposeful learning,
- appropriate balance between individual and collective rights, responsibilities, and freedoms
- Elphinstone's Core Values of Belonging, Respect, Accountability and Growth

The Code of Conduct provides guidelines for student behavior while at school, while going to and from school, and while attending any school function or activity at any location. It is grounded in the principles of respect, inclusivity, and social responsibility and aims to support the educational and personal growth of each student. Students are expected to follow both the Elphinstone Code of Conduct and the SD46 Code of Conduct: <https://sd46.bc.ca/wp-content/uploads/1080-District-and-School-Student-Codes-of-Conduct.pdf>

2. ATTENDANCE:

Regular attendance is crucial for student success and wellbeing. Students will follow the school and district codes of conduct and attend school regularly as indicated in the school act. Parents will support their child in attending school and will inform the school of excused absences.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_02

3. EXPECTATIONS (on school premises and during activities that impact the school community)

Acceptable conduct:

- act with respect and dignity toward others (treat others how you would like to be treated)
- act with respect toward our school and our community.
- solve conflict in a peaceful manner.
- participating actively and constructively in learning activities
- treat school property and the property of others with respect and care.

Unacceptable conduct:

- interfering with the learning of others (Creating disruptions etc.)
- interfering with an orderly environment (ex. disrespect, rudeness, cheating, chronic lateness, etc.)
- acts of bullying, discrimination, harassment (verbal, physical, and/or sexual) or intimidation
- violence (physical and verbal, including harsh language)
- retribution against a person who has reported incidents.
- creating unsafe conditions (ex. play fighting, etc.)

Unacceptable conduct continued:

- discrimination on the basis of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age as prohibited by sections 7 and 8 in the BC Human Right Code: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96210_01
- illegal acts, such as:

- possession, use or distribution of illegal or restricted substances.
- possession or use of weapons
- theft of or damage to property

Rising Expectations:

Elphinstone students are expected to grow in their capacity for

- personal responsibility and self-discipline
- acceptance of increasing consequences for inappropriate behavior.

Consequences:

- All people make mistakes and all of us are expected to learn from and grow beyond our misconduct and mistakes.
- The focus of consequences is on education students to understand the impact of their Actions and foster their ability to take reparative steps.
- The severity and frequency of unacceptable conduct as well as the age, maturity and diverse needs of students are considered in determining appropriate disciplinary action.
- Wherever possible, disciplinary action is preventative and restorative, rather than merely punitive. The following serve as some examples of disciplinary actions:
 - after-school or lunch hour detention
 - in-school or out-of-school suspension as per district suspension: <https://sd46.bc.ca/wp-content/uploads/1320-Student-Suspensions.pdf>
 - time out (i.e. time is provided for all parties involved to calm down, gather all relevant information or arrange necessary meetings)
 - restorative justice circles led by trained community facilitators

Notification:

Schools have a responsibility to advise other parties of serious breaches of the code of conduct as follows:

- parents of student offender(s)
- parents of student victim(s)
- school district officials as district policy
- police and/or other agencies (as required by law)
- all parents when it is 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.

4. USE OF PERSONAL DEVICES

The BC Ministry of Education and Child Care has launched concrete actions to keep young people safe and healthy, which includes restricting the use of cell phones in schools. As of 2024, all BC schools are required to have cell phone policies in place that restrict students' cell phone use in the classroom: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/personal-digital-device-restrictions-in-schools>.

The following guidelines provide a framework for how we are working to educate students, and keep them healthy, safe, and focused on learning within our community. Our model is designed to grow with our students and as students develop and grow in their digital literacy and decision making towards the senior years.

JUNIORS: GRADES 8-10	SENIORS: GRADES 11-12
<p>Elphinstone Secondary maintains a strong policy of NO distractions at all times in the classroom:</p> <p>Personal digital devices will be turned off/put away during instructional and/or flex times, and stored in student lockers, or backpacks. Devices are NOT allowed in the classroom for the duration of the block. This applies to hallways and washrooms during class time as well. Students can use their devices before and</p>	<p>Elphinstone Secondary maintains a strong policy of NO distractions during direct teaching times in the classroom:</p> <p>Personal devices are not allowed when staff are teaching; but, at the direction of staff, respectful usage is allowed at other times during the block with permission. This applies to hallways and washrooms, during class time as well. Senior Students can use their devices before and after school hours, during</p>



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after school hours and during lunch/class change breaks.	potential flex blocks, and during lunch/class change breaks.
Please NOTE if you need to connect with your child due to an emergency or need to share a message, please contact the front office at 604.886.2204 and they will ensure that we connect you with your child	

Consequences:

- Any student unable to follow the guidelines will have their phone placed in the office until the end of the day.
- The school principal or vice principal will contact parents/caregivers when a student is regularly struggling to follow the cell phone policy.
- In the event a student is consistently struggling to follow the policy, caregivers may be contacted to arrange a pickup for that student and/or device, AND/OR the school may require the device to remain at home until further notice.
- Students who require their phone to support diverse abilities or for medical reasons, please let your counselor or principal know so arrangements can be made for support. Use of personal devices for educational activities is not required, and the school will provide all devices necessary for instructional purposes.

5. DESCRIPTORS:

The following descriptors serve to describe important terms in the Code of Conduct:

Harassment: We define harassment as unwanted and unwelcome behavior that, in the perception of the person being harassed interferes with his or her life. Intimidation, threats, and coercion are examples of harassment.

Discrimination/Racism: The BC Human Rights Code prohibits discrimination. Racism is a specific type of discrimination. At Elphinstone, students and staff from many different cultural, ethnic, and religious backgrounds are working together. Discriminatory and particularly racist attitudes or behaviors will not be accepted.

Bullying: Grabbing other people or their clothing; making noises, remarks, looks, or gestures; writing inappropriate notes to or about a person (including online bullying); spreading rumors are all examples of actions that can be perceived as bullying. Individuals who harass, bully or promote racism violate our expectations for behavior.

Reporting: Situations should be reported to administration, counsellors or teaching staff. School programs, such as HACE, are intended to raise the level of awareness about harassment in all of its forms and thus helps to eliminate it. However, students should be aware that such behaviors will not be tolerated and are subject to the disciplinary procedures outlined in the following section.

Cheating: Cheating is a serious action requiring significant consequences. A student discovered to be cheating will be expected to write another exam or comparable assignment at an alternate time convenient to the teacher to demonstrate their learning. Discipline of the cheating behavior will be determined by the teacher and/or administration. Repeated incidents of cheating by a student may result in the student being withdrawn from the course. Teachers are encouraged to speak early in the school year to their classes about the problem of cheating and it's many forms.

7. ERASE:

While students are encouraged whenever possible to report situations to a safe adult at school, ERASE is a confidential online resource and reporting tool.

<https://www2.gov.bc.ca/gov/content/erase>