



## Maple Hill School

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| SECTION          | General School Administration |
| POLICY NAME      | Code of Conduct               |
| POLICY NUMBER    | 305                           |
| DATE CREATED     | August 30, 2017               |
| DATE REVISED     | September 19, 2019            |
| DATE IMPLEMENTED | September 1, 2017             |

### **Preamble:**

The success of Maple Hill School relies on the constructive participation of every member of the school community. As members of the school community understanding our rules helps everyone contribute positively to the institution. The school's Code of Conduct describes the behaviour and actions expected of students in respecting themselves and others.

### **Policy and Implementation:**

The following instances describe the expected behaviour and responses of students in various school scenarios:

#### **Anticipated Absences:**

Students are expected to inform their teachers and the office. Regardless of the reason, students who miss school are expected to make up missed work.

#### **Excused Absences:**

If an absence is approved by the admin team or a teacher prior to the absence it is an excused absence. Examples include illness, injury or unavoidable circumstances. Any long-term illness should be accompanied by a note from a doctor.

#### **Unexcused Absences:**

Any unexcused absences will be recorded at the office. Sufficient absences may result in a student being unable to receive credit for a course as they have not received enough instructional hours.

#### **Late Policy:**

Arriving late disrupts the school activities and impacts the learning experience of others. Like absences, unexcused lateness is reported. When a student can anticipate being late to class, they are encouraged to communicate with their teacher directly.

#### **Late or Missed Work:**

The responsibility for communicating with the teacher and making up missed work for a class lies with the student, recognizing there is an academic penalty for any missed or late assignments.

Leaving Campus: Students are expected to remain on the school campus during school hours except during lunch breaks, when they may opt to leave campus with written parental/guardian permission. During this absence from campus there will be limited or no supervision. Students are cautioned to stay in groups and to refrain from placing themselves at risk. If students have a free block and choose to leave campus, note that there is no supervision for them and the school is not responsible for them.

Academic Dishonesty:

This includes but is not limited to plagiarizing or cheating on academic assignments. Depending on the nature of the offense this may result in significant consequences for the student or students involved.

Personal Dishonesty:

These are actions such as lying, stealing, or deliberately disregarding instructions from a faculty or staff member. This could include failure to accurately report information. Unauthorized removal of resource materials from the school may be considered stealing.

Public Display of Affection at School:

Physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, kissing, etc. at school or a school-sponsored activity between two students typically in a relationship can be offensive and disrespectful to their peers. Inappropriate PDA will not be tolerated.

Bullying, Harassment and Intimidation:

The school is committed to providing a safe learning environment for all members of its community; one that is free from bullying and cyberbullying. The school is also committed to clearly and promptly addressing any behavior that is impeding the learning of any student or interfering with the experience of any other member of the school community. The school expects that all members of the school community will treat each other in a civil manner and with respect. Bullying at the school is strictly prohibited.

Bullying occurs when a student is subjected to repeated unwelcome behavior, often as a result of an imbalance of power. A student is subjected to bullying when he or she is repeatedly the target of negative verbal or physical actions by one or more students. Bullying also includes “cyber-bullying,” which is the sending or posting of harmful and/or cruel images/content via the internet, cell phones or on any other social medium, mechanism, or device. Any student who is the victim of bullying or cyberbullying is strongly encouraged to promptly report the matter verbally or in writing to any other faculty or staff member with whom the student is comfortable. Bullying/harassment will be treated as serious infractions by the school.

An individual who learns or suspects that a student is being bullied should take appropriate steps to intervene, to the extent that he or she can do so without danger or peril to himself/herself or others, and report such information to a faculty member as soon as possible. The school shall take steps to promote the safety of the alleged victim and shall investigate allegations of bullying. If the allegation is found to be credible, appropriate disciplinary action will be taken, as defined at the sole discretion of the school.

#### Sexual Harassment:

Sexual harassment between students, or students and employees, is prohibited and violates the school's core values. In some cases, sexual harassment is a criminal offence and is punishable by a court of law. The school takes seriously all complaints of sexual harassment or retaliation, and will investigate each complaint thoroughly and promptly. A student or parent who wishes to report any alleged violation of the school's sexual harassment policy should contact the Head of School or any other administrator. The school reserves the right to act unilaterally to end sexual harassment where such intervention is deemed warranted.

Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, touching, innuendo. It is any conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile, or offensive environment interfering unreasonably with a person's academic performance creating a situation where a student is coerced or intimidated to submitting to and/or not objecting to the behavior.

#### Vandalism and Damage to Property:

Accidents can happen. Damage to any school property should be reported immediately to the faculty. Generally, students are not charged for accidental damage when notice of damage is promptly given. However, deliberate or irresponsible destruction of school property will generally be repaired at the expense of the student(s) involved, and result in disciplinary action. If the nature of the offense was criminal the police can be involved.

#### Inappropriate Items/Weapons:

Unless authorized or permitted, the school prohibits (on campus or any school-sponsored off-campus trip or excursion) the possession of any firearm, imitation firearm, pellet gun, bow-type weapons, knife, Taser, or any other dangerous weapon, ammunition, or fireworks. Generally this includes any item that poses a risk to oneself or others. If in doubt about whether something is allowed, we expect students or parents to ask a faculty member before bringing it onto the school grounds.

#### Gambling:

The school prohibits gambling of any kind, including gambling over the Internet.

#### Tobacco Policy:

In compliance with BC legislation and regulations, smoking is not permitted on the Maple Hill School campus. The use, purchase or distribution of tobacco or nicotine delivery devices, including, but not limited to, devices such as vapor pens, hookah pens and e-cigarettes, is strictly prohibited. All smokers who wish to smoke off grounds must do so outside and at least 6 meters from any open doorway or window.

#### Drugs and Alcohol:

Students may not use, possess, purchase or distribute alcohol, or other unauthorized mind-altering drugs or substances, and/or any paraphernalia associated with the use of these items, and may not intentionally misuse products that can act as inhalants, while at the school or immediately before coming to school.

Students engaging in the use of these substances or devices are subject to disciplinary action including dismissal from school. Students remaining present while others are violating this rule may also face disciplinary action.

Pornography: Any student involved in pornography will be subject to immediate dismissal.

Drug and Alcohol Use Intervention:

The school's Drug and Alcohol Use Intervention policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences, both short-term and long-term; as a way of letting students know that their health and safety are of paramount concern, the school encourages students to ask for help should they find themselves impaired, ill, or struggling with substance abuse.

Any student may invoke this policy on his or her own behalf, or on behalf of another student. Parents' Role in Alcohol/Drug Prevention: Parents are expected to support the school's drug, alcohol, and tobacco policies. It is critical that parents reinforce the message that students' use and/or possession of alcohol, drugs and/or illegal substances is not tolerated.

Illegal Activity: Any student involved in illegal activity will be subject to immediate dismissal.

Mobile Device/Phone Policy:

Students are responsible for following the rules for mobile device usage established by the school. In general use of phones during class time for non-academic reasons is forbidden and devices are only useable when teachers gives overt permission. Full details of the school policy for mobile and electronic devices is provided in the Policy 323 Mobile Phone & Technology Policy.

Cleanliness:

While the school hires dedicated staff to maintain the cleanliness of the facilities, everyone is responsible for maintaining the cleanliness of common rooms and public areas by disposing of their own waste and not leaving their property in undesignated locations.

School internet usage:

Maple Hill School has laptops available for student use. Students are encouraged to use the school authorized laptops. If a student wishes to use their own personal laptop, they must sign a contract with the school detailing that they are to be using their laptop strictly for school purposes. Students using their laptop to watch videos, play computer games and engage in other distracting behaviour while at school, will lose their privileged of using their personal laptop and would need to use a school laptop if they wish to have a laptop with them at school.

This also includes use of the computer during any free blocks, breaks, or lunch period. Students who are on a laptop need to be using their laptop on school assignments.