



## Bowser Elementary School

### CODE OF CONDUCT (Revised June 2025)

The Bowser Elementary School Code of Conduct has been developed in collaboration with staff, students, and parents/guardians to maintain a safe, caring, and orderly school environment, as per the Ministry of Education and Childcare guidelines, and in support of Qualicum School District policy, and the laws of BC and Canada. As well, it reflects Sections 7 and 8 of the BC Human Rights Code, which protects the rights of all individuals from discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age. Our BES community celebrates and values the diversity of ALL our members.

We Care About Others by:	We Care About Ourselves by:	We Care About this Place by:
<ul style="list-style-type: none"><li>✓ Treating others the way we wish to be treated in all areas of our school community (inside, playground, field trips, school bus, and in the neighborhood).</li><li>✓ Respecting others' privacy, in person and online, and using technology/media safely and appropriately.</li><li>✓ Following classroom teacher "expectations" in regard to <b>cell phone use</b> during class times. Absolutely no cell phone use at break times or in common areas during school hours.</li><li>✓ Understanding that discrimination and racism will not be tolerated in our school, and will be addressed.</li></ul>	<ul style="list-style-type: none"><li>✓ Taking care of our bodies with enough sleep, healthy food, exercise and cleanliness.</li><li>✓ Coming to school dressed for the weather and staying home when we are sick.</li><li>✓ Staying on school grounds unless supervised by staff or guardian.</li><li>✓ Trying our best in all school activities to the best of our abilities.</li><li>✓ Communicating with school staff when we are upset for any reason.</li></ul>	<ul style="list-style-type: none"><li>✓ Keeping our classrooms &amp; shared spaces <b>clean and organized</b>.</li><li>✓ Using school materials, library books and devices with care &amp; respect.</li><li>✓ Using bathrooms properly and washing our hands frequently.</li><li>✓ Moving safely and quietly around the school at all times (no running and/or pushing)</li><li>✓ Treating our school grounds, and other outside community spaces with respect and care (ie. littering, harming plants/trees, damaging school property, etc)</li></ul>

#### When we make mistakes we:

At BES, we follow a **"restorative process"** for solving all problems by taking responsibility & apologizing for our actions, make amends to whomever was harmed, solve conflicts peacefully, and learn from our mistakes.

#### Behaviours that we do not accept:

There is zero tolerance for violence, weapons, bullying, intimidation or harassment regardless of race, colour, ancestry, place of origin, religion, marital status, family status, physical and mental disability, sex, sexual orientation, gender identification or expressions, and age. As per Board Policy #700 and #700AP, all reported incidents will be investigated. When confirmed, the incident will be recorded on an Incident Report Form, parents contacted and copies of the form discussed at Health & Safety meetings. Parents of offending students will be required to meet with the Principal at which time Board Policy #700 and #700AP will be explained fully. Offending students will be first subjected to opportunities to solve the problem(s) through restorative practices, and can be subject to progressive Out of School Suspensions (O.S.S.) as outlined in Board Policy, if the problem(s) cannot be solved through restorative practices.

**Date Reviewed: June 2, 2025**

<b>Safe Reporting:</b>
The Board of Education for the Qualicum School District will take all reasonable steps to prevent retaliation by a person against any student who has made a complaint regarding an incident or event of a breach of the BES Code of Conduct.
<b>Responsibility to Inform Other Parties:</b>
School officials may have the responsibility to advise other parties/agencies of serious breaches of the BES Code of Conduct, including legal guardians, school district officials, RCMP, and MCFD.
<b>Distraction Free Environment:</b>
Using cell phones and/or other devices for <b>instructional purposes</b> are at each classroom teacher discretion. Use of cell phone or other devices for non-educational purposes while on school grounds is prohibited at all times, unless with permission from school admin.
<b>Range of Responses to Unacceptable Behaviour:</b>
<ul style="list-style-type: none"> <li>• Supporting students' academic, social-emotional and physical development. Whenever possible, we strive will focus on responses that are <b>restorative rather than punitive</b>.</li> <li>• Responses will take into consideration the student's <b>age, maturity, and special needs</b>.</li> <li>• The school will ensure the <b>safety of all students comes first</b> and will be diligent in addressing these individual issues (i.e. needs to state that however these are factors these students behaviours will still be addressed to ensure safety of all students).</li> <li>• In application of our BES Code of Conduct, special considerations may apply to students with special needs if those students are unable to comply due to having a disability of an <b>intellectual, physical, sensory, emotional or behavioural nature</b>. We strive to work with students with special considerations.</li> <li>• School officials have the right and responsibility to advise other parties/agencies of serious breaches of the Code of Conduct (i.e. parents, school district officials, RCMP, MCFD).</li> </ul>
<b>Suspensions</b>
<p>Although all student infractions will at first follow a restorative process in resolution, in accordance with the School Act, Sec. 85(2)(ii) and (d) the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days. Suspensions may occur for the following reasons:</p> <p><i>a. because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.</i></p> <p><i>b. because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.</i></p> <p><i>c. because the student has failed to comply with the School Code of Conduct and/or the restorative practices outlined in the resolution process.</i></p> <p>Suspensions over five days are made in consultation with the Director of Instruction as per Board Policy 701: Student Discipline and Section 4 of its attendant Administrative Procedure which states an educational program must be provided.</p>