



Collaborative Education Alternative Program (CEAP) Code of Conduct

We, the students and staff at the Collaborative Education Alternative Program (CEAP), are committed to promoting a safe learning environment that respects the rights of all individuals, values diversity, and is free from all forms of discrimination as per the BC Human Rights Code. In keeping with these principles and to further their aims, the purpose of this code of conduct is:

1. To establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities; and
2. To clarify and publish expectations for student behaviour while enrolled in the CEAP program, participating in school-related activities online, and while attending any school function or activities at any location.

In applying this code of conduct, we commit to adherence to the following principles:

Prevention of retaliation - All reasonable steps will be taken to prevent retaliation against a student who made a complaint of a breach of a code of conduct.

BC Human Rights - Our school supports 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, sexual orientation, gender identity or expression, and age.

Special Consideration - In application of our school's code of conduct, special consideration may apply to students with Special Needs if those students are unable to comply due to having a disability of an intellectual, physical, sensory emotional or behavioural nature.

Student Rights and Responsibilities:

It is the personal responsibility of each student at CEAP to be aware of, support, and abide by the CEAP Code of Conduct and School District 69 policies. In the case of young students, it is expected that parents will support the student in reference to the rights, responsibilities and expectations outlined in this code of conduct.

These rights and responsibilities apply to all students while under the jurisdiction of CEAP. This includes student behaviour at the CEAP facility, while participating in community-based school-sponsored activities and when traveling to and from the CEAP facility. These rights and responsibilities apply to all CEAP students when they are visiting local schools during the school day. Students who contravene the Code of Conduct will be subject to a program of progressive discipline. This process will seek to clarify expectations, provide support for behavioural change, and assign appropriate and timely consequences for breaches of school rules and/or district policies.

Expectations of Students for Program Participation

CEAP Students (represented or supported by their parents as required) are expected to:

- Engage in regular weekly communication with their program teacher, either face-to-face, by email or telephone;
- Contribute to and work through the student learning plan created by setting personal goals;



Collaborative Education Alternative Program (CEAP) Code of Conduct

- Work to complete all learning activities to the best of their abilities, as outlined in the learning plan; and
- When required, attend face-to-face or virtual sessions, meetings or school-based tests and examinations.

Expectations of Students for use of Email, Online Platforms and Social Media Networks

As an online, Distributed Learning school, we recognize that students often use email, online platforms, social media networks, cell phones and other devices to communicate with one another and teachers. These are helpful communication tools; however, these tools also present inherent risks to the safety and well-being of all if the technology is used inappropriately. As they use various technology platforms and tools, students must abide by the school's Code of Conduct, the [School Board policy 501, "Acceptable Use of Technology"](#), and the [CEAP Program "Social Media Guidelines"](#) found on our school [website](#). These guidelines define boundaries for acceptable behaviour online and provide important awareness and safety information to students and parents. Students are expected to follow guidelines set by the teacher for the use of mobile devices in the school learning environment.

Acceptable Conduct:

Students will:

1. Be cooperative, courteous and respectful in dealings with students, school staff, teachers, administrators and school visitors.
2. Respect the rights of others: Students will not take items that do not belong to them and will not threaten or interfere with other students.
3. Carry out directions by school staff, teachers and administrators.
4. Take care of the books, technology equipment and learning materials provided to them.
5. Use computer technology available at CEAP to facilitate the learning process in reference to their educational program. Social Networking technologies and tools must be used for the purposes intended by teachers, and according to the guidelines of this Code of Conduct and school and district policies and guidelines referred to in this Code of Conduct.
6. Follow the specific policy and school guidelines set for hygiene and food consumption set in reference to public health standards and students having anaphylaxis or other life threatening allergies. Further information can be found at:
 - a. [Guidelines For Food and Beverage Sales in B.C. Schools](#)
 - b. [School District No. 69 Board Policy 8005: Student Health – Common Medical Conditions](#)
 - c. [School District No. 69 Board Policy 8005: Administrative Procedures](#)
7. Treat the school building and grounds with care, including the prevention of litter.
8. Have no contact with alcohol, drugs, tobacco, e-cigarettes, or weapons during the school day while at school or on the school grounds, or in attendance at any school sponsored event in the community at any time.
9. Act as responsible members of the school district student community, by being respectful and cooperative when visiting other local school campuses.
10. Act as responsible members of the school neighborhood, by being courteous to people living in the school neighborhood area, refraining from disturbing or disrupting their daily activities and being respectful of their property.



Collaborative Education Alternative Program (CEAP) Code of Conduct

Unacceptable Conduct:

Students will not:

1. Disturb or interfere with the learning of others.
2. Disturb or interfere with a safe, orderly learning environment.
3. Create unsafe conditions.
4. Bully, harass or intimidate, either physically or in the online environment.
5. Use physical violence.
6. Use retribution against a person who has reported incidents.
7. Possess, use or distribute illegal or restricted substances (ex: drugs, alcohol, tobacco, e-cigarettes)
8. Possess or use weapons.
9. Steal or damage property.
10. In reference to their use of technology and online platforms:
 - a. Access, upload, download, or distribute pornographic, obscene, sexually explicit, hateful or racist material;
 - b. Violate any local, provincial, or federal legislation;
 - c. Violate copyright or otherwise use the intellectual property of another individual, or organization without permission;
 - d. Vandalize, damage, or disable the property of another individual or organization;
 - e. Access another individual's materials, information, or files without permission.
 - f. Publish personal information about oneself or others without prior consultation and approval by a teacher, or without prior approval from individuals cited.

Rising Expectations:

As students mature, expectations regarding conduct increase. Therefore, it is expected students will grow in their understanding that they are responsible for their actions and need to demonstrate self-discipline and respectful behaviour. As well, because CEAP often involves students in multi-grade activities, spanning K – 12, it is expected that older students will act as positive role models and demonstrate mentorship and care towards younger students, examples being use of language and behaviour.

Consequences:

The severity and frequency of unacceptable conduct, as well as the age and maturity of students, is considered when disciplinary action taken. We will adhere to the following principles:

1. Where applicable, responses to unacceptable conduct are governed by the [School District 69 policies as published on the District 69 website](#).
2. Responses to unacceptable conduct are fair and consistent.
3. Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.



Collaborative Education Alternative Program (CEAP) Code of Conduct

4. Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

Notification

School administrators and teachers have the responsibility to advise other parties of the serious breaches of the Code of Conduct. We will notify other parties as follows:

1. Parents of student offender(s) – in every instance.
2. Parents of student victim(s) – in every instance.
3. School district officials – as required by school district policy.
4. Police and/or other agencies – as required by law.
5. All parents – when deemed to be permissible by law and 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.

Suspensions

Suspensions are issued when students fail to respond to other disciplinary measures, or when more severe consequences are warranted and it becomes necessary to temporarily remove a student from the school. Parents will be notified of any suspensions.

While the administration has the authority to suspend a student for up to five days, the length of the suspension depends upon the circumstances. For more serious offences, students may be suspended to the school board (over 5 days). Students are not to be on the school grounds, nor can they participate in any school-sponsored activities during the period of their suspension. Suspended students are responsible for maintaining schoolwork while suspended and must meet with the Principal prior to their return to classes. Students under suspension during exam periods will be provided with arrangements to write exams.

District Bylaws & Policies

For your reference, please see this link to [Board Bylaws, Policies and Administrative Procedures.](#)

Lost or Stolen Technology or Mobile Devices

CEAP will not be held responsible for any misplaced, lost, stolen, or broken technology items or mobile devices brought to school by students.

Last Updated: April 29, 2022