



Georges P. Vanier Secondary School

4830 Headquarters Road, Courtenay, BC V9J 1P2

2019-
2020

Student Handbook

**GP VANIER SECONDARY SCHOOL
CODE OF CONDUCT**

2019 - 2020

CARE RESPECT SELF-CONTROL

At Georges P. Vanier Secondary School, we are proud of our students. We are a community that promotes CARE, RESPECT, and SELF-CONTROL as our fundamental philosophies. We expect everyone to make choices that create a safe and positive school. Vanier strives to promote the development of each student's Moral Intelligence and Strong Character. These are the characteristics and traits we promote and expect from our Vanier Community:

CARE:

- Students are taught how to help each other.
- Students will feel safe in informing an adult in a timely manner (in advance if possible) of incidents of bullying, harassment or intimidation.

RESPECT:

- Students will be expected to demonstrate respect of self, of others, and of the school.
- Students will help to make the school a safe, caring and orderly place.
- Students will show respect and appreciation of the cultural diversity and the cultural heritage of the school community.

SELF-CONTROL:

- Students will behave In a Safe and Positive Manner.
- Students will engage in purposeful learning activities in a timely manner.
- Students will attend On Time and Be Prepared.
- Students will follow Established Social Expectations.
- Students will act in a manner that brings credit to the school.

The Vanier Code of Conduct is built on these features:

- ❖ Progressive Discipline
 - The range of responses is not necessarily sequential. This means that the point at which an intervention begins will vary with the severity of the incident, and that not all steps are necessary in all situations. For example, a teacher may simply confer with a student or may refer the matter to counselling or administration. Some issues, such as classroom misbehaviour, may result in sequential elevation up the scale, depending on the student's response to teacher intervention.
- ❖ Proactive Measures
- ❖ Student Support
- ❖ Communication between the students, the teachers and the home.

Guiding Principles for this 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 and mental disability, sex, sexual orientation, gender identity or expression, and age. School Officials may have the responsibility to advise other parties/agencies of serious breaches of the Code of Conduct (i.e.: parents, school district officials, RCMP, Ministry of Children and Family Development)”

- The primary focus is to create a culture of a Safe, Caring and Orderly school (as presented in **Safe, Caring and Orderly Schools, A Guide** (2004).
- 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.

The Vanier Code of Conduct is for the benefit of all students who are responsible, take pride in their work, make the most of their educational opportunities, have developed self-discipline and show courtesy to all people in the school and the community. The intent of this code is to ensure that no student should infringe upon the rights of another student to learn.

GP Vanier RIGHTS AND RESPONSIBILITIES

Vanier believes that rights and responsibilities are essential features of the Code of Conduct.

The following statements describe a person’s rights and responsibilities as a member of our community:

- ***I have the right to be safe at school during my school day.***
- ***I have the responsibility to abide by school bells and boundaries.***

Why?

The safety and security of students is of primary importance. School administration is legally responsible for student safety and whereabouts during the school day. Therefore I must bring written permission from my parent or guardian (or have a parent speak directly to office staff) in order to leave the school grounds for the remainder of the day.

- ***I have the right to be safe and respected when on a field trip or an extra-curricular activity or while riding any bus to and from school.***
- ***I have the responsibility to follow this Code of Conduct and the school bus guidelines as established by School District No. 71. I also have a responsibility to be viewed by the public in a positive manner.***

Why?

The safety of students is a main concern. Therefore as an ambassador of the school I will abide by this Code of Conduct.

- ***I have the right to be in a learning environment free of alcohol, drugs, and tobacco.***
- ***I have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, marijuana or tobacco at any time at school or during any school function.***

Why?

For our own protection and the protection of others, the law forbids the use or possession of these substances by students. Therefore I will not be in possession of, under the influence of, or involved in providing to others alcohol, drugs or tobacco. I understand that forbidden items include, but are not limited to: alcohol, marijuana, illicit drugs as defined under the Criminal Code of Canada; unauthorized prescription drugs, and other chemical substances which impair a person's judgment and ability to participate appropriately in the learning environment established by the school. All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the [Tobacco and Vapour Products Control Act](#) and [Regulation](#). This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property. *See Vanier Policy, pg. 7*

- ***I have the right to be in a learning environment that is free from weapons, violence (acts or threats of), or intimidation.***
- ***I have the responsibility to not be in possession of any weapons, fireworks, or any other illegal items nor be involved in violence (acts or threats of), or intimidation.***
- ***I have a responsibility to report to school staff if I believe there are acts of violence, threats of violence, intimidation, or if there is a weapon in the school.***

Why?

Weapons, violence (acts or threats of), and intimidation will not be tolerated at school. Therefore I will refrain from any involvement with weapons, fireworks or any other illegal items, and I will not be involved in any acts of violence, threats or intimidation. I will report violence, weapons, intimidation or threats to individuals' safety immediately to school staff.

- ***I have the right to be in a learning environment that is free from bullying, harassment or intimidation, threatening or violent behaviours while at school, at a school-related activity or in any other circumstances where engaging in the activity will have an impact on the school***

environment, including that which takes place online or through the use of electronic devices.

- ***I have the responsibility to use online resources and electronic devices (social networking sites, blogs, e-mail and messaging services, cameras etc....) in an appropriate manner.***

Why?

Intimidation or bullying will not be tolerated at school. I will not be involved in posting photos and or derogatory messages or comments about others in person or on any electronic forum. I will not be involved in sending inappropriate or hurtful messages to other individuals online. I will refrain from taking pictures or video of any individual at school unless I have their expressed permission to do so.

- ***I have the right to learn in a respectful environment and be treated with courtesy and respect.***
- ***I have the responsibility to treat all individuals with courtesy and respect regardless of their differences.***

Why?

Every person should feel valued, be treated respectfully and be free of harassment. Therefore, I will not engage in behaviors such as rudeness, intimidation, bullying, fighting, or inappropriate physical displays of affection.

- ***I have the right to a positive and supportive learning environment.***
- ***I have the responsibility to demonstrate a commitment to my learning.***

Why?

A positive, supportive learning environment is necessary for success. Therefore, I will actively engage in the learning process, come to class on time prepared to learn, complete all class and homework assignments, and use my school agenda.

- ***I have the right to be spoken to respectfully.***
- ***I have the responsibility to speak politely and use language and tone of voice that is respectful to all members of the school community.***

Why?

Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict. Therefore, I will not engage in name-calling, yelling, swearing, or crude, rude or obscene language, whether it is spoken, written, implied or gestured.

- ***I have the right to a clean and well-maintained school-learning environment.***
- ***I have the responsibility to respect school property, as well as the property of staff, students and the people who live in our neighbourhood.***

Why?

Taking care of the school and its surroundings demonstrates pride in the school. A clean school offers a healthy and pleasant place to work. Therefore, I will use garbage cans and recycling bins appropriately. All students and staff should feel that their personal belongings are safe at school. Therefore, I will respect school property and other people's belongings, and I will be accountable for any willful damage.

- ***I have the right to attend school without excessive disruptions.***
- ***I have the responsibility to attend all my classes and be punctual.***

Why?

Success comes through respect, responsibility, honesty, trust and fairness. The most basic level of student responsibility is attending school. Therefore, I will be present and on time to the best of my ability, and I will bring in a note from my parents/guardian if I have been sick at home. I will also sign in or out if I am late to school or leaving early.

- ***I have the right to a learning environment free from distractions such as, iPods, mp3 players, cameras, cell phones, game boys or other personal electronic devices.***
- ***I have the responsibility to keep my personal electronic devices at home or, if I bring them to school, off and secured in my locker during school hours. The only exception to this is when I have teacher permission during the class period.***

Why?

Electronic devices can be distracting to student learning. Therefore, I will ensure that my electronic device is turned off and out of sight during class time unless I have been given permission to use it for educational purposes. I may use them during non-class time (before school, recess, lunch, after school, etc.) unless directed otherwise by a staff member.

- ***I have the right to dress comfortably in a way that reflects my personal style.***
- ***I have the responsibility to dress in a manner consistent with school expectations.***

Why?

I believe that positive personal appearance reflects good judgment as well as respect for others and myself. Our school is a place of learning and a place of work, as such I will wear clothing that is appropriate and safe for the intended activity. As well, I will not wear clothing that promotes drugs or alcohol, displays offensive language/images or encourages discrimination.

- ***I have the right to attend an orderly and safe school.***
- ***I have the responsibility to demonstrate orderly and safe conduct.***

Why?

Students should be able to enjoy a peaceful and orderly environment.

GP VANIER VAPING AND SMOKING POLICY

All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the [*Tobacco and Vapour Products Control Act*](#) and [*Regulation*](#). This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property. Under the regulation a person must not deal in, sell, offer for sale, distribute, provide, advertise or promote the use of tobacco or vapour products. It also states that a person must not smoke or use tobacco, or hold lighted tobacco/use an e-cigarette, or hold an activated e-cigarette, in or on school property.

If a student is found using an e-cigarette or tobacco or holding lighted tobacco or an activated e-cigarette on the school grounds (including the track/sports centre and surrounding forested areas), in violation of the act, the following progressive discipline cycle will apply:

- Step 1**
- Confiscation of Tobacco or Vapour Products and Paraphernalia
 - Parents Contacted, education package #1, meet with Youth & Family Worker
- Step 2**
- Confiscation of Tobacco or Vapour Products and Paraphernalia
 - Parents Contacted, education package #2, meet with Youth & Family Worker
 - Lunchtime Detention
- Step 3**
- Confiscation of Tobacco or Vapour Products and Paraphernalia
 - Parents Contacted, education package #3, meet with John Howard Outreach
 - 1 Day Out of School Suspension
- Step 4**
- Confiscation of Tobacco or Vapour Products and Paraphernalia
 - Parents Contacted, education package #4, meet with John Howard Outreach
 - 3 Day Out of School Suspension
- Step 5**
- Confiscation of Tobacco or Vapour Products and Paraphernalia
 - Parents Contacted, meet with John Howard Outreach
 - Suspension to the Board of Education

***If this violation of the act happens inside the school buildings discipline will start at Step 4.**

***If the violation of the act includes providing, selling or distributing Tobacco or Vapour Products the discipline will start at Step 4.**

***Failure to hand over a vape will be considered failure to follow direction from staff and will be dealt with accordingly**

The **Technology Rights and Responsibilities** framework is intended as a guide to support essential conversations about digital use, and help develop socially responsible skills, habits and attitudes in all members of our learning community. The intent of looking at both rights and responsibilities is to assist us in creating an inclusive and respectful culture which promotes participation and active citizenship in each unique learning community.

Privacy Rights

I have the right to:

- Keep my personal information, including my image, private.
- Develop my identity and to share it in the way that I choose.
- Be assured that when I give my personal information it will be kept safe and only used in appropriate ways.
- Correct any of my personal information that is inaccurate.
- Have my personal information stored in Canada and nowhere else unless I choose for it to be.
- Protection, if I report something.

Privacy Responsibilities

I have the responsibility to:

- Take responsibility for my choices and actions.
- Learn about and always be aware of the risks of sharing my personal information and images with others.
- Not take someone else's identity (e.g. use another's password).
- Not take pictures of others on school district property without their permission.
- Report inaccuracies in my personal information.

Copyright Rights

I have the right to:

- Be known as the author of works that I have created.
- Use content, music, images, etc. for my personal and educational use.
- State how others will use works that I have created and own.

Copyright Responsibilities

I have the responsibility to:

- Acknowledge and respect the ownership of others over their works.
- Respect the right of other authors to state how they want their works to be used.

Use and Access to Information Rights

I have the right to:

- Learn, and communicate my learning.
- Create new works.
- Have an opinion and to express myself.
- Access and use district resources.
- Locate and share information.

Use and Access to Information Responsibilities

I have the responsibility to:

- Seek out quality content and that will help me learn and/or perform my duties.
- Use district resources for educational, school, and district related purposes (e.g. non-profit).
- Use no more than my fair share of district resources.

Behaviour Rights

I have the right to:

- Feel safe and be respected.
- Be protected from being hurt or mistreated in body or in mind.
- Choose who I will associate with.

Behaviour Responsibilities

I have the responsibility to:

- Respect the rights and freedoms of others.
- Not hurt or mistreat others by what I create and share.
- Treat others fairly and not harass, stalk, threaten, insult or attack others.
- Report unsafe and inappropriate behaviour.

School District No.71 (Comox Valley)

Consent for the Collection, Use and Sharing of Personal Information

Schools and Districts collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education-related purposes, parental or student consent is required.

The Board of Education of School District No. 71 (Comox Valley) is seeking your consent to collect, keep, use and share photographs, videos, images, and/or names of students in a variety of publications and on the school or District's website(s) for education related purposes, such as recognizing and encouraging student achievement, building the school community, celebrating your child's accomplishments, and informing others about school and District programs and activities.

For example, student names, and/or images may be used or shared in

- school and District communications, such as newsletters, brochures, reports in limited or public circulation;
- school and District websites;
- online communities created by teachers and administrators to share ideas, content and messages;
- student and/or teacher made videos, CDs, and DVDs designed for educational use only;
- the school yearbook;
- press releases to local media and this includes photos of graduates that are posted annually

If you do not want this type of information published, complete the appropriate section of the **Protocol and Consent Form** that was sent home.

Consent for Outside Media in Schools

Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos or video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, encouraging student achievement, and celebrating your child's accomplishments.

If you do not want your child to be involved in such activities, you need to:

- Tell your child to avoid these situations,
- Tell your child's teacher of your wishes,
- Complete the **Protocol and Consent Form** that was sent home and ask the school and school district to take reasonable steps to avoid this type of publication of your child's name, image, or personal information by outside media.

Note that school and district staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.



School Emergency Program

A GUIDE FOR PARENTS AND GUARDIANS

Issued September 2016

A Message from the Superintendent

What Parents and Guardians Should Know

Schools should be considered one of the safest places in our communities even knowing that an emergency can strike anywhere at any time.



DURING ANY EMERGENCY, OUR FIRST PRIORITY is the safety of our students and staff. In order to provide an effective response to any school crisis, School District 71 (Comox Valley) has developed an Emergency Response Plan. The Plan works in conjunction with other local emergency plans because a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the District Plan, are reviewed annually and always after an emergency occurs.

There is an on-site emergency response team at each school, along with a district-based Emergency Response Team that provides support and aid to schools at times of an emergency. All staff is regularly trained on emergency protocols and drills are practiced at each school.

Although standardized protocols and procedures provide the basis for our response, the way in which we respond to an emergency is greatly influenced by the specifics of an incident. We are driven foremost by our concern of ensuring student and staff safety.

Our school district collaborates closely with local emergency personnel to ensure plans are coordinated with appropriate agencies. The district's plans do not replace the authority of law enforcement, fire or EMS – staff members work in full co-operation with these agencies.

For security reasons, certain components of our emergency response plans are not publicly available. The guide that follows outlines the key elements of the Plan and answers questions parents frequently ask regarding emergency preparedness. I hope you find this guide helpful and informative.

We appreciate your support and assistance in our continued safety efforts.

Sincerely,

Tom Demeo
Superintendent of Schools, School District 71 (Comox Valley)

Keeping Safe

THROUGHOUT THE YEAR, SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

In addition to the procedures described below, schools also practice protocols such as "Drop-Cover-Hold," a method of protecting vital body parts during some natural disasters. All staff and students are required to participate in these drills.

Lock Down

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.**

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity **outside** the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

Shelter-in-Place

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation has been resolved.**

Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. Parents will be informed of the alternate location through the school's Crisis Notification Network.

Dismissal

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. **Students will not be released unless contact can be made.**

Reuniting with your Child



WE RECOGNIZE THAT WHEN AN EMERGENCY OCCURS parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen. To ensure every child's safety and the safety of staff, specific procedures have been established for releasing students.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. Please understand the process will still take some time. We ask for your patience when you arrive at the Parent-Child Reunion Area.

Parent-Child Reunion Procedures

1. **A Parent-Child Reunion Area will be established.** Parents will be notified at the time of an emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
2. **You will be required to fill out a Student Release Request Form.** This ensures all students are accounted for at all times and students will only be released to authorized individuals.
3. **Students will only be released to an individual designated as legal guardian or emergency contact** on the student's Emergency Card, which is completed at the time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
4. **Valid identification is required to pick up your child.** This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
5. **You will be required to sign for the release of your child.** This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Do not take your child from the school or evacuation centre without signing for his/her release under any circumstances.
6. **Once you have been reunited with your child, please leave the area immediately.** This is for your own safety and that of your child.

If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Centre until alternate arrangements can be made. Your child will be supervised at all times.

When an Emergency Occurs



ALTHOUGH YOUR NATURAL INSTINCTS IN AN EMERGENCY may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews' and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Please do not come to the school to pick up your child unless requested to do so.**

If you arrive at the school in the midst of an emergency, please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.

Parents are asked not to call the school or their child's cell phone during an emergency.

- Phone systems need to remain available for handling the actual emergency.
- Overloading the system may mean the school cannot communicate with first responders.
- **Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.**
- Experts advise that under some circumstances cell phones and other electric devices may actually act as an ignition source for fires or explosions.

Keeping Informed during an Emergency

DURING AN EMERGENCY, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

Crisis Notification Network and/or the Media

Parents will be alerted to emergency situations via the School's Crisis Notification Network(phone or electronic notifications) and local media. Stay tuned to radio stations for news alerts.

Website, Social Media and Community Hotline

The school district will also keep parents informed by posting information regarding the emergency on the district website, through social media and recordings on the District Community Hotline.

Website www.sd71.bc.ca

Additional information regarding emergency procedures is included in your child's School Handbook and on the district website. Should you have any questions or concerns, please contact your school.