



Georges P. Vanier Secondary School

4830 Headquarters Road, Courtenay, BC V9J 1P2

Student Handbook

2026 - 2027

GP VANIER SECONDARY SCHOOL

CODE OF CONDUCT

2026 - 2027

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:

Canadian Human Rights Act, British Columbia Human Rights Code, British Columbia Declaration on the Rights of Indigenous Peoples Act and the British Columbia Multiculturalism Act.

– Our school supports the values expressed in the above legislation 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 cameras, cell phones, 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. Phones should be put away before you enter the classroom and kept away until after you are dismissed. The only exception to this is when I have teacher permission during the class period to use my device for educational, health or safety reasons.***

Why?

Electronic devices can be distracting to student learning. There is a significant body of research showing that increased technology use is linked to problems with mental health, focus, and the development of relationships and academic skills. 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, health or safety 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.

Flex Days

Flex Days provide an opportunity for our Vanier Students to have a say in their own education. This is a skill that takes time and a level of maturity to develop. As such, we expect all grade 8 students to be here for flex days until December.

The school is open, and all students are welcome to attend their Day 3 classes.

Guiding Principles of Flex Time – It is all about creating opportunities for learning.

- Learning can happen at any time and in any location
- Flexibility and support for those who need it most while providing learning opportunities and enrichment for others. Flex Days are great for students seeking clarification with learning concepts and for students just needing time to catch up on assignments or projects.
- Student learning becomes more successful when students take ownership of their own learning... this takes time to develop these skills.
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FAQs about Flex Days:

1. Is the school still open?
 - Yes! We are still open. We will still have students in classes. The day could look more flexible with trips, re-organized classes, or different learning opportunities.
2. What happens at school on Flex Days?
 - Learning opportunities
 - Literacy and Numeracy Assessments
 - Student support (more one on one learning opportunities)
 - Catch up / make up of missing assignments or assessments
 - Project time
 - Cultural learning opportunities
 - Passion projects
 - Other opportunities
3. See Flex Day opportunities on our GP Vanier Web page (updated prior to each Flex Day)
 - Work Experience (see work experience office)
 - Peer tutoring opportunities for our students (sign up at Vanier office)
 - Vanier students at Elementary Feeder Schools. See Ms. Martens for more info

A reminder that no Vanier students are permitted to be on the grounds of any other Comox Valley School on Flex Days unless pre-arranged with Ms. Martens in the office.

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, educational support, meet with Youth & Family Worker
Step 2	Confiscation of Tobacco or Vapour Products and Paraphernalia Parents Contacted, educational support, meet with Youth & Family Worker Lunchtime Detention
Step 3	Confiscation of Tobacco or Vapour Products and Paraphernalia Parents Contacted, educational support, meet with John Howard Outreach Out of School Suspension
Step 4	Confiscation of Tobacco or Vapour Products and Paraphernalia Parents Contacted, educational support, meet with John Howard Outreach 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.



GP Vanier Personal Digital Device Policy **(From the Vanier Charter Rights and Responsibilities):**



- I have the right to a learning environment free from distractions such as cameras, cell phones, or other personal electronic devices. Restricting access to PDDs promotes a focused learning environment.
- I have the responsibility to keep my personal electronic devices **turned off and secured in my locker or a bag during school hours. Devices should be put away before I enter the classroom and kept away until after I am dismissed. (This includes earbuds and headphones)** The only exception to this is when I have explicit teacher permission during the class period to use my device for educational (digital literacy), health or safety reasons.

Why?

Electronic devices can be distracting to student learning. There is a significant body of research showing that increased technology use is linked to problems with mental health, focus, and the development of relationships and academic skills. Therefore, I will ensure that my electronic device is turned off and out of sight during class time unless I have been given explicit permission from staff to use it for educational, health or safety purposes. This includes headphones and earbuds. I may use them during non-class time (before school, between classes, lunch, after school, etc.) unless directed otherwise by a staff member. They may not be used in the hallway during class time or at anytime in a bathroom or changeroom. Restricting personal digital device use promotes a focused learning environment.

Progressive Discipline Cycle for Violations

If a student has their device visible during class time, without the explicit permission or invitation from a teacher (to use it to promote digital literacy) , in violation of the code of conduct, the following steps will take place:

1. Verbal reminder and referral to policy and procedure.
2. Device taken for the class, and email sent home to parents by staff referring to the policy.
3. Device taken to admin for the remainder of the day. Returned at the end of the day after a conversation with admin team. Email or phone call to parents. Review policy. Meet with Youth and Family support worker.
4. Device taken to admin to communicate with parents. If the device is brought to school in future, it must be dropped off at office at the beginning of each day before school begins and can be picked up at the end of the day.
5. Device taken to admin who will follow up with disciplinary action. Device will no longer be allowed at school. Requirement that device be left at home.

USE OF PERSONAL DIGITAL DEVICES (PDDs)

Background

The Ministry of Education and Child Care amended the provincial standards for Codes of Conduct Order requiring school districts to have appropriate policies in place to restrict student personal digital device use as of July 1, 2024. This operational procedure is aligned with Ministry guidelines to support the Ministerial Order. The purpose of this administrative procedure is to restrict the use of personal digital devices at school for the purpose of promoting online safety and maintain focused learning environments.

Openness to new and future technologies and their educated use create opportunities for many constructive and positive uses that can aid the instructional process. Further, restricted use of some personal digital devices in the school and community may contribute to the safety and security of students and staff. However, unrestricted use of such devices may pose a risk to personal safety; may disrupt instruction; may invade personal privacy; and may compromise academic integrity.

Definitions

Personal Digital Devices (PDDs) means any personal electronic device that can be used to communicate or to access the internet, such as cell phones, laptops, tablets, smartwatches, smartglasses, and any other portable technology device.

The use of cell phones and connected accessories, like smartwatches, will be limited in their use as they can impact the education and well-being of students. Smartwatches and other similar connected accessories may not be used like a cell phone in terms of communication and connection.

Procedures

1. Personal Digital Devices are not to be operated during regularly scheduled instructional time, or during any school sponsored activity, such as an assembly or talk by a guest speaker, unless such use facilitates the learning activity as permitted by the teacher to enhance digital literacy and support instructional goals.

Specifically:

- 1.1 At middle schools and secondary schools, students will be restricted from using personal digital devices during instructional hours unless they have been given permission from their teacher or school principal/vice-principal.
 - 1.2 At elementary schools, students will be restricted from using personal digital devices at school at any time unless they have been given permission from their teacher or school principal/vice-principal.
 - 1.3 Specific parameters and guidelines will be established by school codes of conduct.
2. PDDs are to be stored and in silent mode during instructional and school sponsored activities.

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.

TYPES OF EMERGENCY RESPONSES

In the event of an emergency, our schools are prepared to respond swiftly and effectively. Regular school safety drills are held throughout the year. In addition to the procedures described below, schools also practice protocols such as Drop-Cover-Hold, and conduct fire drills.

- Each of these responses is carefully planned and practiced at each school and facility.
- During an emergency we ask parents not to call or try attend the school.
- If you arrive at the school in the midst of an emergency, please respect the protocols in progress.
- Please monitor school email, the SD 71 website and official social media pages for updates.



Hold and Secure

Purpose: To secure the school from a potential threat or emergency in the vicinity while allowing normal activities to continue inside.

When Used: When there is a possible threat or emergency near the school but not directly targeting the school.

Procedure: Exterior doors are locked, and no one is allowed to enter or leave the building. Activities inside the school can continue but with limits on movement outside classrooms.



Lockdown

Purpose: To protect students and staff from a possible threat inside or immediately outside the school.

When Used: In the event of an intruder or other immediate security threat.

Procedure: Doors are locked, lights are turned off, and students and staff remain quiet and out of sight. Communication with law enforcement is maintained until the threat is resolved.

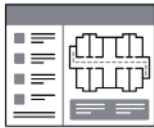


Shelter-in-Place

Purpose: To keep students and staff safe indoors during external environmental hazards.

When Used: During severe weather, hazardous material spills, or other external threats such as a bear or cougar nearby.

Procedure: Students and staff remain inside the building, windows and doors are sealed, and ventilation systems may be shut down to prevent contamination.



Evacuation

Purpose: To move students and staff to a safe location away from a potential threat inside the school building.

When Used: During fires, gas leaks, or other situations where remaining inside poses a danger.

Procedure: Students and staff follow designated evacuation routes to a predetermined safe location. Attendance is taken to ensure everyone is accounted for.



Dismissal

Purpose: To safely reunite students with their parents or guardians after an emergency.

When Used: After an evacuation or other significant emergency event.

Procedure: A controlled process is implemented to ensure students are released to authorized individuals only. Identification and sign-out procedures are strictly followed.



EMERGENCY PREPAREDNESS IN COMOX VALLEY SCHOOLS

As part of our ongoing safety measures, schools regularly participate in emergency drills, including earthquake drills and fire drills.



Emergency Supplies

Each school site maintains emergency and first aid supplies to support students and staff in the event of an emergency. Each school has emergency supplies available on hand such as water, non-perishable food, first aid kits and other safety equipment.



Preparedness for Various Emergencies

Beyond natural disasters, our schools are also equipped to respond to a range of potential risks and threats, including health-related issues and security concerns.

Our response to any emergency will depend on the specific situation. All responses will be coordinated with local emergency services and support agencies.

In the event of an emergency or natural disaster, Comox Valley Schools will respond in coordination with Comox Valley Emergency Management to try ensure the safety and well-being of students and staff.



Drills Overview

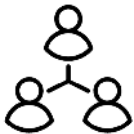
Overview of our drill procedures:

Provincially Mandated Drills: Each school year, we conduct two lockdown, three earthquake, and six fire drills per site. More information about drill frequency can be found in the provincial guidelines here (see Page 12).

Developmentally Appropriate Practice: Drills are intended for practice, and we present them to students in ways suited to their developmental level.

Drills explained:

- The fire drill involves an evacuation of the building to a designated muster station and the taking of attendance in a timely manner.
- Our earthquake drill involves a simulated announcement that signals the students to drop, cover, and hold – and count to 60. For more, visit ShakeOut BC.
- The lockdown and hold and secure drills allows us to practice what to do in a situation when there is an active threat inside a school.



REUNITING AFTER AN EMERGENCY

Schools have established procedures to ensure the safe reunification of parents/guardians and children once certain emergencies are over. Please take note of the following:

- **Reunion Area:** A designated area will be set up for parents/guardians to pick up their children. The location will be communicated during the emergency.
- **Release Form:** Parents/guardians must fill out a Student Release Request Form to ensure all students are accounted for.
- **Authorized Individuals:** Only those listed as legal guardians or emergency contacts on the student's Emergency Card can pick up the child.
- **Identification:** Valid ID is required to pick up your child, even if school staff know you.
- **Signing Out:** Parents/guardians must sign for their child's release to ensure proper accounting.
- **Immediate Departure:** After being reunited, parents/guardians and children should leave the area promptly for safety.

If parents/guardians cannot pick up their child, the child will be supervised at the Parent-Child Reunion Center until other arrangements are made.