



CODE OF CONDUCT - STUDENTS

Franklin School's Code of Conduct has been established to maintain a safe, caring, and healthy learning environment.

It is the shared responsibility of students, staff, parents/guardians and the broader community, to demonstrate positive conduct while attending any school-related activity, at any location.

All members of the school community have an obligation to:

- Support learning;
- Promote safety;
- Respect property, environment, personal space and privacy, and;
- Model courtesy, compassion and respect.

All member of the school community must refrain from engaging in any in-person or digital communication or behaviour that is considered to be:

- Interfering with the learning and working of others;
- Bullying, harassing, intimidating, retaliating, discriminatory or violent, or;
- Unsafe or illegal including the possession, use or distribution of illegal or restricted substances or the possession of weapons or replicas

All members of the school community are expected to comply with the spirit of the **BC Human Rights Code**, including not engaging in discriminatory conduct on the basis of race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Every effort will be made to support individuals and to determine the root cause of the behaviour. If the safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the **Code of Conduct**, a range of consequences will follow. Whenever possible, incidents will be resolved by discussion, mediation and restitution.

Moreover, all members of the Franklin School community have the right to be treated fairly and consistently and should know and understand this Code of Conduct.



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Franklin School expects members of the school and working community to treat others with respect and courtesy and to conduct themselves in a manner worthy of the respect of others in order to promote a safe and positive school climate. This includes respecting the property of others, not having any involvement with illegal substances and resolving conflict in a non-violent and responsible manner.

Franklin School shall consider the conduct of any member of the school and working community that adversely affects the school climate to be a serious breach of the school **Code of Conduct** which warrants appropriate forms of intervention.

Students are expected to meet and adhere to the **Code of Conduct** set out in this policy while completing a program of study at Franklin School. If necessary, students should request clarification from a teacher. "Student" means a person who is presently enrolled at Franklin School, including students participating in work experience placements.

Attendance

Students must make every effort to attend all classes and arrive at classes on time. When this is not possible, students must notify the school of absences as soon as possible. The primary responsibility for school attendance, ultimately, must lie with the student and parents. Good attendance in school is a vital part of one's education and preparation for business, personal and social life.

Academic Integrity

Students should familiarize themselves with the terms included in the **Academic Integrity Policy** for plagiarism, cheating, falsification, wrongful disclosures, misrepresentation, coercion, wrongful possessions, and tampering.

It is the responsibility of all students to read and thoroughly understand this policy; ignorance of its contents cannot be used as a defence against any resulting penalties for academic dishonesty.

Appropriate Language

Students are expected to use language that is respectful and free of vulgarity, profanity and free of put-downs relating to gender, sexual orientation, race or culture.



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Dress Code

At Franklin School, we expect all our students to follow our dress code policy and dress appropriately for school. Our policy is committed to providing a safe and orderly learning environment. A student's clothing and general appearance should not be so excessive that it draws attention to the student, nor should clothing and appearance distract from, or interfere with, the teaching and learning in the classroom.

Smoking/Vaping

In keeping with healthy living and the school's **No Smoking Policy**: Smoking and vaping are **Not Permitted** in the building or near the immediate entrance to the school.

Substance Abuse

The use or possession of alcohol or other illicit substances on school property is considered a violation of the school **Code of Conduct** and therefore subject to disciplinary action and, if necessary the involvement of the police.

Intimidation or Bullying

Franklin School shall consider any act of intimidation, bullying, or violence on school premises to be a serious threat to the school environment and the safety of both students and staff. Franklin School shall take appropriate action which may include criminal charges being laid.

Weapons or Violence

Franklin School recognizes that violence in society is a threat to the safety of students and staff in our community. The school also acknowledges its responsibility in ensuring that our school provides a secure learning environment, safe from threat, violence or intimidation in any form.

Franklin School considers violence, intimidation or the possession or use of any weapon including replica weapons by anyone on school premises as unacceptable. These policies apply to every student registered at Franklin School and also apply to anyone participating in school functions, programs, field experiences and recreational activities.



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Franklin School shall consider the possession or use of any weapon by anyone on school premises to be a serious threat to the school environment and the safety of both students and staff. Franklin School shall take appropriate action or lay charges against any individual so involved.

Franklin School has a **Zero-Tolerance** policy on weapons and violence. These policies are meant to regulate violence in every sense, including, but not limited to:

- Physical violence and intimidation.
- Verbal or written threats against an individual or groups.
- Group violence.
- Possessions or use of weapons including replicas and personal safety devices such as mace, pepper, or bear spray.
- Media that portrays violence as an acceptable norm.

The policies outline procedures a school administrator will follow in instances involving violence or intimidation. In all cases, the principal or designate will be notified and will communicate with the student's parent or guardian.

Depending on the nature and severity of the situation, one or more of the following actions will be taken:

- The police will be contacted.
- The student will be suspended from school.
- The student will be placed on probation.
- The student will be required to participate in a counselling program.
- The student will be expelled.

ADDITIONAL INFORMATION

Policies and Operational Guidelines related to the school's Code of Conduct include:

- **Academic Integrity**
- **Anti-Bullying**
- **Appeals and Dispute Resolution**
- **Attendance Policy**
- **Breach of Code of Conduct**
- **Disciplinary Letters for Students**
- **School – Code of Conduct**



BREACH OF CODE OF CONDUCT

Students who violate the Code of Conduct will be subject to the procedures and discipline outlined below, which may include immediate dismissal from the school.

Procedure

- 1) All concerns relating to student misconduct shall be directed to the school Principal or designate. Staff, students or the public may bring concerns.
- 2) The Principal or designate will arrange to meet with the student to discuss the concern(s) within five school days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted, the Principal will meet with the student as soon as is reasonably possible.
- 3) Following the meeting with the student, the Principal will conduct whatever further enquiry or investigation is necessary to determine whether the concerns are substantiated.
- 4) Any necessary inquiries or investigations shall be completed within five school days of the initial meeting with the student.
- 5) The Principal or designate will meet with the student and do one of the following:
 - a. Determine that the concern(s) were unsubstantiated;
 - b. Determine that the concern(s) were substantiated, in whole or in part, and either:
 - i. Give the student an informal or formal warning setting out the consequences of further misconduct;
 - ii. Set a probationary period with appropriate conditions and counselling;
 - iii. Issue a ***Due Warning of Suspension***, an ***In-School Suspension***, or ***Suspension*** to the student for up to three days, or;
 - iv. Recommend that the student is dismissed from Franklin School.
- 6) The Principal or designate will prepare a written summary of the determination. A copy shall be given to the student, and the original will be placed in the student file.
- 7) If the student is issued a warning or placed on probation, the Principal or designate and the student will both sign the written warning or probationary conditions, and the student will be given a copy. The original document will be placed in the student's file.



DISCIPLINARY LETTERS FOR STUDENTS

The following descriptions may be helpful regarding disciplinary letters for students.

Verbal Warning or Counselling

The administrator (or designate) counsels or warns the student about misbehaviour or inappropriate conduct. No letter is kept on file in the student's academic dossier. All other letters noted below will be recorded in the student's academic file. Only the school Principal has the authority to issue a letter.

Formal Warning

This letter provides written documentation to parents of a misbehaviour or rule infraction. It is more "serious" than a verbal warning but more "gentle" than a due warning. It is most often used with junior students and helps parents focus on the misbehaviour rather than a focus on potential suspension.

Due Warning of Suspension

This letter informs parents that a repeat infraction of the behaviour will result in a suspension from school.

In-School Suspension

An in-school suspension means that a student will not attend scheduled classes. This student is under the supervision of an administrator (or designate). The student works on appropriate learning materials. The student is supervised throughout the day and is not allowed contact with peers. Breaks are supervised and at a different time than other students.

Parents are informed by phone, and an in-school suspension letter is sent to parents.

Suspension

Students may be suspended from school for repeated infractions or a single significant violation of the **Code of Conduct**. Generally, school level suspensions run from 1 – 3 days. Significant violations of the Code of Conduct may also result in expulsion from Franklin School.



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DISCIPLINARY LETTERS FOR STUDENTS

Letter of Withdrawal – Expulsion

Students that contravene the **Code of Conduct** and pose a threat to the safe operation of the school community and its members (students, parents, or staff) or who continually breach the school's rules regarding **Academic Integrity** may be expelled from Franklin School without exception.

ADDITIONAL INFORMATION

Policies and Operational Guidelines related to the school's Code of Conduct include:

- **Academic Integrity**
- **Anti-Bullying**
- **Appeals and Dispute Resolution**
- **Attendance Policy**
- **Digital Technologies and Information Systems**
- **School – Code of Conduct**
- **Sexual Orientation – Gender Identity**
- **Smoke-Free Environment**
- **Substance Abuse**
- **Weapons**