

# Flex Academy Codes of Conduct

Flex Academy Codes of conduct, terms and definitions

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# Athletics Code of Conduct

## Rationale

Our aim is to have Athletics be a meaningful part of students' school experience and our school community as a whole. As such, we uphold strong values within for our sports teams and fans.

The [\*\*Athletics Code of conduct can be found here,\*\*](#) and here is where you can find [\*\*information on concussions.\*\*](#)

# Flex Academy Code of Conduct

## Purpose & Rationale

The Flex Academy Code of Conduct outlines our expectations of members of the Flex Community. It is built around the characteristics outlined in the Flex [Learner, Teacher and Staff profiles](#) and our school's [Core Values](#).

## Definitions

“**Flex Community**” or “**the Community**” refers to staff, teachers, contractors, students and parents enrolled at or working for Flex.

“**Abusive behaviour**” refers to acts directed towards members of the Community that are deemed threatening, demeaning, disrespectful or contradictory to the core values and characteristics [outlined on this page](#).

## Our Commitment to You

All Flex staff and contractors commit to treating members of the Flex Community with respect and in alignment with our core values of **Relationship, Integrity, Flexibility and Academic Success** and the characteristics outlined in our [Teacher](#) and [Staff](#) profiles. As a school, we are committed to ensuring Flex is a safe, supportive, and inclusive school.

Members of our staff and contractors who act in a manner that contradicts this commitment may be subject to discipline as outlined in the Student Discipline policy.

## Our Expectations of Students

We expect students to treat members of the Flex Community with respect and in alignment with our [core values](#) and the characteristics outlined in the [Learner profile](#). In addition, students must adhere to [the policies](#) and guidelines provided through SOPHIE and by teachers. Failure to do so may result in disciplinary action based on the severity and frequency of the behaviour as outlined in the [Student Discipline policy](#).

## Our Expectations of Parents

We expect parents to treat members of the Flex Community with respect and in alignment with our [core values](#). Flex has a **zero-tolerance policy with regard to abusive behaviour** towards members of the Community and reserves the right to withdraw students from the school if a parent is found to be treating members of the Community with disrespect or counter to our core values.

## Our Expectations of All Members

### Communication

We expect and promote open, honest communication so that all members of the Flex Community feel safe and valued at Flex events.

All members of the Community are asked to share with an Flex teacher or staff member about any behaviour that does not align with the expectation laid out in this code of conduct.

## Face-to-Face

Whether online or in-person, students are expected to wear modest clothing and refrain from public displays of affection that are unsuitable for a group learning environment.

The possession or use of any form of weapon is prohibited at any Flex event.

## Technology

Due to their potentially disruptive nature, personal media devices, such as phones or tablets, are not to be used during flex events unless approved by the event supervisors for the purpose of the activity or other approved reasons (e.g., medical).

## Our Process to Resolve Incidents

Where violations of the code of conduct occur, flex leadership will work through the Student Discipline policy with those involved in the incident with the goal of restoring relationships and keeping the safety and security of all members of the Community at the forefront.

# Foundations (K-5) Behaviour Management

Level 1 Behaviours Classroom Level Discipline	Level 2 Behaviours Administration Level Discipline	Level 3 Behaviours Administration Level Discipline
<p>Interruptions Minor Unkindness to other kids – faces, exclusion, etc. Physical Horseplay Minor Disrespect Minor Defiance Disrespectful language (teasing, etc) Dishonesty Irresponsible/Unsafe Choices Dress Code Violations (see DC policy) Minor misuse of technology Late for class after recess/lunch</p>	<p>Repeated Level 1 Behaviours **</p> <p>Inappropriate Language (swearing, etc) Threatening Behaviour Ongoing Defiance Truancy (absent from class without reason) Digital Misuse of Technology</p> <p>** Contact will be made with parents to try to resolve the situation before a student is referred for Level 2 discipline</p>	<p>Repeated Level 2 Behaviours</p> <p>Violent Act – hitting, shoving Extreme Threats/Threatening Language Abuse toward staff and school community Repeated Truancy Incidents</p>
Level 1 Tools	Level 2 Tools	Level 3 Tools
<p>Connect before you Correct</p> <p>Non-verbal &amp; Verbal Cues Redirection Re-teach behavior Move within classroom Taken-aside Discussion</p> <p>Removal from Classroom Incident Form – sent home at the discretion of the teacher – always sent to Admin</p> <ul style="list-style-type: none"> <li>Incident Form, Phone Call/Email Home to Parents, MUST take place before moving onto Level 2</li> </ul>	<p>Reflection &amp; Collaboration in making a plan to address/solve the undesirable behaviour between admin, teacher and parents</p> <p>Meeting (parents, admin, teacher, student)</p> <p>-</p> <p>Restoration (apologies etc) Loss of privileges fitting to the circumstance</p> <ul style="list-style-type: none"> <li>Extracurricular</li> <li>Digital Devices (in class / LC)</li> <li>Field Trips</li> </ul> <p>Counselling</p>	<p>Meeting (parents, admin, teacher, student) Counselling Restoration Suspension</p> <ul style="list-style-type: none"> <li>In-school</li> <li>Out-of-school</li> </ul> <p>Expulsion</p>

# Innovations (Gr. 6-12) Behaviour Management

Level 1 Behaviours Classroom Level Management	Level 2 Behaviours Admin Level Management	Level 3 Behaviours Admin Level Management
Teacher Led	Teacher Led w/ Admin Supp.	Admin Led
<ul style="list-style-type: none"> <li>• Interruptions</li> <li>• Reluctant/Non Producer</li> <li>• Physical Horseplay</li> <li>• Minor Disrespect</li> <li>• Minor Disrespect for property</li> <li>• Inappropriate language</li> <li>• Dishonesty</li> <li>• Irresponsible/Unsafe Choices</li> <li>• Displays of Affection</li> <li>• Dress Code Violations (see DC policy)</li> <li>• Minor misuse of technology</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated Level 1 Behaviours</li> <li>• Threatening Behaviour</li> <li>• Defiance</li> <li>• Off Campus</li> <li>• Vandalism</li> <li>• Truancy</li> <li>• Misuse of Technology</li> <li>• Plagiarism/Academic Dishonesty</li> <li>• Failing to Attend Level 1 Consequence</li> <li>• 3 Lates in a one week period</li> </ul>	<ul style="list-style-type: none"> <li>• Repeated Level 2 Behaviours</li> <li>• Violence</li> <li>• Drug/Alcohol Use and Abuse</li> <li>• Gross Misconduct (see handbook)</li> <li>• Abuse toward staff and school community</li> <li>• 3rd Truancy Incident</li> <li>• 3 Level 2 late consequences in one quarter</li> <li>• Plagiarism/Academic Dishonesty on Major Assignment</li> </ul>

## Level 1 Procedures:

### Removal from classroom and reflection form

- Purpose - To give cool down time and create a means of tracking situations and communication
- Provide option of waiting till the end of the block or immediate return after form is completed
- Forms are to be completed by the student, returned to the teacher, and the teacher must scan and email to Mike
- Removed students are to be sat outside of the classroom, on the floor, and are to finish the form and wait for the teacher to make contact

### Communication home

- It is crucial that students and parents are informed of the situation to understand we will try to manage as much as possible in class. The best way to build respect and preserve the relationship between the teacher, student(s), and class is to find resolution without the administration stepping in. **Admin is still available to help**, but only when the situation warrants.
- Regardless of the number of incident forms, the teacher must make contact with the guardian and receive a reply before the admin is involved. These communications must be tracked and should cc or be forwarded to Mike.

**Note:** In order to move from level 1 to 2, contact must be made by the teacher with the student's guardian(s) preferably by both email and phone call. Admin must be given a record of this progression with corresponding incident form(s), record of communication(s), and management strategies used.

**\*\*The goal is to maintain the relationship between the teacher, student(s), and parent(s) without admin intervention.**

## Tools to aid the intervention of each level:

Level 1 Tools	Level 2 Tools	Level 3 Tools
Non-verbal & verbal cues Move within classroom Taken-aside for discussion Serving classroom (cleaning boards, gym, put up chairs, etc) Temporary removal of digital devices Owed time * • <b>Removal from classroom &amp; reflection form</b> Classroom detentions * • <b>Contact home to parents, <u>MUST</u> take place before moving onto Level 2</b> • <b>Academic probation</b>	Counselling Restoration Lunch-hour detentions x 2 Academic probation <ul style="list-style-type: none"><li>• Loss of off-campus privileges</li><li>• After school study hall</li><li>• Lunch hour study hall</li></ul> Loss of privileges <ul style="list-style-type: none"><li>• Off campus</li><li>• Extracurricular</li><li>• Electives</li><li>• Access to WiFi</li><li>• Digital devices</li><li>• Field trips</li><li>• Allowance of study blocks</li></ul>	Counselling Restoration Suspension <ul style="list-style-type: none"><li>• In-school</li><li>• Out-of-school</li></ul> Expulsion

## Behaviour Management Flowchart

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# Student Discipline Policy

This page provides a standard course of action for students who struggle to meet the expectations outlined in the Code of Conduct.

## Definitions

“**behavioural incident**” refers to any incident involving a student whose actions do not align with our Code of Conduct or established classroom or event expectations.

“**Flex Community**” or “**the Community**” refers to staff, teachers, contractors, students, and parents enrolled at or working for Flex.

## Our Process to Resolve Behavioural Incidents

At Flex Academy, we will strive to see students involved in behavioural incidents re-integrated into the Community and to restore relationships that were impacted. Flex staff and leadership will follow the process below to resolve such incidents.

Level	Description	Consequence
1	Infrequent occurrences	Staff or teachers will speak with the student and attempt to find a restorative solution for those involved.
2	Recurring events	Students will be removed from the group to speak with a Flex school leader. The guardians of any student directly involved will be notified.
3	Ongoing behaviour or disregard for correction	A Flex school leader will meet with all parties involved to create an action plan to re-integrate the student causing the incident.
4	Violent or potentially dangerous behaviour	The student will immediately be removed from the event and not allowed to participate in any future events until reconciliation and evidence of change are presented. A school leader will assess the occurrence and act accordingly.

While our goal is to restore relationships and the integrity of all involved, Flex Academy reserves the right to permanently expel any student who represents a potential threat to the safety of Flex Community members.

## Procedural Fairness

Flex Academy will apply the following principles of procedural fairness to ensure any actions related to student discipline are communicated clearly to all parties involved and that every opportunity is given to the student to account for their actions.

1. Students will be treated with respect and dignity and know what is expected of them.

2. In accordance with school policy, a student who is accused of breaching a rule will be notified of that of which they are accused, with the essential facts of what they are alleged to have done. In more serious cases, notification should also be given to a student's parents.]
3. An accused student will be given an opportunity to tell their side of the story. Where the stakes are minor, this can be satisfied by a director or teacher asking the student to explain their actions. More serious matters require more formal investigation and documentation.
4. The student or parent may appeal the decision to the Director of Flex Academy. Further appeals may be made to the Academic Head of School and finally the Board of Directors of the School Authority.
5. There will be an assurance of no retribution for pursuing an appeal or review

# Substance Use Policy

Flex Academy endeavors to see all members of its community as healthy as possible, physically, psychologically and spiritually. Flex Academy recognizes that the use of certain substances is a detrimental lifestyle choice for students, employees, and visitors. Therefore, students and staff are not permitted to possess or consume any prohibited substances while attending Flex events. This includes but is not limited to substances such as energy drinks, alcohol, tobacco, vaporizing products, cannabis, and drugs.

## Definitions

- “Staff” refers to employees and contractors of the school or authorized volunteers
- “Flex events” include any function, assembly, meeting or gathering of Flex students for school purposes.
- “energy drinks” is any beverage that provides an additional energy source containing a high percentage of sugar, caffeine or other stimulants (eg. Red Bull, Rock Star, Monster, etc.)
- “alcohol” is any beverage containing alcohol, including beer, wine, cider and spirits
- “drugs” as defined in the Controlled Drugs & Substances Act are “substances, the possession of which is prohibited under the Controlled Drugs & Substances Act, or anything which contains such a drug or substance or any drug or substance designated a restricted drug under the Food and Drug Act unless the person possessing or consuming the restricted drug was authorized under that Act to possess the drug.”

## Tobacco & Cannabis Use Prohibition

The school acknowledges its legal obligations to act in accordance with Section 2.2 of the **Tobacco and Vapour Products Control Act**, as well as **regulations** forbidding the use of cannabis on school property in British Columbia. Lastly, Flex Academy accepts the responsibility inherent in education of providing positive role models and demonstrating best practices and will promote a healthy learning and working environment.

1. No person is permitted to smoke, use, or hold any tobacco, cannabis-related or vapour product, at any Flex events, in or on any building or land owned, leased or rented by the school.
2. No school student is permitted to smoke, use, or hold any tobacco, cannabis or vapour products at any Flex events.
3. All persons who are not school students will be asked not to smoke or use any tobacco, cannabis-related or vapour products, in the presence of school students at Flex events.

## Enforcement

1. Students engaging in prohibited behaviour will be subject to the stipulations of the student discipline policy.
2. School employees engaging in prohibited behaviour will be subject to the stipulations of the employment agreement regarding employee code of conduct violations.
3. All other persons will be asked to cease their use of the substance and leave the school event.

## Education

1. Flex Academy will include education about the harmful effects of substance use at appropriate grade levels in its educational program.
2. Provide information regarding substance abuse and additional resources for prevention and intervention measures upon request.

3. Flex Academy will communicate that it is a substance-free institution through its usual communication modes to students, parents, employees, and visitors.