

Northwest Trades & Employment Training Centre (NTETC) & North Coast Distance Education School (NCDES)

Code of Conduct

Last Updated: Nov. 13th, 2025

Statement of Purpose

Effective governance in any educational institution requires a balance between individual rights and the collective rights of others. At NTETC/NCDES, we strive to uphold this balance by maintaining policies that minimize restrictions on individual freedoms while ensuring a safe, caring, orderly, and respectful learning environment.

This **Code of Conduct** outlines the principles, policies, and procedures designed to:

- Promote respect for the dignity, rights, and property of others.
 - Encourage positive attitudes toward learning and the school community.
 - Support regular attendance and responsible participation.
-

Behavior Expectations: Acceptable Conduct

All NTETC/NCDES students and staff are expected to demonstrate behavior and attitudes that foster a **safe, caring, and orderly** environment for everyone - students, staff, parents, and the wider community.

These expectations apply both on school premises and in online environments where students learn and interact.

Our standards are based on four key principles:

1. Respect and Courtesy
 2. Social Responsibility
 3. Academic Integrity and Honesty
 4. Attendance and Participation
-

1. Respect and Courtesy

NTETC/NCDES promotes a community built on mutual respect, courtesy, and cooperation. All students and staff are expected to:

- Treat others with respect and kindness.
- Use appropriate and respectful language and behavior.
- Show care for the property of others and of the school.

Disrespectful, offensive, or harmful language, gestures, or attitudes are not tolerated.

2. Social Responsibility

Aligned with the Coast Mountains School District 82 Board of Education policy, NTETC/NCDES encourages the development of **social responsibility** and **interdependence** among students.

Social responsibility is built on four pillars:

(a) Contributing to the Classroom and School Community

- Share responsibility for maintaining a positive social and physical environment.
- Participate actively in class and group activities.

(b) Solving Problems Peacefully

- Manage conflicts respectfully and constructively.
- Use effective problem-solving strategies.

(c) Valuing Diversity and Defending Human Rights

- Treat everyone fairly and respectfully.
- Recognize, respect, and defend the rights of others.

(d) Exercising Democratic Rights and Responsibilities

- Understand and act upon civic responsibilities at the local, national, and global levels.

- Contribute to building a fair and sustainable future for all.

NTETC/NCDES fosters these values through instruction, modelling, and support, helping students build respectful and responsible relationships within their families, peer groups, and the school community.

3. Academic Integrity and Honesty

Academic honesty is the foundation of genuine learning. NTETC/NCDES expects all students to complete their work with honesty and integrity.

Students must not engage in:

- Plagiarism
- Cheating or unauthorized collaboration
- Facilitating academic dishonesty

Because NTETC/NCDES operates within a distance learning environment, maintaining academic integrity requires particular diligence from both students and instructors.

Test Supervision:

- Tests must be completed under appropriate supervision.
 - Normally students write exam at NTETC or other CMSD-82 schools and must be supervised by school staff.
 - Students writing elsewhere must be supervised by a responsible adult who is not a relative or household member. Such supervision is only granted in extraordinary situations.
 - A completed **Exam Supervision Form** must be submitted to NTETC before the exam if the supervisor is not part of the CMSD-82 teaching or administration staff.
-

4. Attendance and Participation

Active engagement is essential to academic success. Students are expected to:

- Attend classes regularly (where applicable).
 - Complete assignments, quizzes, and exams on schedule.
-

- Demonstrate consistent progress in all coursework.

Distance Learning Students:

- Must complete courses within **two years** of enrollment.
 - Inactivity will result in up to three written warnings. Continued inactivity may lead to removal from the course.
 - Individual circumstances will be considered on a case-by-case basis.
-

Behavior Expectations: Unacceptable Conduct

Any behavior that fails to meet NTETC/NCDES's expectations is considered unacceptable. Consequences will reflect the student's age, maturity, intent, and the seriousness of the behavior.

1. Discrimination

In accordance with the **BC Human Rights Code**, NTETC/NCDES prohibits discrimination based on race, colour, ancestry, place of origin, religion, marital or family status, disability, sex, sexual orientation, gender identity or expression, or age.

All members of the NTETC/NCDES community are entitled to respect, inclusion, fairness, and equity.

2. Alcohol and Illegal Drugs

The possession, use, or distribution of alcohol or controlled substances on school grounds is strictly prohibited.

Students under the influence of drugs or alcohol may not access NTETC facilities or NTETC sponsored activities.

3. Plagiarism

Plagiarism can take many forms. The following are all considered violations of academic integrity:

1. Direct Copying

- Copying text, answers, or work from another student.
-

- Copying from books, websites, or other sources **word-for-word** without citing.

2. Close Paraphrasing

- Rewriting someone else’s ideas or sentences with only minor changes and **without proper attribution**.

3. Self-Plagiarism

- Submitting your own past work (from another class or assignment) **without the teacher’s permission**.

4. Unauthorized Collaboration

- Working with classmates when collaboration is **not allowed** on the assignment.
- Submitting identical or nearly identical work, calculations, or errors.

5. Using AI Tools Illegally

- Submitting AI-generated text, explanations, images, or solutions **when AI use is not permitted**.
- Using AI to “help” but failing to do the actual thinking or work yourself.

6. Purchasing or Downloading Work

- Buying assignments, using essay mills, downloading full answers, or having someone else complete your work.

7. Patchwork Plagiarism

- Mixing copied pieces of text from various sources and presenting them as original work.

8. Incorrect or Missing Citation

- Using ideas, data, or quotations from sources without giving proper credit, even if the wording is changed

Students found plagiarizing will:

- Receive a grade of 0% on the affected work.
- Receive a formal warning that a repeat offence may result in restarting the course.

AI Use & Academic Integrity Policy

- AI-generated work is prohibited and will be treated as a form of plagiarism.

- Use of AI tools is not permitted for any assignment unless explicitly stated by the teacher for that specific task. Permission applies only to that assignment and does not carry over to others.
 - Unauthorized use of AI tools will result in a grade of 0% for the assignment.
-

4. Disturbing Content

If a student's submitted work suggests emotional distress, self-harm, potential harm to others, or criminal activity, the teacher will refer the matter to the appropriate authorities. Work that violates the **BC Human Rights Code** will be addressed directly with the student to ensure understanding of legal and ethical obligations.

5. Cyberbullying

Cyberbullying is a form of persistent and aggressive behavior that causes emotional or reputational harm to others through technology.

It includes verbal, social, or written abuse via email, text, social media, websites, or other online platforms.

If cyberbullying is suspected, the principal will investigate.

Anyone receiving inappropriate or threatening electronic communication should report it immediately.

Consequences of Unacceptable Behavior

Consequences will be determined based on:

- The student's age and maturity.
- The nature, frequency, and impact of the behavior.
- The needs of students with disabilities (where applicable).

Whenever possible, **restitution** will be used to help students understand the harm caused and take steps to repair it.

NTETC prioritizes correction and education over expulsion. However, the principal reserves the right to remove a student from courses or the school if deemed necessary.

Cyberbullying Consequences:

Depending on the severity, consequences may include:

- Suspension or cancellation of internet privileges.
- Return of school equipment.
- Temporary or permanent removal from online or school activities.
- Participation in restorative meetings with affected parties.

NTETC/NCDES protects all individuals who report misconduct from retaliation.

NTETC Online Services – Acceptable Use Policy

NTETC/NCDES provides access to online learning platforms (such as Brightspace) and other educational networks.

Users must conduct themselves responsibly, respectfully, and ethically to maintain a safe and inclusive virtual learning community.

Responsibilities of Online Users

Users must:

- Protect their own and others' personal information.
 - Avoid sharing contact details or meeting online acquaintances without parental approval.
 - Exit any inappropriate website immediately.
 - Avoid tampering with hardware, software, or network systems.
 - Refrain from using NTETC/NCDES systems for illegal, obscene, or commercial purposes.
 - Use only their assigned accounts and protect passwords.
 - Manage storage responsibly and respect copyright laws.
-

Rights and Responsibilities of System Administrators

NTETC/NCDES administrators may:

- Remove inappropriate content or suspend access in cases of misuse.
- Access system files when required by law or to investigate violations.
- Cooperate with authorities when necessary.

Users have the right to request a review within seven (7) days of any suspension or termination of service.

Vandalism—including introducing viruses or intentionally damaging systems—will result in permanent loss of privileges.

Inappropriate Use of NTETC/NCDES Online Services

The following are prohibited:

- Transmitting illegal, threatening, obscene, or discriminatory material.
 - Posting or distributing copyrighted content without permission.
 - Engaging in harassment or pyramid schemes.
 - Attempting to access or damage unauthorized systems.
 - Using another person's account or password.
 - Sharing passwords or personal data.
 - Using NTETC/NCDES systems for business, political, or entertainment purposes (e.g., games, chain letters).
-

Legal and Administrative Provisions

- This policy is governed by the laws of the **Province of British Columbia**.
- NTETC/NCDES management reserves final authority over all use of its networks, systems, and accounts.
- This policy applies to all NTETC/NCDES community members for the current academic year.