

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

Code of Conduct

Last Updated: September 2026

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, respectful, and inclusive learning environment.

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

1. Promote respect for the dignity, rights, and property of others.
2. Encourage positive attitudes toward learning and participation in the school community.
3. Support regular attendance and responsible participation.
4. Foster an inclusive learning environment where all members of the school community feel welcomed, respected, valued, and safe regardless of their identity, background, beliefs, abilities, or circumstances.

This Code of Conduct applies to all students, staff, parents, guardians, volunteers, and visitors participating in school activities, whether in person, online, during school-sponsored events, field trips, work experience placements, or any situation that has a direct impact on the school environment.

Behavior Expectations: Acceptable Conduct

All NTETC/NCDES students and staff are expected to demonstrate behaviors and attitudes that foster a **safe, caring, orderly, respectful, and inclusive** environment for everyone.

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
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1. Respect and Courtesy

NTETC/NCDES promotes a community built on mutual respect, courtesy, cooperation, inclusion, and belonging. Every member of our school community has the right to learn and work in an environment free from discrimination, bullying, harassment, intimidation, and exclusion.

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.
- Value and respect the diversity of individuals, cultures, perspectives, identities, and lived experiences.
- Demonstrate inclusive behavior and actively contribute to a welcoming environment.
- Speak up safely or seek assistance when witnessing bullying, harassment, discrimination, or exclusion.
- Respect the preferred names, identities, and pronouns of others.
- Communicate respectfully in all school-related digital environments.

Disrespectful, offensive, intimidating, threatening, discriminatory, or harmful language, gestures, or actions will not be 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

Students and staff are expected to:

- Share responsibility for maintaining a positive social and physical environment.
- Participate actively in class and group activities.
- Support the success and well-being of others.
- Demonstrate empathy, cooperation, and respect for all community members.

(b) Solving Problems Peacefully

Students and staff are expected to:

- Manage conflicts respectfully and constructively.
- Use effective communication and problem-solving strategies.
- Seek assistance when conflicts cannot be resolved independently.
- Participate in restorative processes when appropriate.

(c) Valuing Diversity, Inclusion, and Defending Human Rights

Students and staff are expected to:

- Recognize and celebrate the diversity that strengthens our school community.
- Treat all individuals with dignity, fairness, and respect.
- Promote inclusion and ensure that others are not marginalized, excluded, or treated unfairly.
- Respect differences including race, ancestry, Indigenous identity, ethnicity, language, religion, disability, socioeconomic status, family status, gender identity, gender expression, sexual orientation, and age.
- Challenge stereotypes, prejudice, and discriminatory behavior when it is safe and appropriate to do so.
- Recognize and defend the rights of others as protected under the BC Human Rights Code.

(d) Exercising Democratic Rights and Responsibilities

Students and staff are expected to:

- Understand and act upon civic responsibilities at local, national, and global levels.
- Respect differing viewpoints while engaging in civil and constructive dialogue.
- Contribute to building a fair, equitable, and sustainable future for all.

NTETC/NCDES fosters these values through instruction, modelling, support, and restorative practices, helping students develop respectful and responsible relationships within their families, peer groups, workplaces, and the wider 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 diligence from both students and instructors.

Test Supervision

- Tests must be completed under appropriate supervision.
 - Normally students write exams 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 before the examination if the supervisor is not a CMSD-82 staff member.
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4. Attendance and Participation

Active engagement is essential to academic success.

Students are expected to:

- Attend classes regularly where applicable.
- Complete assignments, quizzes, and examinations on schedule.
- Demonstrate consistent progress in coursework.
- Maintain regular communication with instructors.

Distance Learning Students

- Must complete courses within two years of enrollment.
- Inactivity may 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 conduct that fails to meet NTETC/NCDES expectations is considered unacceptable.

Consequences will reflect the student's age, maturity, intent, history, 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.

Discrimination includes actions, language, behaviors, harassment, exclusion, or decisions that negatively affect an individual or group based on a protected characteristic.

All members of the NTETC/NCDES community are entitled to respect, inclusion, fairness, dignity, equity, and equal access to educational opportunities.

2. Bullying, Harassment, and Intimidation

NTETC/NCDES is committed to maintaining an environment free from bullying, harassment, intimidation, discrimination, and retaliation.

Bullying and harassment will not be tolerated in any form, whether they occur:

- In person.
- Through electronic communication.
- During school-sponsored activities.
- During work experience placements.
- During field trips.
- Off school property when the behavior negatively impacts the school environment or a member of the school community.

Examples include, but are not limited to:

- Repeated verbal abuse, insults, teasing, or name-calling.
- Social exclusion or encouraging others to exclude an individual.
- Spreading rumors or damaging a person's reputation.
- Threatening, intimidating, humiliating, or coercing another person.
- Physical aggression or unwanted physical contact.
- Harassing conduct based on protected characteristics under the BC Human Rights Code.
- Creating, sharing, or posting harmful, discriminatory, or embarrassing content.
- Retaliating against an individual who reports misconduct or participates in an investigation.
- Deliberately excluding others from learning activities or school programs.
- Hate-based remarks, symbols, gestures, or conduct.

All reports of bullying, harassment, intimidation, or retaliation will be taken seriously and investigated promptly.

3. Alcohol and Illegal Drugs

The possession, use, distribution, or being under the influence of alcohol or controlled substances on school property or at school-sponsored activities is prohibited.

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

4. Plagiarism and Academic Dishonesty

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

Direct Copying

- Copying text, answers, or work from another student.
- Copying from books, websites, or other sources without proper citation.

Close Paraphrasing

- Rewriting another person's ideas or sentences with only minor changes and without proper attribution.

Self-Plagiarism

- Submitting previously completed work without teacher permission.

Unauthorized Collaboration

- Working with others when collaboration is not permitted.
- Submitting identical or substantially similar work.

Unauthorized Use of AI Tools

- Submitting AI-generated text, images, explanations, or solutions when AI use is not permitted.
- Using AI tools in place of demonstrating personal understanding and learning.

Purchasing or Downloading Work

- Buying assignments, using essay mills, downloading completed work, or having someone else complete coursework.

Patchwork Plagiarism

- Combining copied material from multiple sources and presenting it as original work.

Incorrect or Missing Citations

- Using ideas, data, or quotations without proper acknowledgment.

Consequences

Students found plagiarizing may:

- Receive a grade of 0% on the affected work.
 - Receive a formal warning.
 - Be required to resubmit work.
 - Be required to complete an alternative assignment.
 - Restart part or all of a course in cases of repeated violations.
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AI Use and Academic Integrity Policy

- AI-generated work is prohibited unless expressly authorized by the teacher for a specific assignment.
 - Permission to use AI applies only to the assignment identified by the teacher.
 - Teachers may require students to explain or demonstrate their understanding of submitted work.
 - Marks may be delayed pending review.
 - Unauthorized use of AI may result in a grade of 0%, resubmission requirements, or other academic consequences.
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5. Disturbing Content

If submitted work suggests emotional distress, self-harm, potential harm to others, abuse, criminal activity, or serious safety concerns, school staff may refer the matter to appropriate support services or authorities.

Work that violates the BC Human Rights Code or promotes hatred, discrimination, violence, or criminal activity will be addressed directly with the student.

6. Cyberbullying and Online Harassment

Cyberbullying is any intentional act carried out through digital technology that harms another person emotionally, socially, psychologically, academically, or reputationally.

Examples include:

- Sending threatening, insulting, intimidating, or harassing messages.
- Posting embarrassing images, videos, or personal information without consent.
- Creating fake accounts or impersonating another person.
- Spreading rumors online.
- Encouraging others to target, harass, or exclude someone.
- Making discriminatory or hateful comments online.
- Repeated unwanted communication or digital intimidation.

Students are expected to use technology responsibly and respectfully.

Conduct occurring outside school hours may still be subject to school intervention when it affects the safety, well-being, participation, or learning environment of students or staff.

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

Reporting and Responding to Concerns

Students, parents, caregivers, staff, and community members are encouraged to report concerns related to bullying, harassment, discrimination, intimidation, retaliation, or safety.

NTETC/NCDES will:

- Take reports seriously and respond promptly.
- Investigate concerns fairly and respectfully.
- Apply restorative, educational, and disciplinary responses as appropriate.
- Protect individuals who report concerns from retaliation.
- Provide support for affected individuals where appropriate.

The school recognizes that all individuals involved in an incident may require support and education to restore positive relationships and maintain a safe and inclusive learning environment.

Consequences of Unacceptable Behavior

Consequences will be determined based on:

- The student's age and maturity.
- The nature, frequency, severity, and impact of behavior.
- Individual circumstances.
- The needs of students with disabilities or diverse learning needs.

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

Consequences of bullying, harassment, discrimination, intimidation, or retaliation may include:

- Restorative meetings.
- Mediation.
- Parent or guardian meetings.
- Behavior support plans.
- Loss of privileges.
- Suspension from school activities.
- Temporary or permanent removal from online services.
- Suspension from courses or programs.
- Referral to external agencies when required by law.

NTETC/NCDES prioritizes correction, education, restoration, and accountability over exclusion whenever possible. However, the Principal reserves the right to remove a student from courses, programs, or the school when necessary to protect the safety and well-being of others.

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

NTETC Online Services: Acceptable Use Policy

NTETC/NCDES provides access to online learning platforms and educational networks.

Users must conduct themselves responsibly, respectfully, ethically, and inclusively to maintain a safe 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 where applicable.
- Exit inappropriate websites immediately.
- Avoid tampering with hardware, software, or network systems.
- Refrain from using school systems for illegal, obscene, discriminatory, harassing, or commercial purposes.
- Use only assigned accounts and keep passwords secure.
- Manage digital storage responsibly.
- Respect copyright laws and intellectual property rights.
- Communicate respectfully and professionally in all digital environments.

Rights and Responsibilities of System Administrators

NTETC/NCDES administrators may:

- Remove inappropriate content.
- Suspend or restrict access where misuse occurs.
- Access system files when required by law or during investigations.
- Cooperate with law enforcement or government authorities when legally required.

Users may request a review of any suspension or termination of service within seven (7) days.

Vandalism, including introducing malware, viruses, or intentionally damaging systems or networks, may result in permanent loss of privileges and additional disciplinary action.

Inappropriate Use of NTETC/NCDES Online Services

The following activities are prohibited:

- Transmitting illegal, threatening, obscene, hateful, discriminatory, or harassing material.
 - Posting or distributing copyrighted content without permission.
 - Engaging in bullying, harassment, intimidation, or retaliation.
 - Attempting unauthorized access to systems or data.
 - Using another person's account or password.
 - Sharing passwords or confidential information.
 - Using NTETC/NCDES systems for unauthorized business activities, gambling, chain letters, or other non-educational purposes.
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Legal and Administrative Provisions

- This Code of Conduct is governed by the laws of the Province of British Columbia.
 - NTETC/NCDES administration reserves final authority over the interpretation and implementation of this Code of Conduct.
 - This Code of Conduct applies to all NTETC/NCDES community members during the current academic year and may be updated periodically to reflect legislative, policy, and educational requirements.
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Commitment to Safe, Caring, and Inclusive Schools

NTETC/NCDES is committed to creating and maintaining a learning environment where every individual feels safe, respected, welcomed, represented, and valued. Through shared responsibility, integrity, respect, inclusion, and accountability, we work together to ensure all learners can achieve success in an environment free from discrimination, bullying, harassment, and exclusion.

NTETC/NCDES Dan Hamel
Principal:

Principal
Signature: *Dan Hamel*

Date: September 22, 2026