

CODE OF CONDUCT: Secondary Schools

Statement of Purpose – A safe, caring and orderly school is the foundation for a successful learning environment. This Code of Conduct supports socially responsible behaviour and allows members of the school community to be fully informed of School District #63 Secondary Schools' common expectations for student behaviour.

Social Responsibility – We are guided by the following four aspects of Social Responsibility for B.C. Schools as identified by the Ministry of Education:

- Contributing to the classroom and school community
- Solving problems in peaceful ways
- Valuing diversity and defending human rights
- Exercising democratic rights and responsibilities

All members of the school community “shall not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, family or marital status, physical or mental disability, age, sex or sexual orientation, or for any other reason set out in the Human Rights Code of British Columbia, nor shall anyone publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule on the basis of any such grounds.” All reasonable steps will be taken to prevent retaliation against anyone who has made a complaint of a breach in the Code of Conduct.

Supervision – All staff (teaching and non-teaching) have a general supervision responsibility during school time and at any school function, whether on formal duty or not, and students are required to comply with this authority. School rules apply at all school functions even when they occur off school grounds or outside of the regular school day. Students are also reminded that they may be held responsible to the school from the time they leave home before school until the time they arrive home after school.

Attendance – Students are expected to attend all of their classes on time. Teachers record attendance for each class. Missed classes mean missed learning! Full attendance is essential to school success. Students who miss classes are responsible for making up the missed learning time.

Late to Class – Students are expected to be in classes on time. “Late” is a type of absence and interferes with learning. Frequent tardiness may result in teacher intervention to make up for the missed learning time.

Academic Honesty – Students are expected to present their own work in class and homework assignments. In School District #63 secondary schools, the working definition of plagiarism is “using another person’s work and presenting it as your own.” Plagiarism is a form of cheating, and could be in the form of written, visual, audio, or other media. If another person’s ideas are used, credit must be given in the form of a citation. Plagiarism will result in consequences determined by the teacher and/or administration and may include loss of marks for the assignment.

Dress Code – School is a place of business. Students and their parents are expected to support a learning environment where attire is appropriate. Articles of clothing that promote alcohol, drugs, inappropriate language or racism, or that are too revealing are not permitted. Students wearing such clothing will be asked to go home and change if they do not have suitable clothing at school.

Cell Phones – Students have the right to use electronic devices for educational purposes in appropriate ways at the direction of supervising staff. Students have a responsibility to use their personal electronic devices ethically, safely and responsibly. Electronic devices can be used to support educational purposes in significant ways. But they can distract others if used inappropriately. It is important to learn how to use these devices in appropriate ways and at appropriate times. Misuse of personal electronic devices may result in confiscation of the device by the administrator for the school day. The school will not be responsible or liable for lost, stolen or missing electronic devices.

Cameras - Photographing people at school or at school functions using still or video cameras can be a privacy issue and should not be done without appropriate permission.

Gambling – Schools are venues in which gaming is not permitted. Placing bets and wagering money are not appropriate school activities.

Litter – The school environment should be neat and litter-free. We ask all students to look after their litter by putting it in the nearest garbage can or recycling container.

Respect for Public Property and Careful Use & Return of School Materials & Equipment

Students are expected to take good care of textbooks or school resources signed out in the student's name. There should be no damage to school resources, property or equipment. If such damage creates an expense to the school, then the person who does the damage will be expected to reimburse the school for costs.

Parking – Students will park in unassigned spots in the area designated for student parking and will display a valid school parking permit (where applicable). Parking in staff reserved spots may result in loss of parking privileges. Students are not to be in or around parked vehicles during class time. Driving with undue care may result in a suspension of parking privileges. In extreme cases where safety is compromised, i.e. fire lane, vehicles may be towed at student's expense and referred to police liaison officer.

Public Displays of Affection – Students are asked to minimize public displays of affection. These may be inappropriate to the school setting and can be addressed by any student or staff member.

Appropriate Language – Language used by all members of the school community should be respectful and polite. Any communication that is disrespectful or demeaning to others, including lying, inappropriate or profane language, is unacceptable.

Loss /Damage to School or Personal Property – We expect members of the student body to respect school and personal property. Students are responsible for any damage done to other people's property and will be charged for replacement or repair. Students should also respect the property and rights of the people who live in the neighbourhood of the school or those people we come in contact with through our many off-site activities.

Safety First – Student activities at the school should take into account student safety and minimize risks to students. Skateboarding, rollerblading and snowballing have a significant enough safety risk that they are not permitted on school grounds. Fireworks, water guns and water balloons are not allowed at school. Any other activities that are unsafe or unhealthy will be addressed by school staff.

Security and Safety – Students are expected to refrain from any act, including verbal or written comments, that disrupts the good order of the school. Jokes or pranks that may be seen as a threat to security and safety will be addressed as a serious issue. "I was just kidding" is no defence once the damage is done.

Scented Products - There is an increasing number of staff and students who react to scented products. These reactions can range from headaches to anaphylaxis. We request that students and staff refrain from wearing or using scented products while at school.

Intimidation, Harassment and Violence – Every student, regardless of peer group, has the right to feel safe at school. Any acts of harassment, discrimination, intimidation. Threats of any type (physical, emotional, verbal or sexual, including bullying, physical violence, or retribution against a person who has reported an incident) are unacceptable

Instigators or Spectators – The daily endeavour of students, and all school activities, should take place without interference or disruption. Students who encourage, support or promote acts of intimidation, harassment or violence either by direct action or by spectating are subject to school disciplinary action. This can include activities that occur during or after school hours, on or off school property.

Acceptable Use of Internet Technology –School computers and internet resources, used carefully and wisely, can provide important avenues of learning for students. Inappropriate uses of Internet communications including the sending of threatening or harassing comments are unacceptable. Any incidents will be addressed as a very serious issue.

Students will engage in appropriate curricular behaviour when using the district network.

Students will only publish their own personal information if related to curricular activities and parent/guardian consent is given.

Students will not publish other people's personal information. For example, name, location, phone number, images, video, work, username, or other personal information

Alcohol, Drugs, Tobacco, E-Cigarettes - Individuals have the right to be in a learning environment free of alcohol, drugs, tobacco and E-cigarettes. They have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, tobacco or E-cigarettes at any time at school or during any school function. Smoking is not permitted in the school building, on the school grounds, in the neighbourhood of the school or at any school function. The Capital Regional District's Clean Air Bylaw allows for a \$50 fine for people who smoke on school grounds (reference School District Policies 6200 and 4120).

Weapons/Explosives– Our School District has Policy 6120 Weapons. -Students who bring weapons/explosives to school are subject to suspension from school. Weapon "replicas" may also be considered as weapons and will be dealt with accordingly. Laser Pointers are included in the District Weapons Policy and are prohibited at school.

Duty to Report– Students are expected to inform a staff member of incidents of bullying, harassment and intimidation as well as of any knowledge related to possession of weapons or illegal substances. Any student who is involved in, observes, or knows about an emergency situation at school, or at a school function, should contact the nearest staff member as soon as possible to report the details of the event. In these cases, the staff will take all reasonable steps to prevent retaliation against a student who has reported a breach in the Code of Conduct. Students may report incidents anonymously on-line by accessing the ERASE Bullying site which is available under the student link on the school website or by completing an anonymous reporting form found on the office counter. School Administrators and counsellors will review these reports and do everything possible to find a solution.

Interventions

Range of Interventions:

Regardless of the nature or location of unacceptable behaviour, or the staff member involved, the following is a range of interventions and consequences that may be used in Saanich District Secondary Schools. School staff will take into consideration IEPs, safety plans, or any other pertinent documents.

- On-the-spot conference or redirection
- Follow-up meeting between the student(s) and staff member(s)
- Contact with parent or guardian
- Restitution, including a logical remedy for the problem (e.g. paying for damage wilfully caused) and supporting anyone who is a victim or who suffers as a result of the student's actions
- Restorative Justice conference/facilitation
- Supportive intervention and/or service to school
- Additional time for the student with the teacher, at the office or at tutorial/learning support
- Referral to counselling, administration, and/or community support services
- Suspension – including in-school or out of school
- Referral to district student review committee
- Police involvement

Rising Expectations - As students move through their years in secondary school, they are expected to assume increasing responsibility and self-discipline. Students will be given numerous opportunities to participate in making decisions and to work on committees and in groups to improve the school community and environment. Students are expected to take on more of a leadership role and to serve as role models as they move through the graduation years. As such, there will be increasing consequences for inappropriate behaviour.

Notification of Parents or other agencies - The school has the responsibility to advise parents of unacceptable behaviour demonstrated by the student. We expect that parents and the school staff will work together to bring about a change of behaviour and that efforts will be made in this regard. In some cases, parents of a second party (e.g. a victim) will also be contacted and informed of an investigation into another student's conduct. Administrators may be required by policy or law to contact School Board Officials, police, or other agencies.

Crimestoppers - Any students who have information about inappropriate behaviour or criminal activities are asked to contact a staff member. Students can also engage our school Crimestoppers program by contacting the school Administration or calling the anonymous Crimestoppers "Tips Line" at 1-800-222-TIPS (8477).

Visitors - In order to safeguard students and staff, all visitors to the school must first report to the main office upon arrival.

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