

STUDENT CODE OF CONDUCT

Port Hardy Secondary School

Revised May 21, 2015

This code is designed to provide guidelines for appropriate student conduct while enrolled at Port Hardy Secondary School.

Our school Code of Conduct can be represented by four phrases:

(For example)

1. **RESPECT YOURSELF:** Be equipped and prepared for class
2. **RESPECT OTHERS:** Be on time for class
3. **RESPECT PROPERTY:** Care for your textbooks
Keep your school clean
4. **RESPECT LEARNING:** Be engaged in your learning and supportive of others' learning

SCHOOL STATEMENT OF PURPOSE: Port Hardy Secondary School aims to engage all learners in meaningful learning; all members of the learning community at PHSS strive to support achievement in academic, athletic, artistic and social justice pursuits.

Students attending this school are expected to be doing so to learn in a safe, caring and orderly school environment. To be successful, they are expected to take an active part in their education. This means they are to attend regularly, punctually, actively participate in class and regularly complete their assignments and be aware of and abide by the student's code of conduct.

The lists of appropriate and inappropriate behaviours are examples only and are not to be considered all-inclusive.

A. Each student is expected to...

1. ...become knowledgeable about, and assume responsibility of conducting himself/herself according to this standard of behaviour.
2. ...develop positive attitudes and behavior by:
 - a. moving around hallways and grounds without causing distractions or making undue noise.
 - b. caring for school property and equipment
 - c. using language free from profanity
 - d. dressing in appropriate clothing
 - e. ensuring that litter is placed in containers
 - f. refraining from excessive displays of affection
 - g. allowing others to work without distraction or undue noise
 - h. obeying all reasonable instructions given by staff
3. ...participate to the best of his/her ability in the school's program by:
 - a. working to achieve the objectives set forth for each class session
 - b. being neat and thorough in completing assignments
 - c. bringing appropriate equipment materials to class
 - d. asking for assistance when material is not understood
 - e. completing any assignments missed due to absence
 - f. leaving electronics such as cell phones, ipods, mp3 players, at home or in lockers
 - g. refrain from cheating or plagiarizing

4. ...attend school on a regular basis as demonstrated by:
 - a. attending each class regularly and punctually
 - b. being absent only for sufficient reason and with parental approval
 - c. bringing a note or having a parent telephone the school for each absence, late arrival or early departure
 - d. realizing that absence without sufficient reason and parental approval and/or constant tardiness will have consequences
 - e. leaving class only with teacher's permission

5. ...respect the feelings of others by:
 - a. being civil in word and action to others
 - b. treating all others with dignity and respect, the same way you would want to be treated

6. ...respect the property of others by:
 - a. not taking the property of others
 - b. not damaging, defacing or hiding the property of this school or of others

7. ...avoid conduct which interferes with an individual's or the group's health or safety by:
 - a. using spoken and written language, including the use of such language on web sites or through text messages that respects the races of all individuals and displays courtesy towards everyone
 - b. refraining from physical violence or aggressive behaviours such as, but not limited to, verbal threats, bullying, intimidation, or harassment in and around the school, at school functions or on web sites or through text messages
 - c. bringing guests to the school only if pre-arranged with the school principal or vice-principal, and only for acceptable reasons
 - d. obeying the law with regards to smoking and drug use and possession (including alcohol) when in the school, on school district property, at school functions and when involved at any school sanctioned event
 - e. obeying the law with regards to the possession of fireworks, weapons and imitation weapons, and the use of fire alarms when in the school, on school district property or at school functions or school sanctioned events

8. ...use procedures of due process when necessary by:
 - a. discussing a problem with a teacher, counsellor, or administrator
 - b. appealing to the Vice-Principal, accompanied by a parent or student council rep. if necessary
 - c. appealing to the Principal, accompanied by a parent or student council rep. if necessary.

B. SERIOUS OFFENSES

A school must provide a safe and comfortable environment for students to learn effectively. Consequently certain actions must be dealt with severely by the school, the school board, or the law. These include:

- a. the use of foul, offensive or racist language towards staff or other students, including the directing of such language through internet sites and/or via text messages
- b. the use of aggressive behaviours, physical violence or verbal threats towards staff or students including the use of internet sites or via text messaging to convey such threats
- c. the possession at school of weapons or imitation weapons
- d. the causing of a false fire alarm; the use or sale of fireworks
- e. being under the influence of, or in possession of alcohol or drugs while at school, on school property or at a school function
- f. chronic truancy
- g. theft of school or personal property while at school, on school property or at a school function.

Rising expectations. It is expected that as students move from grade to grade, they will assume increasing personal responsibility for behaving in a safe and appropriate manner while on PHSS property, attending PHSS functions and while being involved in school-related activities.

Consequences. The nature of the consequences for non-compliance with the school code of conduct will be reflective of the level of the offense and the age and maturity level of the student. Those in authority (adult supervisors, teachers and administrators) will consider the severity and frequency of unacceptable conduct in determining disciplinary action.

Consequences include, but are not limited to:

- Meeting with the student, teacher, and school administration
- Meeting with the parent/guardian
- Meeting with the student, teacher and counselor
- Referral to the school-based team
- Referral to the alternate class
- Administrative intervention up to and including suspension to the Board of Trustees and withdrawal from school
- Involvement of the RCMP and/or other community agencies

N.B. Special consideration may apply to students with special needs if those students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.

Notification School staff may, depending on the severity and frequency of unacceptable conduct:

- contact and inform parents directly about a student's unacceptable conduct
- inform the parents of students who have been the victims of unacceptable conduct
- inform school district officials as required by district policies
- contact police and other agencies as required by law
- alert school staff and school community as deemed appropriate by school and/or district administration.

C. **RETALIATION**

The Board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.

HUMAN RIGHTS IN BC

In conjunction with the PHSS Code of Student Conduct, the BC Human Rights Code applies to all businesses, agencies and services regulated by the province, including PHSS. It prohibits discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation and age. In addition, no-one may, without a real and reasonable justification, deny accommodation, service or facility availability that is customarily available to the public, to any person because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation and age of a person or class of persons.