

# CODE OF CONDUCT

## STATEMENT OF PURPOSE

At Seycove the pursuit of appropriate conduct is a shared responsibility among students, parents and the school. The staff, students, the Parent Advisory Council (PAC), as well as our family of schools, have developed a **Code of Conduct** to establish clear guidelines for a safe, caring, and orderly environment that promotes purposeful learning. In addition, the code balances the individuals and the collective Seycove community's rights, freedoms and responsibilities.

This code of conduct reflects the expectations of the school community and is reviewed annually to monitor emerging situations that may contribute to school safety. **Students are required to know and understand the school rules, acceptable behaviors and the consequences for any misconduct.** Expectations regarding acceptable conduct are made known to all school staff through the policy and procedures manual. The expectations for student conduct are consistently taught and actively promoted. These expectations are outlined in the agenda book and in our C.L.A.S.S. statement at the beginning of the agenda book. The posting of C.L.A.S.S. signs and posters throughout our school reinforces these expectations. Parents and students should be aware that there are rising expectations for student behaviour as students become older, more mature and progressively move through the grades; and that students are expected to accept increasing responsibility for their actions and can expect increasingly significant consequences for any inappropriate behaviours as they get older.

When participating in or attending school activities, including those outside of the school, students are expected to conduct themselves in a manner that brings credit to them and to Seycove at all times. Students are subject to all the expectations, as if they were in attendance at school. Non-compliance will result in disciplinary action.

The Principal of the school is responsible for administering and supervising the school. He and/or his designate, including teachers and other appropriate personnel are authorized, in accordance with School Board Policy 302, to exercise authority within the school on all matters concerning the discipline of students. The execution of discipline must be similar to that of a "kind, firm and judicious parent, but shall not include corporal punishment." (School Act, Section 76(3)).

## **BC HUMAN RIGHTS CODE**

Two purposes of the BC Human Rights Code are to:

*"foster the society in British Columbia in which there are no impediments to full and free participation in economic, social, political and cultural life in British Columbia" and "promote a climate of understanding and mutual respect where all are equal in dignity and rights".*

Seycove Secondary should be a kind, caring and orderly environment where students experience freedom from harm and discrimination. As such, behaviours by students that conflict with the BC Human Rights Code will not be tolerated. For example, the display or publication of any statement, notice, sign, symbol, emblem or other representation that indicates discrimination or intention to discriminate against a person or group or class of persons. Also, discrimination of this type must not be displayed in graffiti, student publications, blogs, websites or other communication methods. Moreover, it is the responsibility of the school to ensure that it does not discriminate against students by denying them the service that is customarily available to the public.

## **CONDUCT EXPECTATIONS**

### ***Acceptable Conduct***

Acceptable expectations for student conduct are outlined in our C.L.A.S.S. statement: Consideration, Leadership, Achievement, Sportsmanship and Scholarship. The posting of C.L.A.S.S. signs and posters throughout our school reinforces these expectations.

- Respect people's uniqueness and accomplishments
- Put a personal best effort into work
- Respect public and personal property: Students are reminded to keep their community litter-free. Place glass, paper and cans in the appropriate recycling bins and all garbage in the refuse containers
- Maintain courteous relations with fellow students, teachers, staff and people in general
- Work at studies without disturbing others
- Attend school daily and promptly
- Maintain appropriate standards of hygiene, dress and language
- Act in a positive, honest, and straightforward manner. Be truthful
- Promote the general welfare of our school. Be dependable and accountable

- Respect public and personal property. Be considerate of self, others, their beliefs and property
- Work towards the prevention of harassing behaviour; be willing to help when someone is being harassed; inform a tellable adult
- Respect authority and adhere to classroom, school, and district rules
- Act in a manner that brings honour and credit to the school
- Inform a tellable adult in a timely manner of incidents of bullying, harassment or intimidation

### ***Unacceptable Conduct***

The school personnel must have the authority to ensure a setting for purposeful learning and individual growth and success. Students must not behave in opposition to the school's educational goals. Parents and students should be aware that there are rising expectations for student behaviour as students become older and more mature, become more personally responsible, and progress through the grades. Students are expected to accept increasing responsibility for their actions and can expect increasingly significant consequences for any inappropriate behaviours as they get older.

The list below is not exhaustive or all inclusive.

### **General**

**Lack of respect** for others and property will not be tolerated. Lack of respect includes, but is not limited to:

- Disrespect for the authority of teachers and other employees of the school, including failure to comply immediately with an authorized direction;
- Disturbance at school or at an official school function;
- Any unauthorized gatherings on or adjacent to the school grounds, specifically those that disturb the privacy of nearby residents and that reflect poorly on the public image of the school;
- Use of the school name in association with unsanctioned activities.

### **Attendance**

There is a direct correlation between regular, punctual attendance and academic success. Students absent from class because of illness are responsible for obtaining and completing any missed assignments or homework. Missing of classes for any reason has an impact on assessment and evaluation. Skipping classes or excessive tardiness can result in consequences.

### **Cards and Gambling**

Card-playing and games in general are permitted at the school as long as they do not interfere with the educational processes and are not contrary to the school values. Students may not miss class or class-work to participate in these activities. Games that involve the opportunity to gain money or other articles of value, i.e. betting and gambling are not permitted, even if the transfer of value takes place off the school grounds. Students involved in gambling can face consequences that may involve suspension.

### **Cell Phones, Camera Phones, Recording Devices**

The safety and privacy of all staff and students at Seycove is of paramount importance. While cell phones are a routine part of safety and communication in students' lives, operation of such items cannot disrupt the learning environment of the school. Cell phones must be turned OFF (not set to vibrate) at all times while inside the school buildings, including the portables. Cell phones may not be used in class for any reason, including use as a calculator. Students are permitted to use their phones outside the school only at appropriate times.

### **Cheating and Plagiarism**

The following examples demonstrate what actions constitute cheating & plagiarism:

- Plagiarizing or cheating on tests and assignments;
- Failure to cite or document quoted or paraphrased material written by someone else (includes material from the Internet);
- Submitting the same essay, presentation, or assignment more than once whether the earlier submission was at Seycove or elsewhere without approval of the teacher;
- Submitting, as your own work, assignments, homework, or other material that was purchased or acquired from another source;
- Knowingly submitting identical assignments without permission of the teacher;
- Any attempt to write an examination using unauthorized verbal, written or visual information during the exam;
- Illegally obtaining all or part of an examination prior to the exam;
- Altering or changing test answers after submitting the test for grading;
- Knowingly sharing one's own work for another student to copy.

Plagiarism and cheating of any sort are serious offenses and are not tolerated at Seycove. Students need to understand that neither plagiarism nor cheating will help them achieve their educational purpose. Students involved in any form of cheating, plagiarism, or unsanctioned sharing of work will be disciplined. This discipline could take a variety of forms, but minimally, will include:

- No credit for the work or assignment with no opportunity for makeup;
- A phone call home to inform parents;
- A record of the incident in the student's discipline file;
- Repeat offences will result in more severe consequences and could include suspension or withdrawal from a course.

### **Clothing and Attire**

Dressing in an irresponsible manner that demonstrates a lack of respect for the learning environment, oneself and others, such as revealing or provocative clothing, clothing that displays distasteful racist, sexist, violent logos or clothing that advertises or encourages drugs or alcohol is not permitted. Students may be sent home to change or provided with more appropriate clothing for the day.

### **Drugs & Alcohol**

***Students involved in the use, possession or distribution of illegal or restricted substances, including alcohol will be suspended from school.***

Smoking is NOT permitted inside school buildings, including portables, or on school property at any time

### **Fighting**

- At Seycove, all forms of physical violence are unacceptable and will not be tolerated. Students involved in any form of fighting or intimidation are subject to disciplinary action including suspension.
- Students who encourage fighting by acting as a spectator at a fight or other form of bullying will receive the same disciplinary action as those involved in the fight.

### **Harassment, Bullying and Cyber Bullying**

At Seycove, all forms of harassment and bullying are unacceptable and will not be tolerated. Students involved in any form of bullying, or intimidation, are subject to disciplinary action including suspension.

- Physically, verbally, emotionally or psychologically abusing others, including bullying, intimidating, extorting and

intolerance of others because of dress, race, culture or other perceived differences will not be tolerated

- In addition, witnessing or being a party to fighting or harassment of any sort is also not tolerated
- Cyberbullying – Using the school’s computer network or the broader Internet for the purpose of harassment. This behaviour includes but is not limited to harassing, terrorizing, intimidating, threatening or name-calling by sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images or blogs. Anyone who feels he or she is a victim of cyberbullying should forward to or print the offending material and give it to a school official.

### Definition of Harassment

Harassment is defined as “comment, conduct, or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive.” There are three basic forms of harassment:

#### **Physical Harassment**

This type of harassment includes touching without permission, shoving, hitting or kicking the victim, or, taking or damaging the victim’s property. It is easy to identify physical harassment. Individuals engaged in this form of harassment are usually known to the entire school population. As these individuals get older, their attacks usually become more aggressive.

#### **Verbal Harassment**

Individuals exercising verbal harassment use words to hurt or humiliate another person. Verbal harassment includes name-calling, insults, racist or sexual comments and teasing. Its effect can be more devastating than physical harassment.

#### **Relational Harassment**

In this type of harassment, the victim is effectively cut off from any social connections. They are excluded from participating in activities. Relational harassment usually occurs when students spread rumours about others, resulting in the victim’s exclusion from the peer group.

To eliminate harassment in the school community, Seycove staff and administration encourage students to:

- Increase their responsibility towards the prevention of harassing behaviour;
- Increase their willingness to help when someone is being harassed;

- Actively attempt to reduce the number of incidents of harassment at Seycove;
- Consciously try to improve the school climate so that students will feel safe from all forms of harassment.

### Reporting Harassment

All people in the school are required to report any incidents of harassment. Reporting will need to be both a verbal and written declaration. The 'Student Report of Harassment' form is available in Student Services. Once completed, the student may hand it in to a teacher, counsellor, vice-principal or the principal. The school administration and counsellors will maintain a harassment record book. Any retribution for reporting harassment will not be tolerated and will be investigated accordingly.

### Responding to Harassment

If a student is a victim of harassment, Seycove staff will intervene. The administration will determine appropriate interventions and/or consequences.

For the Perpetrator – Intervention that includes:

- Review of Seycove Code of Conduct;
- Review of Harassment Policy (may include completion of a personal assignment on harassment);
- Perpetrator signs a Statement of Understanding and Agreement to Intervention;
- Consequences may include:
  - Verbal warning, detention or service work;
  - Notification of parents and/or the RCMP;
  - Compensation and/or payment for property damage or theft;
  - Suspension or School Transfer depending on the circumstances.

For the Victim – Support through:

- Counselling to restore victim's self-confidence;
- Helping victim build a peer support group;
- Involving community resources as needed (RCMP liaison);
- Involving parents;

### **Illegal Acts**

***All student behaviour must comply with the Criminal Code of Canada Safety of others.*** Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary action and, where necessary, to RCMP intervention. This policy includes, but is not limited to:

- Possession of a weapon or an imitation of a weapon;

- Misuse of school equipment or school property;
- Acts violence or threats of violence;
- Operation of a vehicle or other means of transport (automobiles, rollerblades, skateboards, etc.) in a dangerous manner;
- Incidents of threatening language, intimidation or confrontational behaviour which includes written or verbal harassment, misuse of computer communication, physical threats and telephone intimidation;
- Incidents of theft;
- Incidents of defacement or damage of the school's or others' property;
- Causing a false alarm.

## **Internet Use**

### Overview

Seycove School provides access to a network for students to reach the Internet. If parents prefer that their child does not access the internet, they should contact the school.

### Risks

While access to the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The school takes every precaution to ensure that the Internet resources are used for constructive educational goals. Nevertheless, students may find ways to access other adverse materials. The administration believes that the benefits to students exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school supports and respects each family's right to decide whether or not to apply for network access.

### Expectations

Students are expected to behave appropriately while using the school's network. Review the Code of Conduct for specific details. Students need to remember that communications on the network are often public in nature. The use of the network is a privilege and as such, it can be taken away if the Rules of Use are not followed. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

## Rules of Use

### **Privacy**

While using the network, students should not expect that any files on the network are private. Network storage areas are like school lockers...subject to inspection at any time. Network administrators may review documents to maintain system integrity and ensure that students are using the system responsibly.

### **Storage Capacity**

Users are expected to remain within allocated disk space and delete material that takes up excessive storage space.

### **Illegal Copying**

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, without written permission from the Network Administrator. Students should not copy other people's work or intrude into other people's files.

### **Inappropriate Materials or Language**

Profane, abusive or inappropriate language should not be used in communications. Materials that do not comply with the rules of school behaviour should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately.

### **Visiting other Schools**

- Students are not permitted to visit any other school while that school is in session. Visiting other schools is only permissible after arrangements have been made with school authorities.
- Do not invite unauthorized visitors who have the potential to disrupt or otherwise interfere with the safe climate of the school. All visitors must report to the office upon arrival.

## **CONSEQUENCES**

The school has the definitive authority to determine consequences for students who refuse to comply with these rules and policies. Disciplinary action or consequences for unacceptable conduct is based on principles that have been developed in a fair and reasonable manner and will be administered in a fair and consistent manner. Disciplinary actions, whenever possible, are intended to be logical, preventative and restorative, rather than punitive. Disciplinary actions will be administered on an individual basis in every situation and will be based on the circumstances of each case.

- Depending on the severity of the misconduct, parents, guardians, the RCMP or other authorities may be notified;
- Disciplinary action, wherever possible is preventative and restorative, rather than punitive;
- When determining appropriate disciplinary action, the severity and frequency of unacceptable conduct as well as age and maturity of students are considered. Special consideration may apply if a student is unable to comply with expectations due to having a disability of intellectual, physical, sensory, emotional or behavioural nature;
- Less severe disciplinary action may be a verbal warning, detention or service work;
- Compensation and/or payment will be required for property damage, theft or loss;
- If the violation warrants, the student may face suspension or possible transfer to another school.

Disciplinary proceedings are delivered by the administration who will exercise discretion and flexibility, taking into consideration the circumstances of each case (e.g. severity of the infraction, student's age, prior history, parents' input, etc.).

### ***SUSPENSION***

Suspensions are issued at the discretion of the school administration and are normally dealt with at the school. Longer suspensions will include both school and district staff. Students on suspension may be sent home or be required to work in the school in isolation. If they have been sent home, they are not permitted on or around school property for the duration of the suspension unless other arrangements have been made. Students will be given the opportunity to demonstrate their mastery of the learning outcomes for the course at the discretion of the teacher. Students should be aware that involvement in inappropriate behaviour could affect the receipt of awards, scholarships, and/or Passport to Education.

### ***NOTIFICATION***

The school recognizes that it works in partnership with the parents of its students. As such, when dealing with matters of discipline, parents will be notified of disciplinary action in any circumstance that is deemed significant by the school. However, school officials may have a responsibility to advise other parties when there have been serious breaches of the Code of Conduct. Examples of that notification are as follows:

- Parents of student offenders will be informed in every case;
- Parents of student victims will be informed in every case;

- School district officials will be informed as required by school district policy;
- Police and/or other agencies will be informed as required by law;
- All parents will be informed when the circumstances are deemed important to reassure all members of the school community that school officials are aware of a serious situation and are taking appropriate actions to address that situation.

### ***APPEAL PROCEDURES***

As a principle of fair procedures, the opportunity for an offender to request a hearing should exist. A parent, guardian and/or student may appeal disciplinary action in cases where the education, health or safety of the student is significantly compromised. A formal written request for appeal to the School Board would follow any failure to reach a resolution at the school level. The "School Act Appeals Bylaw", Policy 902 can be reviewed online on the North Vancouver School District website: <http://www.nvsd44.bc.ca>.