

# Prince Charles Secondary School

## Code of Conduct

### 2013 - 2014

**Prince Charles Secondary School is a safe school with a positive climate that enables students to develop and learn to their potentials.**

#### **Purpose**

The purpose of the Prince Charles Secondary School Code of Conduct is to ensure that students behave within established school standards that will maintain our safe and positive climate. Its purpose is to promote the belief that each individual is responsible for his or her own behaviour. It also reflects the need for parents, students and staff to work together to create an environment that supports learning. Finally, it recognizes the need for all behaviour to have consequences, consequences which are deemed to be appropriate and educational.

Prince Charles Secondary School promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based upon race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

#### **Students' Rights and Responsibilities**

1. I have the **RIGHT** to learn. It is my **RESPONSIBILITY** to attend school regularly and bring all needed materials to class, and to not interfere in any way with the teaching and learning process.
2. I have the **RIGHT** to hear, and be heard. It is my **RESPONSIBILITY** to listen attentively and not interrupt others and speak appropriately despite emotions.
3. I have the **RIGHT** to be respected and supported. It is my **RESPONSIBILITY** to respect and support others, to avoid humiliating or belittling others.
4. I have the **RIGHT** to be safe. It is my **RESPONSIBILITY** to treat others in a way that does not hurt, harass or frighten them.
5. I have the **RIGHT** to my own personal belongings and space. I have the **RESPONSIBILITY** to respect the property of others and to accept their right to privacy.
6. I have the **RIGHT** to expect honest and fair behaviour from others. It is my **RESPONSIBILITY** to behave fairly and honestly in all my classes and activities.

## Acceptable/Unacceptable Behaviour

These expectations apply:

- During the school day, both on and off school property.
- While traveling to and from school.
- At all school functions wherever and whenever held (including on-line behaviour).
- In any instance where the safe and orderly operation of the school is threatened and/or the welfare of the students or staff may be affected.

### Acceptable Behaviour

#### 1. **Being Ready by:**

- Being on time
- Being prepared to learn
- Bringing all materials to class
- Attending all classes
- Completing homework
- Participating
- Dressing appropriately, as defined by the PCSS dress code
- Ensuring all electronic devices are turned off and put away

#### 2. **Being Responsible by:**

- Meeting deadlines
- Taking responsibility for your own learning
- Seeking help
- Being accountable
- Keeping PCSS safe
- Accepting responsibility for own actions

#### 3. **Being Respectful by:**

- Being a good listener
- Having a positive attitude
- Being encouraging
- Accepting differences
- Being courteous
- Accepting decisions
- Being kind and thoughtful

### Unacceptable Behaviour

#### **Some Examples of Unnecessary Behaviours:**

- Late/absent
- Being unprepared
- Disruptive
- Uncooperative
- Fooling around/off-task
- Leaving without permission

**Some Examples of Inappropriate Behaviours:**

- Defiant
- Rude/discourteous
- Inappropriate language
- Inappropriate dress
- Repetitive unnecessary behavior
- Smoking on school district property
- Open displays of sexual behaviour

**Some Examples of Undesirable Behaviours:**

- Harassment
- Bullying
- Vandalism
- Repetitive inappropriate behaviours

**Some Examples of Unacceptable Behaviours:**

- Drugs
- Alcohol
- Weapons
- Repetitive undesirable behaviours

It is important to note that all behaviours are not accounted for, and the ones listed here are simply cited as examples.

**PCSS Dress Code**

All students are required to comply with dress code requirements. These guidelines were established by a committee of parents, students and staff.

- Clothing should be appropriate for a ‘work environment’.
- Clothing and jewelry should be free of pictures, words or logos that are violent, sexist, include foul language, references to drugs, alcohol, smoking, etc. This includes clothing with logos that advertise cigarettes, alcohol, or drugs.
- No midriffs/underwear should show between your shirt and your waistband.
- Shirts cannot have open backs or be too low in the front (no cleavage).
- No tank tops or dresses with a tank top style.
- Shorts, skirts and dresses should be of an appropriate length.

**Electronics Use****Preamble**

The use of electronic devices in the classroom during instructional time can be distracting and disruptive to the learning environment. Text messaging can be very addictive and negatively affects some students’ ability to focus on the learning taking place in the classroom. Most phones have the ability to take pictures and videos which could inappropriately be posted on the internet.

**Policy**

1. When students enter a classroom electronic devices should be turned off (not left on vibrate mode). They must not be left on desk tops and need to be stowed away for the duration of the class unless the teacher has given specific permission for them to be used that period.
2. If an electronic device is seen or heard during instructional time it will be confiscated by the teacher and turned in to the office, and returned at the end of the day.

3. On a second offense, the electronic device will be taken away and sent to the office. The student will be required to meet with the Principal or Vice-Principal before getting the phone back.
4. Any further offenses will require a meeting with a parent. Repeat offenders will lose the privilege of bringing an electronic to school.

Notes:

- Appropriate use of electronic devices is permitted outside of classroom time.
- Students should refrain using their electronic device in a manner that negatively impacts the overall environment of the school (eg. cyber bullying)
- Students will refrain from capturing images or sounds that violate the privacy of other students.
- Students will refrain from taking pictures of exams or other students' work without the consent of the teacher or the student.
- Parents wishing to contact their children during the day should call the office and leave a message. In an emergency a student will be personally contacted in class.
- School is not responsible for lost, stolen or damaged electronic devices.
- Calculators need to be dedicated calculators, as opposed to the calculator function found on many electronic devices.
- Electronic devices are not allowed in the hallways or washrooms during instructional time.
- Electronic devices are not permitted in assemblies.

**Examples of consequences for students who do not follow the Code of Conduct:**

As provided for in the “School Act”, students must adhere to the Code of Conduct established by the school. For those students who do not meet the level of behaviour and performance necessary, disciplinary action will be taken and counselling will be offered. The school will treat very seriously all behaviours or communication that discriminates based upon race, colour, ancestry, place of origin, religion, family status, physical or mental disability or sex or sexual orientation. All consequences are focused on identifying negative or non-productive behaviours and attitudes in our students so that they may alter them in accordance with our learning community’s expectations and successfully re-integrate into our community of learners. Restorative learning consequences and counselling anchor our Code of Conduct.

Application of all consequences outlined within Prince Charles Secondary School take into consideration the special needs of any student with intellectual, physical, sensory, emotional or behavioural disabilities or challenges. It is important to note – often times a simple conversation or discussion with the student regarding their actions is all that is needed to change behaviours. However, if a more structured discipline process is required, it will be progressive in nature, and follow the following guidelines:

Behaviours deemed to be “Unnecessary” in nature, may result in the following consequences:

- detentions at lunch and/or after school
- assignments pertaining to the unnecessary behavior
- school service
- in-class suspension

Behaviours deemed to be “Innapropriate” in nature, may result in the following consequences:

- in-school suspensions
- parent meetings
- behavior contract
- 1 - 3 day suspension

Behaviours deemed to be “Undesirable” in nature, may result in the following consequences:

- parent meeting
- loss of privileges outside of the classroom environment
- 2+ day suspension

Behaviours deemed to be “Unacceptable” in nature, may result in the following consequences:

- 1 - 5 day suspension
- referral to the board
- removal

**Discipline is progressive. Consequences will increase with repeated Code of Conduct violations.**

## Suspensions

**This policy applies to any student who is on school property, who is in attendance at school or at any school sponsored activity or whose conduct at any time or any place interferes with or obstructs the missions or operations of the school district or the safety or the welfare of students or employees.**

Suspensions from school are in two categories: those of 1-5day(s) duration that are dealt with by the school, and those in excess of 5 days that are dealt with by a committee established by the School Board.

When a student is suspended for 1-5 day(s), it is the student's responsibility to find out or get the material/work/assignments and to complete the work at home. Such completed work must be turned in for marking at the same time that it is due from the other students, or upon the student's return to school. Late work will not be accepted. Completed work can be turned in through another student in the class. Quizzes missed during the suspension will result in a zero (0) mark on those quizzes.

If a student is suspended for more than 5 days, the student or parent must come to the school to meet with the teachers after school to receive information regarding material/work/assignments to be completed. Such work must be completed at home and submitted to the teachers for marking by the due date. The teachers can then give further assignment, depending on the length of the suspension. Late work will not be accepted. Any quizzes missed during the suspension will result in a zero (0) mark on those quizzes.

Teachers will inform a suspended student (or the parent) of tests or examinations that are planned, and the student must report to the library at the scheduled time(s) to write the exam(s). Quiz marks cannot be made up. (Quizzes are different from tests or exams in that they are generally worth fewer marks).

**Suspension is a serious matter. Suspended students have lost their privileges as students because of their behaviour, and must take personal responsibility for all work and/or tests being done in classes during their absence. Parents should understand that it is very unlikely that suspended students will be able to achieve as well as they would if they were in the classroom.**

## Disciplinary Protocol – PCSS

What is the protocol the teachers follow with disciplinary problems in class? When are the parents notified if there is a problem?

- Teachers are encouraged to have a classroom management plan, which clearly outlines behaviour expectations. This plan must be consistent with the school Code of Conduct.
- When a student disrupts the learning environment the following should happen:
  1. The teacher should address the behaviour and create an understanding of why the behaviour interferes with learning.
  2. The teacher may assign a consequence that supports behaviour change.
  3. If the student continues the disruptive behaviour or the student is disrespectful, then:
    - i. A parent contact should be made as soon as possible. A Parent/Teacher conference is an effective first step to improved behaviour and participation.
    - ii. A counsellor referral/discipline referral be made with an incident report.
  4. In the event of “Prohibited Behaviour” (violence – including threat of violence, weapons, illegal substances) parents will be contacted at the earliest possible time and the RCMP will be informed/involved.

In cases of repeated non-compliance the student and parents will attend a conference to discuss alternate program options. The District Discipline Committee may be involved in this discussion if an indefinite suspension has been assigned.