



Student Code of Conduct

Statement of Purpose

The code of conduct describes school expectations and acceptable student behavior as directed by the School Act 85(2)(c). It is derived from the Ministry of Education's goal for Human and Social development, and is designed to promote a safe, caring, and orderly school for the purpose of learning.

Salmon Arm Secondary (SAS) supports the values expressed in **the BC Human Rights Code** respecting the rights of all individuals in accordance with the law – **prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation.**

Beliefs

This code of conduct is based on supporting **Relationships** through the principles of respect, rights, and responsibilities.

- Fostering **RESPECT** for the rights, property and safety of themselves and others.
- Honoring the **RIGHTS** of others, including the right to learn and the right to teach.
- Assuming **RESPONSIBILITY** for one's decisions, behaviour and actions.

When does the Student Code of Conduct apply?

Student conduct at SAS operates within the framework of the School District Code of Conduct (Policy 310). SAS students are ambassadors of the school **while at school** (*including lunches, study blocks, travel to and from school*), and **while attending school related functions** (*such as field trips, dances, and sporting events*).

Note: The principal's and the district's authority may also extend beyond these times when the behaviour of a student off school premises or after school hours adversely affects the operation of any school in the district.

- *E.g. on-line misconduct, evening/weekend incidents, violent altercations, RCMP- matters, etc.*

Prevention

Keeping our school and the members of our school community safe requires the cooperation of all its members. Students are expected to tell an adult when they are aware of any actions or situations that could harm individuals or the members of our school community (*e.g. fights, bullying, social media posts, vandalism, etc.*).



The K'wtsaltktnéws ne Secwepemcúl'ecw Board of Education of School District No. 83

Student Code of Conduct (policy No. 310)

To maintain environments conducive to learning, the Board expects that student behaviour will comply with these student conduct expectations:

- Maintain courteous and respectful relationships with fellow students, teachers, support staff, and others involved in the school system;
- Respect public and personal property;
- Adhere to all classroom, school and district rules and policies, and comply with Interior Health and any other provincial government directives;
- Comply with the reasonable directives of a teacher or other employee of the Board;
- Maintain appropriate standards of hygiene, dress, and language;
- Attend school daily and promptly at the appointed hours;
- Work diligently and respectfully without disrupting the work of others;
- Demonstrate respect for all people, both inside and outside school in compliance with the BC Human Rights Code;
- Demonstrate respect for diversity including, but not limited to, race, ethnicity, gender, age, ability, culture, ancestry, language, religious beliefs, sexual orientation, gender identity, and socioeconomic background.
- Personal digital devices (*e.g. cell phones*) will be restricted at school for the purpose of promoting online safety and focused learning environments.

Clear and Reasonable Requests

To assist in maintaining an orderly, safe, and effective learning environment, students are expected to follow the directions of all school district staff unless these directions put the students' safety at risk.

Students who have concerns about the directions they have received should immediately approach an administrator for clarification. Refusal to follow the clear and reasonable requests of a staff member will result in a referral to School Administration.



Serious Misconduct

The Board regards the following as examples of serious misconduct that are unacceptable in and around the school. Consequences such as being sent home, parent meetings, in-school suspensions, out-of-school suspensions and district hearings occur when there is serious misconduct.

Examples of serious misconduct include:

- **Bullying** (including cyberbullying, sexual harassment, inappropriate and irresponsible messaging, and internet communications).
- Verbal or physical **harassment**, disrespect, intimidation, or threats.
- Physical or emotional **violence**.
- Discrimination contrary to the **BC Human Rights Code**.
- The possession, use and/or trafficking of illegal/restricted **drugs, alcohol, cannabis**, and/or other harmful or age restricted substances.
- The possession and/or use of **weapons**.
- The possession and/or use of **fireworks** or **incendiary devices** (to cause fire).
- The possession and/or use of **noxious** or **toxic substances**.
- **Retaliating** against a person who has reported incidents of unacceptable behaviour described above.

Serious misconduct will be referred to Administration immediately.

Support and Consequences

Discipline is intended to promote the development of pro-social behaviours. Where appropriate, consequences for unacceptable conduct are preventative and restorative in nature and provide students with opportunities for growth and reflection. The use of consequences are progressive in nature and determined based on the severity of the incident, the age of the student and the history of progressive discipline for the student. Special consideration is applied to students with special needs. Discipline is fair, consistent, meaningful, and supportive for the purpose of making restitution and enhancing student responsibility and self-discipline.

Notification

When there is a breach of school Code of Conduct, school officials have the responsibility to advise the following:

- Applicable school personnel
- Parents of offenders, victims
- School district officials
- Police and/or other agencies, as required by law



Policy 390 Anti-Racism

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that **racism, in all its forms (including individual, institutional, cultural, structural) is embedded in our society and we support the ongoing commitment to eliminate racism.**



The Board has developed this policy in accordance with the **British Columbia Human Rights Code**, the **Canadian Multiculturalism Act**, the **British Columbia Declaration on the Rights of Indigenous Peoples Act**, the **Canadian Human Rights Act**, and the **Canadian Charter of Rights and Freedom**.

Racism is a set of assumptions, opinions, and actions based on the unfounded belief that one group of people, categorized by colour, ancestry, or culture, is inherently superior to another. Racism is often implicit in attitudes, everyday behaviour, policies, and practices, and/or values. Racism has profound, adverse social consequences including discrimination, stereotyping, hatred, bullying, harassment, physical and sexual violence, social and emotional isolation, substance abuse, homelessness, school truancy, physical and mental illness, self-harm, and suicide.

The Board expects each member of the school district community to work to eliminate racism and to address the effects of historic, organizational, systemic, and attitudinal racism by:

- i. committing to equity and inclusion in all contexts, activities, and places;
- ii. acting in developmentally appropriate ways, becoming aware of privilege, bias, prejudice, stereotyping, discrimination, and racism in all forms, and by making connections to the Personal and Social Core Competencies;
- iii. learning about how to act, directly or as bystander, against all forms of racism and hate crime;
- iv. developing cross-cultural interactions to create understanding, show respect for, and to celebrate racial, ethnic, and cultural identity.



Cheating, Plagiarism, and Artificial Intelligence

Cheating occurs when a student acts dishonestly or unfairly to gain, or attempt to gain, an academic advantage, or helps another person gain an advantage, on an assignment, assessment, or other learning activity. This can be **active** (e.g. using unauthorized notes, websites, devices, AI tools) or **passive** (e.g. allowing another person to view, copy, or submit your work). Cheating is a serious breach of academic conduct and personal integrity.

Plagiarism is presenting another person's work, ideas, words, images, recordings, or other creative efforts as your own. This includes content taken from printed sources, online resources, other students, or artificial intelligence (AI) tools. Plagiarism is avoided by properly acknowledging and citing all sources used in your work. Your teacher or librarian can provide guidance on appropriate citation practices. Plagiarism is a form of cheating.

Artificial intelligence (AI) tools, such as text generators, image generators, research assistants, and similar technologies, may be used only when permitted by the teacher and in accordance with the expectations of the assignment. Students are responsible for all work submitted in their name, including any content created or assisted by AI. Submitting AI-generated work as entirely one's own, using AI in place of completing assigned learning, or using AI in a manner that violates assignment instructions may be considered cheating and/or plagiarism.

When concerns about cheating, plagiarism, or inappropriate use of AI arise, teachers will work with the student and parent/guardian, and may involve school administration as necessary, to review the situation and determine an appropriate resolution and learning opportunity.

Attendance

Regular and punctual attendance is important for academic success and the responsibility for attendance lies with students and their parents/guardians. Salmon Arm Secondary does not offer an online, package-based education. Students/families regularly asking for packages, will be referred to school administration.

- Parents are expected to either contact the school to excuse necessary absences or provide communication when a student is leaving early.
- The school reports lates and absences via email at the end of each block.
- Students not attending class will be addressed in a progressive manner:
 1. classroom teacher conversations
 2. parent contacted & possible meeting
 3. administration referral
- If a student arrives 10 minutes after classes have started, they must report to the office. Clerical will provide a message to the classroom teacher via Teams.
- If a student wishes to leave class early, they must obtain a **Leaving Early Slip** from their teacher, report to the office, and provide the office staff with a note or communication from a parent/guardian excusing the absence.



Students Out of Class

One student is permitted out of class at a time for breaks, and only if approved by the teacher. Teachers will maintain a sign-in and sign-out system to note which students are out of class, including the time they left and returned. Students on approved study blocks are to be in the library or off campus property.

Students Off-School Property

If a student is requesting to leave school property during class time, permission from a parent/guardian is required at the office for a student to sign-out. The only other way students are allowed to leave school property during class time is when they attend a Field Trip, which also requires parent/guardian permission.

Teachers are not allowed to grant students permission to leave the school grounds during class time.

Students Asking to Work Elsewhere

Students are expected to be in their assigned class with their assigned teacher; students are not permitted to “work” in another classroom. There may be times when a student needs to connect with a counsellor, LR teacher, administration, or with another staff member **for a legitimate reason**. As much as possible, this should include two-way communication between the classroom teacher and the receiving staff member including the student’s name, the reason and the expected return time.

*e.g. Jim: “Hi Barb, could Jane Doe come up to the LR room for 15 minutes to review their test materials?”
Barb: “Sounds good.” or, “Sorry, we are pretty swamped up here!”*

Other authorized student workspaces could include the closest cafeteria table in the hallway, **provided the classroom teacher maintains their responsibility to supervise their class.**

Closed Campus vs. Open Campus

During class time, SAS is a closed campus, which means even during break/transition times (*the 5- or 10-minute break*) students must remain on school property.

At lunch, the campus becomes an Open Campus, and students are allowed off school property.

Guests

All guests at SAS must be pre-approved by school administration. Guests are to report to the office, and when approved, will be issued a guest pass.





Bus Expectations and Procedures

All school expectations apply when travelling on busses. Bus transportation is a privilege and ensuring a safe and pleasant ride for everyone is essential. The bus driver is fully in charge of their bus.



Bus memos are given to students as warnings for inappropriate behavior. Students may not take the bus again until the memo is signed by their parent/guardian. A bus letter suspends bus privileges until a meeting convened by the school and attended by the student, parent/guardian, and the district Manager of Safety and Transportation, resolves the issue.

Only registered bus students are permitted to ride a bus, and only on their assigned route.

SAS Parking Lot

Our parking lot is supervised by school administration and maintains the rules of the Motor Vehicle Act (MVA). In addition to potential District Code of Conduct consequences, site administration is obligated to contact the RCMP if they are aware of MVA violations on school property. Some basic expectations are:

- 10 km/hr maximum speed
- N rules must be followed (*i.e. no more than 1 passenger*)
- Park in designated areas

Consequences may include losing access to the parking lot, and/or needing to park off site.



Ordering Delivery Food at School

Students are not allowed to order “*delivery food*” from off-property restaurants during the school day. The exception is at lunch.





Free Wi-Fi and Access to Technology

The school provides free Wi-Fi for students, as well as numerous ways to access technology for educational purposes. Students' use of school Wi-Fi and technology is subject to following the terms and conditions of the District's Digital Citizenship (policy 122).

Acceptable use of Wi-Fi & access to technology:

- To support communications, research, and education.
- All digital content (*including email messages*) created or stored in any of the school district systems are the property of School District No. 83.
- All content stored, sent or received within any school district systems is subject to the Freedom of Information and Protection of Privacy Acts.

Users must not:

- Use networks, including the Internet for their own commercial gain.
- Use networks, including the Internet, for inappropriate and/or unlawful purposes.
- Access and/or place inappropriate, pornographic or unlawful information on networks, including the Internet.
- Use abusive, sexist, profane, racist and/or other objectionable language in any electronic communications.
- Use another user's identification and/or password or attempt to harm or destroy the data of another person.
- Circumvent security measures and/or access areas and services to which the user is not authorized.
- Use network facilities and resources in an excessive and/or inappropriate manner. This may include but is not limited to, network intensive games
- Break copyright laws.
- Access social media apps for personal use.

All users access the network at their own risk. The school district will not be held responsible for damage that may occur as a result of connecting to the network or any electrical power source.

Failure to comply with these policies may result in disciplinary action which may include, but is not limited to, loss of access to the network and other district-assigned discipline.



Cell Phones & Electronic Personal Devices



The use of a cell phone is not permitted during class time.

This applies to any *electronic personal device* including laptops, tablets, or any other internet-capable device.

Rationale

We believe cell phones can have a significant negative impact on a student's academic performance, behaviour, and their overall mental health. We believe families and schools share the responsibility with teaching social etiquette related to cell phones, including appropriate time and use of these devices. Our strong recommendation is for cell phones to remain at home. They are not a required tool to do well in school and can be detrimental to a student's academic progress.

School-Wide Practices

1. Cell Phones are not allowed to be used in classrooms or during class time.
 - This applies to all areas in the school, including the library, wellness centre, counselling centre, learning resource room and office.
 - If a cell phone is brought to school, it needs to be put away (*pocket, backpack, purse, locker or vehicle*) during class time.
 - Cell phones are not allowed in hallways, washrooms, the cafeteria, or atrium during class time.
2. Cell Phones are allowed to be used before school, during class transitions, at lunch, and after school.
3. For emergent reasons only, *and for students with teacher permission*, cell phones may be used during class time in one pre-determined location: the foyer outside the office to easily access support if required.

Photos & Video Recordings

Pictures or recordings are not allowed without consent. Ask for permission first.

Learning Tool

For educational reasons only, teachers may invite students to use an electronic personal device (*cell phone, tablet, laptop or other internet-capable device*) or a school-assigned Chromebook during class time.

**The School District is not responsible in any capacity
for physical damage, loss or theft of any electronic personal device.**

Consequences

If a student uses a cell phone or an electronic personal device during class time without permission, they will be asked to turn it over for safe keeping for the remainder of the block. Repeat offenders will be referred to the office and school administration will engage parents. **School Administration reserves the right to prevent a student from bringing a cell phone or electronic personal device to school.**



Policy 315 Student Dress Guidelines

The Board of Education of School District No. 83 (North Okanagan-Shuswap) recognizes that a student's choice of dress can form an important part of their self-identity.

The guiding principle regarding suitable student dress is that which fosters inclusivity and respect for others. Students must not wear clothing which undermines the District's commitment to safe and inclusive learning environments. This includes:

- Clothing that depicts the use of tobacco, drugs or alcohol, cannabis, or any other age restricted substance;
- Clothing that advocates illegal activity;
- The wearing of clothing, insignias, symbols or adornments that denigrate or depict hatred of a person or persons, including, but not limited to, clothing that denigrates or depicts hate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and/or expression, or age;
- Clothing which contains profanity, pornography, or obscene images.

When there are differences in perspective, all involved have a duty to seek common understanding in a mutually respectful manner. Ultimately, the school administration or delegate has the responsibility to apply the dress guidelines.

If any person dresses in a manner that contravenes this policy, the process used to apply the guidelines will be confidential, educational, body positive, non-shaming, and non-punitive.

Lockers & School Property

Lockers are the property of the school/school district and are assigned to the students for school use. Students are not to treat lockers as "private property", expecting privacy to be upheld.

Students store articles of value in lockers at their own risk. School officials have the authority to search school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.



School Search & Seizure Policy

Student and vehicle searches may be conducted based on reasonable suspicions of a violation of school rules and/or law. A search is justified on the reasonable scope and suspicions of a judicious parent at its inception. Contraband (*i.e. drugs, alcohol, weapons*) and other property unauthorized to be on school property or at school sponsored activities will be seized for evidentiary purposes in a School/District/Legal hearing. Return of the property may be made to the parents/guardians of the student. ***Any illegal contraband or other property will be turned over to the RCMP as appropriate.***



Student Threat Assessment Protocol: FAIR NOTICE

What behaviours initiate a student threat assessment?

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, internet website/social media threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting.

Duty to report

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet or made by gesture. Threats must be taken seriously, investigated and responded to.

What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include principal, vice-principal, district resource counsellor, school counsellor and police.

What is the purpose of a student threat assessment?

- The purposes of a student threat assessment are:
- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the threat makers' behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- To promote the emotional and physical safety of all.

What happens in a student threat assessment?

All threat making behavior by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident.

Intervention plans will be developed and shared with parents, staff and students as required.

Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring environment for all.