



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, etc.*).



Student Code of Conduct (policy No. 310)

- 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.
- 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, 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.

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 following are viewed 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 even district hearings occur when there is serious misconduct.

Examples of serious misconduct include:

- **Bullying** (including cyberbullying).
- 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**, or other harmful substances.
- The possession and/or use of **weapons**.
- The possession and/or use of **fireworks** or **incendiary devices**.
- 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 needs to be referred to Administration immediately.

Support and Consequences

We believe that discipline is intended to promote the development of pro-social behaviours. In this process, it will be necessary to draw on consequences to enhance student learning. The use of consequences will be progressive in nature and will be determined based on the severity of the incident, the age of the student and the history of progressive discipline for the student. Special consideration may apply to students with special needs.

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 as required by school district policy
- Police and/or other agencies, as required by law



Attendance

Regular and punctual attendance is important for academic success and the responsibility for attendance lies with students and their parents/guardians.

- Parents are expected to call the school to excuse necessary absences or provide communication when a student is leaving early.
- The school reports lates and absences via automated call outs or email at the end of each day.
- 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 obtain a **Late Slip** from the office before going to class.
- 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 study blocks are to be in the library or off campus property.

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.

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.



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.



Student Technology in the Classroom

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



On rare occasions, the classroom teacher may invite students to use their cell phone **for educational reasons**. The final decision about cell phones in the classroom rests with the teacher.

Our strong recommendation is cell phones remain at home. If a student brings a cell phone to school, the following expectations are to be followed:

- During instructional time, students are to turn their cell phone off or to silent mode.
- To ensure a distraction-free environment, students may choose to place their phone away (e.g. *pocket, backpack, locker*) or in the *classroom cell phone storage holder* at the front of the class.

Students are not allowed to take pictures or make recordings of peers or staff, without prior consent.

Depending on the severity of cell phone issue, the following escalating consequences are generally applied when students inappropriately use technology (e.g. *Wi-Fi, cell phones, Chromebooks, etc*):

1. The teacher will provide verbal reminders of the school rules and expectations.
2. If the cell phone continues to be a problem, the teacher will offer the *classroom cell phone storage holder* or invite the student to turn the cell phone into the office.

School Administration reserves the right to prevent a student from bringing a cell phone to school.

The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally owned device.

Cheating and Plagiarism

Cheating occurs when a student acts dishonestly or unfairly to gain an advantage, or help others gain an advantage, on an assignment or assessment. This can be active, such as looking at notes or passive such as allowing someone to view or use their own work. Cheating is a serious breach of academic conduct and personal integrity.

Plagiarism is presenting another person's work as your own. This could be in the form of written, visual, audio, internet, or other media. Plagiarism is avoided by crediting (citing) all the work of others that you include in your own efforts. Your teacher or librarian can show you how to cite properly. Plagiarism is a form of cheating. When either cheating or plagiarism has occurred, teachers will involve the student, the parent, and if necessary school administration, in order to come to a resolution.



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.**



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 class time.





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.