

BCSS CODE OF CONDUCT

2024-2025

STATEMENT OF PURPOSE:

The purpose of the BCSS Code of Conduct is to:

1. Establish and maintain a safe, caring and orderly school environment to ensure purposeful learning.
2. Clarify and publish the expectations for student behavior while at school, while traveling to and from school, and while attending or participating in any school function or activity at any location.

CONDUCT EXPECTATIONS:

ACCEPTABLE CONDUCT:

1. Students are expected to conduct themselves in a 'courteous and respectful' manner at all times.
2. Courtesy and Respect will premise all student actions in helping to make the school a safe, caring and orderly environment.

UNACCEPTABLE CONDUCT:

1. Behaviors that interfere with the learning process, the stability of an orderly environment, or that create an unsafe condition
2. Acts of bullying, intimidation or physical violence
3. Illegal Acts such as possession, use or distribution of illegal substances or weapons. Violence and threats.

RISING EXPECTATIONS:

1. It is expected that, in concert with the Code of Conduct, as students become older and more mature, they will develop increasing self-discipline and responsibility.

CONSEQUENCES:

1. Disciplinary Action will be a fair and consistent response to unacceptable conduct.
2. Disciplinary Action will, whenever possible, be more preventative and restorative, rather than punitive.

NOTIFICATION and Fair Warning

1. School Officials have a responsibility to notify other parties etc of serious breaches of the code of conduct. Examples would be violent threats towards the school, persons at school or concerning unsafe behavior that may put the child or others a risk.
2. These include parents (where deemed appropriate), school district officials, Provincial officials, police and/or other agencies as required by law.

CODE OF STUDENT BEHAVIOUR – EXPECTATIONS AND RESPONSIBILITIES

It is the personal responsibility of each student who attends B.C.S.S. to be aware of, to support, and to abide by the policies and procedures of our school and district.

CONDUCT OF STUDENTS

The school operates on the premise that no person's education will suffer because of the actions of another student. The behavior of all members of the student body should display common sense, good taste and a sense of purpose and should reflect concern for safety and consideration of the rights of others.

The premise of all student action will be guided by the concept of courtesy and respect.

DISCIPLINE POLICY

It is your responsibility to follow the discipline policies adopted by the school. General discipline procedures are as follows: STAFF WILL ENDEAVOR TO WORK WITH STUDENTS WHO EXHIBIT DETRACTIVE INAPPROPRIATE BEHAVIOUR IN THE FOLLOWING MANNER:

- A. Student is warned about unacceptable behavior verbally by the teacher.
- B. If the initial warning does not remedy the situation, the teacher will discuss the behavior problem in private consultation. Parents will be notified.
- C. Continued behavior problems will result in detentions or other punitive measures set down by the teacher. The parent will become involved in the remediation process.
- D. If further misconduct occurs, the counselor, along with parents and teachers will be asked to work with the student.

If these attempts by the classroom teacher, counselor and parents fail to remedy a student behavior problem, the student will then be referred to the Principal for disciplinary process may go as follows:

- a. **WARNING:** Written or verbal conversation with student &/or parent regarding student behavior
- b. **Detention & or restorative duty:** After school or noon hour loss of privileges etc.
- c. **IN-CLASS SUSPENSION:** Students report to the office before class, at lunch and after school, resulting in the loss of their socializing privileges.

- d. **IN-SCHOOL SUSPENSION:** Students spend the entire day – including their lunch hour and breaks. Phone privileges will be forfeited during in-school suspensions - in the office.
- e. Out of school suspension. Students remain at home for a designated period less than 5 days. During this time students are not to be on school grounds with invitation by the principal
- f. **INDEFINITE SUSPENSION:** Students who commit serious breaches of school or District rules will be indefinitely suspended. A student cannot resume his or her studies and/or extra-curricular activities until he/she and a parent meet with the Superintendent of Schools and have been reinstated to BCSS.
- g. **EXPULSION:** Students who re-commit serious breaches of school or District rules will be expelled. This means that a student cannot resume his or her studies for a minimum of 1 year. After that time, in order to be reinstated he/she and a parent must meet with the Superintendent of Schools and the BCSS Administrative team.
- i. In some cases students will be assigned to an alternative education program if their behavior is such that they are not a danger to themselves or others but, they still will not comply with school expectations.
- H. Any offences dealing with the law will result in referral to the R.C.M.P where appropriate.

Teachers will be documenting their efforts to correct student misbehavior.

STUDENTS WILL BE REFERRED TO THE OFFICE IMMEDIATELY FOR THE FOLLOWING:

- A. POSSESSION OR USE OF WEAPONS.
- B. POSSESSION, USE, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
- C. PHYSICALLY AGGRESSIVE BEHAVIOUR (FIGHTING/BULLYING).
- D. INAPPROPRIATE LANGUAGE DIRECTED AT A STAFF MEMBER.
- E. REPEATED SWEARING
- F. DIRECT WILLFUL DISOBEDIENCE (REFUSAL TO COMPLY WITH SCHOOL/CLASSROOM/SAFETY PROTOCOLS AND REGULATIONS).
- G. VANDALISM (DAMAGING SCHOOL PROPERTY).
- H. MAKING OR UTTERING THREATS WHICH COMPROMISE THE SAFETY OF STAFF OR STUDENTS. This is a serious societal issue, and any threat will be taken seriously whether made in jest or not.

If found to be fact, the serious nature of the above incidents will likely result in immediate suspension.

* Reports may be made to the RCMP and/or other agencies depending on the severity of the incident.

ALCOHOL AND DRUGS


Alcohol or illicit drugs are strictly forbidden on school property. Students involved with illicit drugs or alcohol in any way are subject to disciplinary action which will result in suspension or expulsion from school.

- A. Any student found in possession of or under the influence of drugs or alcohol at any school function will be suspended from school immediately by the principal or designate.
- B. If found to be under the influence or in possession of the student will be suspended by the principal for up to five school days and will be dismissed until the student and his/her parents have an interview with the Superintendent. For Suspected possession, the RCMP will be called.
- C. For the second offence, the student will again be referred to the Superintendent.

As per Board Policy, students suspected of being under the influence of drugs (as detected by odors or information provided) may be allowed back into school only after a meeting with the students, parents and administration

ATTENDANCE AND PUNCTUALITY

As per the School Act, it is the responsibility of parents to ensure students attend classes regularly and arrive on time. Regular school attendance has positive carry-over value to the world of work and regular attendance is a key element which can help to determine your success at BCSS. Teachers cannot help students who are not in class. The school expects regular attendance, and accurate records are kept of student attendance in each class period. Punctuality is a courtesy owed to teachers and fellow students. Students are expected to arrive for classes on time to avoid inconveniencing others.

- A. **IF YOU MUST BE ABSENT FROM SCHOOL, PLEASE HAVE ONE OF YOUR PARENTS OR GUARDIAN PHONE THE SCHOOL ON THE MORNING OF YOUR ABSENCE (449-2224).** If you are absent and have not notified the school, we will attempt to contact your home. The school secretary is in the office at 8:00am each morning to receive calls.
- B. Appointments should be made so that interference with class attendance is minimal. Because of the four-day week format, it would be most advantageous to student learning if appointments could be made for Fridays when school is not in session.
- C. Students must inform the office if they are leaving the school during class time. A student will be permitted to leave during class time only with permission from their parent or guardian. Telephone confirmation is acceptable.
- D. **Family Holidays** 

We respect families' decisions to take holidays that suit their situation. However, if you do decide to go on holidays during regular school time, we ask that you provide as much notice as possible to each teacher (a note or email to the teaching staff would be helpful) and keep in mind that teaching staff cannot always anticipate what work will be missed. Sometimes, work will need to be

made up upon return. It is the student's responsibility to catch up on missing learning activities.

E. Physical Education Class Exemptions

If you are well enough to come to school but have good reason not to participate in PE, a note from a parent or doctor is required for presentation to your PE teacher. You will be required to remain in the PE class and may be asked to participate as much as you are able. You may be required to make up the missed time or do an alternative assignment.

You will not be allowed to sign out without parental permission.

F. Students who will miss classes for school authorized activities such as athletics, excursions, academic contests, or other such events must notify teachers in advance of their absence. We do make exceptions for grade 12's, once we have a blanket permission from a parent.

G. If you are absent without an acceptable reason when an examination is scheduled, you may expect a mark of zero on the examination.

H. **It is the student's responsibility to make arrangements with the teacher to make up work missed due to absences or to arrange for extra help sessions.**

I. If a student has accumulated so many unexcused absences that in the opinion of the teacher, the student is not able to meet the minimum learning outcomes of the course "Insufficient evidence." The student may be removed for the course for the remainder of the semester or not receive credit.

Absences: Not attending class *regardless* of excuse

On an individual basis and dependent on reasons. All things equal the following framework will be considered.

Consequences:

5 absences – Teachers contacts home to discuss progress and a plan to encourage regular attendance (if needed)

10 absences – admin/counseling meeting with student and parents and, possible contract to promote regular attendance

15 absences – possible withdraw from course and other schooling options explored with administration.

Frequent absences for any reason will have a negative effect on letter grades and achievement. Students must make up the lectures and or work missed. In some cases, alternate assignments may be offered at end of term, to be completed on make-up day.

TARDINESS AKA “Lates”

- A. Part of scholastic responsibility and achievement of maturity is the requirement for students to be punctual.
- B. Students who are late arriving to school should report to the office, depending on the reason for the late students may be given a detention.
- C. The teacher will report the late student’s name and reason/excuse for lateness to the office on the absence sheet.
- D. If students are late to class after breaks, or lunch, the classroom teacher will assign detentions as appropriate and document these lates as well.

Consequences for Truancy:

Truancy refers to avoidable and unpermitted absences (ie. skipping). Teachers and the administration will work collaboratively to deal with “truant” students.

Consequences will vary according to the case [ie. in-school suspension, parent meetings, ineligibility for extracurricular activities (ie. dances, sports...)]. In addition, at their teacher’s discretion, students must make up the work they missed on their own time (lunch, before or after school)

BCSS Late and Attendance Policies

Late: Not being inside of the classroom with all the materials necessary to do the day’s work by the second bell

Consequences at teachers’ discretion.

All lates – Once class begins you must have a late slip from the office or a note from your previous teacher to gain entry to the room

1 late - detention or some other class consequence at teachers and administrations discretion

3 *lates* – chat with administration and possible detentions

5 *lates* – call home and additional consequences

10 *lates* – parent meeting & possible late contract with administration

* Missing class time has a negative impact on achievement

BCSS Cell phone policy (2018)

Cellular phones are not allowed in classes during class time.

1. First warning the teacher will take for the class/day
2. 2nd time the phone will be brought to Mr. Macfarlane for the day
3. 3rd time the phone goes to Mr. Macfarlane and will be held until a parent picks up. Phone may be then may be banned from school.

*Having a phone at school is privilege.

*Students may not take pictures of anyone without permission. Posting pics on social media without permission is a crime and will be reported to the RCMP as well as school discipline.

As per BC Ministry regulation, students are not permitted to use their personal digital devices in class. Teachers may give a warning on the 1st offense. 2nd offense teacher will confiscate for the day. 3rd teacher will confiscate and give to Principal. Principal will return upon parent pick up. Student may be banned from bringing a phone to school. Where a teacher may choose an exception to personal digital device use; if it is for educational purposes, is outlined in the students' IEP or is used as a tool in the students' medical and health needs.

***New 2024**

Effective September 1st, 2024, students will be expected to adhere to the following minimum restrictions on the use of personal digital devices:

Secondary: Access to and the use of personal digital devices at the secondary level will not be permitted during instructional time. At the teacher's discretion, an exemption may be made when the use of such devices supports a specific curricular objective and is part of instructional planning. Secondary schools will follow up with further information for their school communities.

Security & Storage:

It is important to note that security and storage of personal digital devices is the sole responsibility of the owner/user. The district assumes no responsibility for the safety, security, loss, repair or replacement of such devices. If students must bring a device to school, they are encouraged to ensure they are locked away in lockers (if available) or kept in a secure location.

Teachers will provide and use a basket or box for student cell phones. Students may not remove phones without permission from teacher or designate.

STUDENT DRESS

Personal attire is basically a matter of individual choice; however, students should keep in mind that school is a formal social situation. Regulations regarding dress and hairstyles in shop area must be followed to ensure personal safety. Special attire is required for physical education classes in order to facilitate good hygiene and proper participation. Use common sense.

As per the Charter of Rights Harassment laws, attire deemed offensive by students, staff or administration will not be permitted. (Students may be asked to go home to change or to wear alternative clothing.)

Please do not wear articles of clothing which advertise or display:

- (1) Alcohol
- (2) Illicit Drugs
- (3) Verbal or Pictorial Inappropriateness
- (4) No scantily clad outfits for either gender. (No bare mid drifts, or excessive skin shown) Boys need to pull up their pants so that their underwear is not on display.

We consider school, students place of work and expect them to dress appropriately for learning.

STUDY BLOCKS

Grade 12 students enrolled in a study block must be present on a daily basis and use their time to study in the lounge, library or other teacher supported area. Students are to “check in” with their study block teacher at the start of class. As well, in order to ensure student safety, students must have verbal and/or written permission from their parent/guardian to leave the building. (This can be done as a blanket statement for the semester or per class.

Course changes

Students may change courses in the first 4 classes after consultation with the counselling/administration and parents using the “green Add drop form” and with parent signature. After the first week of the semester students making a course change will be denied, if in the rare case they are granted, this may lead to a “W” for withdrawal on the student’s transcript. In addition, the rare course change will require an email requesting the course change.

SMOKING

B.C.S.S. is declared a smoke-free environment.

In compliance with current Ministry regulations regarding tobacco use and smoking, it is illegal to use of (smoking or chewing) or be in visible possession of any tobacco product while on school or district property.

If a student chooses to ignore the regulations with regard to tobacco use. The smoking policy is as follows: Parents will be notified and may be asked to meet with administration.

PLAGIARISM/CHEATING

Students found to be copying work and submitting it as their own or cheating on exams/evaluations, will immediately be assigned a grade of zero for the assignment/test. This includes Chat GPT and other AI tech as it is developed.

Parents will be contacted, and a record will be kept in the student’s file.

A second incident may result in student suspension and possible removal from the course.

DANCE REGULATIONS

All school rules and consequences apply

- (1) School dances are not open dances. Only students registered at B.C.S.S., home school students registered through B.C.S.S., or approved guests (invitation approved by principal) may attend.
- (2) Chaperones reserve the right to refuse admittance to any student for just cause.

OTHER SERIOUS OFFENCES:

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 or offensive language towards staff or other students in or around the school.
- b. The use of physical violence or verbal threats in or around the school, including harassment and intimidation.
- c. The **willful disobedience** of teachers, or other adult school personnel (staff, secretaries, noon hour supervisors).
- d. The causing of willful damage to school property or the property of teachers or students. Students causing such damage will be held jointly liable with their parents.

DISCRIMINATION

A school must provide a discriminatory free environment by abiding to the following areas as laid out in the Human Rights Code

Discriminatory publication

(1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that:

(a) indicates discrimination or an intention to discriminate against a person or a group or class of persons, or

(b) is likely to expose a person or a group or class of persons to hatred or contempt because of the race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or that group or class of persons.

(2) Subsection (1) does not apply to a private communication, a communication intended to be private or a communication related to an activity otherwise permitted by this Code.

Discrimination in accommodation, service and facility

(1) A person must not, without a bona fide and reasonable justification,

(a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or

(b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or class of persons.

(2) A person does not contravene this section by discriminating

(a) on the basis of sex, if the discrimination relates to the maintenance of public decency or to the determination of premiums or benefits under contracts of life or health insurance, or

(b) on the basis of physical or mental disability or age, if the discrimination relates to the determination of premiums or benefits under contracts of life or health insurance.