

# **BCSS CODE OF CONDUCT**

December 2016

## **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.
  - race,
  - colour,
  - ancestry,
  - place of origin,
  - religion,
  - marital status,
  - family status,
  - physical or mental disability,
  - sex,
  - sexual orientation,
  - gender identity or expression; and
  - age

## **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:**

1. School Officials may have a responsibility to notify other parties of serious breaches of the code of conduct.
2. These include: parents (where deemed appropriate), school district 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 Garbage duty or other restorative duty: After school or noon hour loss of privileges and cleanup
  - 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 - 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 (INCLUDING LASER POINTER).
- 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. DIRECT WILLFUL DISOBEDIENCE (REFUSAL TO COMPLY WITH SCHOOL/CLASSROOM/SAFETY PROTOCOLS AND REGULATIONS).
- F. VANDALISM (DAMAGING SCHOOL PROPERTY).

G. 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 under the influence or in possession 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** [L  
SEP]

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.

If you are signing out from a class, you must obtain a sign-out sheet from your appropriate class teacher. **You will not be allowed to sign out without parental permission.** You must ensure that all subject teachers have signed the slip before you will be permitted to leave.

- 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.

- G. If you are absent without an acceptable reason when an examination is scheduled, you should 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. The student may be removed for the course for the remainder of the semester.

**Absences:** Not attending class *regardless* of excuse

**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)

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

**Consequences:**

*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 at teachers and Administrations discretion

3 *lates* – chat with administration and possible detentions

5 *lates* – call home and detention

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

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**BCSS Cell phone policy (2015)**

Cellular phone and any hand-held technology use at school is a privilege rather than a right. Technology brought to school is done at the student's own risk, teachers and staff are not financially responsible for them if they are lost, stolen or broken.

Our goal as a school is self-regulation. We are concerned that many of our students are not regulating themselves in their cell phone use at school. Our teaching staff feels this lack of regulation is hurting the kids learning. As a result, we will be focusing on helping kids with learning to regulate and to be responsible digital citizens.

Each teacher will have their own rules around cell phone use in class. Smart phones can be used as an effective educational tool, but this will be at the teacher's discretion how and when they are used in class.

If a student disobeys the teacher's directions regarding cell phone use, teachers may do the following.

1<sup>st</sup> offence. Warning

2<sup>nd</sup> offense. Confiscated and given to the principal

3<sup>rd</sup> offense. Confiscated and returned to parent after a meeting at the school, (cell phone likely banned from school at this point.)

As mentioned cell phones are great tools and marvelous pieces of technology. However, self-regulating their use is imperative to learning and safety. To that end we have come up with 5 "Best Practices" that will help us. We as a staff are committed to teaching and re teaching these.

1. Texting or looking at your phone when someone is speaking is rude.
2. Taking pictures and or posting them without a person's knowledge and permission is wrong, illegal, and, will carry a punishment.
3. Multi-Tasking has been proven not to work. Although we speak about it often in society, people learn much better when the Mono-Task (work on one thing at a time)

4. Walking and texting is potentially dangerous
5. We need the cooperation of parents in helping us develop self-regulation skills in our students. Please don't text or phone your son or daughter during school. This presents challenges for teachers, as kids feel empowered to defy the class rule and answer or text if their parent is calling. If there is an emergency, please call the school and our office staff will relay the message.

One additional real life example for students to keep in mind. There are many jobs out in the real world where use of a cell phone during work will get you fired.

---School, is our children's place of work.

## **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.

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**

Students enrolled in a study block must be present on a daily basis and use their time to study in the Grad lounge, library or other teacher supported area. When the weather is appropriate, students may work outside on picnic tables as long as they are not creating a distraction for other students in class. Students found in the halls during study block will be assigned to work in an office cubby. 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.

## **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.

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**

School dances are intended to provide students the opportunity to attend well-supervised social activities. While this type of function contributes to the spirit of the school and the economic base of Council and clubs, the administration and staff recognize that a dance policy compatible with school and district policies is essential to ensure the safety and well being of all students in attendance. Transportation home from dances only is provided by the District. Students must make their own arrangements for transportation to dances.

## **REGULATIONS**

- (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) may attend.
- (2) Any student who is in possession of, involved with, or under the influence of drugs or alcohol will be suspended to the Board of Trustees as per school and district policy. Guests found to be under the influence of drugs or alcohol will be referred to the R.C.M.P.
- (3) Smoking is not permitted anywhere in the school or on the grounds.
- (4) Dance attendees will behave in a manner which will not damage or endanger property of other students.
- (5) B.C.S.S. students who sponsor a guest are completely responsible for the actions of their guest. Parents of the sponsor need to sign their approval on the reverse side of this sheet to acknowledge sponsorship of the guest.
- (6) Students who were absent from school may not attend the dance without a note from a parent/guardian explaining the circumstances for the absence. Students who are ill the day of the dance should not attend the function in the evening.
- (7) Chaperones reserve the right to refuse admittance to any student for just cause.

If you have any questions, please contact the Mr. Macfarlane at 449-2224.

### **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, colour, 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.