

D.P. TODD SECONDARY CODE OF STUDENT CONDUCT

Our goal is to provide a safe and secure environment that enables and emphasizes learning. The following statements are intended to outline expectations, practices and procedures related to student conduct that are consistent, fair and recognize the principle of progressive discipline.

Violation of the D.P. Todd Code of Student Conduct will result in disciplinary action that may include:

- school service, such as picking up litter
- the assignment of a paper to think and write about behaviour and develop a plan for improvement
- detention(s)
- loss of privileges related to a behaviour
- free time suspension (break, noon in office)
- placement on a behaviour/attendance contract
- requirement to attend Friday School
- an in-school suspension
- suspension
- another educational placement outside D.P. Todd
- referral to the District Student Conduct Review Committee (who may assign additional consequences)

1. ATTENDANCE AND TARDINESS

1.1 Expectations

Students are expected to attend all classes, to arrive prepared and on time. Students are required to have a parent/guardian phone the school office the day of their absence or submit a parent's note of explanation to their teachers and the office upon their return. In cases where an absence is known ahead of time, students are to complete a "Planned Absence Form" which informs the teachers and the office of the absence and to identify work that will be completed during the absences.

1.2 Consequences

1.2.1 Students who have developed a pattern of lateness will be assigned detention(s), Friday School, or further disciplinary actions and their parents will be informed.

1.2.2 The following consequences will apply to students who are truant from class:

| | |
|--------------------------|---|
| 1 st Offence: | Friday School |
| 2 nd Offence: | Two (2) Friday Schools |
| 3 rd Offence: | Two (2) day suspension |
| 4 th Offence: | Withdrawal from the half day in which the student failed to attend. |
| 5 th Offence: | Withdrawal from D.P. Todd Secondary School. |

Note: non-attendance in an assigned Friday School (without being approved by school administration) will result in a suspension from school for one or more days.

2. CONSIDERATION AND RESPECT FOR OTHERS

2.1 Expectations

Students are expected to conduct themselves in a manner that respects the rights of others to attend school free of intimidation, harassment, violence, discrimination and offensive displays. Students are expected to resolve conflict in a non-violent manner and encouraged to seek assistance from a staff member to resolve the conflict.

Students are expected to use appropriate language, free from obscenity and are not permitted to wear inappropriate or offensive clothing.

2.2 Consequences

The severity of the incident will determine the nature of the consequence: situations involving fighting, violence and intimidation will result in a suspension for the student(s) involved and a report to the District Student Conduct Review Committee, or possible referral to the District Student Conduct Review Committee. For example, fighting will result in a five day suspension from school and a report or referral to the Student Conduct Review Committee.

3. ACADEMIC DISHONESTY (CHEATING, PLAGIARISM)

3.1 Expectations

Students are expected to complete assignments and examinations according to the conditions outlined by the teacher.

3.2 Consequences

Students found cheating or plagiarizing in the completion of assignments/examinations:

- 3.2.1 On the first offence may receive a zero for the assignment/examination or complete an alternative assessment (which may be recorded for marks). The parents will be notified by the classroom teacher by phone and the incident will be recorded by the administration. The other teachers of this student will be notified that an academic dishonesty incident has occurred. The student may receive a lower work habit mark in this class.
- 3.2.2 On the second offence may receive a zero for the assignment/examination or complete an alternative assessment (which may be recorded for marks). The parents will be notified by the classroom teacher by phone and the incident will be recorded by the administration. All of the consequences for a first offence may apply as well as the student being ineligible for school based academic recognition and may receive a suspension.
- 3.2.3 On the third offence will receive a zero for the assignment/examination. The parents will be notified by the classroom teacher by phone and the incident will be recorded by the administration. The administration will meet with the student and parents to review the incident. The student will receive a suspension from school and/or further disciplinary measures. The student may also not be eligible to receive any letters of reference or recommendation, school based awards or scholarships.

4. WEAPONS

4.1 Expectations

- 4.1.1 No student shall be in possession of a weapon while under the school's jurisdiction.

4.2 Consequences

- 4.2.1 Students in possession of life-threatening weapons or issuing threats involving life-threatening weapons shall be:
 - 4.2.1.1 Immediately reported to the RCMP.
 - 4.2.1.2 Reported to the Assistant Superintendent.
 - 4.2.1.3 Suspended and referred to the Student Conduct Review Committee as outlined in Section 5.2.1.
 - 4.2.1.4 A copy of the suspension letter will be sent to the RCMP at 999 Brunswick Street, Prince George, V2L 2C3, Attention: Officer in Charge.
- 4.2.2 Students in possession of objects that could be used as weapons while under the school's jurisdiction shall be reported to the parent/guardians, and, depending on the student's intent, be referred to the Student Conduct Review Committee and/or suspended from school. The Student Conduct Review committee shall send a summary to the parent/guardians, the school administrator and the Superintendent of Schools or his designate.

5. ALCOHOL AND DRUGS

5.1 Expectations

D.P. Todd has a Zero Tolerance Policy for use or possession of drugs or alcohol. Students are expected to attend school and school events free from the influence of, or possession of, drugs or alcohol and from the possession of drug paraphernalia.

Drugs, alcohol and paraphernalia are defined as:

- a) Any controlled substance or dangerous drug.
- b) Alcohol or any alcoholic or intoxicating beverage.
- c) Any abusable glue, aerosol, paint, or any other volatile chemical substance for inhalation.
- d) Any other intoxicant or mood-changing, mind-altering, or behaviour-altering drug.
- e) Any equipment, such as but not limited to, pipes, "roach clips", zigzag papers, scissors, etc. designed to aid the use of drugs.

The transmittal, sale, or attempted transmittal or sale of what is represented to be any of the previously listed substance, or any type of drug paraphernalia, is also prohibited.

5.2 Consequences

Students attending school or an event under the school's jurisdiction will receive the following consequences:

- 5.2.1
 - a) Parents will be informed.
 - b) A suspension between five and ten days.
 - c) Attendance at a program of counselling provided by a drug and alcohol agency (or a similar program at school)
 - d) Prohibition from participating in any extra-curricular event starting from the date the incident occurred and ending on the incident date one calendar year later.
 - e) The incident may be reported to the R.C.M.P.
 - f) The incident will be reported or referred to the District Student Conduct Review Committee.

- 5.2.2 Students who are involved in a repeat offence will be withdrawn from attendance at D.P. Todd Secondary School.

6. EXPLOSIVES, FIREWORKS AND LIGHTING DEVICES

6.1 Expectations

Students will not use any igniting device (lighters, matches) while in the school. Possession or use of fireworks and explosives while under the school's jurisdiction or on school property is prohibited.

6.2 Consequences

- 6.2.1
 - a) Parents will be informed.
 - b) Items will be confiscated.
 - c) Depending on the severity of the incident, students will be assigned to Friday School or receive a suspension of up to ten days.
 - d) Students will be reported to the Fire Marshall and/or the R.C.M.P. and may face criminal charges.
 - e) Students using or in possession of dangerous articles/materials will be referred to the Student Conduct Review Committee.

7. TOXIC OR NOXIOUS SUBSTANCES

7.1 Expectations

Students are not permitted the possession or use of toxic or noxious substances (eg. stink bombs) while in school, on school property or under school jurisdiction.

7.2 Consequences

Students in possession of and/or using such substances will receive the following consequences:

- a) Parents will be informed.
- b) Will receive a two day suspension.
- c) May be reported to the Fire Department or R.C.M.P.
- d) May be referred to the District Student Conduct Review Committee.

8. VANDALISM/THEFT

8.1 Expectations

Students will respect the property of others and the school. Students are encouraged to leave valuables at home.

8.2 Consequences

Students found damaging or stealing the property of others or the school will, depending on the severity of the infraction, receive the following consequences:

- a) Parents will be informed.
- b) Be required to replace, repair or return the item.
- c) May receive a suspension for the infraction.
- d) May be reported to the R.C.M.P.

9. DISRUPTIVE OR DISOBEDIENT BEHAVIOUR

9.1 Expectations

Students will conduct themselves in a fashion that does not disrupt or interfere with the conduct of classes or other school activities.

Students are expected to comply with lawful directives issued by staff members.

9.2 Consequences

Depending on the severity or repetitive nature of the incident, students contravening this expectation will be referred to the administration for disciplinary action which may include notification of parents and any of the disciplinary actions listed at the beginning of this section.

10. DANGEROUS BEHAVIOUR

10.1 Expectations

Students will behave in a manner that does not jeopardize the safety of themselves or others.

10.2 Consequences

Depending on the severity or repetitive nature of the incident students will receive the following consequences:

- a) Parents will be informed.
- b) Suspension of up to ten days.
- c) May be reported to the appropriate authorities such as R.C.M.P., Fire Marshall and/or District Student Conduct Review Committee.
- d) Receive other consequences dependent on the specific behaviour.

11. PROFANITY

11.1 Expectations

Students will communicate with and treat others in a positive, courteous, honest and respectful manner.

11.2 Consequences

Students found to be using profane or abusive expressions will be subject to a progressive set of consequences which will include the following:

- a) Referral to the office with incident recorded in student's behaviour file.
- b) Assignment of a think paper to be signed by parent.
- c) Assignment to Friday School.
- d) Suspension from school for one or more days.

12. BULLYING/HARASSMENT

12.1 Expectations

To create a comfortable, safe learning environment, no student will engage in activities that lead to assault, threats, bullying, extortion, harassment, sexual harassment, or intimidation of any person while on school property or under the school's jurisdiction.

12.2 Consequences

Any student known to have engaged in, organized and/or encouraged any abusive behaviour will be subject to a progressive set of consequences which will include the following:

- a) Assignment of a think paper and/or parental contact.
- b) A warning letter.
- c) Assignment to Friday School.
- d) Development of a personal action plan to eliminate abusive behaviour.
- e) Suspension from school for 3-5 days.
- f) Referral to District Student Conduct Review Committee.

Students who are unable to reform their behaviour will be withdrawn from D.P. Todd.

13. SMOKING

13.1 Expectations

Students in Grades 8-12 will not be permitted to smoke in the D.P. Todd "smoke-free" zone or at or at any time while on school field trips, competitive events, extracurricular activities or any other school-related activity

13.2 Consequences

Students found to be smoking in the "smoke-free" zone or at any school function or activity will receive the consequences outlined in School District Policy:

- a) Suspension from school from 1-5 days.
- b) Development of a personal action plan to eliminate smoking while at school.
- c) Referral to District Student Conduct Review Committee.

NOTE: See your counsellor for information about or access to smoking cessation programs.

14. STUDENT DRESS CODE

14.1 Expectations

Students will dress in a manner that does not detract from the learning environment.

14.2 Regulations

1. Students will not wear articles of clothing that promote alcohol, drugs, inappropriate language, violence, promiscuity or other subjects considered inappropriate in the context of a school. Specifically prohibited is clothing that reveals underwear, cleavage, backs, midriffs or buttocks.
2. Staff will use the standards from Regulation 1 to determine what appropriate dress within the school setting is.
3. If an item of clothing is deemed inappropriate, the student will be advised and requested to make modifications. Refusal to comply will result in referral to the School Administration.
4. A second infraction will be referred to the school administration for remedial action.
5. A third infraction will result in a conference of student, parent, counsellor and administrator to develop a plan for compliance with this policy.

6. A fourth infraction will result in a suspension from school for insubordination and referral to the District Student Conduct Review Committee.
7. These regulations will apply to all school functions. A level of flexibility in clothing worn to school dances will be permitted but must be within acceptable levels of decorum for a school setting.

15. ELECTRONIC DEVICES

15.1 Expectations

Electronic devices apply to electronic communication devices including but not limited to cell phones, smart phones, pagers and text messaging devices. The use of other electronic devices used mainly for listening such as MP3 players, iPods, and other personal listening devices is strictly by permission of the classroom teacher. Schools have a responsibility to provide for students and staff a learning environment in classrooms, libraries etc. that is as free of disruptions as possible. Schools also have a responsibility to protect the student's and staff's right to privacy while at school and engaged in school activities. Finally schools have the responsibility to assess students' abilities in a fair and honest manner free from plagiarism and other forms of cheating.

15.2 Regulations

1. During all class time all electronic communications and recording devices are to be turned off, not set on vibrate but off. Also to prevent distraction these devices are to be out of sight. Such devices may be used outside of instructional time. Attending a class late due to a phone call shall not be considered a valid excuse. Students are urged to move outside of school buildings when using such devices.

Consequences:

In addition to the normal and escalating consequences for classroom disruptions as applied by the classroom teacher, the students who violate this regulation will be subject to progressive discipline, which may include the following consequences:

- The device will be confiscated by the classroom teacher and turned into the office where the student may redeem it.
- The device will be confiscated by the classroom teacher and turned into the office where the student's parent may redeem it.
- Forfeiture of the device for a period of time to be determined by the school.
- Loss of the privilege of bringing such a device to school for a period of time to be determined by the school administration.
- Suspension from school.
- Referral to the RCMP, where determined applicable by the administration.
- Report or referral to the Student Conduct Review Committee.

2. No device capable of taking a photograph or recording shall be allowed in washrooms or change rooms. Photographs should only be taken in public places and with the full knowledge and consent of the subject.

Consequences:

Violation of the personal privacy of a student or staff member is a serious offence and will be treated as a severe breach of the Code of Student Conduct and will result in a suspension and/or the loss of the privilege of having such a device at school for a period of time to be determined by the school's administration. Depending on the severity of the offence it may also result in a referral to the Student Conduct Review Committee and the RCMP who may add further consequences.

3. The use of any such device to record or transmit any materials that are used for student assessment such as tests, quizzes, assignments or reports etc. is strictly forbidden.

Consequences:

In addition to the consequences outlined above the school Academic Honesty policy shall apply.

16. CYBERBULLLYING

Cyberbullying is the use of information and communication technologies (such as email, text messaging, postings to websites, etc.) to support deliberate hostile behaviour that is intended to harm others or which has a negative impact on the wellbeing of others.

16.1 Expectations

While the school understands the importance of free expression, it will not tolerate the publication, electronic or otherwise, of material that:

- Is abusive, demeaning, hateful or insulting.
- Is threatening, bullying or intimidating.
- Incites harmful behaviour towards others.
- Discriminates or harasses on the basis of race, religion, sex, sexual orientation, disability or for any other reason set out in the *Human Rights Code of British Columbia*.
- Creates, or is likely to create, an environment which negatively impacts or causes significant disruption to, the school.

16.2 Consequences

The school will investigate and take action, as appropriate, in situations where such material is published through networks hosted by the school district or through other networks if, in the opinion of the principal, the behaviour will have an impact on the school environment.

Students who violate this regulation will be subject to progressive discipline, which may include the following consequences:

- a) Contact with parents.
- b) Suspension from school.
- c) Restrictions on the use of school district networks.
- d) Referral to the RCMP.
- e) Report or referral to the Student Conduct Review Committee.