

CHSS Code of Conduct

Statement of Purpose:

All students at CHSS are entitled to learn in an educational environment that is safe, and free from discrimination or harassment. The Student Code of Conduct is designed to optimize the learning situation so that the school can continue to provide a positive learning experience that will encourage our students to be the best that they can be. CHSS students are also reminded about their duty, as demonstrated by their appropriate behaviour, to act as responsible members of the community.

The Code of Conduct will be reviewed by the Safe Schools Committee and all staff on an annual basis, or sooner if necessary. In addition, the Code of Conduct will be communicated to parents via the PAC, the CHSS website, regular school newsletter updates, and at Parent Information Nights. The Code of Conduct will be discussed with students by classroom teachers, and during grade assemblies and visits by administration to classrooms. The CHSS staff has also agreed to actively promote and monitor specific areas of the Code of Conduct, including hall traffic, garbage, use of language, and appropriate clothing.

Conduct Expectations

1) Acceptable Conduct:

At all times, it is the expectation that College Heights Secondary students will:

- focus on their own learning, and not distract the learning of others;
- treat others the way that they wish to be treated, with courtesy, kindness, and respect;
- be respectfully inclusive of the individual differences of all students;
- use appropriate language and gestures;
- exercise fair play;
- cooperate with all school staff members
- display personal responsibility and self-discipline

Conduct expectations are applicable during regular school hours, school functions, school trips, and while travelling to and from school.

2) Unacceptable Conduct:

At CHSS, unacceptable conduct is defined as anything that puts students at risk-either physically, emotionally, or academically. The behaviours included in the area of unacceptable conduct have been divided into three main categories.

The behaviours listed under each of these categories are examples only and are not an inclusive list.

A) Behaviours that interfere with the learning of others, and create a disorderly or unsafe environment:

Non-Attendance

In order to be successful at College Heights, you need to attend! Students must attend all courses for which they are registered. Teachers are responsible for monitoring attendance in their classes. If a student is away, the office needs to know about it! The parent/guardian may phone in and let the office staff know that the student absence is excused. Notes may be acceptable, but teachers or administrators may call home regardless, if there is a consistent or frequent pattern of absenteeism. Without such

notification, students will be considered absent without excuse. As well, should a student be in class and then leave without permission and not return, they may also be considered truant.

Steps in the Attendance Policy

1. **Upon the first unexcused absence** – the student receive a consequence assigned by teacher.
2. **Upon the second unexcused absence** – student will be assigned to a one-day in school suspension or similar consequence by administration.
3. **Upon the third unexcused absence** – the student will be suspended from school by administration for two days or until a parent meeting is held.
4. **Upon the fourth unexcused absence** - the student may be withdrawn from that class as well as the one adjacent to it and become a ½ time student at CHSS (am or pm).

NOTE: Please refer to the “Student/Parent Information Handbook for more information on Attendance Policy.

Fire/Fire Alarms

A student who has been found to pull a fire alarm or to be in possession /using fireworks or explosives will be subject to a five-day suspension and will be reported to the Fire Department. The student will also have to undergo Fire Safety training in conjunction with the Prince George Fire Department. Should a student commit a second such offence, the student will be recommended to the Student Conduct Review Committee for withdrawal from CHSS. (Lighter play may also result in suspension, and students are not to be using lighters while on any part of the school property.)

Horseplay

At all times, we endeavor to ensure the safety of CHSS students. Pushing, shoving, wrestling, and others forms of excessive physical contact are discouraged.

Loitering

College Heights Secondary strives to be a good neighbour to all of the homeowners around the school, and as a result, students should not be in the practice of gathering in large groups on or around the school property. Should students consistently be found gathering in large groups that are disturbing or intimidating to people in and around the school, they will have a letter sent home to parents, and ultimately may be subject to suspension.

Students who have study blocks are reminded that they have several options when they are not in a class: work in the library, main foyer, Tillicum, in the Atrium; or to leave the building. Wandering in the halls is not an option because it is disturbing to the classes in session.

Overly Explicit Physical Contact

CHSS is a workplace; therefore contact between individuals should be appropriate to a workplace setting. This means students should refrain from making physical contact that causes other people to feel uncomfortable. CHSS expects that students will behave in a manner that respects themselves and those around them. Certain kinds of physical contact, beyond hugs and handholding, are actions best pursued in private. Because physical contact beyond simple hugs and handholding makes others uncomfortable, it is unacceptable at CHSS.

Those students who choose to engage in overly explicit physical contact will experience one or more of the following escalating consequences: 1) a warning and an explanation as to why the behaviour is

inappropriate; 2) a referral to the counsellor for a more in-depth discussion about the inappropriate behaviour; 3) a phone call home; and 4) a suspension from school for disobedience.

Smoking

Smoking on the school property, and within a one-block radius around the school, is prohibited. There is no designated area for smoking at CHSS. Students who disregard the CHSS Smoking Policy will be subject to the following:

1. **First Offence:** One-day suspension
2. **Second Offence:** Three-day suspension
3. **Third Offence:** Five-day suspension and warning from the Student Conduct Review Committee
4. **Fourth Offence:** Referral to SCRC, and possible withdrawal from College Heights Secondary School.

Wearing Inappropriate Clothing and Accessories

Students should be respectful of others by wearing clothing and accessories that are appropriate to a school/work setting. Low cut tops, very short shorts, bare midriffs or open backs are not considered appropriate. Specifically, shoulder straps should be at least the width of three fingers. When wearing shorts and skirts, students should be able to move without exposing undergarments. References to drugs and alcohol are also examples of inappropriate dress. If students choose to wear these types of clothing, they will be asked to change into more appropriate clothing, either at school or at home. If the problem persists, the action will be seen as disobedience and a more serious consequence, such as suspension, will be given.

Garbage/Littering

Garbage containers and recycling bins are available at regular intervals in every hallway around the school. Students are expected to keep their work environment tidy, and assist when possible in keeping the school and its grounds clean.

Inappropriate Language

Obscene, profane, racist, sexist, homophobic, and all other forms of derogatory language are offensive to others, and are considered detrimental to a positive learning environment at school. CHSS expects students to refrain from using language that is inappropriate. Once again, if the problem persists, the action will be seen as disobedience and a more serious consequence, such as suspension, will be given.

B) Acts of bullying, harassment, intimidation, physical violence, or retribution against a person who has reported incidents:

Bullying and Harassment

A student is being bullied or victimized when he or she is exposed to negative actions on the part of one or more other students. These actions can include words or actions intended as jokes but taken as demeaning or embarrassing, rumour-spreading, insults, threats, violence, sexual harassment, and discrimination due to gender, race, religion, age or otherwise.

“Remember, it is not the INTENT of what you say to someone, it is the IMPACT that it has on them. What you think is joking may not be considered to be funny to someone else.”

If you are harassed or bullied at CHSS:...

- Tell a person of authority at CHSS – your teacher, a counsellor, or an administrator. CHSS has a process in place that has been very successful in resolving bullying and harassment problems.
- Tell your parents so that they can support you.
- Try to keep a written record of events, with dates, times and locations of any incidents, as well as anyone that might have been with you.
- If you feel safe, tell the harasser how you are feeling and that you want the behaviour to stop. Bring a friend to support you if you do this.
- Do not respond to bullying by trying to be a bully in return. Many incidents can be avoided by stopping rumour-spreading or refusing to say things that are harassing themselves.

If you witness another student being bullied or harassed, “Lend a Hand”!

- Intervene directly, if you feel safe. (“Stop doing that!”)
- Tell a teacher or administrator what you saw. Your reporting will be kept in confidence.
- If you choose to bully or harass another student:...
- You will be dealt with by the administration.
- Your parents will be informed that you are harassing other students.
- You can be suspended, removed from a class, or be withdrawn from CHSS.
- You can be dealt with by the RCMP and charged through the Criminal Code of Canada and Human Rights Act.

Inappropriate Computer Use/Cyber bullying

Students who would like a CHSS student network Internet account must complete a consent form with the appropriate signatures. This form details unacceptable computer use and consequences for infractions. (1st incidence-account disabled for 30 days; 2nd incidence-account disabled for 90 days; 3rd incidence-account disabled for one calendar year. Other consequences may apply depending upon the nature and severity of the violation.)

In the past few years, incidents of cyber bullying, (bullying over the Internet), has become more prevalent. It can take such forms as harassing websites, chat room threats, bullying via text messaging, and e-mails. Incidents beginning outside of the school may also become problems at school. If these are reported to the school, they will be investigated. Parents will be informed and the RCMP are also often contacted. Consequences resulting from cases of cyber bullying are similar to those of bullying and harassment.

Inappropriate Use of Electronic Communication Devices

Inappropriate use includes the use of all cell phones, camera phones, ipods/mp3 players, etc. during class time when the teacher has requested that such devices not be used by students or in inappropriate areas of the building.

1. During all class time all electronic communications 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 before and after school and during the lunch hour. However, 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.

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

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.

Students who disregard the CHSS Electronic Communication Devices Policy will be subject to the following:

1. **First time device is delivered to the office** - conversation with the student and enter the incident into BCeSIS
2. **Second time device is delivered** - kept at the office until parents come in and pick it up or arrangements are made by parents with the administrator to release the phone back to the student. (This allows for a conversation regarding the concerns of cell phone use in class and the disruption to the learning environment)
3. **Third time device is delivered** - a parents conference occurs and disciplinary action may be taken based on student non-compliance. This could include in-school/out-of-school suspension, device kept for extended period, detentions, etc. as determined by admin with parent.

Fighting/Fight Promotion

Fighting will not be tolerated at CHSS. In accordance with School District #57 Policy, should students choose to engage in a fight, the first offence can result in a five-day suspension. The incident will also be reported to the Student Conduct Review Committee. Should a second incident occur, the student will be referred to the SCRC with the recommendation for withdrawal from CHSS. Fight promotion, in which a student is found to have been an instigating factor in a fight (in person or through the use of electronic devices and/or the internet) between other students, may also result in suspension.

C) Illegal Acts such as possession, use or distribution of illegal or restricted substances; possession or use of weapons; and theft of or damage to property:

Drugs and Alcohol

CHSS is very stringent in its dealings with drugs and alcohol. In accordance with School District #57 Policy, a student determined by the administration to be under the influence or in possession of drugs or alcohol will be subject to a five-day suspension and removal of privileges to participate in certain school functions. This applies to school time, on school trips, and at all school functions. (See **SD57 Practice re: Student Athlete Use of Drugs or Alcohol-September 2005**.) The incident will also be reported to the Student Conduct Review Committee. Should a student commit a second such offence, the student will be referred to the SCRC with the recommendation for withdrawal from CHSS. (Drug and alcohol counselling may be a part of re-entry into College Heights Secondary or another educational setting in School District 57.)

Weapons

In accordance with School District 57 Policy, all weapons or objects that can endanger the safety of others are forbidden on any part of the school property. Students should ensure that they do not bring to school anything that may be construed as a weapon. A student found to be in possession of a weapon will be subject to a five-day suspension and reported to the RCMP and the Student Conduct Review Committee. Should a student commit a second such offence, the student will be referred to the SCRC with the recommendation for withdrawal from CHSS. Should any student be aware that a weapon or hazardous object is in the school, they should notify a staff member immediately. (SD57 has implemented a zero-tolerance policy towards not responding to threats and threat-making behaviour. This protocol, which includes weapons, will guide what actions are taken in the event of such an occurrence.)

Rising Expectations: As students progress through their high school years, they are expected to demonstrate increasing levels of maturity and responsibility, and to act as positive role models for the junior students.

Consequences: When determining appropriate disciplinary action, both the severity and frequency of the unacceptable conduct, as well as the age and maturity of the student, is considered.

WHILE IN OR OUTSIDE OF THE CLASSROOM, A TEACHER MAY...(BUT IS NOT LIMITED TO)

- Discuss an issue with a student, be it educational or behavioural in nature;
- Create a seating plan that maximizes the potential for student learning;
- Act in a manner with discipline and direction as would a typical caring parent;
- Contact a parent/guardian regarding educational or discipline issues;
- Assign lunch hour detentions, study hall or after school homework room;
- Refer students to administration;
- Maintain discipline records.

AN ADMINISTRATOR MAY.....(BUT IS NOT LIMITED TO)

- Contact a parent/guardian regarding educational or discipline issues;
- Charge for the cost or repair of something that a student has damaged;
- Assign work to be completed in or out of the school (ie., A Detention Learning Package);
- Require a non-CHSS student to leave the school property;
- Exercise paramount authority at the school level in matters of discipline;
- Create and assign special conditions and requirements to be met including things after school study hall (detention);
- Attendance and performance contracts;
- In or out of school suspensions for up to 10 days;
- School service work;
- Community Program attendance;
- Exercise paramount authority at the school level in matters of discipline;
- Refer students to the Student Conduct Review Committee, RCMP, Fire Department;
- Involve other community agencies including the Ministry of Children and Families, as well as drug and alcohol counselling.

THE DISTRICT STUDENT CONDUCT REVIEW COMMITTEE MAY...

- Extend the length of a suspension for up to 20 days;
- Assign students to another school or district program;
- Permanently suspend students from a school;
- Prohibit a student from attending a school

Notification: School staff may have a responsibility to advise other parties of serious breaches of the code of conduct. For example:

- Parents/Guardian of student offender(s)
- Parents/Guardian of student victim(s)
- School district officials as required by school district policy

All parents when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.