

# **A L. Fortune Secondary School**

## **Student Code of Conduct**

**Revised June 4, 2009**

## **A.L. FORTUNE CODE OF CONDUCT**

### **PURPOSE**

The purpose of our student conduct expectations is to provide a safe and positive learning environment. To this end it is our job to promote values which foster respect for all members of the school community and support positive means of resolving differences. We align our school expectations with the core beliefs and values of our school district and community. An effort will be made to preserve individual freedom but this will be subject to the need to protect the needs of the school community and culture as a whole.

### **APPLICATION**

A. L. Fortune Secondary and School District 83, North Okanagan-Shuswap code of conduct and rules apply at all times when students are under school supervision or attending school functions whether on or off school property, and whether in or out of school time. This includes lunch break and travelling to and from school, as well as field trips where inappropriate behavior can harm our school's reputation.

The code of conduct applies to all students. Accommodations will be made for students with disabilities who are unable to fully comply with the code of conduct.

Conduct that occurs outside of school hours and apart from school activities is not normally investigated and acted upon unless there is an impact on students at the school.

### **GUIDING PRINCIPLES**

Our code of conduct is guided by the following principles:

Students shall:

- Respect and comply with school staff
- Respect human dignity (each other)
- Respect our community
- Respect the environment (including property)
- Respect education
- Respect safety
- Be responsible

## **RISING EXPECTATIONS**

It is expected that students show a capacity to learn from their mistakes, and demonstrate (or learn) positive attitudes of cooperation, understanding, and respectfulness. As students mature, more will be expected. As students make mistakes, more will be expected. In accordance with this, progressive discipline and Restitution principles will be applied.

## **BRITISH COLUMBIA HUMAN RIGHTS CODE APPLICATION**

BC's Human Rights Code applies at all times and shall supersede and conflicting school or district rules or regulations, particularly as it relates to the following intentions/purposes:

*“To foster a society in British Columbia in which there are no impediments to full and free participation in the economic, social, political, and cultural life of British Columbia”*

*“To promote a climate of understanding and mutual respect where all are equal in dignity and rights”*

*“To prevent discrimination 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.”*

## **APPLICATION OF THE CRIMINAL CODE OF CANADA**

The Criminal Code of Canada applies at all times. School behaviours which are also criminal offences may be referred to the police and result in both school and legal consequences. Examples of crimes that can occur in school are assault, possession, use and/or trafficking of illegal drugs, possession of illegal weapons, defamation of character, and harassment.

## **PREVENTION**

Keeping our school and the members of our school community safe requires the cooperation of all its members. Students are expected to involve an adult when they are aware of any actions which have the potential to harm individuals or the school as a whole. For example, if students are aware that a fight is being planned, they must tell a trusted adult. If students are aware that threats are being made in (including in ‘cyberspace’) they must tell a trusted adult. Prevention is our best tool.

## **COMPOSITION AND STRUCTURE**

Our code of conduct is integrated with our procedures and policies for addressing students who fall short of expectations. The integral parts of the code of conduct and the related policies and procedures are listed below:

### **THE NORTH OKANAGAN/SHUSWAP SCHOOL DISTRICT NO. 83 STUDENT CODE OF CONDUCT**

Students are expected to become responsible citizens as they learn the connection between their rights and their responsibilities. They are also to understand that school is a public place where their actions can affect others. Therefore, it is important to conduct themselves in an ethical fashion (with consideration for others). Specifically, it is expected that

- Students are to be given the opportunity to learn and teachers are to be given the opportunity to teach without disruption.
- Students are expected to attend class on a regular basis and to participate constructively in the learning process and in appropriate decision-making procedures.
- Students have the right to feel safe and to be treated with respect and courtesy.
- Students are expected to treat self, others and property with respect, demonstrating positive standards of attitude and behaviour.

## **DRESS CODE**

### **District Dress Code**

Students shall wear

- Clothing that is safe;
- Clothing that is free of any reference which promotes alcohol, drugs, gangs, hate, obscenity, profanity, racism/discrimination, sex and/or violence;
- Clothing that is not disturbing or distracting to others within the school setting;
- Clothing that is similar to office or retail workplace attire.

## **School Dress Code Regulations**

The following dress code was developed by students and staff to be compliant with the district code:

- No spaghetti straps or low cut tops that expose bra straps, cleavage, bare backs or bare shoulders. Use the thumbs up rule! Put your thumb under your chin and clench your fist. Your shirt top must touch the base of your fist.
- No bellies. Your shirt must touch your pants.
- No short skirts. Use the thumbs out rule! Bend down until your hand touches your kneecap. Extend your thumb along your thigh. Your skirt must be as low as your thumb.
- No bare bottoms. Your bottom must be covered and underwear cannot be visible.
- Clothing cannot display references to drugs or alcohol, vulgarity or other inappropriate symbols or phrases.

Students dressed inappropriately are responsible for remedying the situation prior to returning to class. Some school clothing can be loaned if the student cannot independently find suitable clothing. Students who repeatedly wear inappropriate clothing can expect to be sent home until a parent meeting to discuss the issue occurs.

In the event that a school dress code stipulation is found to be in conflict with a district stipulation, the district standard will apply.

## **ACADEMIC POLICY REGARDING CHEATING AND PLAGIARISM**

Academic conduct and in particular cheating and plagiarism are a part of our student code of conduct.

Plagiarism occurs when another's words, ideas or work (an invention, a lyric, music, a picture, a research paper, an Internet article, etc.) are submitted as one's own or used without the creator's permission. Plagiarism is easily avoided by crediting (citing) all the work of others that you include in yours. Your teacher or librarian can show you how.

Cheating and plagiarism are both serious breaches of academic conduct and personal integrity.

When either has occurred, administration and parents will be informed and no marks will be awarded for the work involved. A pattern of cheating may lead to withdrawal from a course since we cannot assess a student when we are not confident that the work is the student's own.

Incidents of cheating are recorded on school discipline records.

## **CLASSROOM DISCIPLINE**

Teachers are fully In charge of their classes and responsible for maintaining a positive healthy learning climate. Your teachers may need to help you learn to meet the behaviour expectations. They may assign consequences or help you solve the problem by means which may include but are not limited to:

- Identifying the needs you were trying to fulfill by the questionable behaviour
- Determining how you can fix the problem
- Determining what values and beliefs were offended by your actions
- Asking you to identify the type of person you wish to be and analyzing how your behaviour measures up to that standard
- Restorative practices (putting right what was made wrong)
- Assigning classroom consequences such as detentions
- Insisting on the completion of unfinished work
- Work detail (assignment of a task)
- An interview with your parents

### **Attendance**

Students shall attend all classes unless expressly excused by a parent, guardian, principal, or vice principal. Compliance with the school attendance procedures is mandatory.

### **The Importance of Complying with a Teacher's Direction**

For safety and the smooth operation of the school it is important that you comply with staff requests. Defiance is not acceptable. When you seem to be heading on a path of non-compliance, your teacher will try to help guide you towards making a good choice which is acceptable to the school. However, defiance not resolved at the classroom level may be referred to administration.

### **Students Appealing a Teacher's Decision**

If you are unsure of why you are being asked to do something, then ask the staff member in private and in a respectful manner. You might need to wait until after class for a private meeting without other students present. Do not start an argument about the matter in class.

## **Referrals to the office**

Teachers will handle most classroom-based student discipline incidents. However, in serious and intractable cases (when behaviour isn't improving), teachers will refer student conduct matters to the school administration. If an office referral is made for you, you should understand that it is a reflection that you are now considered to have made a serious error and will be dealt with accordingly. A referral to the office will usually result in a sanction or punishment.

## **Parental Appeal of a Teacher's Decision**

Parents wishing to appeal decisions made by teachers are encouraged to speak to the teacher directly prior to contacting administration. If you are not satisfied with the outcome of a parent/teacher conference over a concern you may then wish to contact administration. Many concerns are related to misunderstandings or incomplete or incorrect information. We recommend that all meetings regarding a concern be approached with an open mind.

## **GUIDELINES FOR DISCIPLINARY CONSEQUENCES**

Disciplinary consequences will depend on the severity of the incident, the student's role, attitude, honesty and past behaviours. Typical consequences for some incidents are outlined below:

### **Level 1 Incidents (usually > detention and/or parent meeting)**

*Horseplay, running in the halls*  
*Coarse language (swearing)*  
*Truancy*  
*Excessive tardiness*  
*General disobedience of staff*

*Breaking basic school rules*  
*Disregard for no scent policy*  
*Disrupting a class or assembly*  
*Leaving class without permission*  
*Persistent failure to meet class expectations*  
*Misuse/abuse of property*

### **Level 2 Incidents (usually > in-school suspension or sent home)**

*Repeated level 1 incidents*  
*Forged notes*  
*Cheating/Plagiarism*  
*Lab safety violation*  
*Persistent bullying, harassment, or intimidation*

*Physical aggression*  
*Direct defiance of staff*  
*Smoking on school grounds*  
*Repeatedly missing detentions*  
*Misuse of computers/internet*

### **Level 3 Incidents (usually > out-of-school suspension)**

*Repeated level 2 incidents*

*Drug or alcohol offence*

*Fighting/Violence*

*Flagrant disrespect for or abuse of staff*

*Flagrant/serious bullying, harassment,  
or intimidation*

*Serious safety issue (including exposing  
others to allergens)*

*Vandalism/Property damage*

*Theft*

*Weapons*

*Internet Defamation*

## **STUDENT SUSPENSIONS**

### **In-School-Suspension**

An in-school suspension involves being removed from all classes for the day and working in an area of the school segregated from peers. Lunch and breaks are given at times not coinciding with the lunch and breaks of the rest of the student body. The student will have access to the work being covered in the class. In-school suspension is used for intermediate infractions, and ordinarily repeat incidents of a similar nature will result in Out-of-School Suspension.

### **Out-of-School Suspension**

Out-of-School suspension is reserved for major infractions and when attempts to resolve inappropriate behaviours with alternative strategies and interventions are not appropriate or have not resolved the issue.

If you have been suspended from school you are not permitted to participate in any school-sponsored activity or be on school property without the prior permission of the administration. While out on suspension you are required to find out about and complete the work being done at school. You will not be admitted back to class until work assigned while under suspension is completed.

### **Parent Notification**

Decisions to suspend students will normally be accompanied by a phone call, a request for a meeting, and a follow-up letter which will serve as an official record.

### **Right to Appeal Suspension**

Parents unhappy with a school-based decision to suspend their child reserve the right to appeal by contacting the district office in writing.

## **BUS EXPECTATIONS AND PROCEDURES**

Bus transportation is a privilege and ensuring a safe and pleasant ride for everyone is essential. The bus driver is fully in charge of his/her bus.

Bus **memos** are given to students as warnings for inappropriate behaviour. 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, his/her parent/guardian and the district Manager of Safety and Transportation, resolves the issue.

## **MAJOR OFFENCES AND SUSPENSIONS**

Some offences are considered particularly serious and injurious to the person or the school community. These offences are subject to specific district policies and regulations leading to a forfeiture of the privilege of attending school – suspension.

### **Drug and Alcohol Possession or Use**

Typically drug and alcohol offences lead to an 8-10 day suspension for the first offense and an indefinite suspension with a referral to a hearing with District Administration for a second offense. This hearing will set the suspension which may be from 16 days to a year. Students over 16 years old could be expelled from school for a second offence and are always expelled for a third offence.

### **Weapons**

Any weapons (or replicas) found on school property will be immediately confiscated and turned over to the RCMP. Students found in possession of a weapon will be immediately suspended and referred to the designate of the Superintendent or the School District to determine the length of the suspension and conditions of return. Students over 16 years old could be expelled from school.

### **Fighting**

Students engaging in fighting will be immediately suspended. A conflict resolution meeting will usually be part of the return-to-school plan.

## **Flagrant or Serious Unsafe Behaviour**

Any student involved in significantly unsafe behaviour will be immediately suspended, and in most cases will be referred to the RCMP. Flagrant disrespect of our “scent free” policy is included.

## **Internet Defamation**

In legal terms, taking someone’s picture and posting it on the Internet (Face Book, U Tube, etc.) is a violation of our right to privacy, subject to lawsuit, and a crime (libel). Students are prohibited from taking pictures or making sound recordings of their peers or school staff. If images or recordings taken at school are placed on the internet without permission, those involved will be suspended. The length of the suspension will depend on the degree of harm to the reputation of the person victimized. RCMP may be involved.

## **Retribution**

Any retribution or threat of retribution by a student towards another for involving adults in a student conduct matter will be dealt with as a highly serious matter, and the student who is being threatened will be protected from the threat by all means available to the school, including involvement of the RCMP as necessary.

## **Intimidation, Harassment, and Bullying**

Intimidation, harassment or bullying by physical, verbal, or emotional means is a serious matter. All such incidents will be addressed if brought to the attention of school administration. Perpetrators of such behavior will be suspended from school if the incidents are flagrant, particularly malicious, or injurious.

Students experiencing intimidation, harassment or bullying are advised to respond as follows:

- 1) If you have been harassed or discriminated against and feel threatened or offended by comments, you should confront the student and ask him/her to stop.
- 2) If the harassment persists, go to your teacher and tell them about the problem that you are having with the other student.

Your teacher will try to help resolve the issue and decide whether or not the incident should be reported to the counseling department or administration.

Students should note that **teasing is harassment** when it is unwelcome to the recipient, or makes that person uncomfortable or feel unsafe.

## STUDENT BODY ROLE IN REDUCING BULLYING

Every student at ALF has the right to learn in a safe, harassment-free environment. Most people respect that right—but **tend to be the silent majority who need to speak out against bullies**. Only a small number of students are bullies, but they make life miserable for many others.

As long as you say nothing if you or your friends are being bullied, you are, in a way, giving the bully permission to keep doing it. Please report bullying. All reports are treated with the utmost degree of confidentiality.



# BULLYING BEHAVIOURS CHART

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<b>PHYSICAL AGGRESSION</b>				
<ul style="list-style-type: none"> <li>• Pushing</li> <li>• Shoving</li> <li>• Spitting</li> </ul>	<ul style="list-style-type: none"> <li>• Kicking</li> <li>• Hitting</li> </ul>	<ul style="list-style-type: none"> <li>• Defacing property</li> <li>• Stealing</li> </ul>	<ul style="list-style-type: none"> <li>• Physical acts that are demeaning and humiliating, but not bodily harmful (e.g., de-panting)</li> <li>• Locking in a closed or confined space</li> </ul>	<ul style="list-style-type: none"> <li>• Physical violence against family or friends</li> <li>• Threatening with a weapon</li> <li>• Inflicting bodily harm</li> </ul>
<b>SOCIAL ALIENATION</b>				
<ul style="list-style-type: none"> <li>• Gossiping</li> <li>• Embarrassing</li> </ul>	<ul style="list-style-type: none"> <li>• Setting up to look foolish</li> <li>• Spreading rumors about</li> </ul>	<ul style="list-style-type: none"> <li>• Ethnic slurs</li> <li>• Setting up to take the blame</li> </ul>	<ul style="list-style-type: none"> <li>• Publicly humiliating (e.g., revealing personal information)</li> <li>• Excluding from group</li> <li>• Social rejection</li> </ul>	<ul style="list-style-type: none"> <li>• Threatening with total isolation by peer group</li> <li>• Maliciously excluding</li> <li>• Manipulating social order to achieve rejection</li> <li>• Malicious rumor mongering</li> </ul>
<b>VERBAL AGGRESSION</b>				
<ul style="list-style-type: none"> <li>• Mocking</li> <li>• Name calling</li> <li>• Dirty looks</li> <li>• Taunting</li> </ul>	<ul style="list-style-type: none"> <li>• Teasing about clothing or possessions</li> </ul>	<ul style="list-style-type: none"> <li>• Teasing about appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Intimidating telephone calls</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal threats of violence or of inflicting bodily harm</li> <li>• Verbal threats of aggression against property or possessions</li> </ul>
<b>INTIMIDATION</b>				
<ul style="list-style-type: none"> <li>• Threatening to reveal personal information</li> <li>• Graffiti</li> <li>• Publicly challenging to do something</li> </ul>	<ul style="list-style-type: none"> <li>• Defacing property or clothing</li> <li>• Playing a dirty trick</li> </ul>	<ul style="list-style-type: none"> <li>• Taking possessions (e.g., lunch, clothing, toys)</li> </ul>	<ul style="list-style-type: none"> <li>• Extortion</li> </ul>	<ul style="list-style-type: none"> <li>• Coercion</li> <li>• Threatening with a weapon</li> </ul>