

Code of Conduct

Charles Hays Secondary School

Charles Hays Secondary School's Code of Conduct has been established to maintain a safe, caring and healthy learning environment.

As members of the school community, it is our responsibility to demonstrate respect and acceptable behaviours. All members of the school community should:

- Support learning;
- Promote Safety;
- Respect others;
- Respect property, environment, personal space and privacy;
- Balance individual and collective rights, freedoms and responsibilities;
- Not discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public;
- Not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age or for any other reason set out in the Human Rights Code of British Columbia; nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule on the basis of any such grounds.

The following behaviours are considered unacceptable:

- Destruction of property;
- Interfering with the learning of others;
- Being disrespectful or using threatening or foul language;
- Being excessively late or absent without good reason;
- Bringing weapons and replicas to school;
- Engaging in acts of bullying, harassment, discrimination, retribution and/or violence (including internet communication, or recording inappropriate images/video);
- Participating in unsafe and/or illegal acts (e.g. attending school under the influence of drugs or alcohol).

Whenever possible, breaches of the Code of Conduct will be resolved by discussion, mediation and/or restitution. In each case, every effort will be made to support those individuals that have been involved, including those affected and/or those who reported.

If the safety or education of others is compromised, or there is an ongoing failure to meet the expectations of the Code of Conduct, a range of escalating consequences may be applied including, but not limited to: referral to the SD 52 District Discipline Committee, change of program, change of school, suspension, or involvement of police and/or government agencies.

All members of the Charles Hays Secondary School community have the right to be treated fairly and consistently and should know and understand this Code of Conduct. The CHSS Code of Conduct applies to every student; however, individual circumstances involving an identified special need will be considered when applying the consequences of the

school code of conduct. School officials have a responsibility to inform other parties of serious breaches of the Code of Conduct.

Developed by Burnaby Secondary School, SD#41 with amendments by Charles Hays Secondary School

Rights and Responsibilities of Students

Rights	Responsibilities
I have the right to be treated with dignity and respect by staff and fellow students.	Therefore, I have the responsibility to treat staff and fellow students with dignity and respect and I should conduct myself in a way that warrants respect.
I have the right , unless I have been removed by due process, to participate in all classroom and extracurricular activities.	Therefore, I have the responsibility to follow school procedures and the Code of Conduct at all times.
I have the right to receive an appropriate education.	Therefore, I should assume the responsibility of being an active partner in my education by attending regularly, participating in the educational opportunities offered and coming to school on time with appropriate supplies.
I have the right to be educated in a safe and secure learning environment.	Therefore, I have the responsibility to behave in a manner which does not distract, disrupt, offend, and endanger others, or cause damage to property and equipment.

ALCOHOL OR ILLEGAL DRUGS

Students should not be in possession of or under the influence of any illegal or banned substances such as alcohol and drugs according to School District 52 Policy. Students determined to be in possession of and/or under the influence of alcohol or illegal drugs or drug paraphernalia shall have their parent/guardian contacted and be sent home for the remainder of the day. If a parent/guardian is not readily available, the RCMP or Ministry of Children and Families may be called to escort the student safely home. As soon as possible, a parent/guardian meeting will be held to determine the best course of action and restitution for the breach of the code of conduct. Consequences include an in-school suspension where the student will continue to work on his/her studies in an isolated and alternate space in addition to completing reflective work on substance use and abuse with his/her counsellor. The length of the in-school suspension will be determined through a meeting with parents/guardians, the administrators and the counsellor of record.

ATTENDANCE POLICY

Student success is linked to regular attendance. The school expects regular attendance and keeps records for each class. It is the parent or guardian's responsibility to inform the school if the student is absent for any reason by phoning 250-624-5031 or by sending a written note to the secretary. The school's computer system will phone parents each night for students with unexcused absences.

Students who must leave the building for any reason during instructional time **must sign out in the main office and have permission from a parent or guardian**. Appointments for the doctor, dentist, etc., should be made outside school hours where possible. Students are responsible for making up missed time. Parents are strongly discouraged from taking students on extended vacations during school time as this may affect the student's ability to meet learning outcomes for their courses. If students arrive late to school with a legitimate excuse they should report to the main office where the secretary will record their excused late.

Types of Absences

Excused	Unexcused
Verified absence due to participation in outside of school activity	Parent decision to remove a student for any reason not considered excused
Student illness	Trip or holiday
Health appointment	Any absence not meeting 'excused' criteria
Death in the family	Sleeping-in
Family emergency	
School sponsored trips	Transportation issue
Personal safety issue	Extended lunches
Principal's discretion	Hair/Nail appointments

Unexcused Absences Procedures

The following represents a continuum of the procedures and consequences for unexcused absences, ***these do not apply to absences that are excused due to illness:***

****Due to the implementation of an amended schedule, the Octa-System that follows COVID-19 safety guidelines, short-term absence can significantly impact course completion, therefore more strict intervention will be applied to unexcused absences.***

Unexcused Absences	Intervention Level	Possible Consequences
1-2 full days of class missed	Teacher/Parent/Student/Counsellor/AFRW	<ul style="list-style-type: none">• Class Detention• contact home by the teacher• make up missed work or alternative assignments• Immediate contact via email and/or text, etc.
Chronic Absences (3 or more days)	Teacher/Parent/Student/Counsellor/AFRW Administration	<ul style="list-style-type: none">• Attendance warning letter• Parent meeting/Communication• Attendance Contract• Referral to counsellor
Possible Loss of Class (one week)	Administration	<ul style="list-style-type: none">• Second parent meeting/Communication• Review of possible consequences (eg. Loss of School Privileges, Suspension, Transfer)

DISHONESTY

Theft and cheating are serious infractions of school rules and all instances will be referred to the administration. Incidents of cheating or plagiarism may result in a loss of credit or opportunities to meet the learning outcomes using alternate methods.

DRESS CODE

Students are expected to maintain an appearance that is not distracting or offensive to others. Clothing that bears any kind of drug, alcohol, or violence-related pictures and/or inappropriate messages may not be worn. Students may be asked to turn their clothing inside out or be asked to go home and change.

INTIMIDATION/THREAT/VIOLENCE

The school attempts to maintain a safe and secure environment for students and staff in which they will be free from violence, harassment and intimidation. Incidents of this nature will be dealt with in accordance with District policy. The result could be a lengthy suspension. Every effort will be made to support those involved, in particular the victim(s) and/or those who report.

RESTRICTED ITEMS

The following items are restricted and/or prohibited in school and will be confiscated. Please note that some restricted items will not be returned. Repeated infractions will result in confiscation for longer periods of time or parents may be required to come in to pick up the item:

- Knives, guns, or replicas of weapons (will not be returned)
- Laser pointers and lighters (will not be returned)
- E-cigarettes (will not be returned, see below)
- Drugs and alcohol (will not be returned)
- Prank items such as stink bombs or silly spray (will not be returned)
- Electronic devices (see below)
- Wheeled devices (parent required to pick up)

VANDALISM

Acts of vandalism and damage to school property will be subject to, but not limited to, a range of consequences including: cleaning it up, replacing and/or paying for damage done, or involvement of the RCMP.

CELL/SMART PHONES AND ELECTRONIC DEVICES

As a general rule, students' use of electronic devices and cell phones will not be permitted in the classroom. However, electronic devices and cell phones may be allowed to support and supplement the learning outcomes as determined by the individual classroom teacher and school administration. Inappropriate use of electronic devices and cell phones in class may result in the student being asked to leave the class, administration apprised, and the parent/guardian being contacted.

SMOKING

By law (The Tobacco Control Act, Section 2.3), smoking (this includes e-cigarettes) is not permitted on school property. Students smoking on school property may be given a verbal warning and have their cigarette(s) or e-cigarettes confiscated. Repeated offences will result in contact with the parent/guardian or incur school-based consequences.

Smoking or vaping of cannabis is a drug offence and consequences will follow our drug and alcohol policy (see above).

TECHNOLOGY

In keeping with the District Technology Acceptable Use Policy, students are required to use available technology in a manner that is respectful of themselves and others. Misuse of technology both on and off school property may be subject to discipline if it negatively impacts the school environment. This would include bullying and harassment via chat lines, social networking sites, or web pages. Students must use good judgment when using the internet as a research tool.

DISCIPLINE PROCEDURES

School and classroom rules are established to maintain a safe, caring, and healthy learning environment.

A teacher may deal with unacceptable behaviours by using any/all of the following procedures:

- 1) Inform the student of the inappropriateness of his/her action;
- 2) Engage in a problem-solving process with the student to help him/her come up with a plan to ensure appropriate behaviour;
- 3) Assign a detention;
- 4) Contact parents;
- 5) Refer to the counselor.

Should the student choose not to respond to the above interventions, the student may be referred to administration by the teacher filling out a discipline referral.

The principal/vice principal may deal with the student by using any or all of the following procedures:

- 1) Discuss with the student whether she/he is capable of providing a satisfactory solution to the problem;
- 2) Assign an after-school detention(s);
- 3) Develop a behaviour contract;
- 4) Phone the parents and involve them in the problem-solving process if the student is unable to solve the problem;
- 5) Send the student home if the problem persists until there is a meeting involving the student, parent, teacher and administrator;
- 6) Assign an in-school suspension;
- 7) Move to a partial day schedule;
- 8) Assign community service;
- 9) Work on conflict resolution strategies;
- 10) Participating in meaningful consequences for the unacceptable behaviour;
- 11) Completion of an educational discipline package;
- 12) Assign an out of school suspension. (Return to school may be conditional upon assigned work being completed by the student);
- 13) Refer to the District Support Committee;
- 14) Refer to home study, alternate program, or correspondence with consultation of the School Board Office.

For ease of reference, sections 7 and 8 of the *Human Rights Code* are reproduced below:

Discriminatory publication

7 (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, colour, 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

8 (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.