

# Code of Conduct



New Westminster School District #40 Values:

- Respect
- Compassion
- Integrity

**OUR MISSION AT NEW WESTMINSTER SECONDARY COMMUNITY SCHOOL IS TO DEVELOP RESPONSIBLE CITIZENS AND LIFELONG LEARNERS WHO RESPECT LEARNING, THE ENVIRONMENT, THEMSELVES AND OTHERS**

## **THIS WE BELIEVE:**

**Students, staff, parents and community working together to teach, model and reinforce our three simple beliefs will ensure a successful year for everyone.**

**Respect Yourself and Others**  
**Respect Learning**  
**Respect the Environment**

NWSS and SIGMA promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, age, physical or mental disability, sex, sexual orientation, and gender identity and expression– in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

## **CREATING A SAFE SCHOOL ENVIRONMENT**

Teachers, Support Staff and Administrators work hard to ensure appropriate educational, rehabilitative and/or restorative measures are in place to help students learn from their mistakes and make appropriate changes in their lives. The following are examples (not an exhaustive or complete list) of outcomes or measures which may be recommended:

<b>Assignments requiring reflection</b>	<b>Partial or adjusted program</b>
<b>Parent assistance</b>	<b>Referral to police and a judicial resolution</b>
<b>Counselling (school or community)</b>	<b>Drug and alcohol education or treatment</b>
<b>Referral to family doctor</b>	<b>Anger management</b>
<b>Referral to Outreach</b>	<b>Conflict Resolution training</b>
<b>Suspension (in or out of school)</b>	<b>Referral to a community agency</b>
<b>Involvement in peer mediation</b>	<b>Home schooling</b>
<b>Virtual School</b>	<b>Placement to Alternative program</b>

## **Code of Conduct**

Consistent with School District No. 40 policies, to ensure New Westminster Secondary is a safe, supportive environment for all, we do not tolerate students possessing or being under the influence of alcohol, drugs and/or restricted substances while at school or participating in a school activity. As well, violence, possession/use of weapons or fireworks by students will not be tolerated and will be dealt with by the school administration in conjunction with the New Westminster Police Department. Such inappropriate behaviour will automatically result in suspension and a student may be directed to the superintendent's office for resolution.

In addition, theft, damage to property, interfering with the learning of others, interfering with an orderly environment, and/or creating unsafe conditions are examples of behaviours that will result in discipline. However, the list of unacceptable behaviours is not restricted to the examples provided.

A student's medical, cognitive, social-emotional and personal profile must be considered in the determination of appropriate intervention and/or consequences. Therefore, the application of the school's code of conduct must take into account the student's ability to meet behavioural expectations.

### **SCHOOL DECISIONS CAN BE APPEALED**

**The Board of School Trustees recognizes the right of a student, or the parent or guardian of a student, to appeal a decision of an employee of the Board which significantly affects the education, health, or safety of the student.**

Appeals to the Board are governed through Section 11 of the School Act and will be heard provided that every attempt to consult with the employee(s) concerned has taken place prior to the initiation of the appeal.

Before appealing the decision of a Board employee, the parent/guardian of a student and/or the student should discuss the situation with the following district personnel in the order presented:

1. the employee who made the decision,
2. the school-based vice principal or principal, and
3. the superintendent or his/her designate.

If, after consultation, the student or the parent/guardian of the student feels the issue has not been resolved, the following levels of appeal are available:

1. the School District Review Committee,
2. the Board of School Trustees, and
3. the Ministry of Education

A student or the parent/guardian of a student may initiate the Appeal Procedure by completing the Notice of Appeal form, which is available in each school and in the District Office. A complete and expanded copy of the Appeal Process bylaw is also available at the above locations.

## **SAFETY AND SECURITY IS VERY IMPORTANT AT NWSS**

The office of the New Westminster school Police Liaison Officer is in the Massey Office. The role of the SLO is to work closely with NWSS administration to help provide a safe, secure school environment for all NWSS students and staff.

**Our school Police Liaison officer, Constable Nick Ferguson can be reached at 604-517-6253.**

In ensuring NWSS is a safe, inclusive environment for all members, discrimination, intimidation, harassment and/or bullying will not be tolerated and should be reported.

### **Discrimination (B.C. Human Rights Code):**

NWSS and SIGMA will seriously treat behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, age, physical or mental disability, sex, sexual orientation, or gender identity and expression (prohibited grounds set out in the BC Human Rights Code).

Is an intentional or unintentional act which adversely affects a person or group on the basis of prejudice:

Discrimination because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or gender identity and expression of that person or class of persons.

### **Discrimination in accommodation, service and facility:**

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

### **Intimidation**

**(From Ministry of Education – Developing and Reviewing Codes of Conduct, 2007):**

Intimidation is the act of instilling fear in someone as a means of controlling that person. For example, any of the following behaviours could be considered intimidation:

- verbal threats: threatening phone calls, threats of violence against a person or property
- threats through email, text messaging or other electronic means
- physical threats: showing a weapon or replica, jostling, threatening to punch, stalking or following
- defacing or stealing victim's property
- daring or coercing victim to do something dangerous or? illegal
- extortion (demanding payment or goods for a victim's? safety)
- inciting hatred toward a victim?
- setting up a victim to take the blame for an offence?
- seeking retribution against a person who has reported incidents

### **Harassment**

**(From Ministry of Education – Developing and Reviewing Codes of Conduct, 2007):**

Any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person is an act of harassment. Of particular concern is such behaviour that persists after the aggressor has been asked to stop. Any of the following behaviours could be considered harassment and are unacceptable:

- condescending treatment that undermines another's? self-respect, name-calling, teasing, disrespectful comments?
- gossiping, spreading malicious rumours, "dirty" looks,? social ridicule, public embarrassment
- social isolation ("freezing out" or rejecting others),? exclusion from a group, threatening to withdraw friendship
- repeated unwanted communication?; unwelcome jokes, innuendoes, insults, or put downs?; taunts about a person's body, disability, religion, attire, age, economic status, ethnic or national origin
- insulting graffiti directed at an individual or group
- unwanted and uninvited sexual attention, particularly? when it is intimidating, hostile, or offensive to the recipient?

## **Bullying Behaviour**

**(From Ministry of Education – Developing and Reviewing Codes of Conduct 2007):**

A pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. Bullying behaviour is a type of harassment and intimidation. This aggressive behaviour includes physical or verbal behaviour, and is an intentional and purposeful act meant to inflict injury or discomfort on the other person.

There are three critical conditions that distinguish bullying from other forms of aggressive behaviour including:

- **Power** (involves a power imbalance): Individuals who bully acquire their power through physical size and strength, through status within the peer group, and/or by recruiting support of the peer group.
- **Frequency** (repeated over time): Bullying is characterized by frequent and repeated attacks.  
It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
- **Intent to harm** (intended to hurt): Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

## **REPORT DISCRIMINATION/INTIMIDATION/HARASSMENT/BULLYING**

If a student does not feel safe at school, if he/she feels targeted or harassed on a continuing basis by a person or persons in any way, verbally, physically, or via the Internet (cyber bullying: e-mail, chat room, blog, discussion group or instant messaging etc.; this can also include bullying through mobile phone technologies and any new social networking technologies in the future) **there is something he/she can do about it.** Talk to a trusted teacher, counsellor, grade vice principal, the principal, or the school Police Liaison Officer. All of these people will hear student concerns and treat them in a most confidential manner. It is obvious that bullying is a definite breach of the school code of conduct and, depending on the frequency and severity, may also breach criminal parameters.

## **RESPECTFUL BEHAVIOUR**

Respectful behaviour is important in maintaining a safe environment in our school. In particular the hallways can be very active particularly during class change where the entire student population is moving from one class to another. Running, pushing, “rough housing” and inappropriate language are not acceptable behaviours at any time. The playing of music in the halls is not permitted during class time. Students are expected to maintain respectful behaviour during lunch and to clean up any garbage that may result

from having lunch in one of our school hallways or classrooms. Students are not permitted to be in the halls during class time without teacher permission.

### **MASSEY THEATRE ETIQUETTE**

One of the luxuries of attending New Westminster Secondary is our use of Massey Theatre.

Students are not to bring food, drinks or backpacks into the Theatre. Flash photography is not allowed. All distracting devices should be turned off before entering the Theatre. Audience members should also be reminded that it is considered disrespectful to carry on a conversation during a performance and if necessary leave or enter only during applause.

### **STUDENT DRESS CODE PROMOTES A LEARNING ENVIRONMENT**

New Westminster Secondary students generally use good common sense in choosing their clothing, and the school does not wish to infringe upon students' rights to free choice where dress is concerned. The school does, however, expect students to follow the school's code of conduct, which states, "Respect Yourself and Others" and "Respect Learning" when choosing their attire for school.

- All clothing will display appropriate language and images as determined by Administration
- Any images, slogans or words that are deemed inappropriate include the following:
  - Language and/or images that:
    - ~promote violence
    - ~discriminate against a certain individual or group of people
    - ~display drug, alcohol, and/or sexual references

#### **In addition, we ask students to follow these guidelines:**

- Tops, skirts and pants will cover the navel
- Skirts, shorts or dresses will (at least) reach the middle of the thigh
- T-shirts, tops or blouses will include straps and display a modest neckline

### **NWSS IS A TOBACCO FREE CAMPUS**

In March 2007 the Provincial Government passed Bill 10: the Tobacco Sales (Banning Tobacco and Smoking in Public Places and School) Amendment Act, 2007. This Bill is now law and there is to be no use of tobacco nor electronic cigarettes on NWSS school grounds including all playing fields and parking lots.

The NWSS Code of Conduct emphasizes consideration for the rights of self and others so this policy will be strictly enforced. A comprehensive plan of education, smoking cessation programs and youth support is available during the school year from our Drug and Alcohol Prevention Worker.

## **DAILY ATTENDANCE AND PUNCTUALITY IS EXPECTED**

Students are expected to be on time and attend all classes. Habitual, unexcused absences and chronic lateness to class can result in consequences including dismissal from the school. Parents can expect to hear from their child's teacher, the counsellor and finally a grade vice-principal if a pattern of lateness and/or absenteeism develops. Regular attendance is a significant factor in ensuring success in school. It is the responsibility of parents to ensure their students' regular and punctual school attendance. Occasionally, students must miss class for unavoidable reasons such as illness, family emergencies or medical/dental appointments. Parents must phone the school to inform them of a student's absence; students are also required to provide a note from their parent or guardian to all teachers whose classes were missed during an absence. **The note should specify the reason and dates of the absence and include the signature of the parent or guardian.**

## **CHECK IN AT THE OFFICE FOR AN EARLY DISMISSAL**

Students who need to leave early must first check out at the Pearson or Massey office. A note or a phone call from the parent/guardian is required.

## **REPORT ILLNESS OR INJURY TO THE OFFICE**

Should students be injured or become ill during the day, they are to check in with their classroom teacher and obtain permission to go either to the Pearson or Massey Offices. Should it be determined that a student needs to go home, every effort will be made to contact parents/guardians or emergency contacts. At no time should a student go home ill without first receiving clearance from the school. Students with on-going health concerns that could become a medical emergency are entered into the school's Medical Alert System. Under this system, information related to the particular condition is recorded on a form that is distributed to the student's teachers at the beginning of each semester. This information is updated each school year. Students with minor or emergent health concerns are personally responsible for informing their teachers of their medical condition.

## **VACATIONS DURING SCHOOL TIME ARE DISCOURAGED**

While the school is not in a position to grant or deny permission to any student to miss school for an extended holiday period, credit cannot be given either for work that has not been completed, or for learning opportunities that have been missed; consequently, an absence may lower the achievement mark for a course. If a parent determines that a student be away during school time, the student and/or the parents are asked to contact the school and student's teachers well in advance of an upcoming vacation. It is important that students plan and work ahead, in order to minimize the effect of an absence on their schooling. Every consideration will be provided to a student in the event of a compassionate leave.

## **ACADEMIC HONESTY**

Academic honesty demands the highest standards of ethics and personal integrity. Although it is probably easier to define academic dishonesty by referring to what constitutes plagiarism and cheating our overriding core values at New Westminster Secondary center around respect for the integrity of all. It is important students understand how to properly reference a source so that there is no confusion on what constitutes plagiarism. The statements below help define what constitutes Plagiarism and Cheating:

### **Plagiarism:**

- Unacknowledged use of another person's work (written or visual) and the presentation of that work, in whole or in part, as one's own
- Assisting in the act of plagiarism by allowing one's work to be used in the above fashion.
- The term applies to an entire assignment, or to any part of it.
- Submitting assignments done by others, including assignments downloaded from the web without references, and including work done by tutors or student mentors.

### **Cheating:**

- Any attempt by a student to complete an examination or assessment by unfair means.
- Obtaining or providing unauthorized information during an examination through verbal, visual, or unauthorized use of books, notes, text, electronic devices or other materials.
- Using a cell phone during a test or exam not authorized by the teacher
- Citing a source from which material was not obtained
- Taking an examination for another student, arranging for another person to take one's place
- Failing to take responsible measures to protect answers from use by other students
- Altering or changing text answers after submission for grading
- Altering or changing grades after grades have been awarded
- Altering or changing other academic records once these are official
- Making any other attempt to improve grades using means that have not been or would not be approved by a teacher
- Submitting work that is not one's own
- The use of unauthorized materials, items or devices to gain an unfair advantage in schoolwork, especially tests and labs, and includes copying another's work, and allowing one's work to be copied by another.
- Resubmission of work by a student that has been used in identical or similar form to fulfill any academic requirement. Students who do so without prior permission from their instructor are subject to penalty.

The consequences for cheating and plagiarism at New Westminster Secondary may include:

- Parent contact by teacher
- Student required to meet with the grade counsel and/ or administrator
- Incident recorded in Student Information System in form of Office Referral

## **PERSONAL PROPERTY INCLUDING CELL PHONES**

Students may bring these items to school, but must use them responsibly. Bicycles and skateboards are not to be ridden in the school buildings or on the school premises and should be stored in the student's locker. Cell phones are to be shut off when a student is in class, unless teacher permission is granted.

## **LASER POINTERS NOT PERMITTED AT SCHOOL**

Student use of laser pointers is not permitted at school. Students who bring laser pointers to school can expect them to be confiscated and they will not be returned, unless a parent/guardian picks the item up.

## **ACTIVITIES ASSOCIATED WITH GRAD**

The school and/or Parent Advisory Council hosts three Grad related events: the Graduation ceremony, the Grad dinner/dance and After Grad. Events such as the Grad Ski trip or the Grad Scavenger Hunt are NOT school sponsored events nor are they condoned by the school. In addition, Grad pranks are not condoned and may result in suspension and/or loss of privileges such as the Grad dinner dance.

## **SCHOOL LOCKERS ARE SCHOOL PROPERTY**

**Lockers remain the property of the school and are merely on loan to students.** It is expected that lockers will be maintained in good order. The sharing of lockers is neither necessary nor encouraged since there are sufficient lockers for each student to have his or her own. Students are cautioned to secure lockers as much as possible through the use of combination locks.

Secure and recommended locks are available for purchase (\$6.00) from the office. Key locks or cheaper combination locks are **NOT** recommended since they are often not secure. **The school will not assume responsibility for items lost at school.** Lockers should be used to store books and school supplies. The school reserves the right to remove locks for emergency or security reasons, especially if students have not provided homeroom teachers with the locker number and combination.

## **P.E. LOCKERS ARE AVAILABLE**

**Day lockers** are available in the gym change rooms for use during Physical Education classes. Students will require a separate lock for gym use. Students are cautioned **not to bring** valuable items to the change rooms and to lock their belongings in a locker.

**The school will not assume responsibility for valuables stolen from the gym change rooms.**

**\* DO NOT SHARE A LOCKER OR YOUR COMBINATION WITH OTHER STUDENTS!**

### **LEAVE VALUABLES AT HOME**

Students are advised and urged not to bring expensive music players, large amounts of money, jewellery or other expensive items to school. The school will not accept responsibility for any lost or stolen items. NWSS encourages students and staff to report information they may have about theft to one of the vice-principals or to the Police Liaison Officer.

### **LOST AND FOUND LOCATED IN OFFICE AREAS**

A “Lost and Found” is maintained at the office and the library. Students are asked to turn any “found” items in to one of these locations. At the end of the year, items not claimed are turned over to charity.

### **STUDENTS MUST REGISTER VEHICLES FOR PARKING**

Students bringing cars to school are required to register at the Massey Office and to use only the designated student parking areas. Cars parked in unauthorized areas will be towed. Students operating a vehicle in an unsafe manner will lose the right to have their vehicle on school property.