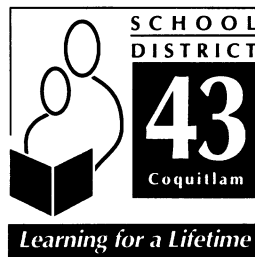


Code of Conduct 2018-2019



Pinetree Secondary School

School Mission:

Accepting Challenges Together

Pinetree Secondary School Code of Conduct

I. INTRODUCTION

Pinetree Secondary School's Code of Conduct outlines school expectations and acceptable student behaviour as directed by the *School Act 85(2)(c)*. Pinetree Secondary School 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, physical or mental disability, sex or sexual orientation - in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment. The Code of Conduct is communicated to students, parents, staff, as well as to visitors and other district staff. The Code of Conduct is taught, reinforced and monitored. Each year the Code of Conduct is reviewed to reflect the school's community needs, and to align with the district and provincial school safety initiatives.

II. CODE OF CONDUCT: KEY ELEMENTS

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and /or student learning.

1. Process

The school reviews the code of conduct on a yearly basis in order to ensure it meets the standards as set out by SD 43.

2. Communication

The administration communicate process and consultative collection of information. The document is published in the agenda book, on my43, and in newsletters. The Code of Conduct is discussed with students in September at grade-wide assemblies. Ongoing communication with parents happens in PAC and at parent group meetings throughout the year.

3. Implementation

Implemented by numerous structures:

| | | |
|-------------------|--------------------------|--|
| PACK class (9-12) | Student Council meetings | Newsletters |
| Staff meetings | PAC meetings | |
| Pro-D settings | my43 website | Grade-wide assemblies (social responsibility) |

4. Monitoring and Review

The Code of Conduct is reviewed once a year in April or May. Ongoing review of the Code of Conduct is carried out in staff, student and parent settings.

5. Alignment

The Code of Conduct aligns with the Safe, Caring and Orderly Schools document. It is also aligned with Pinetree Secondary's social responsibility goal: To improve communication and connections between students, staff and community.

6. Standards

a) Statement of Purpose

- establish and maintain a safe, caring and orderly environment within which to teach and learn;
- clarify and outline school expectations and acceptable student conduct;
- ensure a positive environment that values, diversity, fairness, and equity;
- encourage thoughtful and reflective citizenship.

b) Conduct Expectations

Acceptable conduct is demonstrated by:

- respecting oneself, others and the school facility;
- engaging in responsible behaviour in all learning and school activities (*attending classes regularly, being prepared for class, completing all assignments, and using good manners and common sense*);
- helping to ensure the school environment is a safe and caring place for all to learn;
- informing an adult of an unsafe individual or behaviour or situation;
- modeling respectful and responsible behaviour at school, in the community and while acting as school ambassadors;
- practicing 'Ethics of Information Use' (see 'Intellectual Dishonesty') by always citing research sources (text, sound, graphics, video, etc.);
- dressing appropriately for the school learning environment that is respectful to oneself and others;
- adhering to the District 43's "***Digital Responsibility for Students***" - AP140.2
- appropriate and responsible use of network and internet on or off campus
- students shall not discriminate against others on the basis of the race, colour, ancestry, place of origin, marital status, family status, age, religion, sex or sexual orientation, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia (Section 7 and 8), 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
- students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise

Unacceptable conduct, demonstrated by behaviours that:

- interfere with the learning and teaching environment of any school members;
- create an unsafe or dangerous learning environment;
- demonstrate a lack of caring for oneself, others and the school community;
- negatively impact the school environment
- demonstrate bullying, harassment, intimidation or exclusion (*physical or verbal bullying such as putdowns, name calling, gestures or actions; discriminatory behaviours such as verbal, written or gestured comments regarding a person's race, colour, ancestry, place of origin, political beliefs, religion, physical or mental disability, gender, sexual orientation, physical appearance or health. All people have the right not to be touched, teased or humiliated*);

through or by means of:

- acts of unkind words or hurtful behaviours towards others; bullying, harassment

or intimidation; physical violence or assault; retribution towards someone who 'reported' unsafe or violent incidents;

- inappropriate or misuse of network or internet (i.e. snapchat, facebook, twitter, instagram, social media sites, etc.) in a hurtful manner on or off campus;
- use of banned substances such as all tobacco products (including cigarettes, electronic cigarettes or E-cigarettes and chewing tobacco) and alcohol on campus;
- illegal acts, such as possession or use of a weapon; possession, use, or trafficking of illegal chemicals, drugs or restricted substances; theft of school or other's property; vandalism to school or other's property;
- illegal acts, such as gambling for money, goods, services or any other items (Note: playing card games or other activities is acceptable without gambling for money, goods or service, etc.);

***Behaviours cited above are only some examples and not an all-inclusive list.*

Rising expectations

As students' progress through grades 9-12, behavioural expectations will rise so that:

- student levels of maturity, personal responsibility and self-discipline will improve;
- consequences for unacceptable conduct in senior grades will likely result in more serious consequences;
- older students will model positive behaviours for their peers and younger students;

c) Consequences

Consequences will be applied to unacceptable student conduct. The consequence will be implemented based on the severity and the frequency of the behaviour. Progressive discipline methods will be implemented to alter the inappropriate and/or unsafe behaviour. Consequences and the support will be preventative and restorative.

Some of these methods could include one or more of the following:

- students participating in meaningful consequences for the unacceptable behaviour;
- school or community counseling;
- conflict resolution strategies;
- small group mediations;
- informal suspension or "timeouts" - at school or home;
- community service;
- partial day school programs;
- behaviour plans;
- formal suspension: District Code of Conduct: Suspension Process -Level I, II or III (for serious or dangerous behaviours)
- responses to unacceptable conduct are pre-planned, consistent and fair
- disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive
- students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct
- special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct, due to a disability of an intellectual, physical, sensory, emotional or behavioural in nature

d) **Notification**

Depending on the nature of unacceptable behaviour, the school staff will contact the following people:

- parents or guardians of the student offender(s) will be contacted ;
- parents or guardians of the student victim(s) will be contacted;
- Coquitlam School Board officials will be contacted as required by school district policy, e.g. Level I, II and III suspensions;
- police and other agencies as required by law;
- staff and school community as deemed appropriate by the school and/or district administration

The Pinetree Secondary School Code of Conduct has used the structural set up, designated passages and terminology from the BC Ministry of Education Standards Department Safe, Caring and Orderly Schools Document: The GuidePublisher: National Library of Canada Cataloguing in Publication Data Victoria, British Columbia ISBN 0-7726-5120-5

The Safe and Caring School Document can be found on the internet at www.bced.gov.bc.ca