

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 & SIGMA promote 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 or gender identity – 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.

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.

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 (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 or sexual orientation 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, blog, discussion group or messaging etc.; this can also include bullying through mobile technologies and any social networking technologies in the future), 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. 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, 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.

APPROPRIATE DRESS PROMOTING A POSITIVE LEARNING ENVIRONMENT

- *New Westminster Secondary school does not wish to infringe upon students' rights to free choice where dress is concerned. The school does expect students to follow the school's code of conduct, which states, "Respect Yourself and Others" and "Respect Learning" when choosing attire for school.*
- *Clothing will display appropriate language and images as determined by Administration.*
- *Examples of images, slogans or words that may be 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.*

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 (VAPING) 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 or a grade vice-principal if a pattern of lateness and/or absenteeism develops. Regular attendance is a significant factor in ensuring success in school. Occasionally, students must miss class for unavoidable reasons such as illness, family emergencies or medical/dental appointments. Parents are asked to phone the school to inform them of a student's absence.

CHECK IN AT THE OFFICE FOR AN EARLY DISMISSAL

Students who need to leave early must first check out at the Pearson 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 Office. 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.

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.

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 may be used in classes when teacher permission is granted.

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.

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.

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 Pearson Office and may use only the designated student parking areas. Cars parked in unauthorized areas may be towed. Students operating a vehicle in an unsafe manner may lose the right to have their vehicle on school property.