

Student Code of Conduct and Expectations

This code is designed to provide guidelines for appropriate student conduct while under the jurisdiction of the school, either during the school day or at school- sponsored functions or activities, or on any school site. It has been designed to ensure a safe, caring and orderly school environment.

Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth.

Each Student is expected to. . .

a) Develop positive attitudes and behaviours by:

- Allowing others to work without distraction or undue noise.
- Moving around hallways and grounds without causing harm to others.
- Caring for school property and equipment.
- Using language free from profanity.
- Dressing in clean, appropriate clothing.
- Ensuring that litter & recycling is placed in the correct containers.

b) Participate to the best of his/her ability in school programs by:

- Working to achieve the objectives set forth for each class session.
- Being neat and thorough in completing assignments.
- Bringing appropriate equipment and materials to class.
- Asking for assistance when information is not understood.
- Completing any assignments missed due to illness.

c) Attend school on a regular basis as demonstrated by:

- Attending each class regularly and punctually.
- Being absent only for an appropriate reason.
- Bringing a note to the office or having a parent telephone the school for each absence or late arrival.
- Realizing that absences without sufficient reason will have consequences.

d) Respect the feelings of others by:

- Being courteous in word and action to others, regardless of sex, age, race, religion, sexual orientation, ability, or appearance.
- Using appropriate language.

e) Respect the property of others by:

- Not taking the property of others.
- Not damaging or hiding the property of others.
- Not defacing or damaging lockers, textbooks, or other school property.
- Not trespassing on the property of our school neighbours.

f) Avoid conduct that interferes with students' or staff's health and safety by:

- Not using physical violence, verbal threats, bullying, intimidation or harassment in and around the school.
- Not possessing, weapons or imitation weapons in or around the school.
- Not causing false fire alarms.
- Not possessing, using, or selling fireworks.
- Not using foul, offensive, or racist language.
- Not inviting or encouraging intruders to the school for any purpose.

g) Participate in appropriate decision-making processes by:

- Being involved with the student leadership and its committees and activities (Dance, Grad, etc.)
- Communicating with the administration to express opinions.
- Joining other councils/committees/clubs of interest.

h) Use procedures of due process when necessary by:

- Discussing a problem with your teachers, counselor, or administrator.
- Appealing to a Vice-Principal.
- Appealing to the Principal.

i) Become knowledgeable and responsible for conducting yourself within the school's Code of Conduct.

Forms of unacceptable conduct cited throughout this document are only some examples and are not an all-inclusive list.

Academic Honesty Policy

Students at École Salish Secondary are expected to put forth the best of their academic abilities and effort towards all their courses throughout their schooling, from Grade 8 to Grade 11. Academic integrity means respecting the principles of learning that honour the intrinsic value of education. Maintaining academic integrity means that students are expected to be responsible learners who complete all in-class and out-of-class assignments/assessment pieces in an honest manner that most accurately and authentically represent their best level of learning and understanding. Students at École Salish Secondary are also expected to familiarize themselves with what constitutes academic dishonesty and why participating in academic dishonesty is detrimental to their learning. In addition to refraining from participating in academic dishonesty, students are expected to understand that if they partake in it, there are consequences for their actions.

One of the most common forms of academic dishonesty is plagiarism: the act of copying and/or partially/heavily relying on someone else's intellectual work and passing it off as one's own without properly acknowledging the source. For example, partially and/or fully copying/paraphrasing original text from the Internet and/or published work belonging to someone else and pasting it in one's own work is considered plagiarism. Other examples of academic dishonesty involve:

- Bringing in and concealing notes to be used during a quiz/test/exam
- Writing notes on one's self and using them during a quiz/test/exam
- Looking at a fellow student's answers and using them while writing a quiz/test/exam
- Giving and/or receiving test questions/answers before a quiz/test/exam
- Giving and/or receiving test questions/answers during a quiz/test/exam
- Copying a peer's homework assignment
- Letting a peer copy one's homework assignment quiz/test/exam
- Taking pictures of a quiz/test/exam to be shared with others
- Accessing a mobile device during a quiz/test/exam
- And any other act that compromises the academic integrity of the course is considered an act of academic dishonesty

Depending on the frequency of the offence, the severity of the situation, the context of the circumstance and the academic history of the student, a number and/or combination of the following repercussions could result:

- The student may receive no credit for the assessment piece that was academically compromised
- The student may have to demonstrate his or her learning in an alternative assignment
- The student's transgression will be documented on a school Referral Form
- The student's report card will indicate the following comment: "This student participated in academic dishonesty."
- The student will receive an "N" for work habit
- The receiving of internal and/or external academic awards may be jeopardized
- The receiving of internal and/or external academic scholarships may be jeopardized
- The student's parents/guardians will be informed of the academic transgression

Further administrative actions, such as a suspension, may be taken

Alcohol/Drugs

Students found to be under the influence of, or in possession of alcohol, illegal drugs or drug paraphernalia will face a suspension from school. Students who are in the company of others under the influence or in possession of alcohol or drugs can also expect consequences. This applies to all school related activities regardless of the time or location.

Assemblies

Assemblies will take place on a periodic basis during the school year. Students are required to conduct themselves in an orderly manner and to extend the utmost courtesy to other students, staff, or visitors.

Attendance

Regular school attendance is a major factor contributing to student success in school. Poor attendance is disruptive to the educational process, not only for the absent students who fall behind in their assigned work, but also for other students whose progress may be slowed by those who have fallen behind, and for teachers whose effectiveness may be hampered by trying to assist students who are behind. A student's absenteeism is considered excessive when it causes the student's performance to fall below a satisfactory level. It is always the responsibility of the student to complete any class work missed. Parents, students and staff must work together to ensure regular student attendance in order to improve student success.

Students who are absent are requested to have a parent telephone the school before 8:00 a.m. on the day of an absence. Irregular attendance may result in suspension or withdrawal from school.

a) Truancy

Truancy is an absence from class or school without a valid reason. If a student is found to be truant, parents will be contacted and the student may be required to make up the time missed. Excessive truancy can result in a student being suspended or withdrawn from school.

b) Extended Absences

If a student is going to be absent from school for a period longer than five school days, parents are requested to complete an "Extended Absence Form". These forms are available from the main office. Students are responsible for all missed assignments, activities and tests during their absence. Students missing 25 consecutive school days face the risk of being withdrawn from school.

c) Late to School

Students who have been excused by a parent/guardian for being late must sign in at the office and pick up a late slip before proceeding to class. Students who arrive late to school, without a parent-excused absence, should proceed directly to class.

d) Dismissal from School Before the End of the School Day

- Students must have written or verbal parental permission to leave school early.
- Students must present this permission to the classroom teacher.
- Students must present parental permission at the office and sign out in order to leave the school early. Senior students living on their own must also sign out.
- Students who leave without permission are considered truant and subject to school discipline.

Bullying / Intimidation

Bullying or intimidation will not be tolerated at École Salish Secondary. Consequences will be given to all students who engage in this behavior. Students should report this behaviour to the office, a teacher or use the www.psst-bc.ca website

Cell Phones, Digital Devices, iPods, etc.

At their discretion, teachers may allow the use of digital devices in the classroom for educational purposes, and will instruct students regarding the appropriate and responsible use of these devices for their particular subject. Students are not permitted to use a cell phone or a digital camera to take a picture or video in a classroom, nor are they allowed to use them during tests or exams. In addition, the school accepts no responsibility for these items if they are lost or stolen. These types of items are commonly and easily stolen from students and the school does not have the time and resources to investigate the thefts.

Clothing

Students of École Salish Secondary are expected to wear clothing that is discreet and appropriate. Wearing a hat in a classroom is at the discretion of the classroom teacher, **but is not considered appropriate for school assemblies, ceremonies, or any other school gathering.**

The school does not allow the wearing of bandannas or headbands. The expectation is that the students of École Salish use their common sense and be sensitive to the feelings of others.

Students inappropriately dressed may be required to return home to change.

Inappropriate attire includes clothing:

- that is sexually explicit.
- has suggestive designs; includes graphics or slogans that depict, suggest or promote drugs, violence, weapons, profanity, alcohol, racism or power groups.
- derogatory and/or discriminatory language.
- or beach attire.

Fire Alarms

Intentional activation of a fire alarm will result in disciplinary consequences and or referral to legal authorities.

Firecrackers and Fireworks

Each year people are injured due to improper use of, or defective firecrackers. It is also illegal to possess or sell firecrackers in the city of Surrey. For these reasons, students are not to have firecrackers either on or around the school property. Students who choose to bring firecrackers or fireworks to school may face suspension.

Gymnasium

The school gymnasiums are primarily P.E. teaching areas. Students not in a P.E. class should stay away from the gym while P.E. classes are in session. No student should be engaged in activities in either the gym fitness studio unless under the direct supervision of a teacher. **No food or drinks are to be brought into the gymnasium.**

Lifelabs and Technology Rooms

The Lifelabs and Technology rooms contain specialized and sophisticated equipment and students should not use these facilities unless they are under the direct supervision of a teacher. Students enrolled in these courses are expected to follow all safety regulations as outlined by their teachers.

Laser Pointers

Laser pointers are deemed potential weapons and are banned from school premises. Possession and/or use of laser pointers in the building and/or on the school grounds may result in suspension.

Litter

Students are encouraged to clean up after themselves at all times, especially in the cafeteria or outside during lunch. If students pick up after themselves, their daily surroundings will be a much better place to spend time, and the school will be a much more welcoming place for visitors and guests. Students are also expected to keep books, lockers and grounds clean and presentable. Anyone found littering can expect to be placed on clean-up duty.

"Off of School Grounds" Incidents

Students involved in incidents which take place off of the school grounds may be held accountable to the school code of conduct if the events impact the school in a negative manner.

Parking

It is a requirement that all vehicles be registered with the school office. Students driving irresponsibly or recklessly may lose parking lot privileges. Students are not to remain in their cars during the lunch hour or during their study block. **It is the student's responsibility to understand the following regulations. Failure to respect any of the following regulations may result in the towing of a student's vehicle and/or the loss of parking privileges.**

- Safe driving habits are to be practiced at all times.
- The maximum speed limit on all school driveways and parking lots is 10km/hr.
- The school is not responsible for any vandalism or damage incurred to any vehicle while on school property.

Personal Digital Devices are defined as any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, tablet, laptop, or smartwatch. These devices are important tools which can be used to enhance learning and prepare children for the world in which they will work and live. Personal digital devices provide support for children who rely on these tools to access learning through services such as translation, adaptations for Individual Education Plans, medical support, health needs, or to provide equity of access to resources. The classroom teacher is responsible for the learning environment in the classroom, for guiding children to use personal digital devices appropriately, and for determining when personal digital devices should be used.

The safe and responsible use of personal digital devices is expected by all Surrey School District students, employees, volunteers, parents, guardians, and community members who are on school district property or interacting with students or staff. This includes the following:

- Those using personal digital devices need to abide by the school code of conduct as well as all Provincial and Federal laws and the British Columbia Human Rights Code. This includes not using personal digital devices to engage or participate in bullying or harassment, discrimination, or defamation of character.
- At both elementary and secondary schools, personal digital devices can be used during class time to enhance learning at the direction of the classroom teacher. These devices should be used in a way that is respectful of other's learning and does not distract others in terms of light, sound, or by other means.
- At elementary schools, it is expected that personal digital devices are to be put away during non-class time such as recess and lunch. Exceptions to this are for students who need digital devices for medical or health reasons, translation, accessibility, or other student-specific reasons.
- Personal Digital Devices should not be used during lock down procedures or drills. The use of personal digital devices during this time may impact the emergency safety response.
- Surrey School District staff and students should not be recorded, visually or audibly, for any reason without their prior consent.
- The Surrey School District is not responsible for lost, missing, or damaged personal digital devices that students choose to bring to school.

Personal Property at Owner's Risk (Valuables)

The Surrey School District will not accept responsibility for loss, damage or theft of any article, including clothing, school supplies, cellular phones, iPods, equipment, vehicles or cash not owned by the school district. Personal property brought to, or left on, school district premises are at the owner's risk.

Physical and/or Verbal Abuse, Harassment

Students will face disciplinary consequences if they use offensive language towards staff or students. Students who bully, intimidate or use excessive physical force in or around the school also face disciplinary consequences and/or may be referred to legal authorities.

Punctuality

All members of the École Salish community are expected to be on time for all classes. The loss of class time is not only a problem to the late student, but also to the teacher and students of the class who are interrupted. We encourage students to arrive to school on time, every day. Persistent lateness may result in consequences being assigned by the vice-principal.

School Dance Policy

Students who wish to attend an École Salish sponsored dance must observe the following school policies:

Entering and Leaving the Dance

- No students who were absent from school that day will be admitted into a dance.
- A student under suspension will **not** be admitted.
- Students must show their Student I.D. cards at the door.
- No students are allowed entrance 30 minutes after the start of the dance.
- If a student leaves the dance, they are **not allowed** re-entry.
- All rules regarding smoking, drugs and alcohol, as well as all other rules in the School Code of Conduct, apply at dances.

Students suspended for involvement with drugs or alcohol, or any other infraction while at a dance, may be refused admittance at future dances.

All guests at the dance are expected to dance and act in a respectful manner towards one another and the staff of the school. Courtesy, politeness and common sense are expected.

Other Student Functions

- When École Salish students attend a school function off the school premises, the same responsible behaviour and practices are expected. The standard of the school is measured by the behaviour of each student at the function. Students who act in a responsible manner bring honour to themselves and to our school.

School Functions

When students attend a school function, even away from the school, they are still subject to school rules. School functions include dances, athletic events, concerts, trips, work experience and any other activity that is being sponsored by the school. All school regulations apply at these functions. Students participating in school-sponsored functions will be considered as having an excused absence for any class missed due to the activity. However, they are still responsible for any missed work in these classes.

Seat Warming

Students who fail to apply themselves to their studies after repeated warnings by teachers, parents and school administration may be withdrawn from their classes.

Selling Merchandise at School

Selling anything at school is not allowed. Students caught selling merchandise (electronic equipment, clothes, etc.) will result in a consequence from a Vice Principal and parents will be notified.

Sexual Harassment

Students who make other students targets of unwanted and unwelcome sexual behaviour which interferes with that student's life, will be given consequences by the school administration and/or the legal authorities.

Skateboards

Skateboarding is not permitted on school grounds, parking areas or on the road in front of the school. Students must not take skateboards to class.

Smoking

In the interest of the health of students, staff and all others who use or visit schools and school district facilities, and due to changes in the Tobacco Control Act of September 2007, it is against School District Policy to use tobacco or tobacco products on school property or on any School District site. This policy applies to all students, employees, and visitors to the facilities (including all adults). Due to the recent upsurge in the use of E Cigarettes or "vapours", this policy has been updated. They will not be permitted for use in the school or anywhere near or on school property, and violation of this school policy will result in a consequence from a Vice-Principal.

Study Habits

Home Study

Regular study is essential for success at the secondary school level. Students should develop the regular habit of doing at least one hour of study a night, five nights a week. Study does not mean doing assigned work; study means review and preview.

Suspension from School

When a student displays inappropriate conduct or behavior that does not conform to the expected guidelines and regulations of the school, a student may be suspended. Depending on the nature of the offence, the student's age, and other mitigating factors, a student may be suspended for up to an including 5 days (Level 1) or in excess of 5 days (Level II). Level I suspensions are resolved at the school level and level II suspensions are resolved through the involvement of a School District Resource Counsellor.

Theft

Stealing of anything will be dealt with very severely.

Vandalism / Property Damage

Students who intentionally or negligently destroy, damage, lose or convert school property or the property of other students or staff will be required to pay for the loss or damage and may be suspended. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately. If a student sees or knows of another person vandalizing school property, they are advised to contact the school, www.psst-bc.ca or Crime Stoppers at 669-TIPS. Tips reported are handled in a safe and confidential way. Crime Stoppers may offer a cash reward of up to \$2000.00.

Violence

In a school the size of École Salish Secondary, it is necessary to recognize that violence (pushing, shoving, fighting, etc.) is completely out of place. Besides, violence is not a solution, only a problem. Violence, therefore, is not tolerated and consequences will occur. Students promoting or viewing a fight also face a suspension from school.

Weapons

A weapon is any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner. The possession and/or use of weapons on or near school property represents a serious threat to the safety and security of all students and staff. Any use or possession of a weapon (or a weapon replica) will result in a severe consequence, ranging from school disciplinary action to charges being laid, depending on the circumstances of the incident. Consultation with the RCMP will occur in these matters.

Please note that "toy guns" and "replicas" are by their very nature intimidating, and will be treated as a serious matter.

Willful Disobedience

When students are willfully disobedient to a teacher or any other employee carrying out responsibilities approved by the school district, students will face consequences.

Withdrawal from School

Students planning to withdraw from school are asked to see one of the Counsellors or Vice Principals. Before leaving, students must clean out their locker, return all textbooks, Learning Commons materials, etc., and pay any outstanding debts. A withdrawal form is available for students who will be attending another school.