
Code of Conduct

Clayton Heights Secondary School's Code of Conduct provides guidelines for appropriate student behavior while under the jurisdiction of the school, while at any school-sponsored function or where engaging in the activity will have impact on 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. Students have the responsibility to adhere to the School Policies and Procedures outlined in the agenda.

Expected student behaviour includes the following:

- regular attendance
- arrive on time
- sincere participation in school work and activities
- courtesy to everyone in the school
- safe and respectful behavior to everyone in the school
- adherence to school rules
- use of appropriate language
- respect for school property
- respect for the neighbourhood surrounding the school
- non-violent conflict resolution

Unacceptable behaviour includes, but is not limited to, the following examples:

- bullying, cyber-bullying, harassment and marginalization
- threat and/or intimidation
- violence in any form
- verbal, physical or sexual abuse
- discrimination in any form

Furthermore, Clayton Heights Secondary does not tolerate the following activities or items:

- theft and/or vandalism
- intoxicating substances
- weapons and/or explosives
- intruders or trespassers

Instances of the above and other unacceptable behaviours, activities and items will result in school and, where appropriate, school district and outside, including legal, consequences. **These consequences will apply even if the behavior, activity, or item is characterized as a “grad prank”.**

As circumstances warrant, administrators have a responsibility to contact appropriate other parties listed below following an incident involving a breach in the code of conduct.

- parents or guardians of the offender(s)
- parents or guardians of the victims
- Surrey School Board officials
- police and other agencies as required by law
- school staff and school community as deemed appropriate by school and Surrey School District administration

School consequences will be progressive and will depend upon the incident, the student's age, and special needs. These consequences will be applied to unacceptable conduct in accordance with the Surrey School District *Safe and Caring Schools Reg. 9410.2 Disciplinary Guide*. Where possible and appropriate, consequences will be restorative; however, punitive consequences may follow, or accompany, restorative consequences.

Consequences may include temporary suspension from Clayton Heights (a "level one" suspension), or a suspension which includes a district review of the student's right to continue at Clayton Heights (a "level two" suspension).

- Level one suspensions are not in excess of five days and are issued at the discretion of the school administration. Students and parent or guardian must attend a suspension resolution meeting with a vice principal before the student may return to school.
- Level two suspensions may be in excess of five days. These are referred to the Board of School Trustees and the Education Services Department. Students, parent or guardian, vice principal, and a district counselor must attend a suspension resolution before the student may return to a Surrey school.

Suspensions are a likely consequence of the unacceptable behavior outlined above, and the following, and other, conduct violations.

Intoxicating Substances

- when students are found in possession of drugs/drug paraphernalia or alcohol, or under the influence of intoxicating substances or near the school premises, during the school day or at a school function
- when students are found supplying intoxicating substances to others, either going to or coming from school, on the school premises or at school functions, either on or off school premises
- in such cases, the appropriate law enforcement authorities may also be notified

Willful Disobedience

- to teachers or to other adult school personnel (staff, secretaries, lunch supervisors, custodians)
- this includes the refusal of a student to tell any teacher his/her name or other information

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.
- students are to be aware that, if applicable, confiscation of personal property may occur for misuse of technology if it negatively impacts the school environment

Firecrackers/Fireworks

- when students bring or set off firecrackers/fireworks on or around the school property

Seat-warming

- when students fail to apply themselves to their studies after repeated warnings by teacher, parents, and the administration

Smoking/Chewing Tobacco

- effective September 1999, all school in BC are to be tobacco free
- no smoking, chewing tobacco or use e-vapes will be permitted in or on school property
- violation of this school policy will result in a warning and subsequent suspension if repeated

Violence/Fighting

- students are to behave as respectful citizens by committing to:
 - ✓ avoid fights or violent arguments in school
 - ✓ not carry fights beyond school hours or outside school grounds
 - ✓ advise teachers or administration if they know of a potential fight
 - ✓ not participate in retribution against members of the school community who have reported and aided in the resolution of incidents
 - ✓ not be a spectator at a fight
 - ✓ not use loud, offensive language towards staff or other students in or around the school
 - ✓ not harass, intimidate, bully, or make threats of any nature
 - ✓ not bring weapons to school.—any imitation weapons will be treated as a weapon
 - ✓ a student should not strike out in retaliation, as this is consensual fighting