

# CODE OF CONDUCT

## STATEMENT OF PURPOSE

Maple Ridge Secondary School's Code of Conduct has been created to maintain a safe, caring and orderly environment. The purposes of our Code of Conduct are:

- To encourage the development of socially responsible behaviours resulting in a safe, welcoming, and respectful environment for our school community
- To clearly communicate expectations to our school community

Each student at MRSS is subject to the Code of Conduct both while on school premises and during activities organized by the school/district, as well as beyond these times when it affects the safe, caring, and orderly environment of the school.

## RESPONSE TO CODE OF CONDUCT VIOLATIONS

Responses to unacceptable conduct will be judicious, thoughtful, consistent and fair. The focus on interventions will include restorative practices rather than being merely punitive. As well, students, where possible, will be encouraged to participate in the development of meaningful interventions. Decisions made regarding individuals will consider age, maturity and past behavior issues.

Expectations for student conduct of younger students differ from conduct expectations for older students. As such, older students may face increased consequences for inappropriate behaviors. Interventions will not discriminate against a student because of a disability. Every effort will be made to support students, however, if there are ongoing conduct issues with an individual, progressive discipline may include parent phone calls, parent meetings, detentions, suspension (in or out of school), change of program, change of school, or involvement of police when behavior includes a possible criminal code violation. School officials may inform the parents of all students involved, school district officials, the police, other agencies, or the parents of all students when the whole school community needs to be assured that a serious situation is addressed. Finally, reasonable steps will be taken to prevent retaliation against anyone who reports a Code of Conduct violation.

## BC HUMAN RIGHTS CODE

In fostering a community of respect, inclusion, fairness and equity, we expect persons to not discriminate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

*Excerpts from the Human Rights Code*

7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem, or other representation that

- a) Indicates discrimination or an intention to discriminate against a person, a group, or class of persons, or
- b) Is likely to expose a person or a group or class of persons to hatred or contempt.

8 (1) 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.

## RESPECT FOR EACH OTHER

### ***Conduct Expectations/Acceptable Behavior***

- All members of the school community will endeavor to be honest with each other
- Students and staff will be treated with respect and courtesy through appropriate behavior and speech; this includes social media posts
- Members of our school community accept all people, regardless of ethnicity, appearance, religion or ability
- Students are expected to inform an adult of possible violence, including fights

- Bullying, intimidation, (verbal, physical, emotional), harassment, and/or possession of weapons are all forms of violence and will not be tolerated.

***Examples of Unacceptable Conduct Include (but are not limited to):***

- Being dishonest by lying or omitting information
- Fighting or making threats against others; participating in a fight in any manner, including encouraging, watching, and/or filming
- Physical or sexual assault
- Repeated unwanted communication
- Discriminatory behaviors i.e. inappropriate jokes, innuendoes, insults, etc.). This can be based on a number of factors including, but not limited to: a person's body, appearance, capacity, colour, disability, attire, age, economic status, ethnicity or national origin, real and/or perceived sexual orientation, gender or gender identity etc.
- Bringing weapons (i.e. a knife) to school
- Disrespectful language used towards others

**RESPECT FOR THE LEARNING ENVIRONMENT, FACILITIES AND EQUIPMENT**

***Conduct Expectations/Acceptable Behavior***

- Respect the rights of others to work and learn free of distractions
- Always act in a safe manner
- Use appropriate language; refrain from swearing and using inappropriate language (i.e. racist/sexist/homophobic etc.)
- Follow the rules established by the classroom teacher
- Take necessary steps to keep our campus clean-put trash/recycling in appropriate containers; all members of our community are to clean up after themselves
- Look after all school resources including computers, lab equipment, pe equipment etc.
- Visitors are to report the office; requests for visitors must be made at least 48 hours before the requested visit
- Student drivers are to drive in a responsible manner keeping speed to 5km per hour on school property; student parking lots should be kept litter free; students are not to hang out in parking lots during instructional time
- At no time are weapons or replica weapons permitted at school (including pocketknives, bear spray, etc.)

***Examples of Unacceptable Conduct Include (but are not limited to):***

- Not following classroom/school rules
- Littering or not putting recyclables in appropriate containers
- Using language that is not appropriate for school (ie swearing or using racist language etc.).
- Vandalising any part of our campus
- Misusing/breaking school equipment
- Inviting or allowing visitors into the building without pre-arranged permission
- Speeding in the parking lot; socializing in the parking lot
- Having bear spray or another weapon at school
- Bringing fireworks to school
- **Congregating/loitering in washrooms**

## **APPEARANCE AND ATTIRE**

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about reflect individual expression of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in the dress of their choice provided that their choices:

Conform with established health and safety requirements for the intended activity;

- Do not represent or promote alcohol or drugs
- Use respectful language
- Do not depict or promote violence, racism, sexism or discrimination; and
- Are not intimidating to others

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school guidelines.

## **ACADEMIC INTEGRITY**

### ***Conduct Expectations/Acceptable Behavior***

- Students will submit work that is their own
- Students will provide citations or references when they borrow words ideas or thoughts from any other source including the internet. This includes citing the use of Artificial Intelligence such as ChatGPT
- Students will provide a citation or source if they are unsure if they should or shouldn't (it is better to source when shouldn't than not source when you should)
- Students will not provide other students with the means to plagiarize or cheat

### ***Examples of Unacceptable Conduct Include (but are not limited to):***

- Copying homework from others or letting others copy your homework
- Using someone else's thoughts/words/ideas in your work without providing a proper citation or reference; plagiarism can happen in just a few words
- Copying someone else's test, exam or assignment
- Bring information into a test or exam (i.e. cheat sheet, writing on desks, clothing etc.) that the teacher is not aware of
- Using an electronic device during an exam without teacher permission

## **ELECTRONIC DEVICES AND ACCEPTABLE USE**

At MRSS the use of personal digital devices will be determined by each classroom teacher to support the teaching and learning that will occur in the classroom. If a teacher chooses to restrict the use of personal digital devices during instructional time the use of a devices will be permitted to support inclusion and accessibility to learning such as: digital literacy, communication, medical and health needs and as defined by an individual education plan.

- When use of electronic devices is not permitted the device should be stored out of sight in bag or backpack; storing of electronic devices in bags should happen before the student enters the learning space
- When a student is using a device at an inappropriate time the student must give the device to the teacher when asked; students who refuse can expect progressive discipline for both inappropriate use of phone and refusing to comply with the direction of a staff member

### ***Conduct Expectations/Acceptable Behavior***

- Technology (i.e. phones, air pods, etc.) should not interrupt teaching and learning time. Electronic devices may only be used when permission is granted by the teacher When permission hasn't been granted by the teacher, technology should be stored out of sight.
- Recording/photographing of others is prohibited unless the teacher has provided permission

- Students must respect the privacy of others and should not take and/or publish photos/videos of other students
- Students are expected to report any inappropriate images (ie photos taken without consent, posts using harmful/discriminatory language) to a staff member
- Students must be respectful of others when using technology and/or social media sites/apps

***Examples of Unacceptable Conduct Include (but are not limited to):***

- Using a phone to listen to music, game, watch videos etc. while the teacher is instructing class
- Using an electronic device without permission of the teacher
- Making inappropriate posts about staff members or other students
- Viewing inappropriate material on school district devices
- Storing, forwarding, distributing, or taking inappropriate photos (including child pornography)

**SMOKING/VAPING/DRUGS/ALCOHOL**

***Conduct Expectations/Acceptable Behavior***

- Remain free from the influence of drugs and alcohol while attending school
- Refrain from smoking or vaping in the building or on school grounds as per provincial legislation

***Examples of Unacceptable Conduct Include (but are not limited to):***

- Being in possession of or under the influence of drugs or alcohol while at school
- Possession of drug paraphernalia such as grinders, bongs etc.
- Smoking or vaping in the school or on school grounds

**ATTENDANCE**

***Conduct Expectations/Acceptable Behavior***

- Arrive on time daily
- Arrive to classes on time and ready to participate fully
- Stay in class; minimize instances of leaving class for breaks etc.
- Sign in at the office if arriving after 8:45 am
- Sign out at the office if leaving before the end of the school day

***Examples of Unacceptable Conduct Include (but are not limited to):***

- Not attending regularly
- Arriving late regularly
- Frequently leaving class
- Leaving without signing out (if leaving before the end of the day)

**SEARCH AND SEIZURE**

In some instances, where school officials believe a violation of the code of conduct has occurred, a search of student belongings may be necessary. The following are examples of what may constitute a reasonable search:

- Information believed to be credible from a student or adult
- A teacher's or administrator's observations
- Any combination of sources of information that the principal or vice principal believes to be credible

Where the principal or vice principal or designate has reasonable grounds to believe a school rule has been or is being violated and that a search will produce evidence of that violation and the principal/vice principal or designate intends to conduct a search of the student or their personal belongings, the following guidelines will be observed:

- Before the search begins the student will be notified why the administrator believes a search is necessary
- The search will be conducted in a private area respecting the rights of the student to be treated fairly (except lockers which must be searched in hallways)
- A second adult will be present for the search
- Where reasonably possible the search will be conducted by a person of the same gender as the student and
- A reasonable attempt will be made to contact the parent/guardian before the search begins

## **LOCKERS**

Lockers are school equipment and may be loaned to students. As property of SD42, lockers may be subject to inspection by school personnel. Students may store school related materials and supplies in lockers. Students must not share lockers.