

0)Code of Conduct

The staff, students, and parents of Samuel Robertson Technical Secondary have created a "Code of Conduct" that describes a school community that provides the optimum environment for learning. We at SRTSS believe that all students and staff have the rights and responsibilities listed below and are expected to follow our rules, which are in place to uphold our rights and responsibilities.

Right #1

Everyone has the right to learn and teach

Responsibilities:

- to strive for personal excellence
- to come prepared to learn
- to maintain an atmosphere where learners are not distracted
- to attend regularly and promptly
- to be open to learning (attendance/body, effort/mind, and attitude/spirit)

Rules:

- **ATTENDANCE**

We are committed to working cooperatively with students and parents to ensure that students punctually attend all classes. There is a significant correlation between good attendance and academic success. Parents are asked to telephone the school before 8:30 a.m. when their child is absent. Students should bring in notes that are to be presented to all subject teachers. We encourage parents to write notes directly in the agenda book.

Grade 12 students who miss 15 or more days of school during the year (or the equivalent 60 classes) may be denied the privilege of participating in the graduation ceremony. This includes vacation and days ill. Exceptions are made for extraordinary circumstances provided consultation with the principal takes place on an on-going basis.

- **LATES:**

Students who are late to any class should expect to receive a consequence from the classroom teacher. If a student arrives late to school, he/she should go directly to his/her class as quickly as possible although should expect to be referred to the office to sign in. Consequences are imposed for students late without a valid excuse. Do not send students to the office if they are late after lunch.... classroom teachers should deal with these (although they may make a disciplinary referral if a student is regularly late). Please note that 'sleeping in' is not a reasonable excuse for tardiness.

- **CELLULAR PHONES AND/OR ELECTRONIC DEVICES:**

Teachers will determine the level of use of electronic devices in their classrooms, and will establish their own policy. If a student is asked to surrender his/her device a student must follow the teacher's direction. The phone will be returned to the student at the teacher's discretion.

Right #2

Everyone has the right to feel safe at Samuel Robertson Technical Secondary

Responsibilities

- to keep the school free of physical and verbal violence
- to keep the school free of harassment including put downs and teasing
- to keep the school free of weapons, or anything that may be interpreted as a weapon
- to create an environment free of drugs
- to abide by safety rules within the various classes
- to solve problems in a peaceful way

Rules:

▪ SIGNING IN AND OUT:

If a student must leave the building for any reason, it is mandatory that he/she sign out at the office, otherwise the absence will be treated as a truancy. A note from home, or phone call approval must be received prior to a student being permitted to sign out. When returning to school after signing out, a student must sign back in at the office. We request your support in the sign-in/out procedure as we need to know the whereabouts of each student in case of an emergency.

▪ POLICE:

An RCMP Maple Ridge community officer is assigned to Samuel Robertson Secondary. The officer's role is to provide support and information to students on matters related to alcohol and drugs, criminal and civil statutes, and motor vehicles. Students and/or parents are encouraged to contact our liaison officer if they wish to discuss any issues they deem important.

▪ VISITORS:

Adult visitors to the school must report to the main office. No student visitors are permitted without checking in and receiving permission from the office. Guest Passes for the day will not be considered unless application for a guest is made one day before the guest is expected to arrive.

▪ EXPECTATIONS FOR BEHAVIOUR:

Behavior which interferes with the learning environment of self and/or others will result in appropriate consequences ranging from mediation to a formal out of school suspension. Inappropriate behaviors include:

- *Violence: behavior involving intimidation, harassment, fighting, bullying, assault and use of weapons*
- *Illegal substances: The possession, use, distribution or acquisition of any illegal substance (e.g. drugs or alcohol) on school property or at any school sponsored function in any location*
- *Language: the use of profanities, obscenities and discriminatory comments*
- *Truancy: skipping class or not following reasonable requests by staff/administration*
- *Repeated tardiness: lates*
- *The use of technology (phones, MP3 players, tablets, etc.) during class time*
- *Theft*
- *Vandalism*
- *Disobedience and/or disrespect towards staff/administration*

- **VIOLENCE IN SCHOOLS:**

The following is an excerpt from the District Policy Book:

"A violent activity is characterized by verbal or written threats, physical, emotional, sexual abuse/harassment, or racial harassment by an individual or a group of individuals which may impair the health or welfare of any student or staff member." Violations of this code may result in suspension, removal from the school and/or district, and possible criminal charges.

- **DANGEROUS WEAPONS POLICY:**

Samuel Robertson Technical Secondary School treats any/all weapons situations very seriously. The following is an excerpt from the School District Policy: "An Administrative Officer shall immediately call the R.C.M.P. when there is reason to believe that any person in the school environment possesses a weapon on his or her person or in any other place. The possession of a weapon cannot be treated lightly.

a) The weapon will be seized by the R.C.M.P.

b) Criminal charges will be laid

c) The Board will prohibit you from attending any school in the Maple Ridge/Pitt Meadows District.

All weapon offenses will be reported to the Superintendent or designate.

- **DRUGS AND ALCOHOL:**

If you are in possession or under the influence of drugs or alcohol while at school, on your way to or from school, or at a school sponsored activity, you will be suspended immediately and may be required to appear before the District Suspension Review Committee.

- **SMOKING:**

Samuel Robertson Secondary School, as part of its 'healthy living' initiative, discourages staff and student tobacco use. Provincial Law (2007) and School District Policy prohibits smoking on school property "24 hours per day". This includes evening performances, and games on weekends. Students are not permitted to smoke within a three block radius of the school (except students in grades 10-12 who have signed, parental authorization—there is a designated, off-site area provided) and will have their parents contacted if found smoking anywhere at anytime. Infractions will be dealt with according to our progressive discipline policy. Chewing tobacco AND e-cigs are forbidden at school.

- **OUT OF BOUNDS AREA:**

Park, and associated trail networks, are out of bounds for [all students between 7:00am and 4:00pm](#). [Albion Park is off limits to ALL students during 8-30 to 2-40](#).

Everyone has the right to make a positive contribution to the school

Responsibilities

- to be ambassadors for the school
- to get involved, contribute to the classroom and school community
- to be honest with ourselves and others - integrity and truthfulness
- to apply effort and perseverance
- to be proud of ourselves and the school

Rules:

■ FIELD TRIPS:

All field trips will be arranged via the Parent Portal. Teachers will inform students of all fees, and travel arrangements. Students on field trips are responsible for completing work missed in other classes.

■ ACADEMIC HONESTY:

Cheating and plagiarism will not be tolerated. All incidents of cheating and plagiarism will be dealt with seriously and will be referred to administration. Serious infractions could lead to suspension and ultimately withdrawal from the course.

PLAGIARISM & ACADEMIC DISHONESTY

Plagiarism is a form of cheating; it is theft. At SRT the working definition of plagiarism is presenting another person's work as your own. This could be in the form of written, visual, audio, internet, or other media.

Plagiarism occurs when a student:

- submits or presents the oral or written work of another person as his or her own.
- does not give credit to the author or creator of a work that is incorporated into the student's work.
- submits the same, or substantially the same, essay or assignment more than once.
- shares information or answers when doing take-home assignments.
- cuts and pastes ideas/sentences/paragraphs from the internet and presents it as original work.

It is considered "cheating on an exam" when a student:

- is in the possession of or has secure examination materials prior to an exam session.
- communicates with other another student during an examination.
- receives assistance of any kind (including from a teacher) in answering a question during an exam, including allowing one's paper to be viewed by others or copying answers from another student's paper.
- possesses any book, paper (cheat notes) or items that might assist in writing an exam, including a dictionary, a piece of electronic equipment, or notes written on any body part.
- removes any piece of the exam from the exam room, including work pages.

Please Note: Incidents of plagiarism or cheating are considered serious academic offenses, and will be dealt with in a serious manner.

■ INTERNET/COMPUTER USAGE AGREEMENT:

The following responsibilities are expected of all Internet/ Computer users in our District:

- *Users will not use the Internet for illegal, inappropriate or obscene purposes.*
- *Users will not use the Internet for any product and or service advertisement or political lobbying.*
- *Users are expected to follow the CLN responsibilities code at all times when using the Internet.*

Failure to comply with these guidelines will result in the termination of network privileges for an individual or group.

Access is to be limited to either:

- *Directly curricular related information searches.*
- *E-mail with other students or teachers where the interaction is based on acceptable community standards.*

Right #4

Everyone has the right to decent treatment

Responsibilities

- to value diversity and defend human rights
- to treat each other courteously and thoughtfully
- to respect the community, neighborhood, and the school - this includes appropriate dress, and language.

Rules:

▪ **DRESS CODE:**

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

Students may attend school and school-related functions in 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 district guidelines.

STUDENT DISCIPLINE:

The most effective discipline occurs at the classroom level. Therefore, it is critical that clear and just rules and procedures be established in each classroom in the school. These may be developed by the teacher or by the teacher in conjunction with his/her class. These rules and procedures must reinforce general school rules even though some rules may be specific and situational. General rules will be those which apply to attendance and behaviour throughout the school. (See Code of Conduct). Classroom rules supporting school rules with respect to tardiness and truancy would be an example. Consistency by all staff is the key to success. Specific rules would be those which relate to classroom activities and completion of assignments. Humane, evenly applied rules will eliminate most problems.

Student athlete expectations:

Students participating on sports teams are expected to be role models for all SRT students. Their behavior must be exemplary at all times as representatives of SRT Athletics. Student athletes who are suspended from school, or who have disrupted the learning environment will not be allowed to participate in practices and games until they meet with administration.

In The Classroom: (refer to flow chart, if necessary – addendum 1)

The teacher should call attention to the misdeed not the student. The teacher should settle the problem with the individual student. That is, the teacher spells out what was done that was wrong and what the consequences will be and must make sure that the student understands. The transaction must be recorded.

If the student repeats the offense, the teacher may

- isolate the student from the class briefly until the teacher has time to deal with the problem.
- spell out the consequences.
- spend time with student after class and assign consequences.
- notify parent/teacher advisor/counsellor
- the event and actions must be recorded

If the offense is repeated, the teacher repeats the above procedures.

- requests counsellor intervention and parent involvement.
- the event and action must be recorded.
- If student misbehavior persists and consequences for misbehaviors have not worked, the teacher brings the student to the office. (Bringing is more effective than sending. A clear message then comes to the Vice-Principal.) This is for severe misbehavior by student. Due process has already been followed.

The first time truant will be dealt with by the subject/homeroom teacher at which time:

- the parent/guardian will be contacted by telephone.
- the student will be advised of the importance of regular attendance and the consequences of further trancies.
- the student may be required to make up for lost time (i.e. in school detentions).

In The School:

Incidents requiring immediate attention by the Vice-Principal:

- Truancy - All truancy must be recorded at the office
- Intimidation - Intervention by teacher.
- Fighting - Combatants brought to office.
- Pushing, shoving/verbal threats - students should be brought to office if teacher considers it serious enough.
- Smoking inside the School - Students brought directly to the office
- Offensive weapons - students brought directly to the office.
- Abusive language - students brought directly to the office.
- Suspicion of using drugs/alcohol - Students brought directly to the office.

Appropriate intervention by the Vice-Principal includes options like:

- Counsellor referrals
- Course changes
- Parent interview
- Work details
- In school suspension (single/multiple classes)
- Out of school suspension

ADDITIONALLY: As per BC *Human Rights Code* in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment: " Please note that section 6(a) of the Ministerial Order was amended to require Boards to ensure that that their codes of conduct specifically reference each of the prohibited grounds of discrimination set out in section 7 (Discriminatory publication) and section 8 (Discrimination in accommodation, service and facility) of the *Human Rights Code*, RSBC 1996, c. 210: Race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, and age.

The *Human Rights Code* is available online

at: http://www.bclaws.ca/civix/document/id/complete/statreg/96210_01

The current *Provincial Standards for Codes of Conduct Order* is available online at:

http://www2.gov.bc.ca/gov/DownloadAsset?assetId=D4DF4CDF12BD4C5AB1D9EA6D3F8CB222&filename=m276_07.pdf

For ease of reference, sections 7 and 8 of the *Human Rights Code* are reproduced below:

Discriminatory publication

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 or 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
because of the race, colour, ancestry, place of origin, religion, marital status,
family status, physical or mental disability, sex, sexual orientation or age of that
person or that group or class of persons.

(2) Subsection (1) does not apply to a private communication, a communication
intended to be private or a communication related to an activity otherwise
permitted by this Code.

Discrimination in accommodation, service and facility

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

because of the race, colour, ancestry, place of origin, religion, marital status,
family status, physical or mental disability, sex, sexual orientation or age of that
person or class of persons.

(2) A person does not contravene this section by discriminating

(a) on the basis of sex, if the discrimination relates to the
maintenance of public decency or to the determination of
premiums or benefits under contracts of life or health
insurance, or

(b) on the basis of physical or mental disability or age, if the
discrimination relates to the determination of premiums or
benefits under contracts of life or health insurance.