
Our Code of Conduct

2019 ~ 2020



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Purpose

In 2014, we started annual updates to our *Student Code of Conduct* so it would be relevant and contemporary in order to meet the needs of staff, students and parents of DCSS. We also want to ensure our *Code of Conduct* matches current, emerging situations at both campuses. Ultimately, we want our **DCSS Code of Conduct** to be a living document – shared, known, lived.



Review Process

Schools across BC are expected to work through a review process of Student Codes of Conduct each school year. This yearly review process is to involve students, staff, and parents.

1. Staff and students provide feedback & input by reviewing our existing Code of Conduct, indicating preference for dress code language and using the Ministry checklist regarding required Content Elements:

- * **Statement of Purpose**

- * **Reference to Human Rights Code**

- * **Conduct Expectations**

 - = *Acceptable & Unacceptable*

 - = *Special considerations & Rising Expectations*

 - = *Consequences*

 - Ones taking into account age, maturity & special needs

 - Restorative in nature

 - Notification & Retaliation Prevention

2. After school group sessions for interested students, staff & parents who join Campus Principals to discuss Homeroom data and update our DCSS Code Conduct together.

Students and parents shall be informed of the School's expectations for student behavior within the school, on the school grounds and during school related activities. We consider these expectations to be reasonable and fair and reflect the conduct desired for individuals within a successful school community.

At Dawson Creek Secondary School all students have the right to:

- be treated with dignity, respect and fairness by other students and staff regardless of their sexual orientation, gender, race, religious beliefs, color, ancestry, place of origin, political belief, family status, physical or mental disability.
- learn in an environment free from physical, emotional and social abuse;
- privacy and their own personal spaces.

THREE R'S FOR DCSS Students ~ AN ONGOING EXPECTATION

READY FOR SCHOOL ... I will: Know and keep track of my schedule. Be on time. Be prepared for class with my binder & supplies. Have my homework done. Hand in all my assignments and on time.

RESPECTFUL ... I will: Treat others the way I want to be treated. Be accepting of each other's differences & uniqueness. Be positive and kind. Be understanding and thoughtful of others. Be mindful of others' personal space and belongings.

RESPONSIBLE & SAFE ... I will: Behave appropriately and cooperatively. Solve problems in peaceful ways. Lead by good example in class and around the campus. Take responsibility for my actions. Create a safe and positive environment.



It is also expected that Dawson Creek Secondary School students will...

- be aware that student behavior outside of the school environment that negatively affects the safe and orderly operation of the school will be addressed as a school related issue;
- recognize and respect the rights of all students to learn and teachers to teach;
- respect the authority of all adults affiliated with and employed by the school;
- not possess any weapon or dangerous goods in the school or on school property;
- refrain from inappropriate use of school Internet and cyber networks.
- use technology in a responsible manner.

Students shall be responsible and accountable for their behavior/conduct:

- while involved in school sponsored or related activities;
- while on school property;
- during breaks or on or off school property;
- while traveling to or from school;
- beyond the hours of school operation if the behavior or conduct detrimentally affects the climate and efficiency of the school;
- while interacting with others on social media.

All students are responsible for the following behavior expectations

* **Variety of responses** will be administered for failure to comply with expectations.

** **Considerations** may apply to students with special needs who may be unable to comply with expectations due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature. Considerations will be given based upon a student's age and maturity

! Assault, bullying or harassment in any form will not be tolerated in our DCSS Campus environments.



DEFINITIONS

Conflict is a disagreement or difference in opinion between peers who typically have equal power in their relationships.

Assault is a harmful physical, verbal or non-verbal attack, slur, or demeaning gesture directed against another individual or their property.

Bullying (including Cyber-Bullying) is recurring attempts to threaten, frighten, tyrannize, or intimidate another, including acts of aggression that are real or implied, verbal or non-verbal aggression, and/or social alienation where one individual attempts to exert their will or control over another person.

Harassment is to continuously trouble, torment, gesture or speak inappropriately toward another individual in a manner that causes discomfort to that individual.

In accordance with the prohibited grounds of discrimination set out in the **BC Human Rights Code** (RSBC 1996, c.210), **Amended July 2016*



Students will not discriminate against others on the basis of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age, or for any other reason set out in the Human Rights Code of British Columbia.

Neither will a student make gestures, publish, or display anything that would indicate an intention to discriminate against an individual or group, or expose them to contempt or ridicule on the basis of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age, or for any other reason set out in the Human Rights Code of British Columbia.

Section 7 ~ Discriminatory publication

(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, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age of that person or that group or class of persons.

Section 8 ~ Discrimination in accommodation, service and facility

(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, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and age of that person or that group 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.

Grounds for disciplinary action *could lead to a change in academic programming or suspension from school exist when a student has demonstrated unacceptable behavior:*

- conduct which threatens the safety of students and/or staff;
- possession of a weapon that is dangerous to students and/or staff (a 'weapon' is anything designed to be used to cause injury, threaten or intimidate another person);
- fighting or instigating a fight on the school grounds or property;
- possession of or reasonable suspicion of use of illegal drugs, alcohol or other illegal substances in school or on school property;
- theft;
- non-compliance of school and school district policies and regulations related to student harassment, smoking, student attendance and students' rights and responsibilities;
- willful disobedience and/or open opposition to authority;
- use or display of improper or profane language;
- willful damage to school or other's property;
- interfering with the orderly conduct of class(s) within the school and on school property (i.e. fire alarms).



ATTENDANCE

Regular attendance of students is essential for successful performance in course work. Students who are absent must provide absence explanations at the Office as well as to the student's individual teachers. This explanation should include date, reason for absence and signature of parent or guardian.

DCSS is equipped with a call back system that will call the number we have on file when a student misses one or more classes in a day.

LATES

Punctuality is a courtesy owed to teachers and fellow students. Students are expected to arrive for classes on time and to avoid inconveniencing others. Students habitually late for class will be reported to the School Based Team or a Campus Vice-Principal and/or Principal and will be dealt with on an individual basis.

Safe and Caring Educational Environment



Dawson Creek Secondary School operates on the premise that no person's education will suffer because of the actions of another student. The behavior of all members of the student body should display common sense, good taste and a sense of purpose and should reflect concern and consideration for the rights of others.

→ The school and the Board of Education will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of the Code of Conduct.

Those students who, during the school day or at school functions, disrupt the learning environment, consume drugs or alcohol, steal, are willfully disobedient, are continually truant, vandalize, carry dangerous weapons or playthings, including laser pointers, use or display vulgarity, extort or display hatred, or persist in non-performance in their studies, will be subject to suspension from school and/or referral to the Board of Trustees for dismissal from school.

The **school day** is defined from the time a student leaves directly for school in the morning until the time that student has had sufficient time to directly return home after school.

→ Student behavior outside of the school environment that negatively affects the safe and orderly operation of the school will be addressed as a school issue.

Potential outcomes as a result of the Disciplinary Process

❖ Informal/Formal Communication

❖ Restorative Practices

As part of our consequence options, we use Restorative Practices as a way for students to be responsible for their own behaviors, understand the affect that their behavior has on others and to be able to make restitution for their actions. This process is educational, honors all parties and results in growth of all involved. There is a more formal process for severe infractions and a less formal for the less severe infractions.

❖ Behavioral Referrals

Counseling
School Based Team
Administration
Outside Agencies

❖ Informal Suspension

An in-school suspension in the Office with various restrictions.

❖ Formal Suspension

Out of school suspension for a period of one to five days.

❖ Change in Educational Program

❖ Referral to the SD 59 (Peace River South) Board of Education



STUDENTS UNDER SUSPENSION

While under suspension, the student is responsible for any work that is assigned to him/her as homework. If the student runs out of work to do he/she may come back to get more and may write major exams or tests in the office area while under suspension. Appointments must be made prior to the student arriving at the school.

School officials may have the responsibility to advise other parties of serious breaches of the code of conduct. Other agencies will generally include the RCMP and District School officials.

Smoking & Tobacco Use

The responsibilities of teachers include safeguarding students' physical well-being.

The Administration is also charged with the elimination of potential hazards to everyone in the building and to the building itself. Therefore, in view of the fact that smoking presents a direct threat to health and an indirect fire hazard, students are not permitted to smoke and/or chew tobacco in the building or on the school property.

E-cigarettes & Vaporizers

Students who use e-cigarettes/vaporizers are expected to follow the same expectations for smoking/ tobacco use on school property.

→ **Students may receive up to a 5-day suspension for a smoking/tobacco/ e-cigarette/vaporizer-use infraction on school property.**



Alcohol and Drugs

Legal, moral, health and common-sense rules prohibit the use of intoxicants and drugs within the school, during school time or during all school related activities.

Violations of this prohibition will result in five-day suspensions from school.

Drugs includes the distribution, possession of or use of any illegal drug, misuse of prescription drugs or consumption/possession of alcohol. ***If a student smells like marijuana, they will be deemed to have been using it.***

1st offence = 5 day suspension

Student is also encouraged to contact a drug & alcohol counselor for an appointment.

2nd offence = 5 day suspension & change in Program

Student could be placed on a supported part-time or home study program for a decided time with conditions. Access to school resources will be negotiated with the Admin Team. The students' behavioral history and any past drug/alcohol issues will be taken into account. Student(s) may be encouraged to contact a drug and alcohol counselor to make an appointment depending on circumstances.

Fighting

On school time, on or off school property

All DCSS students have the right to be and feel safe AT ALL TIMES while on the way to school, while at school and on the way home from school. Therefore, fighting or instigating a fight on school time AND on or off school property is prohibited.

1st offence = 5 day suspension

Students involved must meet together with Principal and parents prior to being allowed back into regular classes. This meeting will follow a restorative practices format. Student may be given a work package including a written assignment outlining the problem, a solution and a plan for the future.

2nd offence = 5 day suspension & change in Program

Student could be placed on a supported part-time or home study program for a decided time with conditions. Access to school resources will be negotiated with the Admin Team. Students' behavioral history will be taken into account. Anger management sessions may be arranged.

Note: **watching &/or Instigating a Fight** = Consequences may be the same as above



Cell Phone and Hand-held Technology

All DCSS students are expected to refrain from inappropriate use of school Internet and cyber networks AND to use hand-held technology in a responsible manner while interacting with others on social media.

- The use of hand-held devices in classes and during class time will be discussed by each teacher and outlined within expectations of the individual classroom environment.
- Teachers may request students to hand in their technology for the duration of a class where the technology is not being used appropriately. A progressive discipline approach will be implemented as needed.
- Cell Phones and Hand-held Technology are permitted in hallways.

TIME & PLACE practice <--> Responsible Use

STUDENT DRESS

*revised November 2015; will review by November 2018

The Student Dress Code is intended to balance the interests of freedom of expression with the public interest of quality of education.

The general rule for the dress code is for *students to dress in a manner appropriate to establish a positive learning atmosphere at school*. This means that clothes that may be appropriate in other settings may not be appropriate for school. *School Administration will assess what is or is not appropriate based upon the Code of Conduct*.

Q: What happens if I wear something inappropriate at school?

A: We will inform you to not do so again and provide you with the option to change/cover up OR provide you with a t-shirt for the day. The consequence will be fair and equitable.



Students are expected to dress in a way that does not distract from the learning environment:

- **Shorts, pants and skirts** must completely cover the top and bottom of the buttocks at all times.
- **Tops** must cover the majority of your upper body without exposing the chest, back or midriff.
- **Underwear**, as its name suggests, should be under clothes and not be visible (with the exception of shoulder straps).
- **Clothing** promoting sex, violence, profanity, discrimination, drug or alcohol use, are not permitted. *Images displayed on clothing should reflect Dress Code expectations.
- **Footwear** must, for safety reasons, be worn at all times.
- **Hoods**, for safety reasons, are not to be worn inside the school.

Hats & Hoods

*effective September 2015

The Student Dress Code is intended to balance the interests of freedom of expression with the public interest of quality of education.

Central Campus students can wear hats in the hallways...

- before school starts
- during Breaks & Lunch
- when school ends at dismissal

Central Campus students are not permitted to wear hats...

- during our anthem, O'Canada
- during Gym time / PE classes



Exceptions / Considerations

- Wearing of hats and hoods in classes and during class time will be discussed by each teacher and outlined within expectations of the individual classroom environment.
- Hoods are not permitted in the hallways for safety reasons. Staff need to be able to identify students and guests at all times. Faces need to be visible.