It is our mission to develop skills, nurture personal growth, and encourage life long learning in a supportive and respectful environment.

Student Code of Conduct

Chetwynd Secondary School

Statement of Purpose

One of the goals of our school is for students to grow to be respectful, responsible, educated citizens. At CSS we commit to The Safe, Caring and Orderly Schools Strategy which is designed to help make schools places where students are free from harm, where clear expectations of acceptable behaviour are held and met and where all members of the school community feel they belong. Chetwynd Secondary School also promotes and upholds the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law. This prohibits discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, gender identity or expression, or age, among other categories. Discipline at CSS is meant to redirect students toward responsible decision making and productive citizenship, as well as address students' inappropriate behaviour (British Columbia, 2008).

At CSS, we believe that all students can learn to:

- be independent
- acknowledge and overcome problems
- be decision makers
- access, analyze, and apply information
- use technology to facilitate learning
- be active and responsible participants in their education
- achieve their full potential
- be responsible citizens

Chetwynd Secondary School is a
Caring Community of
Socially Responsible Learners
Striving for Success

Student Rights and Responsibilities

All students shall treat everyone with dignity, respect, and equality. Students deserve to be provided with a learning environment that is free from physical, emotional, and social abuse. Students contribute to a climate of mutual trust and respect for effective learning, personal development, and social living. We strive for all students to feel safe and welcome at CSS.

At CSS, we value the progression of expectations and standards based on age, maturity, and diverse abilities. This allows CSS to encourage growth in leadership, which builds strength within our community.

Community Member Conduct at CSS

Community members at CSS are expected to adhere to all of the expectations as presented in this code of conduct.

Acceptable Conduct

Students and staff should be able to attend school in an environment where they feel comfortable, safe, free from threats, respected, and cared for socially, intellectually, physically, and emotionally.

To maintain a respectful environment, students will:

• demonstrate courtesy and respect when dealing with peers, teachers, support staff, and school property
• demonstrate a respectful use of technology as responsible digital citizens
• cooperate with each other to develop a strong working relationships
• preserve a clean, safe, and productive environment in and around the school
• come to class prepared with the proper materials
• be active learners and participate in all learning activities
• attend school regularly and punctually
• meet the expectations for student behavior while on the school property or involved in school sponsored or related activities (including field trips)

• inform teachers or administration if there is a violation of the code of conduct

Unacceptable Conduct

Any behaviour that jeopardizes safety or interferes with student learning will not be tolerated at CSS. In addition to the CSS Code of Conduct, any behaviour in contravention of the Criminal Code of Conduct of Canada may result in discipline.

Potential Outcomes as a Result of the Disciplinary Process

Consequences

Disciplinary action is meant first and foremost to be preventative and restorative rather than punitive. However, consequences for students' behaviour will be consistent and fair. Consideration will be given to students who are unable to comply with expectations. It is important for students to remember that "fair" does not mean "equal". Consequences will be administered in relation to the nature, frequency and intent of the student's behaviour. For behaviour purposes the school day is not exclusive of time outside of the building.

Progressive Consequences (subject to discretion)

Step 1- Teacher addresses behaviour with student

Step 2-Teacher/Parent Discussion- CC /invite Katy and Patrick

Step 3- Teacher recommends students to a School-Based Team

Step 4- Administration takes disciplinary measures

In-School Suspension --> For 1 to 3 days, the student will be supervised by administration in an alternate setting.

Out-of-School Suspension --> For 1 to 5 days, the student is not allowed on school property.

Step 5- Inclusion of Outside Agencies
- **Change of Educational Program**
- **Referral to the Peace River South Board of Education**

Note: Students who have been suspended for dangerous misconduct may not attend extra-curricular activities during their suspension (including field trips, sports events etc). Students suspended for more than 5 days must meet with administrators and parents immediately prior to re-admission. Suspensions will occur on day of incident.

Positive Discipline

Using positive discipline CSS staff seek to be kind, encouraging, and firm in setting boundaries for students wellbeing and safety. Positive discipline aims to help students "establish reasonable limits" and guide them "to take responsibility to stay within these limits, or learn how to remedy the situation when they do not" (Wikipedia Cont., 2023).

Restorative Practices

As part of our consequence options, we may 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 make restitution for their actions. This process is educational, honors all parties, and results in growth of all involved in the process. There is a more formal process for severe infractions and a less formal for the less severe infractions. CSS will ensure that reasonable steps are taken to prevent retaliation against any student for a complaint against another's impactful behaviour.

Unacceptable Behaviour at CSS

Swearing/Profanity
Swearing is not acceptable for a school or workplace environment.

Mean Behaviour
Students may experiment with inappropriate behaviours as a way of asserting themselves, such as saying or doing mean things, making fun of others, using hurtful names, taking something without permission, or excluding others. While mean behaviour is not acceptable, it is not necessarily bullying.

Mean behaviour is usually:

•   Not planned and seems to happen spontaneously or by chance;

•   Aimed at any student nearby;

•   Unintentional, and the student being mean may feel badly when an adult points out the harm they've caused.

Peer Conflict
Conflict among peers is a natural part of growing up and is different from bullying. Students will have times when they disagree sharply with their peers and struggle to solve their own problems. They may even become so frustrated that they say mean things or act out physically. It the role of staff to support students in resolving these conflicts productively.

When identifying peer conflict, please consider that peers:

•   Usually choose to socialize together;

•   Have relatively equal power (similar age, size, social status, etc.);

•   Are equally upset;

•   Are both interested in the outcome; and

•   Will be able to work things out with adult help (after calming down).

Bullying and Harassment

Bullying and harassment is serious behavior that has three key features – all three must be present for the situation to be considered bullying:

1. **Power imbalance -- One party clearly has power over the other(s).**
2. **Intention to harm -- The purpose of the bullying or harassing behaviour is to harm or hurt other(s).**
3. **Repeated over time -- Bullying and harassing behaviour is repetitive and harmful. There is a real or implied threat that the behaviour will not stop.**

Personal Electronic Devices

Personal electronic devices include any device in possession of a student, including (but not limited to) phones, music players, cameras, earbuds, smartwatches, and tablets.

Recent studies are confirming that overuse of social media, excessive gaming, and increased screen time contributes to a wide variety of issues in teens including social anxiety and depression (Gupta, 2022). Research shows that frequent cellphone interruption in the classroom, social media platforms with addictive algorithms, and predators who seek to exploit young people all present significant risks to young people. Studies have found that children's mental health and physical safety can suffer as a result of body-image distortion, cyberbullying, images shared without consent and disturbing instances of sextortion (Office of the Premier, 2024).

It is our policy that students do not need to use their personal technology during class time. Studetns will use school technology, computers and Ipads, to enhance their learning as needed. Students are not permitted to use personal electronic devices. Teachers are authorized to have the students bring their personal electronic device to the office when they are being used inappropriately, or during class-time. Please review the following consequences for having personal electronic devices during class time or using them inappropriately during breaks. There is a student phone in the office available at all times.

> **First Offence:** Student will turn phone over to the office for the remainder of the day.
> **Second Offence:** Student will turn phone over to the office for the remainder of day; teachers will inform parents.
> **Third Offence:** Student will turn phone over to the office for the remainder of day; teachers will inform parents.
> **Further Offence:** Student will turn phone over to the office for the remainder of day; Discussion with administration; admin will inform family.
> *Each semester is a fresh start

Students are permitted to use cell phones and other personal electronics during breaks, but are strictly forbidden at all times from taking recordings or pictures, out of respect for privacy and confidentiality, and in accordance with Canadian law. This includes spreading videos, audio, or pictures of staff or students though any type of social media (including but not limited to text messages, websites, apps, etc). Students may never take video, picture, or audio recordings at CSS unless school sanctioned. In addition, CSS seeks to make technology and technology skills available for students' learning needs (tablets, laptops, computers, presentations etc.), and will ensure that technological accommodations exist for learning plans and for medical needs at CSS.

Breaks

All students will follow the scheduled break times. Students may not leave class, the school building, or school premises for an unscheduled break during class time.

Hall Pass Usage

Hall passes are given with permission from the teacher to one student at a time to leave the classroom. Hall passes are not given in the first 10 minutes or the last 10 minutes of class. Hall pass usage will be reasonable keeping in mind the other students sharing the hall pass. If a student is consistently over-using/abusing the pass then it will be considered an offence.

First Offence: Teacher will review policy with the student.
Second Offence: Teacher will review policy with student and parent.
Third Offence: Teacher will review policy-student can be sent to the office for admin review of pol
Continuing Offences: The student may face in-school suspensions and parent-meetings may take place to find solutions for ongoing attendance issues.

Alcohol and Drugs

Being under the influence or in the possession of alcohol or other drugs is illegal for all students on school property. If there is sufficient evidence that a student, while under school supervision, is involved with the use of alcohol or other drugs, the consequences will include suspension. The suspension will be reported to the Board of School Trustees.

Disrespecting Staff/Students/School Property and Non-compliance

Students at CSS are expected to maintain and contribute to a positive and safe learning environment. Making intentional, inappropriate, and harmful gestures to staff members or others in the school environment (written, verbal, or electronic) will not be tolerated, especially when the behaviour is persistently disrespectful, in defiance of authority.

Vaping and Smoking

Vaping and Smoking are prohibited on school property. Cigarettes, vaporizers and any related products will therefore be confiscated if found within the school premises. Suspension may result if a student is found to be smoking or vaping on school property.

Energy Drinks

Energy drinks will not be consumed or possessed at CSS. Staff will confiscate energy drinks from students and they will not be returned.

Inappropriate Physical Contact

Pushing, shoving, punching, inappropriate touching, and other 'hands-on' behaviours are not permitted at CSS. Instigating a fight will result in a minimum 3 day suspension.

School Procedures

Sign Out Procedures

Any student who leaves the building during class time for any reason must sign out at the office in order to be excused. Excused permission to sign out must be granted by a parent or legal guardian. Students who do not sign out and still leave the building will be marked absent.

Student Phone Calls

Students are permitted to text and take phone calls on their personal devices during lunch and break times. Students have access to an office phone if needed.

Library Use / Learning Commons

Students must follow library sign-in and cell phone use procedures before being allowed into the Library. Students who are loud, off-task, or who are otherwise not engaging in their educational purpose for being in the library will be asked to leave the library for the duration of the class.

Appropriate Dress for School

The CSS dress code reflects the commitment of the school to provide a learning environment that is safe and respectful for everyone in the building. Clothing, hats, jewelry and accessories should have no reference to drugs, alcohol, racism, profanity, vulgarity, violence, discrimination, or sexualized content. Clean, appropriate footwear must be worn in physical education and health class. Students may be asked to remove hats during assemblies. A student in violation of the dress code will be asked to change into appropriate attire.

Office Referrals

At CSS an office referral relates to an incident involving violence, drugs/alcohol, repetitive non-compliance. The administration is here to support a safe, caring, and orderly environment at CSS. There is a recognition that consistency in applying the code of conduct along with shared ideals of socially responsible development will help our students prosper while creating a safe, caring, and orderly school. If possible, prior to an office referral, teachers will discuss responsibilities with students, contact parents, and invite meetings. Please include administration in communications, so they can support where needed and effectively follow-up with next steps where the collaborative processes above fail to promote positive change.

Absenteeism/Late Policy

It is expected that all students will attend and be on time for classes. If a student cannot attend, parents/guardians please phone the school to inform the secretarial staff of the absence and the reason for it. CSS recognizes that increased sense of belonging and positive relationships encourages attendance success. Staff will work with individuals to encourage positive attendance habits in a proactive way.

Teachers implement classroom expectations with regards to students arriving late or students who have unexcused absences from class. These expectations will be outlined by the teacher at the beginning of the school year or course.

The following school-wide consequences will apply for students who choose to skip classes. They also apply to students who have missed excessive instructional time due to coming late to class for reasons that are unexcused.

Unexcused Absences/Lates

1.   **1-5 absences/lates:** The classroom teacher will notify guardians when a student was late or has missed several classes for reasons that are unexcused.

2.   **6-10 absences/lates:** The teacher, guardians, and school-based team may create a *plan for positive change/higher engagement.

3.   **More than 10 absences/lates:**   A formal school-based team meeting to assess the student's capacity to successfully complete the individual course.

*An individual plan may be created with the student and parents/guardians outlining specific next steps for the student.

NEXT STEPS may include:

- A schedule review and potential removal from the individual class (gr. 10-12).
- Referral to learning assistance or counselling services
- Expectation of make-up time after school where the student works to complete outcome work for the individual class.

4.   Continual, non-improving patterns of attendance problems may require a referral to the Ministry of Children & Family Department under BC's duty to report protocol.

5.   If a student has an unexcused absence for any part of a day, they may not attend special events, outside of school time, held on that day without administrative approval (e.g., school dances).

Skateboarding/Rollerblading/Scooters/Bicycles

The use of these items is not permitted on school property; please walk any bikes/scooters to the bike racks.

School Leaving Ceremony

In order to take part in our School Leaving Ceremony students must have the required credits for graduation in their program at the time of the ceremony.

Works Cited

British Columbia. "Safe, Caring, and Orderly Schools: A Guide". Ministry of Education, Nov. 2008. https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/teaching-tools/student-saftey/scoguide.pdf.

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