



## **WSÁNEĆ Leadership Secondary School Code of Conduct**

A safe, caring and orderly school is the foundation for a successful learning environment. This Code of Conduct supports socially responsible behaviour and allows members of the school community to be fully informed of WSÁNEĆ Leadership Secondary School common expectations for student behaviour. The philosophy behind the WLSS Code of Conduct, and resulting interventions, align with the WSB philosophy and mission statement, as well as the WSÁNEĆ values of:

- ŚWEŁOKE (Family),
- W,Í,Í,ŁEN (Self-Respect),
- FELÁNET (Initiative),
- ŁKIL (Confidence),
- QENÁŁ (Responsibility),
- Á,TOL E TFE EŁ TÁNEW SŁÁs TFE SKÁLS (Respect for the rights and values of others),
- WU,IŁEN I, ČA,ĆI OL ŠXENÁNS (Positive attitude and willingness to work hard),
- MEŤENÁN (Pride),
- FE,ITKEN (Honesty),
- ÍY, SLÁLE OL SŤO,TEM,ENEŁ (Safety).

In addition, every attempt will be made to instill leadership and social responsibility through the suitable and effective consequences and restitution options for these behaviour expectations in the Code of Conduct.

### **Social Responsibility**

We are guided by the following four aspects of Social Responsibility for BC Schools as identified by the Ministry of Education and Child Care:

- Contributing to the classroom and school community
- Solving problems in peaceful ways
- Valuing diversity and defending human rights
- Exercising democratic rights and responsibilities

All members of the school community shall not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, family or marital status, physical or mental disability, age, sex or sexual orientation, gender identity or gender expression, or for any other reason set out in the Human Rights Code of

British Columbia. Nor shall anyone publish, post through social media, or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule on the basis of any such grounds. All reasonable steps will be taken to prevent retaliation against anyone who has made a complaint of a breach in the Code of Conduct.

School rules apply at all school functions even when they occur off school grounds or outside of the regular school day. Students are also reminded that they may be held responsible to the school from the time they leave home before school until the time they arrive home after school. All staff (teaching and non-teaching) have a general supervision responsibility during school time and at any school function, whether on formal duty or not, and students are required to comply with this authority.

### **Attendance**

Students are expected to attend all of their classes on time. Teachers record attendance for each class. Missed classes mean missed learning! Full attendance is essential to school success. Students who miss classes are responsible for making up the missed learning time.

### **Late to Class**

Students are expected to be in classes on time. Lateness is a type of absence that interferes with learning. Frequent tardiness may result in teacher intervention to make up for the missed learning time.

### **Academic Honesty**

Students are expected to present their own work in class and on homework assignments. In WSÁNEĆ Leadership Secondary School, the working definition of plagiarism is using another person's work and presenting it as your own. Plagiarism is a form of cheating, and could be in the form of written, visual, audio, or other media. If submitted work includes ideas from another person, credit must be given in the form of a citation.

Recently the use of Artificial Intelligence (AI) has become a major concern. Doing academic work requires that the work you turn in is your own. A paper that is written by AI is not considered your own original work. Using any of these to write your papers is considered a form of plagiarism.

Plagiarism will result in consequences determined by the teacher and/or administration and may include loss of marks for the assignment.

### **Dress Code**

Clothing should be suitable for a school learning environment. Clothing and footwear should be comfortable and appropriate for students to participate safely in all school activities. Articles of clothing that promote alcohol, drugs, inappropriate language, gang culture, weapons, violence, or racism are not permitted.

### **Scented Products**

There is an increasing number of staff and students who react to scented products. These reactions can range from headaches to anaphylaxis. We request that students and staff refrain from wearing or using scented products while at school.

### **Respect for Public Property and Careful Use and Return of School Materials and Equipment**

Students are expected to take responsibility for the care of textbooks or school resources signed out in the student's name. There should be no damage to school resources, property or equipment. If such damage

creates an expense to the school, then the person responsible for the item will be expected to reimburse the school for costs.

### **Litter**

The school environment should be neat and litter-free. We ask all students to look after their litter by putting it in the nearest garbage can or recycling container.

### **Appropriate Language**

Language used by all members of the school community should be respectful, polite and inclusive. Any communication that is disrespectful, demeaning, or discriminatory to others, including lying, inappropriate and profane language, or hate speech is unacceptable.

### **Loss/Damage to Personal Property or School Community**

We expect members of the student body to respect school and personal property. Students are responsible for any damage done to other people's property and will be charged for replacement or repair. Students should also respect the property and rights of the people who live in the neighbourhood of the school or those people we come in contact with through our many off-site activities.

### **Safety First**

Student activities at the school should take into account student safety and minimize risks to students.

### **Student Drivers and Parking**

Students will park in designated student parking and will display a valid school parking permit. Parking in staff reserved spots may result in loss of parking privileges. Students are not to be in or around parked vehicles during class time. Driving without undue care may result in a suspension of parking privileges.

### **Visitors**

In order for school administration to be accountable for everyone in attendance and to safeguard students and staff, all visitors to the school must first report to the main office upon arrival and seek permission from an administrator to visit/enter the school.

### **Alcohol, Drugs, Tobacco, E-Cigarettes, Vapourizers**

Individuals have the right to be in a learning environment free of alcohol, drugs, tobacco, E-cigarettes and vapourizers. They have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, tobacco, E-cigarettes and vapourizers at any time at school or during any school function. Smoking anything is not permitted in the school building, on the school grounds, in the neighbourhood of the school or at any school function.

### **Notification of Parent/Guardians or Other Agencies**

The school has the responsibility to advise parents/guardians of unacceptable behaviour demonstrated by the student. We expect that parents and the school staff will work together to bring about a change of behaviour and that efforts will be made in this regard. In some cases, parents of a second party (e.g., a victim) will also be contacted and informed of an investigation into another student's conduct. Administrators may be required by policy or law to contact School Board Officials, police, or other agencies.

## **Interventions and Consequences**

Range of Interventions: Regardless of the nature or location of unacceptable behaviour, or the staff member involved, the following is a range of interventions and consequences that may be used in WŚÁNEĆ Leadership Secondary School. School staff will take into consideration individualized education plans, safety or support plans, or any other pertinent documents. All forms of intervention will include, where applicable, case managers/advocates.

1. On-the-spot conference or redirection
2. Follow-up meeting between the student(s) and staff member(s)
3. Contact with parent or guardian
4. Restitution, including a logical remedy for the problem (e.g. paying for willful damage caused) and supporting anyone who is a victim or who suffers as a result of the student's actions
5. Restorative Justice conference/facilitation
6. Supportive intervention and/or service to school
7. Additional time for the student with staff, at the office or at tutorial/learning support
8. Referral to counselling, administration, and/or community support services
9. Suspension, including in-school or out of school
10. Referral to WŚÁNEĆ School Board student review

## **Rising Expectations**

As students move through their years in secondary school, they are expected to assume increasing responsibility and self-discipline. Students are expected to take on more of a leadership role and to serve as role models as they move through the graduation years.

## **STUDENT USE OF PERSONAL DIGITAL DEVICES BACKGROUND**

The WŚÁNEĆ School Board believes that students learn best when they are in an environment that supports learning and limits distractions. This administrative procedure follows the expectations as described in the Provincial Standards for Codes of Conduct Order, requiring district Codes of Conduct to outline the use and restrictions of personal digital devices. It provides consistency in restricting student personal digital device use at school, particularly during instructional times, or learning related activities.

The WŚÁNEĆ School Board also recognizes the capacity with new and future technologies to create opportunities for constructive applications that can aid instruction and learning.

The use of these technologies should be balanced by requirements for safety, security, and privacy for students and staff. The restricted use of student personal digital devices creates the necessary space for focused learning and positive interpersonal connections in the classroom with fewer distractions and interruptions.

Student use of personal digital devices will be at the discretion of supervising staff. This regulated and supervised use will be critical in reinforcing responsible and respectful use of technology, and student safety from online security threats and social media. Students who do not comply with this Administrative Procedure may be subject to progressive discipline outlined in the Code of Conduct - Interventions and Supports.

The security and storage of personal digital devices is the sole responsibility of the owner/user. The district assumes no responsibility for the safety, security, loss, repair or replacement of these devices.

**Personal Digital Device:** Refers to any personal electronic device that can be used to communicate or to access the internet, such as a cell phone, a tablet, smart watches, gaming devices, and electronic toys, and includes the use of earbuds and headphones.

## **Procedures**

**1. Use of Personal Digital Devices** The use of personal digital devices should be appropriate to a student's age and developmental stage.

Elementary school codes of conduct take a more restrictive approach, while middle and secondary schools allow for some flexibility and teacher agency in using personal digital devices for educational purposes.

**Elementary Schools:** Little or no use of personal digital devices.

**Middle Schools:** Limited use of personal digital devices is permitted during instructional educational purposes.

**Secondary Schools:** Limited use of personal digital devices is permitted during instructional time for educational purposes, and during scheduled breaks.

**2. Accessibility and Accommodation Needs** Personal digital devices may be used to support students with disabilities or diverse abilities as outlined in students' support plans or Individual Education Plans. This includes the use of assistive technology on personal digital devices at school to support student accessibility, communication, and autonomy.

**3. Medical and Health Needs** Personal digital devices may be used to support medical necessities, such as monitoring blood glucose levels for a student with diabetes.

**4. Equity to Support Learning Outcomes** Considerations will be made to ensure personal digital device restrictions do not disproportionately impact some students more than others. For example, computer or cell phone access facilitated by the school district to support students who do not have access to the internet outside of school and who therefore might use technology at school to complete schoolwork.

**5. Digital Literacy** While we recognize the importance of setting restrictions on the use of personal digital devices within our school district, it is essential to emphasize that we still have the responsibility of teaching Digital Literacy and Online Safety. Digital Literacy is a critical skill in today's technology-driven world. We aim to empower our students to be responsible, informed, and ethical digital citizens. By integrating technology into classroom practice and providing opportunities for its use, we equip our learners with skills that encourage productivity, creativity, critical thinking, and collaboration.

## **WSÁNEĆ Leadership Secondary School Personal Digital Devices**

WSÁNEĆ School Board are committed to restricting the use of personal digital devices at school for the purpose of promoting online safety, digital literacy and focused learning environments

It is expected that students store their personal digital devices (cell phones, headphones, etc...) out of sight, in their backpack or locker, and on airplane mode during class time. Teachers may plan student use of personal digital devices for instructional purposes. Some students will require access to their personal digital device to ensure accessibility and support prescribed accommodation or medical/health needs.

Our office phone may be used to both make and receive calls if students or parents need to notify each other for important matters during class time. Personal digital devices may be accessed during lunch and transition

times. Personal digital devices are not to be used in settings such as change rooms, washrooms, or private counseling rooms that have the potential to violate a person's reasonable expectation of privacy.

The Order defines this term as "any personal digital device that can be used to communicate or to access the internet, such as a cell phone or a tablet." Additional examples of devices that may fall into this definition are smart watches, gaming devices, and electronic toys, and includes earbuds and headphones.

### **Acceptable Use of Internet Technology**

School computers and internet resources, used carefully and wisely, can provide important avenues of learning for students. Inappropriate uses of Internet communications, including the sending of threatening or harassing comments or cyberbullying, are unacceptable. Any incidents will be addressed as a very serious issue. Students will engage in appropriate curricular behaviour when using the district network. Students will not publish other people's personal information. For example, name, location, phone number, images, video, work, username, or other personal information. Online activity/social media outside of school hours when it negatively affects the safety and wellbeing of students is not acceptable.