



## **PSS STUDENT CODE OF CONDUCT**

### **Mission Statement of School District #48**

School District No. 48 (Sea-To-Sky) is a dynamic and inclusive learning community where all learners are supported in pursuing excellence, in reaching their potential and becoming contributing members of their communities.

### **Mission Statement of Pemberton Secondary School**

Pemberton Secondary School is a learning community that consists of teaching staff, support staff, administrative staff, clerical and maintenance staff, parents and students. The focus of our learning community is to:

- A. provide a safe environment and encourage all students to strive for individual excellence,**
- B. make literacy, numeracy and social responsibility a priority and**
- C. foster a belief in the value and relevance of education.**

### **Vision Statement of Pemberton Secondary School**

Strengthening Connections That Inspire Purposeful Lives

### **Preface**

Pemberton Secondary School administers its activities through standards such as those established in the School Act (<http://www.bced.gov.bc.ca/legislation/schoollaw/>), the Sea-To-Sky School District Code of Conduct, and Pemberton Secondary's Code of Conduct. This includes definitions of conduct that focus on the safety and academic integrity of the school and its activities. The primary objective of the Code of Conduct is to enable both staff and students to meet their needs in a way that not only works for them, but also respects the needs of others and addresses prohibited grounds of discrimination as set out in the B.C. Human Rights Code.

Pemberton Secondary School takes the position that staff and students have rights; and therefore responsibilities, towards decisions concerning their conduct as safe, reliable, and caring members of our school and communities.

Pemberton Secondary School defines standards of student conduct and makes provisions for student discipline with respect to conduct that jeopardizes the safe and caring order and functioning of the academic and non-academic programs and activities of the school.

The school's Code of Conduct is a reflection of the policies and regulations incorporated in the [Sea-to-Sky Board of Education Policy and Regulations Manual](#) and the [School Act](#).

## **A. Guiding Principles**

### **At Pemberton Secondary School, we believe:**

- That all students have a right to learn and staff a right to teach, within a safe, positive, caring, and orderly environment.
- That all students have the opportunity to learn to make appropriate choices for themselves and others.
- Diversity is to be celebrated and respected, but our rights and responsibilities apply to everyone.
- Communication within, and among the school community, is conducted with respect and courtesy.

### **At Pemberton Secondary School, we believe successful students are:**

- Prepared for school, including being in the appropriate place and on time for learning.
- Engaged in their learning, including taking ownership of their education.
- Involved in making Pemberton Secondary School an environment that is positive, caring, and healthy.

## **B. Pemberton Secondary School Rights and Responsibilities: Expected Conduct**

At Pemberton Secondary School, teachers have the right to teach and students have the right to learn. Therefore, everyone at Pemberton Secondary School has

### **i. A right to live and work in an atmosphere of mutual respect and courtesy and a responsibility to show respect to students, parents, teachers, administrators, and the school including**

Avoiding participation in activities that create negative disturbances.  
Treating others in a friendly and considerate manner.  
Allowing others to work without distraction.  
Following the instructions and directions of all school district staff.

### **ii. A right to be safe and secure from threatening and abusive behavior on the part of others and a responsibility to involve oneself in positive conflict resolution including**

Avoiding encouraging violent behavior; not to be a spectator of conflict.  
Helping solve conflict by talking out problems with others.  
Avoiding using belligerent or provocative behavior to others.  
Use of physical confrontation as a method of resolving conflict.  
Avoiding passing rumors about others.  
Being prepared to be a witness against violence.

### **iii. A right to live and learn in an atmosphere free of pollutants such as foul language, harassment, vandalism and discrimination and a responsibility to conduct oneself in a manner worthy of respect of others including**

Avoiding using profanity at school.  
Recognizing that people are unique and worthy of respect.  
Recognizing that sexual harassment is unacceptable conduct.  
Helping others whenever possible.  
Dressing appropriately for the working environment.  
Utilizing materials, equipment, and furniture in a respectful way.  
Properly placing litter in garbage containers and keeping Pemberton Secondary a positive example for our community.

### **iv. A right to learn in an orderly environment free from unnecessary interruptions or delays and the responsibility to come to class on time and attend all classes. This also includes:**

Being prepared with the appropriate learning tools, including books, pens, notebooks, etc...

Working to the best of your ability and exhibiting a positive attitude towards learning.

Recognizing that attending school is the same responsibility as the "work place".

Making sure all assignments are completed on time and to the best of your ability.  
Practicing good listening skills.  
Remembering that you're a member of a team and what you do, or do not do, influences the effectiveness of the team.

**v. A right to work in an environment free of drugs, alcohol, and smoke and to avoid any contact with drugs and alcohol. My responsibility includes:**

Recognizing that Pemberton Secondary School is a smoke free environment.  
Staying clear of anyone in possession of, or using, drugs and/or alcohol.  
Referring people using or in possession of drugs and/or alcohol to the counselor or administration.  
Reporting to the proper authorities any person selling drugs and/or alcohol.  
Seeking counseling to quit substance abuse.

**vi. A right to have the right to privacy and security of personal space and the responsibility to respect the property and privacy of others including:**

Avoiding taking or having involvement with other people's property unless I have their permission.  
Avoiding being in possession of other's property. The purchasing of stolen equipment or property is as serious as stealing it.

## **C. Unacceptable Conduct**

The following offences constitute conduct that is unsuitable for a safe and caring environment at Pemberton Secondary School and apply to all school district property including buildings, grounds and buses. As well, they apply to all school functions whether on school property or elsewhere. They also apply to but are not limited to behaviours by students that affect the health and wellbeing of all students, at all times.

A list of prohibited behaviours is identified below; however, may not encompass all behaviours considered unsuitable for a safe and caring environment. No person shall knowingly disrupt the environment at Pemberton Secondary School, such that another individual's right to be safe and learn is compromised.

### **1. Harassment/Abuse**

#### **(a) Direct Physical Harassment**

No person shall

- i.** Harass another person including hitting, tripping, pushing, kicking, rough-housing, horseplay, or any "hands on/feet on" behavior that is inappropriate for a working environment.
- ii.** Sexually harass another person including unwelcomed kissing, touching, flirting, or suggestive language.
- iii.** Damage a person's property, or knowingly cause any person to fear damage to her or his property.

#### **(b) Sexual Abuse**

No person shall abuse another person sexually including

- i.** The forcing of unwanted sexual activity by one person on another, as by the use of threats or coercion.
- ii.** Sexual activity that is deemed improper or harmful, as between an adult and a minor or with a person of diminished mental capacity.
- iii.** Knowingly cause another person to engage in an unwanted sexual act by force or threat

#### **(c) Indirect Harassment**

No person shall

- i.** Threaten any other person with bodily harm, or knowingly cause any other person to fear bodily harm.
- ii.** Knowingly create a condition that unnecessarily endangers the health, safety, or peace of mind of other person(s) including encouraging others to participate in harassing behavior toward another, spreading rumors, encouraging others to social exclude another, or any perceived behavior by another that causes discomfort and/or unease.

- iii. engage in conduct, whether on the premises of the school or away from the school, that will likely cause another person or persons to fear for their safety or the safety of another person known to them, including
  - Repeatedly following from place to place another person or anyone known to them.
  - Repeatedly and persistently communicating with, either directly or indirectly, the other person or anyone known to them.
  - Repeatedly watching the place where the other person, or anyone known to them, resides, works, carries on business or happens to be or
  - Engaging in threatening conduct directed at another person or any member of their family, friends or colleagues.

(d) Direct Verbal Harassment

No person shall

- i. threaten any other person

ii. verbally abuse another including name calling, insulting, using unsuitable remarks when referring to one's race, ancestry, place of origin, color, ethnic origin, citizenship, sex, sexual orientation, family status, handicap, or any remarks deemed inappropriate to a working environment.

## 2. Prohibited Substances and Smoking

(a) No person shall knowingly possess, distribute, or handle any substance deemed to be inappropriate or illegal including drugs or alcohol

(b) No person shall be on school district property while under the influence of drugs and/or alcohol

(c) No person shall smoke tobacco on school district property

## 3. Weapons

(a) No person, other than a peace officer, shall possess or use any firearm or ammunition on school district property, including the use of fireworks and/or explosives

(b) No person shall knowingly, possess a weapon, real or replica, as defined under the Criminal Code of Canada:

i. Any item that is designed to be used as a weapon, specifically designed to be used in combat or to inflict punishment;

ii. Any item a person uses or intends to use as a weapon that injures and becomes a weapon in certain circumstances.

**Replica weapons include toy firearms, knives, ammunition, and any incendiary device that may be construed as a threat to the safety of students and staff.**

## 4. Academic Misconduct

Academic misconduct includes any type of cheating that occurs in relation to a formal academic exercise.

(a) No person shall knowingly

- **Plagiarize:** The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
- **Fabricate:** Falsify data or information
- **Deceive:** Provide false information to a teacher concerning an academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- **Cheat:** Attempt to give or obtain assistance or assessment without due acknowledgment.
- **Sabotage:** Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

## 5. Attendance

Regular attendance is a contributing factor to academic success and has been linked to higher achievement, stronger bonds to the school and community, lower rates of delinquent and high risk behavior, and increased participation in higher education. Students are expected to regularly attend all programs and courses. No school improvement effort can succeed unless students are in school to benefit from these changes.

The school is permitted to recognize the following as reasons as "Excused Absence" include:

- i. Illness
- ii. Family illness or affliction
- iii. Danger to one's health
- iv. Any unavoidable cause which makes attendance improbable

Examples of absenteeism where the school **does not** recognize as "Excused Absence" include, but are not limited to:

- i. Sleeping in
- ii. Student staying home (without a recognized reason)
- iii. Shopping, Hair Cuts, Miscellaneous

If possible, activities should be considered outside regularly scheduled school times, including vacations, doctor / dentist appointments, and any other arrangements that could happen without disrupting the educational opportunities of the student.

When absent, students are expected to take responsibility for missed learning opportunities. As a result, students are required to make arrangements either before, during, or after they have missed classes such that their learning is minimally affected by their absence.

NOTE: The administration shall determine the sufficiency of the reason given by the parent/guardian.

## 6. Theft/Vandalism

- (a) No person shall knowingly take, destroy or damage premises of Pemberton secondary School.
- (b) No person shall knowingly take, destroy or damage any physical property that is not her or his own.
- (c) No person, in any manner whatsoever, shall knowingly deface the inside or outside Pemberton Secondary School
- (g) No person shall knowingly create a condition that unnecessarily endangers or threatens destruction of the property of Pemberton Secondary School or of any of its members.
- (c) No person shall knowingly mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other information storage, processing or retrieval system.

## 7. Information/Communication Technology

- (a) No person shall knowingly damage, abuse, infiltrate, or otherwise alter any information or communication technology at PSS
- (b) No person shall knowingly use information and/or communication technologies to bully (Cyberbully: "involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."), harass, display/transmit unapproved images of another person, or otherwise intimidate another person at, or away from, PSS.
- (c) No person shall knowingly view, download, stream, or save inappropriate content including media that portrays sex, violence, drugs, and/or alcohol
- (d) No person shall be permitted to access information and/or communications technologies without having previously completing a "User Agreement"

(e) Anyone using information and/or communications technology at PSS must be familiar with both school and District "Appropriate Use" information

(f) No student, without the permission of a staff member, shall knowingly stream media including music and video.

(g) No student shall knowingly use cell phones, cameras, MP3 players, or any other digital devices that interrupt the instructional activities of the school, class, or student. The use of digital devices is at the discretion of the teacher or staff member.

## **8. Intruder/Trespasser**

All individuals must report directly to the office when entering PSS school property.

In the event of an intruder/trespasser is in the school building or on the school grounds, notify the office immediately. The following message will be broadcast using the P.A. system: "Attention staff and students, we need to secure the building."

When staff hear this message they will know that emergency personnel are on their way to the school and should take the following steps:

- All students will remain in their classroom.
- Shut and lock all classroom doors and lower mechanical blinds.
- Direct any students in the halls into their classroom.
- All teachers on prep blocks will contact the office.
- The custodian will secure all outside doors. If prior to 15:00 hours, this will be done by a teacher on prep with keys from the office.
- An A.O. will direct teachers on prep to contact outside P.E. classes and direct them to a secure area, and to make sure shop classes have heard the announcement.
- All washrooms will be checked by teachers on prep or office staff. Any students found will be escorted to a secure area.

The school will remain secure until a P.A. announcement informs the staff that the school is secure and back on a regular schedule.

If you come upon the intruder/trespasser, do not confront them but rather report to the office immediately.

## **9. Threatening Behavior**

Any student(s) and/or SD#48 employee(s) having knowledge of a student(s) exhibiting behavior that demonstrates a concern for his/her own safety, or the safety of others, shall promptly report the information to the administration immediately. This may include communicating threats through written or oral means, demonstrating threatening behavior, graffiti, drawings, and/or possession of a weapon.

AO's will gather information through an initial review of the situation. They will then consult with the Superintendent to determine if activation of the Initial Response Team (IRT) is warranted. The IRT consists of the Principal (or designate), District Principal of Student Support Services, and School Liaison Officer.

If activation of the IRT results in determining that a student(s) poses a threat, the IRT may involve other community/district personnel trained in threat assessment to assist in an intervention plan.

## **D. Progressive Discipline / Behavior Interventions**

Factors that influence decisions regarding progressive discipline include, but are not limited to:

- The seriousness and frequency of the misconduct
- The age, maturity, and ability level of the student

Assuming a duty of care for students, staff will act in a caring and judicious manner (in loco parentis). Therefore, progressive discipline often involves correcting behavior through restorative practices. Restorative Justice is a tool used to assist in changing behaviors.

Progressive discipline strategies may include one, or many, of the following:

1. Contact/Meetings with Parent(s) or Guardian(s)
2. Detentions (Classroom, Office)
3. Denial of Access to Specified Services, Activities or Facilities of the School
4. Reparations
  - a. Student may be required to pay for damages to property including maintenance costs and replacement
5. School service work
6. Behavior Plans
7. Restorative Justice/Circle Discussions (To rebuild relationships through conflict resolution among victim(s) and the person responsible for the misconduct)

8. Suspension (In-school and Out-Of-School)
  - a. Times may vary; however, typical ISS (1-3 days) and OSS (1-5 days)
  - b. Students may not have electronic devices during ISS; student will have breaks/lunch at different times than regularly scheduled times; student may serve ISS in another classroom; student will not be permitted to leave school during breaks or lunch
  - c. Board Suspensions involve a meeting with District Staff and a member of the Board of Education.
9. Notification
  - a. School may inform outside agencies (Superintendent, MCFD, RCMP, District Staff, Victim Parents, etc...) if the misconduct is considered severe enough such that reassurance is provided to members of the school community that the misconduct has been appropriately communicated and addressed.
10. Principal and District Authority
  - a. The principal and/or District's authority may extend beyond the recognized duties of care from the time the student leaves for school, to the time the student returns home, if it's determined the conduct of the student adversely affects the safe and orderly operation of the school.

## E. Guiding Principles for Acceptable Behavior

### **Student Dress Code/Appropriate Dress:**

PSS is a working environment. As such, appropriate dress demonstrates respect for that working environment and the individuals who work and learn at PSS.

The following would not be considered appropriate for the working/ learning environment:

- a. Low cut tops, plunging necklines, short skirts or shorts, bare midriffs, exposed under garments.
- b. Garments that reference tobacco, drugs, alcohol, offensive/suggestive language, sex, and/or violence
- c. Headgear that prevents staff from seeing the face of the student. Headgear is to be removed in the office, assemblies, and classroom.
- d. Sunglasses are to be removed when in school.

### **Bikes and Skateboards:**

Students are expected to wear helmets at all times when riding bikes and/or skateboards. As well, PSS advises students to lock their bikes when at school.

### **Use of the Commons Area:**

The Commons Area is a zone shared by all at PSS. This area is often used for study, socializing, events and dining. We require students to respect this area and keep it clean for all students to use. Students are to place garbage in the garbage receptacles and recycling in the recycling bags/blue recycling boxes.

### **Cell Phone/Electronic Device Use:**

The use of cell phones and/or electronic devices are restricted to the extent it does not disrupt the learning and/or safety of the individual or others. This includes one's cell phone ringing in class, texting during instruction, "sexting" (use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature), or any other inappropriate use deemed to disrupt the learning environment of the school and/or the safety of the school community.

### **Smoking:**

PSS does not condone the use of tobacco and/or tobacco-related products. Smoking is not permitted on school district property.

### **School Dances:**

Dances at PSS are social events that promote social responsibility among our students. PSS dances are planned and organized by student council, leadership members, and staff.

Dances are extra-curricular events and are a privilege to attend. As a result, students who:

- a. are not in full attendance the day of the dance or
- b. have significant number of absences (excused or unexcused) in the last 2 weeks or
- c. are in violation of the school's Code of Conduct in the past week

may be refused access to the dance.

PSS' Code of Conduct applies at all dances. Furthermore,

- a. Appropriate dance style and etiquette apply
- b. Appropriate dress must be worn
- c. Students who leave the dance are not permitted to return
- d. Doors will be closed 1 hour after starting. No one is permitted to enter after that time, without prior permission
- e. Dances will end not later than 9:00 pm on school nights
- f. Students suspected of being under the influence of drugs and/or alcohol will not be permitted into the dance. The student will be asked to stay in the office until a parent(s) or guardian(s) is contacted. If a parent(s)/guardian(s) is unavailable, the RCMP will be contacted.

A meeting between the parent(s)/guardian(s) and administration will occur before the student is permitted to resume school. During that meeting, a decision will be made as to the corrective measures to be taken.