

## OUR MISSION

Port Hardy Secondary School's mission is to engage all students in meaningful learning. Staff are committed to provide engaging and meaningful learning opportunities for all learners in classrooms, outside of the school, and within communities that we serve. We expect students to make the most of their experiences at PHSS by attending regularly, being on time, participating and contributing in classes to the best of their ability as well as understanding and abiding by the Student Code of Conduct.

PHSS expects behaviors and action that support a safe learning environment, free from **bullying and harassment**. The Code of Conduct encourages behaviors that bring credit to the student and to the school. It also addresses unexpected and inappropriate behaviors that create unsafe conditions for self or others.

The **BC Human Rights Code** governs the Code of Conduct. It prohibits discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation. PHSS is committed to offer a safe learning environment for students who identify with LGBTQ+. All students have the right to be equally recognized, protected and affirmed. At PHSS, we strive to celebrate all diversity.

**Drugs and alcohol** compromise your ability to grow and are not appropriate any time in the school context. We want you to feel well and alert and stay healthy. Being under the influence or in possession of banned substances is illegal and can result in both legal and school consequences.

**Smoking** is banned in all school district locations, including in our school and on the grounds of PHSS. This included the use of electronic cigarettes and vaporizers.

**Personal Digital Devices** are not permitted during instructional times; learners are expected to have devices on airplane mode or notifications silenced and out of sight. Students are responsible for safe storage of personal devices and following the digital devices expectations.

**Consequences for misbehavior** are focused on restorative conversations and are progressive. Considerations will be made for age, maturity, and individualized needs.

**Retaliation:** The school will take all reasonable steps to prevent retaliation by a person.

## RIGHTS AND RESPONSIBILITIES

The right to be respected. The responsibility to be respectful to others.

The right to learn in a safe and caring environment. The responsibility to find respectful ways to solve problems.

The right to work in a clean and healthy environment. The responsibility to keep illegal substances away from the school.

The right to work and learn in an educationally productive environment. The responsibility to come prepared to work.

The right to enjoy time spent at PHSS. The responsibility to participate, to share, to get involved.

## CODE OF CONDUCT

The lists of appropriate and inappropriate behaviors are examples only and are not to be considered all-inclusive.

## **A. EACH STUDENT IS EXPECTED TO:**

1. Become knowledgeable about and assume responsibility of conducting themselves according to this standard of behavior.
2. Develop positive attitudes and behavior by:
  - a. moving around hallways and grounds without causing distractions or making undue noise.
  - b. caring for school property and equipment
  - c. using language free from profanity
  - d. dressing in appropriate clothing
  - e. ensuring that litter is placed in containers
  - f. refraining from excessive displays of affection
  - g. allowing others to work without distraction or undue noise
  - h. obeying all reasonable instructions given by staff
3. Participate to the best of his or her ability in the school's program by:
  - a. working to achieve the objective set forth for each class session
  - b. being thorough in completing assignments
  - c. bringing appropriate equipment materials to class
  - d. asking for assistance when material is not understood
  - e. not allowing cell phones or other electronics from interfering with learning
  - f. refrain from cheating or plagiarizing
4. Attend school on a regular basis as demonstrated by:
  - a. attending each class regularly and punctually
  - b. being absent only for sufficient reason and with parental approval
  - c. bringing a note or having a parent telephone the school for each absence, late arrival or early departure
  - d. realizing that absence without sufficient reason and parental approval and or constant tardiness will have consequences
  - e. leaving class only with teacher permission
5. Respect the feelings of others by:
  - a. being civil in word and action to others
  - b. treating all others with dignity and respect
6. Respect the property of others by:
  - a. not taking the property of others
  - b. not damaging, defacing or hiding the property of others or the school
7. Avoid conduct which interferes with an individual's or the group's health or safety by:
  - a. using spoken and written language, including the use of such language on websites or through text messages that respects the races of all individuals and displays courtesy towards everyone
  - b. refraining from physical violence or aggressive behaviors such as, but not limited to, verbal threats, bullying, intimidation, or harassment in and around the school, at school functions or on web sites or through text messages
  - c. bringing guests to the school only if pre-arranged with the school Principal or Vice-Principal, and only for acceptable reasons
  - d. obeying the law with regards to smoking and drug use and possession (including alcohol) when in the school, on school district property, at school functions and when involved at any school sanctioned event
  - e. obeying the law with regards to the possession of fireworks, weapons and imitation weapons, and the use of fire alarms when in the school, on school district property or at school functions or school sanctioned events
8. Use procedures of due process, when necessary, by:
  - a. discussing a problem with a teacher, counsellor, or administrator
  - b. appealing to the Vice-Principal or Principal, accompanied by a parent or student council rep if necessary

## **B. SERIOUS OFFENCES**

A school must provide a safe and comfortable environment for students to learn effectively. Consequently, certain actions must be dealt with severely by the school, the school board, or the law. These include:

- a. The use of foul or offensive language towards staff or other students, including the directing of such language through internet sites and or via text message.
- b. The use of aggressive behaviors, physical violence or verbal threats towards staff or students including the use of internet sites or via text messaging to convey such threats.
- c. Any language or behavior that degrades, denigrates, stereotypes, incites hatred or fear, prejudice, discrimination, or harassment toward individuals based on their race, sexual orientation, or gender identification.
- d. The possession at school of weapons or imitation weapons.
- e. The causing of a false fire alarm; the use or sale of fireworks.
- f. Being under the influence of, or in possession of alcohol or drugs while at school, on school property or at a school function.
- g. Chronic truancy
- h. Theft of school or personal property while at school, on school property or at a school function.

## **Rising Expectations**

It is expected that as a student moves from grade to grade, they will assume increasing personal responsibility for behaving in a safe and appropriate manner while on PHSS property, attending PHSS functions and while being involved in school-related activities.

## **Consequences**

The nature of the consequences for non-compliance with the school code of conduct will be reflective of the level of the offense and the age and maturity level of the student. Those in authority (adult supervisors, teacher and administrators) will consider the severity and frequency of unacceptable conduct in determining disciplinary action. Where possible, consequences will be restorative in nature and discipline is progressive in nature.

Consequences include, but are not limited to:

- meeting with the student, teacher, and school administration
- meeting with the parent/guardian
- meeting with the student, teacher and counselor
- referral to the school-based team
- administrative intervention up to and including suspension to the Board of Trustees and withdrawal from school
- involvement of the RCMP and or other community agencies

Special consideration may apply to students with exceptionalities if those students are unable to comply with a code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature.

## **Notification**

School staff may, depending on the severity and frequency of unacceptable conduct:

- contact and inform parents directly about a student's conduct
- inform the parents of students who have been the victim of unacceptable conduct
- inform school district officials as required by district policies
- contact police and other agencies as required by law
- alert school staff and school community as deemed appropriate by school and or district administration

## **C. RETALIATION**

The board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a code of conduct.