

# KITSILANO SECONDARY SCHOOL

## *Code of Conduct*

Kitsilano Secondary School is a community comprised of students, staff, and parents. We are proud of our efforts to maintain a safe, caring, and orderly environment at Kitsilano, where everyone can make a contribution and be successful. The guiding principle in our Code of Conduct is that everyone is expected to behave in a way that shows courtesy, respect and consideration for other people and their property and in no way offends others.

We respect and celebrate the diverse cultures, customs, religions, values, and view points that make up our school community, welcoming the unique contributions that each person can offer. We encourage openness and understanding among all Kitsilano citizens. **Kitsilano Secondary School promotes the values expressed in *The BC Human Rights Code* respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.** Our Code of Conduct provides a set of standards and a positive framework for our daily lives at Kitsilano. These standards help us to maintain an appropriate balance between individual and collective rights. **The standards and expectations apply to behaviour at school, during school-organized or sponsored activities and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.** We believe that students should learn to take responsibility for the decisions they make and accept the consequences of their actions. The Code of Conduct also included the expectation that it is reasonable for staff and students to encourage each other to adhere to the standards of the code.

At Kitsilano, students are expected to be serious about their studies and show initiative in achieving their goals. Teachers provide help, monitor progress, give encouragement, and outline course requirements, and students are in turn expected to contribute the effort necessary to ensure progress and success. We conduct ourselves in a manner that promotes achievement and encourages learning. We adhere to the Vancouver School Board policies for student conduct, including the following:

1. No student may be in possession of or under the influence of illegal or non-prescribed drugs or alcohol, in the school, in the vicinity of the school, or at school-sponsored events.
2. No one has to accept violence or intimidation at any time at Kitsilano. Violence is defined as any action, or threat of action, that causes physical or emotional injury, discomfort, or fear.
3. Students are not permitted to have weapons. A weapon is defined as anything that is used with the intent to hurt or frighten someone. Our school is a community characterized by cooperation and conflict resolution.
4. Students are prohibited from engaging in bullying of any form or harassment based on race, religion, culture, sexual orientation, or sexism.

If you have been affected by (or know someone affected by) harassment, bullying, violence, weapons, drugs, or alcohol, it is important that you talk to a counsellor, teacher, administrator, school liaison officer, or anyone else in the school that you trust, so that others can help to solve the problem.

### **Clothing/Personal Accessories**

At Kitsilano we dress in a manner that is appropriate for a learning environment. Students who come to school inappropriately dressed may be asked to go home and change. The basic assumption is that students dress for school as though they are going to work.

### **Electronic Devices**

Use of cell phones or pagers is not allowed within the school from 8:30 am to 3:30 pm. Other listening devices (cd players, mp3 players, etc.) are not permitted during class time. If infractions occur, these items will be confiscated and held until claimed by a parent or guardian.

### **Other Banned Items**

The use of fireworks, firecrackers, laser pointers/pens, water toys or balloons, skateboards, and snowballs is not permitted on school property. Skateboards must remain in lockers during the school day.

### **School Environment**

We take ownership of our school and take pride in maintaining a clean and safe environment. The student and the student's parents are jointly liable for any graffiti or other vandalism that may occur. Please obtain permission of the administration before posting or distributing any advertising or publicity material on school property. There is a Vancouver School Board policy of no smoking in the school building, on the school grounds, and at school functions.

## Visitors

The school welcomes visitors, including parents and guardians. Visitors are asked to report to the school office to obtain permission to remain in the building. Visitors found to have no legitimate business at the school will be treated as trespassers and asked to leave.

## Field Trips

From time to time throughout the year, field trips are conducted by teachers as an integral part of their courses. Any student going on a field trip must appreciate that attendance is a privilege and although we would hope that other teachers will allow students to participate, circumstances may require that a student will not be granted permission. Consent forms for field trips must be signed by the parent/guardian and teachers affected and returned to the sponsor teacher no later than 24 hours prior to the day of the field trip.

## Lockers

One locker is provided for each student at Kitsilano. Each student is responsible for maintaining his/her locker. Students are expected to keep their designated locker for the entire academic year. Lockers or lock combinations should not be shared. Personal items of value should not be left in lockers. It is the student's responsibility to ensure both gym and school lockers are secure (locked). Locker break-ins should be reported to the office. The school does not have insurance coverage for items lost from lockers. *Note:* School authorities retain the right to inspect lockers under their control, and to prevent their use in illicit ways or for illegal purposes.

## Vehicle Regulations

Students bringing cars to school are required to comply with all Vancouver City traffic and parking by-laws. The Vancouver School Board does not permit student parking on school property. Offending cars will be towed away, without warning, at the owner's expense.

## Homework

It is recommended that Grades 8 and 9 students do approximately one hour of homework daily and grade 10 to 12 students approximately two hours daily.

## Dishonesty

Theft and cheating are viewed as serious infractions of school rules and in all instances will be referred to the administration.

## Public Assembly Expectations

We believe in the value of public assemblies, both for educational and community-building purposes. To that end we move quickly and quietly in and out of assemblies and we are always a respectful and appreciative audience.

## Student Discipline

At Kitsilano, we are accountable for our actions. The school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation (prohibited grounds set out in the BC Human Rights Code). Any student who violates School Board or school policy will be subject to disciplinary action, which may include:

- an interview with an administrator
- notification of parents/guardians
- in-school suspension
- community service
- referral to counselling or a treatment program
- suspension from school
- transfer to another school
- referral to the Vancouver School Board for action by the Board of Trustees
- expulsion from the school district
- in some cases, violation of school or district policies may also be a violation of the criminal code and result in a police investigation and possible charges

In all instances, the severity and frequency of unacceptable conduct, as well as the age and maturity of students, are considered in determining appropriate disciplinary action. **Whenever appropriate and possible, consequences for failure to abide by the Code of Conduct will be restorative rather than punitive.** In some cases, it may be necessary for the school to notify others, such as district officials, police, Ministry of Children and Families, parents, guardians, social workers, or various other community and social agencies. **We also recognize that special considerations may apply to students with special needs, if they are unable to comply with a Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature.**