



Prince of Wales Secondary

Code of Conduct: REACH

Reviewed June 2026

Statement of Purpose

Prince of Wales Secondary is committed to **REACH** and to uphold a safe, inclusive, equitable, welcoming, nurturing, and healthy school environment.

- Promote clear behavioural expectations of respectful and responsible citizenship that lead to a culture of safety, caring and respect amongst everyone in the school and programs and at all school-events and activities
- The School Code of Conduct applies at school, during school-organized or sponsored activities, on school buses, and any behaviour even if outside of school or school hours, (including on-line behaviour), that negatively impacts the safe, caring, or orderly environment of the school, and/or student learning.
- Every member of our school community, including students, staff and parents has a role in upholding these values which are aimed at ensuring a safe, caring, and orderly school and/or learning environment.



We demonstrate respect for ourselves, others, and the environment. We treat all people with compassion and respect individual differences.



We strive to do our personal best.



We are positive, thoughtful, and cooperative. We conduct ourselves in a courteous and considerate manner.



We contribute to the community as a whole.



We take responsibility for our actions and act with integrity

Conduct Expectations

Acceptable Conduct

- Respecting self, others, the school, and the community
- Contributing to a safe, caring, positive, inclusive, and peaceful environment
- Seeking to prevent violence and potentially violent situations, and demonstrating social responsibility by reporting such situations
- Engaging in purposeful learning activities
- Acting with integrity and taking responsibility for personal actions

On the next page are students-developed guidelines on how you can be responsible in school and your communities.

	AT SCHOOL
	WITHIN OUR CLASSROOMS We will . . .
RESPECT We demonstrate respect for ourselves, others, and the environment. We treat all people with compassion and respect individual differences	▪ Treat others as we would like to be treated ▪ Speak in a manner that is inclusive of others ▪ Dress appropriately for school ▪ Maintain personal hygiene ▪ Be accountable for our actions ▪ Value learning ▪ Clean up after activities ▪ Be attentive in class ▪ Attend class
EFFORT We strive to do our personal best.	▪ Always be prepared: with materials, homework and ready to work ▪ Be on time and meet deadlines ▪ Challenge ourselves and step outside our comfort zone ▪ Persevere, participate ▪ Communicate positively and constructively with parents, peers, ourselves and staff ▪ Be proactive in showing teamwork and engagement ▪ Develop good study skills and personal habits by getting enough rest, fitness, and healthy nutrition ▪ Show commitment, responsibility and accountability ▪ Accept others' differences and be helpful ▪ Role model leadership
ATTITUDE We are positive, thoughtful, and cooperative. We conduct ourselves in a courteous and considerate manner.	▪ Be curious and come with willingness to learn ▪ Pay attention ▪ Be open to new ideas and differences ▪ Be encouraging and supportive of both students and teachers ▪ Seek to provide positive and constructive feedback ▪ Do our best to accept constructive feedback in a positive way ▪ Be proud of doing our best ▪ Be aware of the importance of teamwork ▪ Be willing to communicate with others ▪ Persevere even when there are obstacles and difficulties
CONTRIBUTION We contribute to the community as a whole.	▪ Participation: Be prepared, Be engaged, Be inclusive, Be positive ▪ Positive role modelling: Clean your space, Pick up garbage, Be on time, Reduce, reuse, recycle and compost ▪ Stay connected with TEAMS
HONESTY We take responsibility for our actions.	▪ Take tests honestly ▪ Submit your own work (no plagiarism) ▪ Respect and cite the work of others ▪ Be honest about late or incomplete assignments

AT SCHOOL	OUTSIDE SCHOOL
IN OUR SCHOOL We will . . .	IN THE COMMUNITY We will . . .
▪ Show respect to property ▪ Accept differences and be inclusive ▪ Encourage open communication ▪ Honour commitments ▪ Be inclusive of all grades ▪ Be mindful of how our school appears to others ▪ Use recycling; garbage; and compost facilities ▪ Respect the time and space of others ▪ Be empathetic	▪ Embrace differences ▪ Be friendly and polite ▪ Be mindful of the property and of the privacy of PW neighbours ▪ Respect the law ▪ Show empathy to others ▪ Be aware that we represent PW ▪ Adhere to parking restrictions around the school ▪ Be aware of noise level ▪ Be respectful of ourselves and others on-line ▪ Accept the consequence of our choices
▪ Challenge ourselves to: ✓ step outside our comfort zone ✓ have perseverance ▪ Communicate positively and constructively with parents, peers, ourselves and staff ▪ Be proactive in encouraging teamwork and engagement ▪ Develop good study skills and personal habits by getting enough rest, fitness, and healthy nutrition ▪ Show commitment, responsibility and accountability ▪ Accept others' differences and be helpful ▪ Role model leadership	▪ Challenge ourselves to: ✓ step outside our comfort zone ✓ have perseverance ▪ Communicate positively and constructively with parents, peers, ourselves and staff ▪ Be proactive in showing teamwork ▪ Show commitment, responsibility and accountability ▪ Accept others' differences and be helpful ▪ Role model leadership
▪ Respect the school environment ▪ Participate in clubs, sports team and extracurricular activities to develop school spirit ▪ Be considerate to others ▪ Be courteous ▪ Embrace multiculturalism ▪ Keep our school clean ▪ Speak, dress and act in a considerate and appropriate manner ▪ Keep noise to a moderate level	▪ Volunteer ▪ Be polite ▪ Be friendly, smile at others ▪ Be respectful of the environment ▪ Be willing to help people in need ▪ Be considerate of our neighbours' properties and others in public places ▪ Obey the law ▪ Follow appropriate transit etiquette ▪ Get involved in community activities ▪ Refrain from littering in public places

▪ Support school wide efforts: ✓ Participate on a team, Join or lead a club ✓ Donate or Volunteer ▪ Be inclusive regardless of differences ▪ Look for ways to mentor others ▪ 3Rs: Reduce, Re-use and Recycle	▪ Environmental awareness: ✓ Walk/bike/board/carpool/bus to school ✓ Properly dispose of litter and Reduce, reuse, recycle ✓ Participate in community gardening ▪ Volunteer: ✓ Visit seniors or give up your seat on the bus ✓ Notice when people around you need help and act
▪ Report bad behaviour and bullying ▪ Be truthful about absences ▪ Play by the rules ▪ Do not take advantage of circumstances for your own benefit ▪ Give credit where credit is due	▪ Follow through on promises and commitments ▪ Be accountable for our actions ▪ Do not take what does not belong to us ▪ Take responsibility for our own actions

Unacceptable Conduct

“Students shall not discriminate against others on the basis of Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish 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.” **Racism and discrimination will not be tolerated in our school.**

- Behaviours that interfere with the learning of others, interfere with an orderly environment, or create an unsafe environment
- Acts of bullying, harassment, intimidation, or physical violence
- Illegal acts, such as possession, use or distribution of illegal or restricted substances including drugs, alcohol, and weapons
- Theft or damage to property
- Harassment

NOTE: Behaviours (both acceptable and unacceptable) cited in the code of conduct are examples only and not an all-inclusive list.

Rising Expectations

Students are expected to learn and mature. as they move through successive grades, and as such the expectations progress towards increasing personal responsibility and self-discipline, as well as increasing consequences for inappropriate conduct/unacceptable behavior.

Retaliation Prevention

All reasonable steps will be taken to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

Consequences

- Disciplinary action, wherever possible, is restorative rather than merely punitive. The school will treat seriously any behaviour that discriminates based on Indigenous identity, race, religion, colour, ancestry, place of origin, marital status, family status, age, sex or sexual orientation, gender identity/expression, or physical or mental disability.
- Repetitive or severe unacceptable behaviour may result in increased severity of subsequent disciplinary action. The age and maturity of students are considered when determining appropriate consequences.
- Special considerations may apply to students with special/diverse needs if these students are unable to comply with a code of conduct due to having a disability/challenge of an intellectual, physical, sensory, emotional, or behavioural nature.
- Responses to unacceptable conduct are consistent and fair.
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.
- Specific disciplinary actions may include in-class consequences (detention etc.), contacting parents/guardians; notification to counsellor and/or administrator; meeting with counsellor/teacher/ administrator, meeting with parents/guardians, community service to the school, in-school suspension; formal *suspension from school (up to 5 days); referral to counselling or treatment program, or transfer to another VBE school.

Notifications

The principal or designate has a responsibility to inform other parties of serious breaches of the code of conduct. These parties include:

- Parent(s) of student offender(s) and parent(s) of student victim(s) – in all instances
- School district officials
- Police and/or other agencies, as required by law
- School community, when deemed necessary, to reassure members that school officials are taking appropriate action

***Suspensions**

In accordance with the School Act, Sec. 85 (2) (ii) and (d), the Board authorizes the principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board;
- because the behaviour of the student breaches the District Code of Conduct or other policy and/or has a harmful effect on others or the learning environment of the school;
- because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per [District Student Code of Conduct, AP 350](#).

As per AP 350 7.7 an educational program must be provided.

VANCOUVER BOARD OF EDUCATION POLICIES

The District is committed to fostering safe and caring schools that promote mutual respect, cooperation and social responsibility and support optimal learning. These policies and procedures, upheld by the school, promote the creation and maintenance of safe, inclusive, equitable, welcoming, and nurturing school environments. They cover all Board of Education buildings and grounds and are in effect during any school sanctioned activity-at school or elsewhere.

NOTE: Within each of the policies are clear descriptions of what is unacceptable conduct – these are examples only and this is not an all-inclusive list and are behaviours that are not tolerated within the context of the PW Code of Conduct – REACH.

Vaping and Smoking

The VBE is a non-smoking, non-vaping institution. There is a no smoking and vaping policy throughout all Board buildings and grounds. Parents of students who break this rule will be notified and students will be subject to disciplinary consequences.

Drugs and Alcohol

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 functions. Any infraction will be considered serious and will result in the immediate implementation of school and Board policies dealing with student discipline.

Violence and Weapons

The Vancouver Board of Education works hard to ensure that schools are safe places for students. Board policy states that violence of any kind will not be tolerated. Violence includes verbal, written, or physical threats, bullying, fighting, or emotional or sexual abuse. Any form of violence or intimidation that threatens the health, safety and welfare of students is not acceptable. Students are not permitted to have weapons. Weapons are defined as anything that is used with the intent to hurt or frighten someone. Any student found with a weapon, involved in a violent act, or soliciting others to commit an act of violence will be disciplined.

Harassment

The Vancouver Board of Education recognizes that every individual should be treated with respect and dignity and therefore has the right to be free from harassment in our schools and workplaces. A positive and welcoming work and learning environment protects and promotes the self-esteem, worth, and human rights of every person and supports mutual respect and cooperation among individuals. Any student involved in racial, ethno-cultural, religious, or sexual harassment in any form will be disciplined.

What Should I Do If...?

If you have been affected by or know of others who have been affected by harassment, violence, weapons, drugs, or alcohol, it is important that you talk to a counsellor, teacher, vice principal or principal, or anyone else in the school that you trust, so that others can help to solve the problem.

PRINCE OF WALES POLICY AND PRACTICE

Student Absences

Students are expected to attend all classes and to be on time for each class every day. Parent/guardian must send the email to pwattendance@vsb.bc.ca excusing the absence.

Make sure to include the following:

- Student's full name
- Student number
- Date(s) and classes student will be/was absent
- Reason for absence

Absences Other Than Illness

The school cannot excuse students from attending classes. This is a parent/guardian responsibility. If a student does miss school, particularly for an extended period, at any time of year, the student should expect this to be reflected in their marks.

Extended Absence Policy:

The staff and administration of Prince of Wales discourage families from taking extended absences for non-medical and non-emergency reasons. Students missing classes lose essential instruction. Extended or frequent absences (defined as four or more consecutive days during a semester course or eight or more consecutive days during a linear course) will create gaps in learning and may impact overall achievement.

If a student has an extended absence for non-emergency or other non-medical reasons (including family holidays), when and how missed learning is made-up is at the subject teacher's discretion and will vary depending on the circumstances of each course. Teachers are not expected to reteach material; to provide work packages in advance; or to make special arrangements for missed work, including tests. The end of each semester is crucial for students as teachers finish required curricular standards; extended absences at the end of either semester may result in insufficient time to complete final assessments. A student and parents/guardians must assume responsibility for consequences resulting from missing school for an extended period. Families are expected to notify their child's teachers, counsellor, and grade administrator in writing at least two weeks in advance of any extended absences.

Please note that the end of Semester 1 and Semester 2 are crucial for students as teachers finish and review the required curricular content and complete student assessments. Students who are unable to write final assessments or submit required assignments due to their absence from school during this period, jeopardize their final standing in subject classes. Special arrangements cannot be made to accommodate holiday plans or travel arrangements. All students are expected to be in full attendance for the entire school year. ***If you have any questions regarding this policy, please contact an administrator.***

Tardiness

Students are expected to be on time for all classes. Arriving late for class demonstrates a lack of consideration for the teacher and other students. We do not accept students arriving late to class.

Leaving School Prior to the End of the Day

No student may leave early without signing out at the office unless other school-based permission has been previously granted (i.e. field trip, athletic event). If the student returns to the school later, the student must sign back in at the office.

Students being dismissed early for sports teams or other extracurricular activities should present the classroom teacher with a signed yellow dismissal slip at the beginning of class or will be posted on TEAMS for staff.

Personal Electronic Devices Policy

A personal electronic device (PED) refers to any device that a student possesses which electronically communicates, stores, displays and/or reproduces audio/visual material. These include devices such as, but not limited to smart phones, earbuds/headphones, gaming devices, calculators, dictionary translators, tablets, laptops etc.

To foster a safe and focused learning environment for students, the use of personal digital devices, that distract from learning, such as cell phones, tablets and electronic devices, are restricted during

school hours and on school property. Educators and school staff will continue to model digital citizenship in the classroom and avoid the use of personal digital devices for non-instructional purposes. **Many teachers will ask you to 'check-in' or put away your phone at the start of each class. Students are expected to comply with this expectation.**

Personal digital devices must be turned off or placed on silent mode before entering the classroom and remain silent during instructional time (lessons, assemblies, and performances etc.) These devices, including earbuds and headsets, must be turned off and out of sight.

Personal digital devices are not permitted for use during class/instructional time unless an educator has given permission.

The use of personal devices is permitted under the following circumstances:

- o For educational purposes, as directed by the educator in the classroom.
- o For health and medical purposes as outlined in an Individual Education Plan or Student Safety Plan.
- o To support special or diverse educational needs, such as assistive technology related to Individual Education Plans or Student Support Plans.

During Non-instructional Time

This includes time during study periods, lunch and breaks within hallways and common areas. Students may use their devices in common areas of the school so long as they are in accordance with the guidelines as stated.

The expectation is that students will follow the personal digital device policy and school guidelines. The Vancouver School Board is not responsible for the loss, damage, or disappearance of personal digital devices that students decide to bring to school.

Guidelines for the use of Personal Electronic Devices (PED)

All use of PEDs by Prince of Wales students must be appropriate, responsible and in accordance with the school's stated Code of Conduct (REACH). You cannot be in a hallway, outside a class, talking on a phone or having a phone ring without disturbing a class. Learning is important to us all and we cannot have disruptions like this.

Responsibility

Please note that students must be vigilant about caring for these devices as the school is not responsible for lost or stolen items.

Consequences of Misuse

Staff members make a concerted effort to have you use your devices (particularly phones) appropriately in classes and may request that you "check your phone in". We expect you to support learning in your classroom and comply with these requests. If a staff member finds you are unable to manage your phone use within the above policies and guidelines, they may confiscate the device from you. Please hand over the device immediately so as not to escalate the situation and ask politely how and when you can get the device back. Subsequent violations of this policy will require your device be turned over to your grade administrator for subsequent follow-up which may include contacting your parent/guardian.

AUP: Acceptable Use Policy for Electronic Devices

Ethical use of the Internet is one of the school goals at Prince of Wales. Students are required to complete a parent/student - consent/agreement form online at <http://myforms.vsb.bc.ca> at the start of each school year to grant student access to VSB accounts and wi-fi. This form educates students and parents of the rights and responsibilities of students accessing the Internet and is based on the Vancouver Board of Education Policy.

Access to online resources is available in the library and four flexibly scheduled labs. The school is responsible for guiding and monitoring access to suitable educational resources. However, since inappropriate material exists on the internet, it is important for students and parents to know that it is impossible for the school to control all possibilities. The following guidelines outline our expectations for computer-use behaviour. A breach of VBE guidelines may result in suspension of network access.

Please make note of the following Internet Safety Notes from Jesse Miller, Speaker and Principal of Miller Consulting Services, Vancouver, Canada.

- Don't give out your personal information online.
- Don't post anything that would embarrass you later.
- Don't believe everything you see on the Internet.
- Never accept gifts without your guardian's permission.
- Messages that make you feel uncomfortable, please report these to an adult you trust or someone who can help guide you to a counsellor or authorities.
- Don't be irresponsible with your social media accounts.

REMEMBER: Everything you post is permanent.

Prohibited Use

The following is a list of examples of prohibited conduct, without limitation.

The electronic system may not be used to:

- transmit any materials in violation of Board Policies, local, provincial, or federal laws
- duplicate, store, download or transmit pornographic materials; transmit or post threatening, abusive, or obscene material
- duplicate, store, download or transmit copyrighted material without permission
- participate in pyramid schemes or chain letters; or broadcast or send unwanted or unsolicited e-mail messages

Security violations are prohibited, including:

- sharing or revealing passwords
- using or attempting to use another person's user id and/or password
- accessing or attempting to access any part of the system without authorization
- leaving an account "logged on" and unattended
- vandalizing or attempting to vandalize accounts, data, or systems
- attempting to circumvent any portion of this policy by changing or hiding the user's identity; or engaging in practices that expose the electronic system to computer viruses

When using the Internet, the following behaviours are prohibited:

- use of abusive, vulgar, profane, obscene, or other inappropriate language
- posting or sharing pictures and/or videos of other without their permission
- forwarding or copying e-mail to another recipient without the permission of the author
- revealing personal information about anyone
- revealing Board e-mail id's unless to trusted persons, sites, or organizations with a need to know
- making personal attacks on individuals or groups of individuals

The electronic system is a shared resource, and it must be used in a way that does not disrupt the services to others. The electronic system may not be used for:

- business not related to the Board
- advertising products and/or services not related to the Board
- political lobbying or campaigning
- playing games that are not part of an authorized educational program
- downloading excessively large files, except with the permission of the system administrator(s) in low use hours; or

- broadcasting messages or providing audio or video service not required for education or Board business

Code of Academic Ethics

Cheating: Any attempt by a student to complete schoolwork, assignments, examinations, or assessments by unfair means.

Plagiarism: The unacknowledged use of another person's work (written or visual, including using Artificial Intelligence (AI) generated work) and the presentation of that work, in whole or in part, as one's own, or assisting in the act of plagiarism by allowing one's work to be used in this fashion.

Cheating or Plagiarism may include any one or more of the following:

- "Any use of another's research, ideas, or language without proper attribution may be considered plagiarism" (Gordon, s.d., p.l.).

This may include:

- presenting the words or ideas of another as one's own
 - submitting the same work to more than one teacher
 - using AI to create work (without conversations with the teacher)
- Obtaining or providing unauthorized information during an examination, after an examination through verbal, visual, or unauthorized use of books, notes, texts or electronic devices.
- Obtaining or providing information concerning all or part of an exam prior to the exam.
- Taking an exam for another student or arranging for another person to take an exam in one's place
- Altering test answers after submission for grading, altering grades after they have been awarded, or altering other academic records.
- Making any other attempt to improve grades using means that have not been or would not be approved by your teacher (example: being absent without an acceptable reason from a test or class assignment).
- Submitting an assignment more than once.
- Removing an exam from the test area.
- Assisting another student to attain credit through misrepresentation.

Consequences of Cheating or Plagiarism:

- The teacher will inform the grade administrator and counsellor.
- The teacher will inform the student.
- Parents may be contacted.
- Students may be asked to meet with the teacher to discuss work. This conversation will include knowledge checks for course content.
- The incident may be recorded on the student's file.
- The student may not be eligible for Academic Acknowledgement or for school-based scholarships for that academic year.
- The teacher and student will have a final meeting to close the matter.

Dress and Grooming: Expressive not Offensive

Students are asked to use good judgment in dressing and grooming themselves for school situations. Students should not wear clothes or groom themselves in a manner that disrupts the learning climate or that is a distraction to themselves and others. Clothing and personal accessories worn to school must be appropriate. Clothing that contains inappropriate language or drug theme paraphernalia are not suitable at school. Footwear must always be worn for health and safety reasons. Proper attire is required for Physical Education classes.

- No offensive, discriminatory attire (including cosmetics and jewelry) which may intimidate or make others feel uncomfortable. This includes:
 - ✓ Any images, slogans or words which promote violence
 - ✓ Anything which discriminates against a certain individual or group of people
 - ✓ Any attire displaying drug, alcohol, and/or sexual references

Fireworks, Firecrackers, and Laser Pointers

Students are not to bring fireworks, firecrackers, or laser pointers to school, or to be in possession of fireworks, firecrackers, or laser pointers on school property, under any circumstances.

Roller Blades, Scooters and Skateboards

Use of roller blades, scooters and/or skateboards on school grounds or in the school building is prohibited as it poses a potential safety hazard to students.

Snowballs

For safety reasons, snowball throwing is not allowed on or near school property.

Water Balloons and Water Guns

These items are not permitted on school grounds as they not only affect the educational tone but also present a potential safety hazard.

Advertising and Distributing Materials

Students or members of the public may not post or distribute any advertising or other material on school property without the prior signed permission of an administrator.

PW: A "Scent Awareness Zone"

Many public buildings have been declared "scent free zones" because of the number of people who have allergic reactions to various scents. As it would be difficult to enforce making PW a "scent free zone", we are declaring Prince of Wales School a "Scent Awareness Zone". Please be respectful and aware of the possible negative effects that the use of scents can have on others. We request that all students and staff be considerate of the needs of others and use scented perfumes, deodorants, etc., in moderation, if at all, and never to use or spray these items in our public areas.