

## Prince of Wales Secondary School Code of Conduct



(Date Reviewed: June 23, 2023)

### Statement of Purpose

Prince of Wales Secondary is committed to **REACH** and 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

Here are student-developed guidelines on how you can be responsible in school and your communities.

	AT SCHOOL
	<b>WITHIN OUR CLASSROOMS</b> <i>We will . . .</i>
<p><b>RESPECT</b></p> <p>We demonstrate respect for ourselves, others, and the environment. We treat all people with compassion and respect individual differences</p>	<ul style="list-style-type: none"> <li>▪ Treat others as we would like to be treated</li> <li>▪ Speak in a manner that is inclusive of others</li> <li>▪ Dress appropriately for school</li> <li>▪ Maintain personal hygiene</li> <li>▪ Be accountable for our actions; attentive in class</li> <li>▪ Value learning</li> <li>▪ Clean up after activities</li> <li>▪ Attend class and BE ON TIME</li> </ul>
<p><b>EFFORT</b></p> <p>We strive to do our personal best.</p>	<ul style="list-style-type: none"> <li>▪ Always be prepared: with materials, homework and ready to work</li> <li>▪ Be on time and meet deadlines</li> <li>▪ Challenge ourselves and step outside our comfort zone</li> <li>▪ Persevere, participate, show commitment, be accountable</li> <li>▪ Communicate positively and constructively with parents, peers, ourselves, and staff</li> <li>▪ Be proactive in showing teamwork and engagement</li> <li>▪ Develop good study skills and personal habits by getting enough rest, fitness, and healthy nutrition</li> <li>▪ Accept others' differences and be helpful</li> <li>▪ Role model leadership</li> </ul>
<p><b>ATTITUDE</b></p> <p>We are positive, thoughtful, and cooperative. We conduct ourselves in a courteous and considerate manner.</p>	<ul style="list-style-type: none"> <li>▪ Be curious and come with willingness to learn</li> <li>▪ Pay attention</li> <li>▪ Be open to new ideas and differences</li> <li>▪ Be encouraging and supportive of both students and teachers</li> <li>▪ Seek to provide positive and constructive feedback</li> <li>▪ Do our best to accept constructive feedback in a positive way</li> <li>▪ Be proud of doing our best</li> <li>▪ Be willing to communicate with others</li> <li>▪ Persevere even when there are obstacles and difficulties</li> </ul>
<p><b>CONTRIBUTION</b></p> <p>We contribute to the entire community.</p>	<ul style="list-style-type: none"> <li>▪ Participation: Be prepared, Be engaged, Be inclusive, Be positive</li> <li>▪ Positive role modelling: Clean your space, Pick up garbage, Be on time</li> <li>▪ 3Rs: Reduce, Re-use and Recycle</li> <li>▪ Stay connected with TEAMS</li> </ul>
<p><b>HONESTY</b></p> <p>We take responsibility for our actions.</p>	<ul style="list-style-type: none"> <li>▪ Take tests honestly</li> <li>▪ Submit your own work (no plagiarism)</li> <li>▪ Respect and cite the work of others</li> <li>▪ Be honest about late or incomplete assignments</li> </ul>

AT SCHOOL	OUTSIDE SCHOOL
<b>IN OUR SCHOOL</b> <b>We will . . .</b>	<b>IN THE COMMUNITY</b> <b>We will . . .</b>
<ul style="list-style-type: none"> <li>▪ Show respect to property</li> <li>▪ Accept differences and be inclusive</li> <li>▪ Encourage open communication</li> <li>▪ Honour commitments</li> <li>▪ Be inclusive of all grades</li> <li>▪ Be mindful of how our school appears to others</li> <li>▪ Use recycling; garbage; and compost facilities</li> <li>▪ Respect the time and space of others</li> <li>▪ Be empathetic</li> </ul>	<ul style="list-style-type: none"> <li>▪ Embrace differences</li> <li>▪ Be friendly and polite</li> <li>▪ Be mindful of the property and of the privacy of PW neighbours</li> <li>▪ Respect the law</li> <li>▪ Show empathy to others</li> <li>▪ Be aware that we are a representative of PW</li> <li>▪ Adhere to parking restrictions around the school</li> <li>▪ Be aware of noise level</li> <li>▪ Be respectful of ourselves and others on-line</li> <li>▪ Accept the consequence of our choices</li> </ul>
<ul style="list-style-type: none"> <li>▪ Challenge ourselves to:               <ul style="list-style-type: none"> <li>✓ step outside our comfort zone</li> <li>✓ have perseverance</li> </ul> </li> <li>▪ Communicate positively and constructively with parents, peers, ourselves, and staff</li> <li>▪ Be proactive in encouraging teamwork and engagement</li> <li>▪ Develop good study skills and personal habits by getting enough rest, fitness, and healthy nutrition</li> <li>▪ Show commitment, responsibility, and accountability</li> <li>▪ Accept others' differences and be helpful</li> <li>▪ Role model leadership</li> </ul>	<ul style="list-style-type: none"> <li>▪ Challenge ourselves to:               <ul style="list-style-type: none"> <li>✓ step outside our comfort zone</li> <li>✓ have perseverance</li> </ul> </li> <li>▪ Communicate positively and constructively with parents, peers, ourselves, and staff</li> <li>▪ Be proactive in showing teamwork</li> <li>▪ Show commitment, responsibility, and accountability</li> <li>▪ Accept others' differences and be helpful</li> <li>▪ Role model leadership</li> </ul>
<ul style="list-style-type: none"> <li>▪ Respect the school environment</li> <li>▪ Participate in clubs, sports teams, and extracurricular activities to develop school spirit</li> <li>▪ Be considerate to others</li> <li>▪ Be courteous</li> <li>▪ Embrace multiculturalism</li> <li>▪ Keep our school clean</li> <li>▪ Speak, dress and act in a considerate and appropriate manner</li> <li>▪ Keep noise to a moderate level</li> </ul>	<ul style="list-style-type: none"> <li>▪ Volunteer</li> <li>▪ Be polite, friendly, and smile at others</li> <li>▪ Be respectful of the environment</li> <li>▪ Be willing to help people in need</li> <li>▪ Be considerate of our neighbours' properties and others in public places</li> <li>▪ Obey the law</li> <li>▪ Follow appropriate transit etiquette</li> <li>▪ Get involved in community activities</li> <li>▪ Refrain from littering in public places</li> </ul>
<ul style="list-style-type: none"> <li>▪ Support school wide efforts:               <ul style="list-style-type: none"> <li>✓ Participate on a team, Join a club or leadership</li> <li>✓ Donate or Volunteer</li> </ul> </li> <li>▪ Be inclusive regardless of differences</li> <li>▪ Look for ways to mentor others</li> <li>▪ 3Rs: Reduce, Re-use and Recycle</li> </ul>	<ul style="list-style-type: none"> <li>▪ Environmental awareness:               <ul style="list-style-type: none"> <li>✓ Walk/bike/board/carpool/bus to school</li> <li>✓ Properly dispose of litter</li> <li>✓ Participate in community gardening</li> <li>✓ 3Rs- Reduce, Re-use and Recycle</li> </ul> </li> <li>▪ Volunteer:               <ul style="list-style-type: none"> <li>✓ Visit seniors or give up your seat on the bus</li> <li>✓ Notice when people around you need help and act</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Report bad behaviour and bullying</li> <li>▪ Be truthful about absences</li> <li>▪ Play by the rules</li> <li>▪ Do not take advantage of circumstances for your own benefit</li> <li>▪ Give credit where credit is due</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow through on promises and commitments</li> <li>▪ Be accountable for our actions</li> <li>▪ Do not take what does not belong to us</li> <li>▪ Take responsibility for our own actions</li> </ul>

### **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 other, 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 every instance
- 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:

- a. 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;
- b. 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;
- c. 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.

# Reach