

STUDENT CODE OF CONDUCT, STUDENT & PARENT RIGHTS AND RESPONSIBILITIES, AND DISCIPLINE PROCEDURES AND PRACTICES

APPLICATION

A.L. Fortune Secondary and School District 83's (North Okanagan-Shuswap) code of conduct and rules apply at all times when students are under school supervision or attending school functions whether on or off school property, and whether in or out of school time. This includes lunch break and travelling to and from school, as well as field trips where inappropriate behavior can harm our school's reputation.

The code of conduct describes school expectations and acceptable student behavior as directed by the School Act 85(2)(c)(i). It is derived from the Ministry of Education's goal for Human and Social development, and is designed to promote a safe, caring and orderly school for the purpose of learning. ALF supports 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, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, gender identity or expression.

PURPOSE

The purpose of our student conduct expectations is to provide a safe and positive learning environment. An effort will be made to preserve individual freedom but this will be subject to the need to protect the needs of the school community and culture as a whole.

The North Okanagan/Shuswap School District Code Of Conduct

Students are expected to become responsible citizens as they learn the connection between their rights and their responsibilities. They are also to understand that school is a public place where their actions can affect others. Therefore, it is important to conduct themselves in an ethical fashion (with consideration for others). Specifically, it is expected that . . .

- Students are to be given the opportunity to learn and teachers are to be given the opportunity to teach without disruption.
- Students are expected to attend class on a regular basis and to participate constructively in the learning process and in appropriate decision-making procedures.
- Students have the right to feel safe and to be treated with respect and courtesy.
- Students are responsible for respecting the rights and dignity of others in learning environments free of discrimination as set out in the BC Human Rights Code and participating actively and productively in their academic learning and social growth.

Acceptable Conduct

Acceptable behavior is demonstrated by (but not limited to):

- Promoting an environment of understanding and mutual respect
- Ensuring that the educational rights of all members of the school community are respected
- Respecting the facilities and the properties of others
- Regular attendance and punctuality
- The use of acceptable and appropriate language
- Responding with cooperation to the reasonable requests of any staff member
- Informing an adult, in a timely manner, of any known bullying, harassment, or intimidation
- Wearing clothing appropriate to a place of business
- Being a positive ambassador for our school throughout the community
- Cleaning up after oneself
- Setting high standards for personal achievement and applying good effort in all curricular areas

Prevention

Keeping our school and the members of our school community safe requires the cooperation of all its members. Students are expected to tell an adult when they are aware of any actions that could harm individuals or the school as a whole (e.g. fights, bullying, etc.).

Bottom Lines

ALF maintains the following **bottom lines** which need to be maintained in order to continue attending the school:

- Students must follow clear and reasonable requests by staff members. Students who fail to do so will be considered to be in Direct Defiance of a staff member and will face consequences.
- Students must try to complete the work assigned to them. Students who are failing and not trying may be sent home pending a parent meeting.
- Students must attend classes on a regular basis. Students who fail to do so may be sent home pending a parent meeting.
- Students must not use or be under the influence or be in possession of drugs or alcohol while at school or school-related events. Failure to comply will result in an out of school suspension and may require a district hearing.
- Weapon possession or use while at school or during a school-related event will result in an indefinite suspension pending a district hearing.
- Bullying, cyber-bullying, harassment, intimidation, or physical violence will not be tolerated and will result in the student being sent home pending a parent meeting.

- Use of tobacco products on school grounds is not permitted. Students using tobacco products on school grounds (ie. “chew”, smoking...) will be referred to the administration for consequences.

Notification

When there is a breach of school Code of Conduct, school officials have the responsibility to advise the following:

- Parents of offenders, victims
- School district officials as required by school district policy
- Police and/or other agencies, as required by law

Guests

Except for unusual circumstances and pre-approved by school administration, guests are not permitted during class time, as this can be disruptive to education. To bring a guest to a dance, permission from administration is required. Students are responsible for all actions of their guests.

Hallways

During instructional time hallways are off limits except when permission is given to get from one place to another, run an errand, or get a drink of water, etcetera. In addition, students are generally not permitted in the halls for the first and last 20 minutes of each class (**the 20/20 rule**) because it is expected that you come to class prepared!

Language

Language appropriate in an office setting is what is appropriate here. Profanity is not acceptable.

Locks and Lockers

You are responsible for your locker and its contents at all times. Lockers must be kept locked when unattended with a school-approved combination lock. The combination must be registered at the office. Lockers remain the school’s property and for health and safety reasons may be opened by the school administration at any time.

Scent & Fragrances Policy

The A. L. Fortune Community includes several staff and students who have serious and in some cases life threatening allergies to perfumes, colognes and other scented products. This necessitates that ALF be a “scent reduced campus.”

Smoking

Provincial law and district regulation prohibits smoking on school grounds. Students are not permitted to go for a “smoke” during instructional time or in between classes.

Bus Expectations and Procedures

Bus transportation is a privilege and ensuring a safe and pleasant ride for everyone is essential. The bus driver is fully in charge of his/her bus.

Bus **memos** are given to students as warnings for inappropriate behavior. Students may not take the bus again until the memo is signed by their parent/guardian.

A bus **letter** suspends bus privileges until a meeting convened by the school and attended by the student, his/her parent/guardian and the district Manager of Safety and Transportation, resolves the issue.

Cheating and Plagiarism

Academic conduct and in particular cheating and plagiarism are a part of our student code of conduct.

Plagiarism occurs when another’s words, ideas or work (an invention, a lyric, music, a picture, a research paper, an Internet article, etc.) are submitted as one’s own or used without the creator’s permission. Plagiarism is easily avoided by crediting (citing) all the work of others that you include in yours. Your teacher or librarian can show you how. Plagiarism is a form of cheating. Cheating is a serious breach of academic conduct and personal integrity.

When either has occurred, administration and parents will be informed and no marks will be awarded for the work involved. A pattern of cheating may lead to withdrawal from a course since we cannot assess a student when we are not confident that the work is the student’s own.