

2023-2024

## Code of Conduct

### **Purpose**

A safe, caring and orderly school is the foundation for a successful learning environment. The PCHS Code of Conduct supports socially responsible behaviour and allows members of the school community to be aware of the expected behaviours and possible consequences.

### **Fundamental beliefs**

- All students have a right to a high-quality education.
- Everyone has a right to work in a safe environment.
- To value and celebrate our diverse school community.
- All members of the PCHS community shall not discriminate against others on the basis of race, color, ancestry, place of origin, religion, family or marital status, physical or mental disability, age, sexual orientation, gender identity or gender expression.
- Everyone has a responsibility to resolve conflicts in a way that is civil and respectful without using violent or threatening behaviour.

PCHS teachers and school staff are expected to maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

### **PCHS staff are expected to:**

- Show respect for all students, staff, parents, guardians, volunteers and members of the school community
- Help students to become responsible citizens
- Empower students to be positive leaders in their classroom, school and community
- Maintain consistent and fair standards of behaviour for all students

PCHS Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others.

### **PCHS students are expected to:**

- Come to school prepared, on time and ready to learn
- Show respect for themselves, for others and for those in authority
- Demonstrate honesty and integrity
- Refrain from bringing anything to school that may put the safety of others and themselves at risk
- Follow the established rules, expected behaviours and take responsibility for their own actions
- Seek help from school staff, if necessary, to resolve conflict peacefully
- To use appropriate language when communicating with peers and adults (including online)

PCHS Parents/guardians and community members play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

### **Parents/guardians and community members are expected to:**

- Ensure that their child attends school regularly and on time
- Inform the school promptly about their child's absence, late arrival or early dismissal

- Engage in their child's school work and academic progress
- Make sure their child is properly dressed and prepared for school
- Communicate appropriately with staff and other community members

### **Attendance and Punctuality**

PCHS students are expected to arrive at school on time and attend all of their classes on time. Late arrivals and absences interfere with teaching and learning. Full attendance is essential to school success.

- Students who arrive late are expected to sign in at the office
- Students who miss classes are responsible for making up the missed learning time
- Students are expected to sign out at the office when departing for an appointment
- Students in Grade 7 and 8 are expected to remain on school grounds throughout the school day

### **Academic Integrity**

PCHS students are expected to present their own work in class and homework assignments. Plagiarism is a form of cheating, and could be in the form of written, visual, audio, or other media. If another person's ideas are used, credit must be given in the form of a citation. Plagiarism will result in consequences determined by the teacher and/or administration and may include loss of marks for the assignment.

### **Dress Code**

School is a place of work for both students and staff members. Students and their parents/guardians are expected to support a learning environment where attire is appropriate. Articles of clothing that promote alcohol, drugs, inappropriate language or discrimination are not permitted.

- Students are expected to remove hoods, hats and caps when entering the school building and should be stored in lockers. Headwear is only permitted for religious, cultural and medical reasons.
- Students are expected to wear clothing that covers undergarments.
- Students' tops are expected to have straps and should not expose the stomach/midriff.
- Students are expected to wear shorts or skirts of an appropriate length (guide arm's length)
- Specialized courses may require specialized attire, such as PE clothing or health and safety gear.

### **Cell Phones**

Students are permitted to use electronic devices in the common areas only, and during break and lunch only. Cell phones may not be used at anytime, anywhere, during class. Areas where cell phones are permitted: cafeteria, atrium and lockers.

Cell phones must be stored in student lockers during class. Cell phone cannot be brought into the academic wings, even if powered off or with no intention of use. Students have a responsibility to use their personal electronic devices ethically, safely and responsibly at a time deemed appropriate by the staff member.

PCHS community members are expected to seek consent of other individuals before taking a photograph or video. The school will not be responsible or liable for lost, stolen or missing electronic devices.

Misuse of personal electronic devices may result in confiscation of the device by the administrator for the school day.

### **Respect for Property**

Students are expected to take good care of school materials and property. There should be no damage to school resources, property or equipment. If such damage creates an expense to the school, then the person who does the damage will be expected to reimburse PCHS for costs.

Students are expected to eat whilst seated in the cafeteria, not in hallways, classrooms, stairways, atrium or the library. Students are expected to recycle, use compost collection and place garbage into garbage containers.

Students cannot use school property for entrepreneurial ends (this includes selling goods on school property).

### **Lockers**

- Students are assigned a locker for the school year and are not permitted to share lockers.
- Students are expected to have a school issued lock only on their lockers at all times.
- Students are expected to keep their lockers clean and free of graffiti.
- Lockers are the property of PCHS and therefore the PCHS administration has the right to search or inspect lockers with or without the student present.
- Students are expected to store bags in lockers at all times unless entering or leaving the building.

### **Intimidation, Harassment and Violence**

PCHS students, staff members and community members, have the right to feel safe at PCHS. Any acts of harassment, discrimination, intimidation and threats of any type whether physical, emotional, verbal or sexual, including bullying, cyberbullying, are unacceptable. Students who encourage, support or promote acts of intimidation, harassment or violence either by direct action or by spectating are subject to school disciplinary action.

PCHS respects and applies the AVAB Plan and the LBPSB Safe & Caring Schools Policy. Students must follow all the guidelines of the digital citizenship policy as outlined by LBPSB.

### **Alcohol, Drugs, Tobacco, E-Cigarettes, Vaporizers**

Individuals have the right to be in a learning environment free of alcohol, drugs, tobacco, e-cigarettes and vaporizers. PCHS students have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, tobacco, e-cigarettes and vaporizers at any time at school or during any school function.

According to the law, PCHS has been designated a non-smoking building, smoking and vaporizing is forbidden for all students, staff and visitors on school grounds.

### **Interventions and Consequences**

PCHS staff and administration will apply the appropriate intervention or consequence depending on the severity of the behaviour and prior interventions or consequences:

- Contact with parent or guardian
- Conference with staff members, parents/guardians and administration
- Restitution, including a logical remedy for the problem
- Restorative justice or conflict resolution
- Community Service (E.g., cleaning school grounds, volunteer work)
- Peer Mediation
- Behavioural intervention plan
- Confiscation of personal items
- Changing into appropriate clothing for school
- Loss of privileges (field trips, extra-curricular activities)
- Intervention with behavioural technician in the Planning Room
- Detention with a staff member during recess, lunch, after school or during pedagogical days
- Referral to counseling, psychologist, FSSTT, social worker, nurse
- Referral to community support services such as the YMCA Alternative Suspension Program
- Referral to LBPSB Central Planning Room
- Change of class or modified schedule
- Suspension, including in-school or out of school
- Police involvement

- Expulsion and referral to an alternate educational placement

In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehaviour.