



It is our mission to develop skills, nurture personal growth, and encourage life long learning in a supportive and respectful environment.

Tumbler Ridge Secondary School School Code of Conduct

Statement of Purpose

One of the goals of our school is to create respectful and responsible citizens. Tumbler Ridge Secondary School promotes and upholds 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, gender identity or expression, age – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Student and Staff Rights and Responsibilities

All students and staff shall treat everyone with dignity, respect, and equality. Students and staff shall be provided with a learning and working environment that is free from physical, emotional, and social abuse.

- The three **R**'s should guide your behaviour: **R**eady to learn, **R**espect for yourself and others, and **R**esponsibility for your learning and actions.
- Students shall contribute to a climate of mutual trust and respect for effective learning, personal development, and social living.

Acceptable Conduct

Students and staff should be able to attend school in an environment where they feel comfortable, safe, free from threats, respected, and cared for socially, intellectually, physically, and emotionally.

- Students and staff will demonstrate courtesy and respect when dealing with peers, teachers, support staff, and school property.
- Students and staff will respect and cooperate with each other to develop a strong working relationship that maximizes learning in the school.
- Students and staff will do their utmost to preserve a clean, safe, and productive environment in and around the school.

- Students will come to class with the proper materials.
- Students will be active learners and participate respectfully in all learning activities.
- Students will attend school regularly and punctually.
- Students have a responsibility to inform teachers or administration if there is a violation of the code of conduct. The school assures that any concerns will be taken seriously and will remain confidential.
- Students will meet the expectations for student behavior while on the school property or involved in school sponsored or related activities (including field trips).

Unacceptable Conduct

Our goal is to create an environment that is conducive to student learning. Any behaviour that jeopardizes student and/or staff safety, or interferes with student learning will not be tolerated.

Smoking, vaping, profanity, possession or use of illegal drugs (this includes paraphernalia) or alcohol, willful disobedience or opposition to authority, vandalism, theft, bullying or violence toward others, possession of a weapon, threats and verbal harassment are all behaviors that are inappropriate within the school setting.

All students are at different ages, have differing needs and levels of maturity, therefore violations of the code of conduct will be investigated on a case-by-case basis.

High Expectations

As students get older and more mature, there is an expectation that their behaviour will reflect their growth. Because we hold higher expectations for our older students, they may be subject to more progressive consequences if there is a violation of the code of conduct.

Appropriate Dress for School

The TRSS dress code reflects the commitment of the school to provide a learning environment that is safe, supportive, responsible, respectful and positive for staff, students, members of the community and visitors. A **dress code** establishes a balance between self-expression and the expectation of society for appropriate dress in a shared workplace and learning environment.

Dress that is inappropriate for the shared workplace and learning environment at TRSS includes immodest clothing or vulgarity as determined by the discretion of the Administration. Student dress should be appropriate for the school setting at all times and follow the following guidelines:

1. Clothing, hats, jewelry and accessories should have no reference to drugs, alcohol, racism, profanity, violence, discrimination or sex.
2. Clothing must provide appropriate coverage and be worn appropriately. It cannot be overly revealing:

- Shorts, pants and skirts must be an appropriate length and fully cover the top and bottom of the buttocks at all time.
 - Underwear should be under clothes and not visible (with the exception of shoulder straps)!
 - Tops must cover the majority of your upper body.
3. For safety reasons, footwear must be worn in most areas of the school at all times! Outdoor footwear must be removed before going into the gym.
 4. Hats may be worn at school. Students may be asked to remove hats during assemblies. Individual teachers may ask for hats to be removed during class time.

The Administration shall determine whether the dress is appropriate and meets the expectations of society for dress in the shared workplace and learning environment. A student who violates the dress code will be asked to change into appropriate clothing before returning to class. Failure to reply to the request or persistent violations of the dress code may result in progressive consequences in accordance with the TRSS Student Code of Conduct.

Electronic Devices

Personal cell phones, tablets, cameras, video cameras or other electronic devices must be in lockers during class time unless otherwise directed by a teacher.

Students are permitted to use cell phones or personal music players during breaks, but are **strictly forbidden at all times** from taking recordings or pictures which invade the privacy of others and/or are taken without permission. This includes spreading videos, audio or pictures portraying students or staff using any type of social media (including but not limited to texts, social media websites or apps etc).

Consequences

Disciplinary action is meant to be preventative and restorative, rather than punitive. Consequences are based on the interpretation and the severity of the situation. The intent of discipline is not to confront students, but rather to offer alternatives through suggestion and example.

In the event of a violation of the code of conduct, administration will be communicating with parents. They will also notify the RCMP if there is contravention of the criminal code. Consequence options may include but are not limited to:

- parent notification
- RCMP notification
- in-school suspension
- out of school suspension
- restorative practice
- change of educational program
- referral to board

TRSS Absenteeism/Late Policy

It is expected that all students will attend and be on time for their regularly scheduled classes. If a student cannot attend, it is expected that parents/guardians will phone the school and inform the secretarial staff of the absence and the reason for it.

When a student is absent first thing in the morning, or first thing in the afternoon, and the parent has not informed the school, the secretary will attempt to contact the parent/guardian by phone to determine the reason for the absence.

Teachers may implement their own classroom expectations with regards to students arriving late or students who are absent from class. These expectations will be outlined by the teacher at the beginning of the school year or course.

The following school-wide consequences will apply for students who miss school, choose to skip classes, or who do not attend regularly. They also apply to students who have missed excessive instructional time due to coming late to class.

Absences/Lates

1. **1-6 absences/lates:** The classroom teacher will notify parents/guardians when a student has missed several classes for reasons that are unexcused.
2. **7-12 absences/lates:** If student absenteeism, the classroom teacher will notify parents/guardians and create a plan for positive change. This plan is documented and kept with the teacher. If a teacher is not able to get a hold of the parent/guardian, the teacher will contact the principal to come up with the plan.
3. **13 or more absences/lates:** Student will be referred to School Based Team (SBT) and administration. The goal of the School Based Team is to develop a cooperative and supportive team approach for the purpose of providing the most appropriate and the best possible educational means for meeting the needs of the students within the school. Members of the team include the Learning Assistance Teacher, Student Advisor, Teachers, and Principal. The classroom teacher will include in the referral the student's academic standing in the class, the plan developed with the parent/guardian and any further relevant information (notes from conversations with student, observations etc.)

SBT will collect data on the student including information from other teachers, overall attendance information, and any other relevant information.

- Data collected will be used during a **meeting** between the **student, school administrator, school based team** member and **classroom teacher** to assess the student's capacity to successfully complete the individual course.
- An individual plan will be created with the student and parent outlining specific next steps for the student.
 - o **NEXT STEPS** may include:
 - A schedule review and potential removal from the individual class.
 - Referral to learning assistance or counselling services

- Expectation of make-up time at the school where the student works to complete outcome work for the individual class.
 - In-school suspension
4. If it is decided that the student is to be given another opportunity to improve his/her attendance, a review will be conducted **2 weeks** after this first SBT meeting. The SBT or principal will contact teachers to see if there have been any changes in the student's attendance. If the student's absenteeism has continued, the **school administrator, school based team** member and **classroom teacher** will make a decision regarding the student's future in the class. The classroom teacher will provide information on whether or not the student can successfully meet the course outcomes or if an alternate plan is needed.
 5. The policy involving rewrites for tests and assignments is still in effect.
 6. If a student is **absent or late** for any part of a day, they may not attend special events, outside of school time, held on that day without administrative approval (e.g., school dances).
 7. If a student is **absent or late** for any part of a day, they may not attend extra-curricular events or field trips held on that day/weekend without administrative approval (e.g., extra-curricular team/club trips, field trips).
 8. If a student is absent or late more than 20 times, they may not attend school dances, extra-curricular trips or other activities of the like, without administrative approval.

Extra-Curricular Activities and Field Trips

Students are encouraged to join any extra-curricular activities or attend field trips that interest them. Students and parents are reminded that all field trips and athletic trips require administrative approval. The coach or teacher will identify the students who will be attending the trip at least a week prior to the trip.

Once the list has been identified, teachers will notify the administrator of any concerns they have about the individual students. These concerns may include attendance, behaviour, incomplete work, failed tests etc. After looking at these concerns, the administrator will decide if the student may attend the trip. Students who have not been participating in class in an appropriate manner and/or have excessive absences and/or have incomplete work (including tests which have not been written) should NOT expect to receive permission from the school to attend the event. Students must be in attendance on the day the school trip occurs to participate. See administration for extenuating circumstances such as medical appointments, dental appointments, etc.

Club and Team Activities Policies

With the privilege of belonging to clubs and teams at Tumbler Ridge Secondary School go certain responsibilities. Students who have not been participating in class in an appropriate manner and/or have excessive absences and/or have incomplete work

(including tests which have not been written) should NOT expect to receive permission from the school to attend the event.

The expectations of students who are to represent Tumbler Ridge Secondary School in any extracurricular activity are as follows:

1. Students must adhere to individual classroom rules and expectations.
2. Students must participate in class appropriately.
3. Students are expected to be in regular attendance for all classes.
4. Students who are absent from class because of club or team activities are expected to complete all missed work.
5. Students must adhere to all school rules and policies as outlined in the Tumbler Ridge Secondary School Student Handbook. Students who violate the drug/alcohol policy will be suspended from that extracurricular activity for the remainder of the season and may also be suspended from other extracurricular activities.