

Code of Conduct at EMS

In this document:

- Code of Conduct and Student Expectations..... 2
 - Conduct Expectations 2
 - Safe & Caring School Environments 2
 - Intellectual Honesty 3
 - Attendance 4
 - Dress Code 6
 - Litter..... 6
 - Lockers..... 6
 - Smoking and Vaping..... 7
 - Lost And Found 7
 - Student Parking..... 7
 - Study Periods 7
 - Valuables And Personal Property 7
 - Visitors..... 8
 - Visiting Other Schools..... 8
 - Cellular Phones And Electronic Devices 8

Code of Conduct and Student Expectations

Earl Marriott Secondary School's Code of Conduct is designed to provide guidelines for appropriate student behaviour while under the jurisdiction of the school, while at any school-sponsored function or where engaging in the activity will impact a Safe, Caring and Orderly School environment.

Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth.

Conduct Expectations

Acceptable conduct is demonstrated by:

- respecting oneself, others and the school's facility and grounds
- engaging in responsible and respectful behaviour in all learning and school activities modeling respectful and responsible behaviour to peers and younger students, in the community and while acting as school ambassadors
- Conducting oneself in a manner which in no way compromises the safety or well-being of others

Safe & Caring School Environments

Are free from acts of:

- bullying, cyber-bullying, harassment, threat, intimidation
- violence in any form
- abuse in any form
- discrimination in any form
- theft
- vandalism
- retribution against a person who has reported incidents

Do Not Tolerate the Presence Of

- intoxicating or banned substances
- weapons or replica weapons and explosives
- intruders or trespassers (Note: All visitors to the school must first report to the office.)

Or Misuse Of

- Cyberspace/Cell Phones/Electronic Devices/Computers - students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts the school environment

Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.

Consequences

Consequences will be applied to unacceptable conduct in accordance with Surrey School District Safe & Caring Schools Reg. 9410.2 Disciplinary Guide. Progressive discipline methods, based on the severity and the frequency of the behaviour and age of the student, will be implemented to alter the inappropriate and/or unsafe behaviour.

Notification

As circumstances warrant, administrators have a responsibility to advise other parties following an incident:

- parents/guardians of the student offender(s)
- parents/guardians of the student victim(s)
- Surrey School Board officials will be contacted as required by School District Policy, (i.e. Level I, II and III suspensions)
- police and other agencies as required by law
- school staff and school community as deemed appropriate by the school administration and/or District administration

Earl Marriott Secondary School Code of Conduct has been structured to align with and adhere to the standards outlined in:

The *School Act* 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007

B.C. Human Rights Code, as depicted in School District No. 36 (Surrey) Anti-Discrimination & Human Rights Policy No. 10900 and Regulation No. 10900.1

B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007)*, both found at

<http://www.bced.gov.bc.ca/sco/>

Surrey School District Safe & Caring Schools Policy 9410, Reg. 9410.1 and Disciplinary Guide 9410.2, found on the District website at <http://www.sd36.bc.ca/Board/Policies/>

Intellectual Honesty

Students at Earl Marriott Secondary are encouraged to work and study collaboratively. They are encouraged to research and analyze information from books, journals and electronic media, and incorporate their own learning with ideas and information obtained from a variety of sources, including working with other students. Students will learn to reference materials with quotes and citations through all of their courses, giving credit for the intellectual property of others. This learning is essential to their future as life-long learners.

At Earl Marriott, we expect academic integrity from all students. Cheating occurs when someone deliberately uses another person's work (written, electronic or visual) and presents it as their own. Cheating also occurs when a person allows others to use their work in the same way. Plagiarism is a form of cheating. Plagiarism occurs when someone uses another's words and/or ideas, completely or partially, without giving proper acknowledgement through references or citations.

Examples of cheating and plagiarism include, but are not limited to:

- Using ideas, pictures or words from books, magazines, song lyrics, internet, or other without acknowledging the source.
- Submitting someone else's work as your own.

- Using unauthorized notes, books or other materials during an exam
- Writing or taking an exam for or as another student
- Obtaining or providing unauthorized information, notes or other materials prior to or during an examination either verbally, visually or through cell phones and other digital devices.
- Borrowing or copying another student's homework and presenting it as your own, or allowing someone to do the same with your work
- Use of internet or other translators to complete assignments, unless authorized by a teacher
- Submitting work completed for another course (or the same course previously taken) without the approval of the teacher.

Consequences of Intellectual Dishonesty

Both cheating and plagiarism are dishonest, and as such they violate the respectful learning environment and the integrity of our school community. Any form of intellectual dishonesty, including helping others to cheat or plagiarize, will be addressed with discipline.

- Students will not receive credit or a mark for work falsely submitted, or falsely obtained in an exam or test.
- Administration will be informed of all incidents of intellectual dishonesty, and written record of the infraction will be filed in the office.
- Parents will be informed of all incidents.
- Depending on the circumstances, a suspension may occur. Progressive discipline processes will be followed for further infractions.

Direct Disobedience

Students are expected to behave with cooperation and respect. When students are wilfully disobedient to a teacher or administrator or any other school employee carrying out responsibilities approved by the School District, a suspension may occur.

Seat Warming

Students are expected to apply themselves to their studies. When students fail to apply themselves to their studies after repeated warnings by teachers, parents, and school administration, the students' academic program will be reviewed and students may be required to leave the school to start a more appropriate academic program.

Attendance Leads to Success

One of the factors that can increase school connectedness and success is a student's belief that education is important to their future. The staff at EMS are committed to showing their investment in students by focusing on and valuing regular attendance. This includes being on time for every class. We believe that attendance reflects a child's investment in their learning and a key motivation to achieve their goals and dreams. We have learned that students who miss even a few days of school each month are at a far greater risk of academic failure and dropout than students who attend regularly. As a community of educators, we have set a goal that every student in our

school attends regularly and is on time for all classes. We encourage your family to partner with us in achieving this goal by encouraging your student to do the following:

- Attend all classes regularly and be on time or all classes.
- Provide your teachers and the office with explanations for all absences.
- If you are ill and will not be attending school for the day, we expect a parent/guardian to notify the school in the morning.
- Whenever possible, schedule medical, dental or other appointments outside of class time.
- If students are absent from any class without a valid reason, students may not be permitted to participate in any of that day's extracurricular activities or school-sponsored events.
- If you arrive late or leave the building during class time, you must sign in or out at the office. A note or phone call home will be required.

Unexcused Absences/Lates: A Process Based on our Values

Student Support Strategies and Approaches Include:

Tier One Support Strategies

- Sustained strategies and plans developed by the teacher at the classroom level
- Sustained and reasonable communication by the teacher with the parent/guardian
- Teacher consultation with school counselor
- Student meetings with school counselor including on-going and sustained support

Tier Two Support Strategies

- Teacher consultation or referral to Vice-Principal
- Strategies and supports may include:
 - Regular student meetings with Vice-Principal
 - Attendance cards issued and monitored by the Vice-Principal and teachers
 - Phone call or meeting with parent/guardian to review values and strategies
 - Referral to School Based Team to explore other tier two strategies and supports
 - Possible referral to Check and Connect program

Tier Three Support Strategies

- Attendance letter sent to parent/guardian from school administration if unexcused absences/lates persist over time despite tier one and two strategies and support
- Follow up meetings with student, parent/guardian and Vice-Principal
- Attendance review with student, parent/guardian and Vice-Principal that may include a signed student commitment to improving attendance/lates.
- Possible in-school suspension or an alternative to suspension program to provide direct support to struggling students by specialized staff and administration
- Tier three interventions including referral to District Counselor and Behaviour Specialists.
- Program Review (may include an alternate education program or being withdrawn from the school)

Vacations During School Time

Students away on extended vacations (4 or more days) during school time must complete an extended absence form, available in the office, before departure. The school is not in a position to grant permission to any students to miss school for an extended holiday period, and it is important to be aware of the possible effects on achievement. Further, it is not required that teachers provide work for students while on vacation.

Student Illness at School

Whenever you feel ill while at school, please report to the office. Accidents and emergencies should also be immediately referred to the office. The office staff will make sure that your parents are contacted in cases where you should be sent home or to the hospital. The school does not provide medication to students.

Dress Code

Earl Marriott recognizes the importance of the style and choice of clothing for each individual. It is important that individual choices do not contribute to a disrespectful environment; everyone in our school community has the right to feel comfortable and safe. It is expected that students will dress appropriately for the educational activities in which they participate, so as not to interfere with the health, safety, welfare, of themselves or others, or cause a disruption to the respectful learning environment of the school.

These are some of the EMS guidelines for appropriate school attire:

- Wear footwear at all times for both health and safety reasons.
- Do not wear clothing with slogans or pictures using inappropriate/ offensive language or advertising of drugs/alcohol.
- No hats during assemblies or the Front Office, and as requested in the classroom.
- No hoodies worn over the head inside the building, for security reasons.

Please be aware that if a student is inappropriately dressed, they may be asked to change or cover their clothing before attending classes.

Litter

The environment is an individual and group responsibility. If we look after our school and grounds on a regular basis, we will have pleasant surroundings in which to spend our time. Students are expected to keep their lockers, school and grounds clean and presentable. We value the Mariner school community and its surrounding areas. Please do your part to keep the surrounding parks and property both clean and safe. Students are asked to respect the property of our neighbours by not using the private residences as a "short-cut" or by loitering on or around the property.

Lockers

Students will be assigned through our online locker registration system. The school lock is already attached to the lockers. Locks will be collected from the students at the end of the school year. You must remain in your assigned locker the entire school year. You are responsible for your locker and the contents in it. If lockers are damaged or extremely messy, you may be charged. **Do not leave**

valuables in your lockers; the school cannot compensate students for lost or stolen items. Be sure to remove all contents of the locker by last day of classes or your belongings may be thrown away or be donated to charity.

NB: Students should be aware that locks and lockers are school property and are only on loan to students. Lockers can be searched by school administration at any time and without prior notice in instances involving health, safety, and security.

Smoking and Vaping

Smoking cigarettes or Vaping is forbidden on school property. Students found smoking or vaping on school property will have their devices confiscated, and parents will be contacted. Repeated infractions will be considered as direct disobedience.

Lost and Found

Turn in any articles you find to the office. All inquiries for lost items should be made there. Articles of clothing are stored in the bin outside the Learning Commons. Smaller articles, such as cell phones, jewellery and glasses are kept in the display case outside the theatre doors. Unclaimed items are donated to charity at year-end.

Student Parking

Student parking is a privilege. Only registered parking is allowed in the school parking lot, and vehicles must display an EMS parking decal. A limited number of decals will be distributed to Grade 12 students. Due to the limited number of parking stalls in the student parking lot, daily parking is based on a first-come first-served basis.

Students are not to park in Visitors, Staff, or Teacher-On-Call spaces. Violation of the school parking lot rules may result in vehicles being towed away at the owner's expense and/or loss of parking privileges. Students are not permitted to sit in cars, smoke or vape in the parking lot. Safe driving habits are to be practiced at all times. Students who drive carelessly or speed on or around school property may lose their parking privileges. The police may also be contacted.

Study Periods

Grade 12's who have successfully applied for an independent study period have the following options:

- study in the Commons Area or Library
- study at home

Please do not loiter in the hallways, gymnasium, parks or parking lot during this time.

Valuables and Personal Property

A reminder that you are responsible for the care and safety of all your personal belongings. The school cannot accept responsibility for lost or stolen items and we recommend that you do not bring valuables to school. Please be aware that there is no school insurance to compensate you should things go missing.

Visitors

Legitimate visitors are always welcome in our school and need to sign in at the Front office. All visitors must be invited guests of staff members. Student visitors are not permitted to join classes during school hours. *Do not invite people to visit you here - meet them away from school; those guests without a teacher sponsor will be asked to leave.*

Visiting Other Schools

No students are to be on or around the property of other schools unless under the direct supervision of a teacher or unless permission has been obtained prior to going to the school. Do not visit other schools on Professional Development Days.

Cellular Phones and Electronic Devices

Many students at EMS now carry cell phones or personal devices to school. Personal devices can be used as a powerful learning tool, and we believe it is our shared responsibility to educate and inform students around responsible use. Many of our teachers integrate the use of cell phones into their daily lessons to support the learning. Students who do not bring devices to school will be provided with technology in class as needed.

However, personal devices have become a distraction to learning in the classroom when used for social purposes, particularly when students are communicating through text or messaging, or when connected to social media and gaming Apps. The use of these devices during instructional time is at the discretion of the teachers in each class. It is important that students turn them off, remove earbuds or in-ear headphones, and put them away when asked to by their teachers. If the student's use of a phone in a classroom is problematic, and the request to put the phone away by the classroom teacher is not followed, the administration may keep the phone in the office and contact parents. We would encourage parents to continue the conversation of appropriate technology use at home.

There is a school phone at the receptionist's window, that can be used when classes are not in session to contact home. In case of emergency, if a student needs to be reached during class time by a parent, it is best to contact the school directly (604) 531- 8354.

Being A Proud Mariner Sois Marin De Coeur

Be Respectful

Treat people, places, and things as
if they are the most important
thing in the world.

Sois Respectueux

Accorde aux gens,
aux lieux et aux choses
l'importance qui leur revient.

Be Responsible

Accept that your choices and
actions have consequences.

Sois Responsable

Accepte qu'il y ait des
conséquences à tes actions.

Be Safe

Use your common sense to
solve problems peacefully
to create and maintain a
a safe and comfortable environment

Sois Raisonnable

Sers-toi de ton bon sens
pour résoudre tes
problèmes et pour
maintenir un milieu paisible

Be Prepared

Be on time with all your
materials, ready to learn.

Sois Prêt

Arrive à l'heure avec
tout le matériel nécessaire, prêt à apprendre.