

GUILDFORD PARK CODE OF CONDUCT

GENERAL STATEMENT

Our common purpose at Guildford Park is to acquire knowledge, develop skills, develop positive attitudes toward learning, be responsible citizens and respect the rights and property of others.

To this end, students are expected to demonstrate the attributes of a responsible young adult by adhering to the following expectations while under the jurisdiction of the school, travelling to and from school, at school, or while at any school sponsored function whenever and wherever held.

I HAVE THE RIGHT:	I HAVE THE RESPONSIBILITY:
To be safe and to be respected for who I am regardless of: <ul style="list-style-type: none"> ➤ Opinions ➤ Gender ➤ Gender identity ➤ Cultural, religious or ethnic origins 	<ul style="list-style-type: none"> • to be courteous in word and action to others and to not use intimidating or hurtful language or actions • to use appropriate language • to respect the ethnic, cultural and linguistic heritage of others • to respect all differences including gender identity • to treat others as you would like to be treated • to not take the property of others without permission • to not damage the property of the school or peers • to not deface lockers, textbooks or other property • to use good judgment when faced with difficult decisions • to use the supports available whenever an issue arises • to solve problems with the help of the adults in the building • to use the internet to not post harmful information about students or staff • to dress in appropriate clothing – <ul style="list-style-type: none"> ➤ free from harassing, derogatory language ➤ free from promotion of violence, drugs or alcohol ➤ to be appropriate for a workplace (underwear and skin are private)
To learn : <ul style="list-style-type: none"> • Free of obvious distractions • In a safe environment 	<ul style="list-style-type: none"> • to follow the rules of the school and the teachers • to attend each class regularly • to be on time for each class • to come prepared to learn with all materials • to have a parent/guardian contact the school when absent • to allow others to work without distraction or excessive noise • To problem –solve not escalate • To not wear hats or hoodies so that intruders are easily identified
To a school, community and environment that is: <ul style="list-style-type: none"> ➤ Healthy ➤ Safe ➤ Positive ➤ Clean 	<ul style="list-style-type: none"> • to care for school property and equipment • To reduce, re-use and recycle • To use all disposal containers for garbage, recyclables and compost • To report all vandalism and unsafe behaviour • To not smoke on school property—tobacco, e-cigarettes or vaporizers

Violations of the Guildford Park Code of Conduct will be addressed by pre-planned, fair, progressive discipline which is intended to be preventative and restorative and which takes into account individuality, maturity and development. These may include some or all of the following:

Teacher/student conferences
 Parental contact by teachers
 Classroom consequences
 Detentions
 Referral to counsellor

Mediation
 Restorative Justice
 Referral to Vice-Principal
 Removal of school privileges
 Suspension

Academic Integrity

Guildford Park has high expectations for the integrity of our students and their work. All student work must be original and sources must be cited appropriately and credit given to the author(s) of the original work. Student work that is not cited appropriately may be determined to be plagiarized.

Plagiarism is commonly referred to as the passing off of another person's work as one's own, whether deliberate or accidental. Accidental plagiarism is usually the result of poor citation or referencing or poor preparation or a misunderstanding of plagiarism. Deliberate plagiarism is an attempt to claim another person's work as one's own.

Plagiarism risks your reputation as a student at Guildford Park Secondary. There are a number of ways that you can avoid plagiarism. Be sure to consult your teacher or the teacher-librarian so that you can avoid plagiarism.

Cheating includes

- presenting others work as your own
- Copying from another students work.
- Plagiarism
- Allowing your work to be used by another student

Attendance

A close reporting of attendance is an important feature of this school. Your cooperation is necessary in keeping records accurate, and this will prevent you from running into problems. You should be aware of the following:

1. It is your responsibility to attend classes regularly except where illness prevents it, or where other unavoidable causes make attendance impractical. **Wherever possible, medical, dental and other appointments should be scheduled outside of class time.**
2. It is your responsibility to provide explanations for your absences. Students who are going to be absent are requested to have a parent phone the school (604-588-7601) before 9:00 a.m. on the day of absence. **NOTE: Students are responsible for making up missed work upon returning to school.**
3. Should you have to miss a class for a field trip, your teacher has a right to know in advance. This is only common courtesy. It is your responsibility to ask permission in advance to attend a field trip.
4. If you need to leave school before the end of the school day, you are expected to sign out at the office. We expect you to provide the office with the parent's or guardian's written permission for early dismissal. If you leave school without permission from the office, you are considered truant.
5. Truancy or irregular attendance may result in:
 - having to make up the time that is missed
 - being placed on attendance probation
 - suspension from school
 - exploring alternate education possibilities
6. **Holidays during the school year** - As extended absences seriously affect the teaching and learning process, we strongly discourage parents from taking students on holidays during the school year. However, when this is absolutely necessary, we request that students and their parents inform the office, complete the "extended absence form," and discuss the matter well in advance with their teachers. **Students must understand that they face the fair and logical consequences of missing important schoolwork. Extended absences may result in students missing prescribed learning outcomes and receiving a lower grade, or even failing the course.**

Personal Devices

We acknowledge that many, if not most, of our students own at least one form of electronic device. We also acknowledge that for **SAFETY** reasons, parents feel strongly about their son/daughter having their cell phones with them at school.

PLEASE NOTE: If it is necessary for a student to have such devices while at school, **the expectation is that the devices should be turned off, and put away during class time** unless otherwise directed by a teacher. If a communication device goes off at school, the student will be asked to turn it off and/or give it to their teacher for the duration of the class. If a repeated infraction of this occurs, the device may be confiscated and returned to the parent/guardian.

The school cannot be held responsible for lost or stolen cell phones/iPods brought to school – please be responsible with your electronic devices!

Loitering

Students are required to respect our neighbors by not loitering on or around any of our neighbors' property. There is to be no loitering on the roads, sidewalks or lanes around the school.

Skateboards

For safety purposes, skateboards are not to be used on school property. If you ride one to school, please carry it to your locker and leave it there until you leave at the end of the day.

Visitors

Visitors who have a legitimate educational purpose are welcome in our school. All visitors must report to the office. **Guildford Park Secondary has a no-visitor policy in effect from 7 am to 3:30 pm every day.** Friends or students from other schools should not visit Guildford Park Secondary before, during, or after school, or at lunch. **Do not invite people to meet you at the school. Meet them away from school grounds.**

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. Students who disrupt the normal operations of another school will be responsible for their actions, to the administration of Guildford Park Secondary.

STUDENT THREAT ASSESSMENT PROTOCOL: Fair Notice

What behaviour initiates a student threat assessment?

A student threat assessment will be initiated when behaviours include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/MSN threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting.

Duty to report

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviours.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to.

What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include principal, vice-principal, district resource counsellor, school counsellor and police.

What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

- ◆ To ensure the safety of students, staff, parents and others.
- ◆ To ensure a full understanding of the context of the threat.
- ◆ To understand factors contributing to the threat makers' behaviour.
- ◆ To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- ◆ To promote the emotional and physical safety of all.



What happens in a student threat assessment?

All threat making behaviour by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent / guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

PROTECTING SURREY SCHOOLS TOGETHER (PSST)

www.psst-bc.ca

PSST is a website hosted by the Surrey School District with support from the Surrey RCMP and Surrey Crime Prevention. The website provides:

- ◆ a respected, trusted and confidential resource for students to share or obtain information about issues that concern them,
- ◆ an interactive forum for district students to discuss and share experiences,
- ◆ an opportunity for young writers to practice and post stories publicly,
- ◆ an avenue to promote student pride in their school and education and,
- ◆ a tool to communicate topical information to student

