

2.04 – Student Code of Conduct

This code is designed to provide guidelines for appropriate student conduct 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. Each student is expected to:

1. Develop positive attitudes and behaviors by:

- Allowing others to work without distraction or undue noise.
- Moving around hallways & grounds without causing harm to others.
- Caring for school property and equipment.
- Using language free from profanity.
- Dressing in clean, appropriate clothing.
- Ensuring that litter is placed in containers.
- Refraining from unacceptable personal behaviours such as spitting anywhere on school property.

2. Work to achieve the objectives set out for each class session by:

- Being neat and thorough in completing assignments.
- Bringing appropriate equipment and materials to class.
- Asking for assistance when material is not understood.
- Completing any assignments missed due to absence.

3. Attend school on a regular basis as demonstrated by:

- Attending each class regularly and being on time for each class.
- Being absent only for sufficient reason.
- Bringing a note or having a parent telephone the school for each absence.
- Realizing that absence without sufficient reason will have consequences.

4. Respect the feelings of others by:

- Being courteous in word and action to others.
- Using appropriate language.
- Treating others as equals, regardless of colour, race, religion, disability or sex.

5. Respect the property of others by:

- Not taking the property of others without permission.
- Not damaging or hiding the property of others.
- Not defacing lockers, textbooks, etc.

6. Participate in appropriate decision-making processes by:

- Being involved with the student council and their committees.
- Communicating with their student council class representative to express their opinions.

7. Work to solve your problems by:

- Discussing a problem with a teacher or counsellor.
- Talking to a vice principal or the principal.

8. Respect the ethnic, cultural and linguistic heritage of others by:

- Treating others as you would be treated.

9. Becoming knowledgeable about, and assume responsibility for conducting yourself within this code.

Alcohol/Drugs:

Students found to be under the influence of or in possession of alcohol, illegal drugs or drug paraphernalia will face a suspension from school. Students who are in the company of others under the influence or in possession of alcohol or drugs can also expect consequences. This code of conduct applies for all school-related activities regardless of the time or location.

Attendance:

Regular school attendance is a major factor contributing to student success in school. A student's absenteeism is considered excessive when it causes the student's performance to fall below a satisfactory level. It is always the responsibility of the student to complete any class work missed.

- Students who are absent are requested to have a parent phone the school before 9:30 a.m. on the day of an absence. Irregular attendance may result in suspension.
- Truancy - Truancy is an absence from class or school without valid reasons. If a student is found to be truant, parents will be contacted and the student may be required to make up the time missed. If the student continues to be truant, he/she may be suspended from school or withdrawn from the school roster.
- Extended Absences - If a student is going to be absent for a period longer than five school days, parents are requested to complete and "Extended Absence Form". These forms are available from the main office. Students are responsible for all missed assignments / activities / tests missed during their absence. However, it is not required that teachers provide work for students on vacation. Students missing 25 consecutive school days face the risk of being withdrawn from school.
- Late to School - Students who arrive late to school during first period should proceed directly to class. Students who have been excused by a parent/guardian for being late must sign in at the office and pick up a late slip before proceeding to class.
- Late to Class (between periods) - If a student is detained by a staff member, the student will receive a late slip from that staff member. This slip allows the student to be admitted to class without consequences, but missed work may be required to be made up. If the student does not have a late slip, the teacher will decide whether or not the lateness should be excused, and appropriate consequences issued.
- Student Illness/Signing Out - A student who feels ill while at school should report to the office. The office staff will make sure that parents are contacted in cases where a student should be sent home or to the hospital. The school will not normally provide medication to students. Accidents and emergencies should be reported to the office immediately. Students who wish to leave the school must sign out at the office. Students may either bring a note, or contact a parent while in the office. Students who do not sign out at the office will be considered truant.

Bullying/Intimidation:

Bullying or intimidation, including comments made on-line or through social media, will not be tolerated. All students who engage in this behaviour will be dealt with immediately. Students should report this behaviour to the office or a teacher.

Cell Phones and Digital Devices:

All cell phones, cameras and other digital devices must be turned off after the warning bell and during class time, unless teacher permission is given. Students must also not walk with ear pieces visible during and in-between classes. Administration may confiscate these devices if students do not abide by this requirement. Students are not permitted to use any digital devices during classroom exams. Students are not permitted to use a cell phone or a

digital camera to take a picture in a classroom. The school accepts no responsibility for these items if they go missing.

Clothing:

Students are required to dress in an acceptable manner suited to the activity in which they are involved. Clothing worn is to be appropriate for a public secondary school. Hats and bandanas are not to be worn in the school; students wearing them in the school run the risk of having them confiscated temporarily by administration. Students not showing good judgment in their clothing may be asked to change. Inappropriate attire includes:

- Designs/advertising promoting drugs, alcohol or weapons
- Sexually explicit or suggestive designs
- Profanity or violence
- Threatening language
- Derogatory and/or discriminatory language
- Beach wear

Dance Policy:

Students who wish to attend a LA Matheson Secondary School sponsored dance must observe the following school policies:

Entering and Leaving the Dance

1. Student I.D. cards will be required at the door.
2. Alcohol, drugs or other intoxicants will not be tolerated at school dances. (Students under the influence of alcohol or drugs, or in possession, can expect to be suspended from school and barred from future dances for a period of time.) Any student/guest who appears intoxicated will be refused entry. Students may also be required to undergo a non-evasive search prior to entry.
3. Doors close 30 minutes after the start of the dance. No student will be admitted after 30 minutes unless special permission has been prearranged.
4. If a student leaves the dance, he/she will not be allowed to re-enter.
5. A student under suspension, or who has been absent from school on the day of the dance, will not be admitted.
6. Parents will be notified for all students who were sold a ticket to a dance, but did not attend.

Field Trips:

Students are responsible for work missed while on field trips. Participation in field trips will be cancelled if the privilege is abused. School rules and regulations will be in place during all field trips.

Firecrackers/Fireworks:

Each year people are injured due to improper use of, or defective firecrackers. It is also illegal to possess or sell firecrackers. For these reasons, students are not to have firecrackers either on or around the school property. For the safety of all, students are asked to cooperate fully in this matter. Students who choose to bring firecrackers or fireworks to school may face suspension.

Litter:

Students are encouraged to clean up after themselves at all times, especially in the cafeteria or outside during lunch. Students are also expected to keep books, lockers, and grounds clean and presentable.

Lockers: Lockers are the property of the Surrey School District and may be subject to search by the administration. The school cannot be held responsible for any loss or theft of articles stored in a locker.

“Off of School Grounds” Incidents:

Students involved in incidents which take place off of the school grounds may be held accountable to the school code of conduct if the events impact the school in a negative manner.

Parking:

It is the student’s responsibility to understand the following regulations. Failure to respect any of the following regulations may result in the towing of a student’s vehicle and/or the loss of parking privileges.

- Safe driving habits are to be practiced at all times.
- The maximum speed limit on all school driveways and parking lots is 10 km/hr.
- All school driveways have been designated by the Fire Department as “Fire Lanes.” Parking is not allowed in these lanes. Vehicles parked illegally may be towed away/impounded at the expense of the owner.
- The school is not responsible for any vandalism or damage incurred to any vehicle while on school property.
- Students must not park in the handicapped parking stalls, unless they display a handicapped parking decal.

Personal Property at Owner’s Risk (Valuables):

The District will not accept responsibility for loss, damage or theft of any article, including clothing, school supplies, equipment, vehicles or cash not owned by the school district. Personal property (e.g. skateboards, jewelry, cash, etc.) brought to or left on school district premises are at the owner’s risk.

School Functions:

When students attend a school function, even away from the school, they are still subject to school rules. School functions include dances, athletic events, concerts, trips, work experience and any other activity that is being sponsored by the school. All school regulations apply at these functions. Students will be made aware of specific rules and expectations governing these events and it is their responsibility to follow them.

Selling Merchandise at School:

Selling anything at school is not allowed. Students caught selling merchandise (electronic equipment, clothes, etc.) will be given a consequence and parents will be notified.

Skateboards:

Skateboarding is not permitted on school grounds, in any of the parking areas or on the road in front of the school. Students must not take skateboards to class.

Smoking:

LA Matheson Secondary is a smoke free school. No smoking will be permitted on school property at any time (including functions outside of regular school time).

Vandalism/Property Damage:

Students who intentionally or negligently destroy, damage, lose or convert school property or the property of other students or staff will be required to pay for the loss or damage and may be suspended. If a student should happen

to damage something by accident, he/she should report it to a teacher or the office immediately. If a student sees or knows of another person vandalizing school property, they are advised to contact the school or Crimestoppers at 669-TIPS. Tips reported are handled in a safe and confidential way. Crimestoppers may offer a cash reward of up to \$2000.00.

Violence:

In a school the size of LA Matheson, it is necessary to recognize that violence (pushing, shoving, wrestling, fighting, etc.) is completely out of place. Violence, therefore, is not tolerated and is a suspendable offense. Students promoting or viewing a fight also face a suspension from school.

Visitors:

All visitors are required to report to the office upon arrival at LA Matheson to receive authorization for their presence. Visitors who come with an important purpose are always welcome in our school. People who arrive with no particular purpose in mind, however, are asked to leave. Do not invite people to visit you at LA Matheson during school time. By the same token, LA Matheson students are not permitted to visit other schools unless expressly invited by the school Administration.

Washrooms:

Washrooms are meant to serve the needs of students. These areas should not be used for purposes other than those for which they were designed. All students must have their teacher's permission to go to the washroom during class time. Smoking in the washroom is a suspendable offense. Please keep the washrooms clean.

Weapons:

A weapon is defined as any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner. The possession and/or use of weapons on or near school property represent a serious threat to the safety and security of students and staff. Any use or possession of a weapon will result in a severe consequence, ranging from school disciplinary action to charges being laid depending on the circumstances of the incident. Consultation with the RCMP will occur in these matters. Please note that "toy guns" and "replicas" are by their very nature intimidating and therefore will not be allowed on school premises. Intimidation with a toy gun or replica of a real gun will be treated as a serious matter.

Technology Use and Policy

Students who wish to have access to technology resources in the school must complete with their parent/guardian the District Technology Access and Use Agreement form. Students using technology resources are expected to so responsibly and ethically. Students are reminded that any activity that involves the use of school technology falls under the jurisdiction of the school and that all communication is subject to monitoring and is not considered being private. Thus students who use school computers must conduct themselves appropriately. L.A.Matheson Secondary provides internet access and E-mail accounts for authorized users. School internet access is a privilege, not a right. School internet users must understand and agree to the District School Internet/Mail Use Policy; and have appropriate signatures on their Internet Registration Form. Only these students can access the Internet through school computers including Library computers. School accounts shall be used only by the authorized owner of the account. Account holders are responsible for all activity within their account. Students are therefore reminded to log off after each computer session. Violations of District School Acceptable use Guidelines are serious transgressions of school rules. Consequences may include cancellation of internet use privileges, exclusion from certain courses, and suspension from school. Violations of Canadian law may be referred to the police. Users will be held legally and financially responsible for their actions.

Vandalism will not be tolerated. In addition to any malicious damage to school or private property, vandalism also includes, but is not limited to: attempts to harm or destroy data of another user, the internet, or other networks or agencies connected to any part of the internet; use of programs that harass users or infiltrate a computer system and/or damage the software components. Furthermore, without specific permission for each occasion, the school network cannot be used for personal E-mail, chat lines, games, downloading or installing of executable program files.

Inappropriate use of the internet includes, but is not limited to:

- Transmission of illegal materials including storage or duplication of pornographic material
- Transmission or posting of threatening, abusive or obscene material
- Harassment of others
- Use of abusive, vulgar, profane, obscene or other inappropriate language
- Attempts to vandalize or gain unauthorized access to data, servers or external services
- Use of another's account or resources
- Sharing of passwords with others
- Revealing another person's personal address, phone number, picture, or other data without personal or parental consent, as appropriate