



## Code of Conduct

All students of G.W. Graham Secondary school have the right to learn in a safe environment without discrimination of any kind. GW Graham Secondary School firmly upholds the values expressed in the **BC Human Rights Code** respecting the rights of all individuals – prohibiting discrimination against any person based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation in any manner. Of particular relevance within the educational environment, no person will experience discriminatory publication, which refers to publishing, issuing, or displaying-or causing to be published issued or displayed-anything that indicates discrimination against any person. Secondly no person will experience discrimination in service, which refers to denying any person any service available to the school community.

The school will treat seriously behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation.

The G.W. Graham community recognizes the following Educational Environments and Public Spaces within the school.

Educational Environment		Public Space
Classrooms	Library	Hallways
Gymnasiums	Office	Concourse
Theatre	Field Trips	Outdoors

The G.W. Graham community also recognizes Instructional Time (scheduled class times between 8:16 am and 2:38 pm) versus Free Time (before/after school; morning break and lunch time). In a spirit of compromise, the G.W. Graham community agrees to the following:

Item	Educational Environment	Instructional Time	Public Spaces (during free time)
Electronic Devices	Teacher discretion	Teacher discretion	Yes
Cell Phones/ *Cameras	Teacher discretion	Teacher discretion	Cell phones use is okay, but taking pictures is not
Music Media & External Speakers	Teacher discretion	Teacher discretion	Earbuds are fine external speakers are not
Laser Pointers	No	No	No
Hats	Teacher discretion	Teacher discretion	Yes
Chewing Gum	Teacher discretion	Teacher discretion	Yes
Food, Drink	Teacher discretion	Teacher discretion	Yes
Roller Blades Skateboards, Bicycles, & Drones	Students should not be riding or flying in or on school property unless doing so as part of a school sanctioned club or activity in the designated area.		

*\*Where students are using cameras for teacher sanctioned educational purposes, they are allowed.*

**At no time should students be recording others (video or still photos) without their permission.**

Please note that the above privileges have been extended on a conditional basis. Abuse of the above privileges will result in their cancellation.

## Attendance

Students are expected to be at school daily and to report to all classes on time. Your education is of the utmost importance, and is the key to unlocking your future. Regardless if you plan on going into the workforce, college, trade school, university, or armed forces; if you are not here we cannot help you plan and attain your goals. Research shows that students who miss 10% of classes (chronic absenteeism), 2 classes per month or more, dramatically decrease their learning, engagement in their classes, and jeopardize their future.

Learning is more than just completing homework and doing well on tests. It's about building critical and creative thinking skills, communicating and collaborating with others through discussions, debates, project and hands-on learning opportunities, with active participation in classes and asking questions.



Try and make it to school every day so you can participate in this rich learning. We do know that there are occasions when life and other responsibilities, or difficulties will get in the way. If that happens please follow these simple procedures:

- **ABSENCE**: If you are going to be absent or late from school, have a parent/guardian contact the school by phone or email to provide an excuse for your absence or tardiness.
- **TARDY**: If arriving late to school, report directly to your current class as soon as you arrive.
- **LEAVING**: If you need to leave school for an appointment, the office needs a parent note which includes the reason, your parent/guardian's name and parent/guardian signature, as well as a phone number where they can be reached. Parents can also call into the office to provide this information prior to you leaving.
- **COURSEWORK**: Make-up work will be required for all absences. Absences by a student will result in extra time put forth by the students to make up the work missed. It is the student's responsibility to check with the teacher and to complete the required make-up work.

**MAKE SCHOOL A PRIORITY**, it's your job and it's the one thing that has the largest payoff in life.

### Computer / Internet Use

School Computer use and network access is available to all students. Students' parents must first complete the Chilliwack School District Technology Acceptable Use Agreement and Consent Form through **Permission Click** to be granted access. Responsible and appropriate use of internet privileges will mean ongoing access. Sites not intended for educational purposes should not be accessed. More information regarding conditions are outlined in detail in the "Use Agreement."

The terms and conditions for network users are intended to ensure the efficient, ethical and legal utilization of the network resources. None of the terms and conditions is optional; violation of any provision will result in the termination of access privileges. There will be no use of social networking sites (e.g. Facebook; Instagram, Twitter, etc.), or internet chat. A student user who violates any provision may be subject to disciplinary action up to and including suspension.

### Personal Devices

Students who choose to bring their own internet capable devices (iPod, iPad, smartphone, netbook, or laptop computer) are entirely responsible for its security. The school is not responsible for loss, damage, or theft.



### Social Media Policy

It is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and environment. Social media, defined as the use of technologies for information sharing, discussion and communication using interactive dialogue, is an extension of the classroom. What is inappropriate in the school community will be deemed inappropriate on-line. Violation of these principles will warrant intervention and/or disciplinary action.

### Student Dress Code

Clothing should be suitable for a school learning environment. Clothing and footwear should be comfortable and appropriate for students to participate safely in all school activities including physical education, science, cooking, and shops. Clothing should demonstrate a respect for the school community and the B.C. Human Rights Code. For example, articles of clothing that promote direct or indirect messages or graphics referring to alcohol, drugs, gang culture, sex, weapons, violence, or profanity will not be permitted. Clothing may not encourage sexism, racism, homophobia, or discrimination regarding gender identity, sexual preference, race, religion, or origin. Clothing fabric must cover private parts, and not be transparent in those areas. Any person dressed in an inappropriate manner, will be advised personally and discretely, and given an opportunity to meet the school dress code.



## Drugs and Alcohol Policy

Students may not attend school, or any school related function such as dances or field trips, in the possession of, or under the influence of, illicit substances, marijuana, or alcohol. Students who are suspected will be investigated and in all instances parents will be notified.

Offending students will be required to meet with the Health Promotion and Prevention Coordinator for building a support plan. If there is a second offence, the student will be referred to the District Resource Team who will review the student's case, make recommendations regarding further supports, and/or review school placement.

## Weapons

Weapons of any kind (or anything that could be considered a weapon) are prohibited on campus. Students who are in violation will be suspended from school according to School District Policy. This includes (but is not limited to) knives, pellet guns, replicas of guns, or other dangerous objects such as laser pointers. The school will involve the R. C. M. P. if the situation warrants.

## Threats & Violence

The Chilliwack School District and community partners are committed to making our schools safe for students and staff. As a result, schools will respond to all student behaviours that pose a potential risk to themselves, other students, staff, and members of the community. Please refer to the District's **Fair Notice** for more information about threat assessment protocols. Any kind of violence directed at other students or staff is strictly prohibited. Violence can be verbal/written (intimidation, harassment, threats in person, written or electronic) or physical (pushing, shoving, punching, etc.) Students should be aware that this includes incidents of violence off campus, on the way to and from school or during lunch time. This also includes other circumstances where engaging in the activity will have an impact on the school environment. Unacceptable behaviors include bullying behaviors, cyber "hate" messaging, or websites created in the student's home, cybercafés, or other settings.

The consequence for students engaging in violent behavior (whether verbal/written or physical) could include suspension and may even result in students losing the opportunity to attend G.W. Graham.

## Cell Phones

Cell phone use in the classroom is at the discretion of the teacher. Phones not approved by the teacher for curricular /instructional use are subject to confiscation. Reoccurring incidents of misuse may involve administrative consequences and could result in cell phones or devices being turned in and stored in an administrators' office during the school day. On the first offence, cell phones will be returned to the student at the end of the school day. On the second offence and thereafter, the phone will only be returned to a parent/guardian.

In cases of illness and/or emergencies, students should be reporting to the office where a secretary will call the parent/guardian. If parents need to contact their child, they should be doing so through the office.

## Personal Security

You need to protect yourself from loss of personal property:

- Do not reveal your locker combination
- Do not bring valuables or cash to school
- **All students should use a lock and locker in the P. E. change rooms.** Students are encouraged to lock-up their items in the lockers provided.
- G.W. Graham is not responsible lost, damaged, or stolen items

Please report thefts or information about thefts to the office promptly. **The school does not replace lost or stolen property but every effort will be made to help you recover your possessions.**



### **Smoking/Vaping**

We believe that smoking is an unhealthy act and we will do whatever we can to discourage students from smoking/vaping. In accordance with School District policy and the School Act, smoking is not permitted in school buildings, on school grounds, nor around the perimeter of the property. Students should not be smoking/vaping within sight of the school property, nor should they smoke or vape on our neighbors' residential properties. This rule also applies at all times during school field trips. Students are not allowed to be in possession of tobacco, nicotine, or vaping products.



### **Closed Campus**

G.W. Graham is a closed campus for grade 9 students during the month of September. Students must stay on the school grounds before school, during break, lunch, and after school when waiting for a bus or ride.

### **Open Campus**

Grade 10 to 12<sup>s</sup> do have the privilege of leaving campus at lunch and after school. Students need to be aware that if there are difficulties, this privilege will be revoked. Students are reminded of the need to be good citizens while out in the community (respecting our neighbors' property, interacting with our neighbors respectfully, depositing trash in the schools' or a business' garbage can), and that they must ensure they arrive at classes on time after lunch.



## ACADEMIC MISCONDUCT

### Plagiarism

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of G.W. Graham Secondary School. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further improvement in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting purchased papers as your own
- Submitting papers from the internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

### Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of G.W. Graham Secondary School. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- Copying, faxing, emailing, or in any way duplicating assignments that are turned in wholly or in part, as original work.
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not.
- Using any form of memory aid during tests or quizzes without the express permission of the instructor.
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation.
- Giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will not have the opportunity to copy from you or the temptation to do so.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the final result
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.

All incidents of plagiarism or cheating will be dealt with in a serious manner. Among other consequences, plagiarism or cheating may result in loss of credit for the assignment or test.

