



**Student Code of Conduct and Discipline Protocols
For**

Pattison High School
981 Nelson Street,
Vancouver, BC
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Student Code of Conduct

The Pattison High School Student Code of Conduct - school policies and rules - was developed in relation to the School Act (Sections 6, 10, 85, 91). Students at Pattison High School are expected to meet the standards set out in the *BC Human Rights Code*, section 7 and 8 that include the prohibited grounds of discrimination, behaviours that discriminate against a person or class of person by publishing or displaying a statement, publication, notice, sign, symbol emblem or other representation that indicates discrimination based on the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender identity or expression, sexual orientation, or age of that person or that group or class of persons.

STATEMENT OF PURPOSE

The pursuit of appropriate conduct is a shared responsibility among students, their caregivers and the school system. School should be a place for safe, purposeful learning. In accordance with the responsibilities assigned by the **School Act** and the Policies established by the **School**, the School has established rules and expectations as positive guidelines for students to develop their potential within our community.

These guidelines were developed with the following objectives in mind:

- To maintain a positive and safe learning environment.
- To foster a sense of personal responsibility, honesty, and self-discipline.
- To foster cooperation among students in the pursuit of their intellectual, social, and career goals.
- To encourage and promote educational opportunities for students.
- To respect the dignity and property of oneself and others.
- To create a balance between individual and collective rights, freedoms and responsibilities.

This **Code of Conduct** is reviewed and updated on regular basis and it is promoted on an ongoing basis, in the classroom, hallways, at assemblies, in the Student Handbook and as part of our daily business. We have high expectations for responsible student behaviour and these expectations are communicated on a regular basis. We promote a climate of understanding and mutual respect in which all people are treated with dignity. We strive to have students become engaged, responsible, independent learners who recognize their roles and responsibilities in their own learning, in their community, and in the world.

Students are held to this **Code of Conduct** of behaviour while participating in or attending school activities, or a school related activity or in other circumstances in which engaging in the



activity will have an impact on the school environment. The **Code of Conduct** also extends to student behaviour both on and off school property and outside of regular school hours:

Students are subject to all the expectations, as if they were in attendance at school. Non-compliance will result in disciplinary action. This includes any "cyber bullying" behaviour such as website postings, blogs, text messages, social media etc., that are created in a student's home, or other settings that potentially have a negative impact on the learning environment of a student, staff and/or the reputation of the school. Students are expected to conduct themselves in a manner that brings credit to themselves and to the school at all times.

Students are required to know and understand the school rules, acceptable behaviors and the consequences for any misconduct.

SCHOOL EXPECTATIONS FOR STUDENTS

Student conduct is based on respect for oneself and others, which is essential to the development of responsible citizens. Student behaviour, dress, and decorum shall be in accordance with generally accepted community standards, appropriate for the educational environment, and in compliance with the school's dress code. Students shall adhere to the following Principles:

Develop positive attitudes and behaviors by:

- Respecting yourself.
- Respecting the educational process and the learning environment of others. Everyone shares the responsibility to make the school a safe, caring and orderly place.
- Respecting the authority of all School employees.
- Conducting yourself in a manner that brings credit to yourself and to your school at all times.

Participate to the best of their ability in school programs by:

- Working to achieve the objectives set forth for each class.
- Being neat and thorough in completing assignments.
- Bringing appropriate equipment and materials to class.
- Upon return from an absence, immediately contacting the teachers outside of class time to address missed work. Missed work must be completed and submitted as requested by the teacher.

Attend school on a regular basis as demonstrated by:

- Attending classes regularly and punctually.
- Being absent only for significant reason.
- Bringing a note or having a parent telephone the school for each absence or late arrival.



Respect the feelings of others by:

- Respect the feelings of others: be courteous in words and actions to others.
- Not engaging in behaviours that put down others, including comments that are racist, sexist or belittling in any way. Language is a very powerful force in our lives and it should reflect our values at all times, even in casual conversation. We need to ensure that we do not use language that is racist, sexist, homophobic or disrespectful to others in any way, even if you think that others cannot hear or understand your language. Do not discriminate on the basis of an individual's race, colour, ancestry, place of origin, religion, age, family status, physical or mental disability, sexual orientation or gender identity or expression.

Respect the property of others by:

- Not taking the property of others.
- Not damaging or hiding the property of others.
- Not defacing or damaging lockers, textbooks, or other school property.
- Being environmentally responsible by disposing of garbage and recyclables in the appropriate receptacles.

Avoid conduct that interferes with others' health and safety by:

- Not using physical violence, verbal threats, bullying, intimidation or harassment in or around the school. Not possessing weapons or imitation weapons in or around the school.
- Not causing false fire alarms.
- Not possessing, using or selling fireworks or firecrackers.
- Not use foul, offensive, or discriminatory language.
- Not using tobacco or vapour products on or around school property.

Use procedures of due process when necessary by:

- Reporting any incidents that are a violation of the **Code of Conduct** to a "tellable" adult in a timely manner, and if possible, in advance of any incident. This reporting would include any incident of bullying, abuse, harassment or intimidation.

UNACCEPTABLE CONDUCT

The following section outlines examples of misbehaviours that seriously undermine the safe and orderly functioning of the school. Students involved in these actions can expect a consequence from the school.



1. Behaviours that interfere with the learning of others or that interfere with an orderly and safe environment.
2. Behaviours that create a “*victim*” in any way. This includes any form of bullying, abuse, harassment or intimidation of others. Publication of inappropriate language or information (*whether by hand or electronic*), symbols, or other representation that is discriminatory or attempts to discriminate against a person or group of people will be investigated and dealt with accordingly. This also includes aggressive behaviours such as hate messages and bullying expressed digitally or online, as well as websites created in the student's home, or other settings. This includes, but is not limited to, social media, graffiti, student publications, blogs, websites, or other methods of communication. These behaviours also include any act of physical violence, retribution or intimidation against a person who has reported an incident.
3. Students are expected to adhere to the authority and direction of staff members. In serious cases, consequences for defiance to staff may include suspension or withdrawal from **Pattison High School**.
4. Behaviours that are disrespectful of our neighbours in the community. Do not intrude onto private property, leave garbage, gather in large groups, or use offensive language.
5. Behaviours that are illegal in any way and are in violation of the **Criminal Code of Canada**. *This includes, but is not limited to:*
 - Causing of false alarms.
 - Misuse of school equipment or school property.
 - Acts of violence or threats of violence.
 - Theft or vandalism.
 - Possession, use or distribution of illegal or restricted substances such as drugs, alcohol or tobacco.
 - Carrying, possessing, or using an illegal or restricted weapon, including, but not limited to, knives, firearms, martial arts weapons, or any object fashioned to be used as a weapon or have the appearance of a weapon.
 - Incidents of threatening language, intimidation or confrontational behaviour, which includes written or verbal harassment, misuse of computer communication, physical threats, and telephone intimidation. Any person who threatens the safety of the school environment or safety of an individual will be subject to severe disciplinary action and, where necessary, to RCMP intervention.
6. Behaviours that are in violation of the Pattison High School Code of Conduct in any way. School personnel are charged with maintaining an orderly learning environment. Any person who threatens the maintenance of order will be subject to severe disciplinary



action. This policy includes but is not limited to:

- Disturbing or interrupting the proceedings of the school or an official school function.
 - Failing to comply immediately with a direction by an employee of the **School** to leave the school property.
 - Entering or re-entering the school property after having been given direction not to enter by an employee of the School.
7. In accordance with [Tobacco and Vapour Products Control Act](#), the School is responsible for enforcing the prohibition of smoking, vaping or any other tobacco use on any school property. This policy includes the use of e-cigarettes, electronic smoking products and cartridges of nicotine and/or other flavoured solutions, and related products.

Actions that violate the school's expectations are unacceptable and will not be tolerated. Students who are involved in these violations can expect disciplinary action.

DISCIPLINARY PROCEDURES

Parents/custodians and students should be aware that the School Act authorizes administrators, teachers, and other appropriate personnel at the school to discipline students when warranted. The policy and specific regulations on student behaviour, school rules, and the Code of Conduct will apply to students while participating in or attending school activities, or at a school related activity, including those outside of the school, or in other circumstances where engaging in the activity will have an impact on the school environment.

It is Pattison High School policy that the school proceeds with a 'case management' approach to addressing the consequences of unacceptable behavior. The case management team includes the principal, the school counselor, and the student's advisor.

The format of the case management takes into account the age of the student, a natural progression of expectations for the student's level of maturity, and the nature of future expectations to reflect continuing maturity.

Generally, disciplinary procedures are responses to unacceptable behaviour and those responses should be thoughtful, consistent, fair, preventative and restorative in action. Consequences are intended to be as educationally purposeful as each situation warrants.

Disciplinary action may take a variety of forms, which may include, but not be limited to, verbal warning, apology, detention(s), service work, ineligibility for Honour Roll and other awards, and



loss of privileges to attend school events or be involved in extra-curricular activities. Some behaviour will be viewed as serious enough to warrant suspension or even dismissal.

Parents and students should also be aware that as students become older, more mature and move through successive grades, not only will the expectations for increasingly mature and responsible behaviour increase, but also the consequences for any transgressions will become increasingly significant. In general, students are expected to accept increasing personal responsibility and self-discipline for their behaviour, and they are expected to accept increasingly severe consequences for inappropriate behaviour.

Parents and students should also be aware that they will be contacted by the school in all circumstances that are deemed to be serious. In some cases, the school will be required to contact school district officials, outside agencies, or the police. When it is important to reassure members of the school community that school officials are aware of a serious situation or incident, all parents in the community may be informed.

By stating our behavioral objectives in this way, the School intends to avoid any misunderstandings between the school, the students and the parents/custodians.

Finally, if there is a desire to appeal any disciplinary action undertaken by school authorities, the process for appeal will be shared upon request.

PROTOCOLS

Reporting and Investigation

The general procedure that Pattison High School will observe to investigate and address any reports of student breaches of the Code of Conduct is as follows:

1. The teacher who observes or learns of the incident/behaviour will report it as soon as possible to the School Counsellor, Vice Principal or School Principal.
2. The Counsellor, Vice Principal, or Principal will collaborate with other student's advisor in investigating the alleged breach of the Code of Conduct.
3. As part of the investigation, a student will be provided with an opportunity to explain their conduct, respond to the allegation and be heard concerning the incident or behaviour in question.
4. The investigation will include a conversation with all those who are alleged to be involved to determine the degree of involvement, facts and related issues including those that may be mitigating factors. The investigation may also include searching relevant digital content, depending on the nature of the events or situation reported.



5. The School will document all discussions, interviews and relevant digital content retrieved.
6. After the initial gathering of information, the students, and parents/guardians, as required, will be informed of the facts as determined during the investigation.
7. Initial interviews may conclude the process or indicate that further investigation is required.
8. Based upon a complete investigation, the Counsellor, Vice-Principal or Principal will consider all factors in determining a decision on whether or not the behaviour was in violation of the Code of Conduct and the most appropriate form of discipline if required.

Actions following Investigation

When it is necessary to take action(s), the desired outcome is restorative and, in this light, will as much as possible, include those involved in determining the most appropriate sanction.

When exercising its discretion to determine the appropriate disciplinary action to apply to an offence, Pattison High School will take into account:

- The intention of the student,
- The particular circumstances including mitigating factors,
- The nature and severity of the behaviour,
- Whether it is a behaviour that has been previously cautioned or disciplined, and
- The impact on the school climate, including the impact on students or other individuals in the School community.

Sanctions / Disciplinary Actions

The range of disciplinary actions that the School will apply to offences includes one or more of the following actions:

- Meeting with appropriate person/s such as peers, faculty, counsellor, administrator, parent/custodian, police liaison, and/or other third-party support agencies or individuals to review the infraction and establish steps to improve in future,
- Requiring a written explanation of the circumstances leading to the infraction, steps the student is taking to address the negative impacts of the infraction, intended and unintended, and an understanding of how the student could have avoided the infraction,
- Where academic dishonesty is at issue, the student may be offered an opportunity to redo a similar assessment, in whole or in part, the recorded grade of the assessment may be reduced according to the portion that was compromised, and/or the student may miss the opportunity to receive feedback on compromised assessment,
- Removal from a school activity or special program that may be negatively impacted by their participation,



- If responsible use of technology is at issue, be restricted from access to technology (device and/or network),
 - A requirement to follow a contract, which will include regular follow-up and check-in meetings, or
 - A period of time spent in “service” to the school.

When the behaviour under investigation is found to have a significantly negative impact on the health and safety of others or the reputation of the school, the School may choose to remove the student from the community for a short period of time or permanently.

- Probation relates to continued or future enrolment at the school and, when related to behaviour, is utilized after a student has been repeatedly sanctioned for unacceptable behaviour.
 - A student on a probation contract will see in writing the improvement in behaviour that is required by a fixed deadline, as well as the support and monitoring which will be provided by the School.
 - The contract will outline all possible outcomes including, if unsuccessful, the withholding of re-enrolment until the improvement is consistently demonstrated or the requirement of the withdrawal of the student.
- ‘In-school suspension’ is a short-term sanction in response to a breach of the Code of Conduct which is significant enough to warrant asking a student to ‘step out’ of the community and understand that their membership was put into jeopardy by their unacceptable behaviour.
 - During this time, the student is prohibited from attending classes for a period of up to 2 instructional days.
 - The rationale for a short-term removal from school will be discussed with parents/custodians and students before the sanction.
- Formal suspension from school is a temporary sanction in response to a significant breach of the Code of Conduct and involves a period of longer than 2 instructional days. The rationale for a suspension, duration of the suspension, restrictions in place during a suspension, and the conditions to return to school will be discussed with parents/custodians and students before the suspension.
- Expulsion from school is permanent and a sanction of last resort.
 - A student may be expelled for a single act that constitutes a major violation of the Code of Conduct, such as a criminal offence.
 - An expulsion decision is only made by the Principal in consultation with School Director and, as required, teachers.
 - An appeal of a decision to expel a student is made to the School Director. The student will be required to remain away from school pending the outcome of the review.



GRIEVANCE POLICY

If you have a concern about a mark, an educational matter or an extra-curricular activity, please follow contact the staff or faculty member concerned in advance, by email, to inform them of your concern/complaint, and to arrange a mutually agreeable time and place to meet, recognizing that the employee may choose to have a colleague in attendance. Hopefully, a satisfactory resolution of the matter will occur. If not, the line of appeal goes through the School Principal, and then to the School Director. *Following these protocols should ensure that problems are resolved in a constructive, positive manner.*

ACADEMIC HONESTY AND INTEGRITY POLICY

The academically honest student DOES:

- Document all source material consistently in a standard style of referencing.
- Use direct quotations and paraphrase appropriately.
- Respect others' intellectual property.
- Understand what constitutes academic dishonesty.
- Understand the consequences of cheating regarding both academic and non-academic school work, examinations and assessments.
- Acknowledge explicitly and appropriately help provided by another person.
- Follow all exam rules.
- Act with integrity.

The academically honest student DOES NOT:

- Present material written, created or produced by another person as his/her own.
- Submit as his/her own any material that has been copied from another source without giving credit to that source in proper bibliographic format.
- Purchase and submit pieces written by someone else.
- Give another student his/her work to copy.
- Copy the work of other students.
- Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules.
- Do work for another student.
- Write essays for other students.
- Engage in any behaviour that gains an unfair advantage over others (*including the use of unauthorized electronic devices*).
- Use notes during a test unless allowed by the teacher or permitted by the exam rules.

*While the faculty at **Pattison High School** choose to focus on implementing positive behaviour, aimed at teaching and fostering academic honesty and student integrity, students who either intentionally or accidentally engage in behaviour that gains an unfair advantage over others, including academic dishonesty or malpractice, will be subject to consequences as follows:*

The first time a student is suspected of or caught being dishonest in an academic or non-academic course, the following actions will be taken:

- Teacher will inform the School Counsellor and Advisor. See Code of Conduct Reporting and Investigation Protocols (page 6).
- The School Counsellor will start a file detailing the dishonesty. This information will remain on file until you leave the school.
- Teacher and Counsellor will decide on appropriate consequences. See Code of Conduct Actions Following Investigation and Sanctions/Disciplinary Actions (page 7).
- The teacher will notify parents/custodians.

If again a student is suspected of or caught being dishonest in an academic or non-academic course, the following actions will be taken:

- The teacher will inform the Counsellor and Advisor and give a detailed description of the dishonest incident that will again remain on file. See Code of Conduct Reporting and Investigation Protocols (page 6).
- Counsellor will inform the Principal who will review the details of the file and decide on appropriate consequences in conjunction with the Counsellor and Advisor. See Code of Conduct Actions Following Investigation and Sanctions/Disciplinary Actions (page 7).
- Parents/guardians will be notified by the administrator.
- Exemption from awards and scholarships may be considered.
- Repeat offences may include suspension and/or withdrawal from a class or program.

Being unaware or pleading ignorance of the standards related to academic honesty and student integrity is not an excuse for dishonesty, plagiarism and malpractice.

ATTENDANCE

Student attendance is the shared responsibility of parents, students and staff. Parents/custodians have the responsibility to ensure their child's attendance at school and to communicate with the school regarding their child's absences or tardiness.

Students are expected to report to classes on time - prepared to work and to participate. The



school will track attendance daily and will update the MyEducationBC with this information. Parents/custodians should discuss attendance with their child and help reinforce the importance of attendance to learning.

Regular attendance is essential for success in school. When students are away from school, we ask parents/custodians to notify the school by e-mail. Please ensure your current e-mail addresses are on file at the school. Regardless of the reason for absence, it is the student's responsibility to catch up on missed work.

Excessive absences will lead to the following actions:

- A warning, a detention, and/or a phone call and/or an report sent home
- An interview with the counsellor and/or the principal.
- A meeting with your parent/custodian and the counsellor and/or administrator.
- Poor attendance in any course could lead to removal or suspension from a school team.

Tardiness

Students arriving late to class create an unnecessary disruption. Students who are late for class MUST report to the classroom immediately, knock on the classroom door, and wait for the teacher to admit them. A note explaining the student's lateness may be required. Students are responsible for all work missed. Habitual lateness will be dealt with in the same manner as absenteeism.

DRESS CODE

We expect all students to wear the school uniform each day. Students will be asked to change/remove unacceptable clothing. Violation of the dress code will be treated as a violation of the code of conduct and will be subject to the associated disciplinary action.

DRUGS & ALCOHOL

The use, possession, or distribution of illegal or restricted substances, including alcohol, is not permitted and will result in suspension from school. Students are not to be in the presence of others using illegal or restricted substances. Consumption of drugs or alcohol is forbidden on any school premises and at any school sponsored event. Students should be aware that association with or even suspicion of involvement in these activities may result in disciplinary action.



SMOKING / VAPING

Smoking and vaping is prohibited in any school building or on or around any property owned by the **School**.

COMMUNICATION DEVICES

Cell phones and other electronic devices can disrupt the learning environment in the classroom. Cell phones must be turned off and remain unused, including use as a calculator, during class time. If a student is found using a cell phone during class time the teacher may do the following in progression:

- Take phone away for the remainder of the class.
- Take phone away for a school day and phone to be picked up from the teacher at the end of the day.
- Take phone away and parents/custodians will be required to collect it from an administrator.



Incident Report Form

Date:	Person Reporting:
Name of Student(s) and Grade	
Date and Time of Incident	
Exact location (description or photograph)	
Witnesses (Names)	
Precise factual report / description of the event	
Your/other staff member's response	



Follow-up actions	
Additional helpful information	
Date received by principal	
Principal's signature	
Reporting teacher / staff member's signature	

OFFICE: FOLLOW-UP NOTES



PERFORMANCE AGREEMENT

Student Name _____

Reason for this agreement:

- Attendance (see attached list)
- Academic Performance (see attached Progress Report)
- Behaviour (see attached Incident Report)

I am aware of the expectations for attendance and behaviour as guided by the Pattison High School Code of Conduct and Attendance Policies, including, but not limited to:

- Attending all classes every school day that I am registered at Pattison High School
- Meeting academic expectations and showing progress in the courses in which I am scheduled
- Compliance with the school Code of Conduct at all times while on the school property

Other: _____

I am aware that breach of this Performance Agreement may lead to further consequences as indicated in the attached Code of Conduct and Attendance policies.

Student Signature

Michael Powell
Principal

Date