

Purpose

Our Code of Conduct guides the behaviour of our school community and defines the way we commit to treating each other. This includes any activities at school, during school-organized/sponsored activities, and behaviour beyond these times (including on-line behaviour). Every member of our school community, including students, staff and parents has a role in upholding these values which are aimed at ensuring a safe, caring, and orderly school and/or learning environment.

The Prince of Wales Code of Conduct was developed and is supported by staff and students. The Prince of Wales Code of Conduct promotes the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, political belief, marital status, family status, physical or mental disability, age, sex or sexual orientation in respect to discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Racism will not be tolerated in our school.

Racism is a belief, attitude and practice that is based on a false assumption that a group of people can be categorized based on race, in particular by using skin colour as a criteria and that different races are superior or inferior to others. This belief has led to legitimizing some groups over others creating a power imbalance. This power imbalance has resulted in actions limiting ‘racialized’ individuals and groups from full participation and can happen on an individual level or on a systemic or institutional level. There is no space for racism in REACH.

What does REACH look like?

Reach



We demonstrate respect for ourselves, others, and the environment. We treat all people with compassion and respect individual differences.

We strive to do our personal best.

We are positive, thoughtful, and cooperative. We conduct ourselves in a courteous and considerate manner.

We contribute to the community as a whole.

We take responsibility for our actions and act with integrity

REACH to create a Positive School Climate

The climate of Prince of Wales is one of courtesy and respect with acceptance for different views, customs, cultures, religions, values, and individual differences. Students are expected to be conscientious in their studies and responsible for the decisions they make. Courtesy and respecting your environment are a starting point.

Be courteous to others:

- Be aware of other peoples’ feelings
- Think before you speak
- Acknowledge and appreciate differences
- Use inclusive and polite language
- Reflect upon your actions and reactions
- Really listen to people
- Act with integrity

Respect your environment:

- Be responsible for yourself and your actions
- Reduce, reuse, and recycle as much as possible
- Take action to make your school safe for everyone
- Create an environment of which you can be proud
- Keep the school, school grounds and the neighborhood free of litter

Here are student-developed guidelines on how you can be socially responsible in your school and home communities.

AT SCHOOL	
WITHIN OUR CLASSROOMS	
<i>We will . . .</i>	
<p>RESPECT</p> <p>We demonstrate respect for ourselves, others, and the environment. We treat all people with compassion and respect individual differences</p>	<ul style="list-style-type: none"> ▪ Treat others as we would like to be treated ▪ Speak in a manner that is inclusive of others ▪ Dress appropriately for school ▪ Maintain personal hygiene ▪ Be accountable for our actions ▪ Value learning ▪ Clean up after activities ▪ Be attentive in class ▪ Attend class
<p>EFFORT</p> <p>We strive to do our personal best.</p>	<ul style="list-style-type: none"> ▪ Always be prepared: with materials, homework and ready to work ▪ Be on time and meet deadlines ▪ Challenge ourselves and step outside our comfort zone ▪ Persevere, participate ▪ Communicate positively and constructively with parents, peers, ourselves, and staff ▪ Be proactive in showing teamwork and engagement ▪ Develop good study skills and personal habits by getting enough rest, fitness, and healthy nutrition ▪ Show commitment, responsibility, and accountability ▪ Accept others’ differences and be helpful ▪ Role model leadership
<p>ATTITUDE</p> <p>We are positive, thoughtful, and cooperative. We conduct ourselves in a courteous and considerate manner.</p>	<ul style="list-style-type: none"> ▪ Be curious and come with willingness to learn ▪ Pay attention ▪ Be open to new ideas and differences ▪ Be encouraging and supportive of both students and teachers ▪ Seek to provide positive and constructive feedback ▪ Do our best to accept constructive feedback in a positive way ▪ Be proud of doing our best ▪ Be willing to communicate with others ▪ Persevere even when there are obstacles and difficulties
<p>CONTRIBUTION</p> <p>We contribute to the community as a whole.</p>	<ul style="list-style-type: none"> ▪ Participation: Be prepared, Be engaged, Be inclusive, Be positive ▪ Positive role modelling: Clean your space, Pick up garbage, Be on time ▪ 3Rs: Reduce, Re-use and Recycle ▪ Read the bulletin ▪ Pay attention during announcements
<p>HONESTY</p> <p>We take responsibility for our actions.</p>	<ul style="list-style-type: none"> ▪ Take tests honestly ▪ Submit your own work (no plagiarism) ▪ Respect and cite the work of others ▪ Be honest about late or incomplete assignments

AT SCHOOL		OUTSIDE SCHOOL	
IN OUR SCHOOL <i>We will . . .</i>		IN THE COMMUNITY <i>We will . . .</i>	
<ul style="list-style-type: none"> ▪ Show respect to property ▪ Accept differences and be inclusive ▪ Encourage open communication ▪ Honour commitments ▪ Be inclusive of all grades ▪ Be mindful of how our school appears to others ▪ Use recycling; garbage; and compost facilities ▪ Respect the time and space of others ▪ Be empathetic 		<ul style="list-style-type: none"> ▪ Embrace differences ▪ Be friendly and polite ▪ Be mindful of the property and of the privacy of PW neighbours ▪ Respect the law ▪ Show empathy to others ▪ Be aware that we are a representative of PW ▪ Adhere to parking restrictions around the school ▪ Be aware of noise level ▪ Be respectful of ourselves and others on-line ▪ Accept the consequence of our choices 	
<ul style="list-style-type: none"> ▪ Challenge ourselves to: <ul style="list-style-type: none"> ✓ step outside our comfort zone ✓ have perseverance ▪ Communicate positively and constructively with parents, peers, ourselves, and staff ▪ Be proactive in encouraging teamwork and engagement ▪ Develop good study skills and personal habits by getting enough rest, fitness, and healthy nutrition ▪ Show commitment, responsibility, and accountability ▪ Accept others' differences and be helpful ▪ Role model leadership 		<ul style="list-style-type: none"> ▪ Challenge ourselves to: <ul style="list-style-type: none"> ✓ step outside our comfort zone ✓ have perseverance ▪ Communicate positively and constructively with parents, peers, ourselves, and staff ▪ Be proactive in showing teamwork ▪ Show commitment, responsibility, and accountability ▪ Accept others' differences and be helpful ▪ Role model leadership 	
<ul style="list-style-type: none"> ▪ Respect the school environment ▪ Participate in clubs, sports teams, and extracurricular activities to develop school spirit ▪ Be considerate to others ▪ Be courteous ▪ Embrace multiculturalism ▪ Keep our school clean ▪ Speak, dress and act in a considerate and appropriate manner ▪ Keep noise to a moderate level 		<ul style="list-style-type: none"> ▪ Volunteer ▪ Be polite, friendly, and smile at others ▪ Be respectful of the environment ▪ Be willing to help people in need ▪ Be considerate of our neighbours' properties and others in public places ▪ Obey the law ▪ Follow appropriate transit etiquette ▪ Get involved in community activities ▪ Refrain from littering in public places 	
<ul style="list-style-type: none"> ▪ Support school wide efforts: <ul style="list-style-type: none"> ✓ Participate on a team, Join a club or leadership ✓ Donate or Volunteer ▪ Be inclusive regardless of differences ▪ Look for ways to mentor others ▪ 3Rs: Reduce, Re-use and Recycle 		<ul style="list-style-type: none"> ▪ Environmental awareness: <ul style="list-style-type: none"> ✓ Walk/bike/board/carpool/bus to school ✓ Properly dispose of litter ✓ Participate in community gardening ✓ 3Rs- Reduce, Re-use and Recycle ▪ Volunteer: <ul style="list-style-type: none"> ✓ Visit seniors or give up your seat on the bus ✓ Notice when people around you need help and act 	
<ul style="list-style-type: none"> ▪ Report bad behaviour and bullying ▪ Be truthful about absences ▪ Play by the rules ▪ Do not take advantage of circumstances for your own benefit ▪ Give credit where credit is due 		<ul style="list-style-type: none"> ▪ Follow through on promises and commitments ▪ Be accountable for our actions ▪ Do not take what does not belong to us ▪ Take responsibility for our own actions 	

Please note that this is not an all-inclusive list.

Prince of Wales: Work Habit Rubric

Every report card, teachers evaluate students on their work habits. This rubric includes most of the criteria that your teachers are using to make this evaluation – and it aligns with REACH. Periodically you should evaluate yourself according to these criteria.

	Needs Improvement	Satisfactory	Good	Excellent
Responsibility	Most assignments missing, frequently not ready to work and learn.	Most assignments turned in, ready to work and learn.	All assignments turned in, ready to work and learn.	Demonstrates an industrious work ethic, ready to work and learn.
Cooperation	Does not work well with other students or teachers.	Usually works well with other students and teachers.	Works well with other students and teachers, participates in class in a meaningful way.	A class leader exemplified by a high degree of positive and meaningful participation initiated by the student.
Independence	Needs one-on-one attention most of the time.	Often requires direction.	A self-directed learner, takes appropriate initiative and responsibility for learning.	A keen and enthusiastic learner actively seeking out personal growth and learning opportunities.

VANCOUVER BOARD OF EDUCATION POLICIES

The District is committed to fostering safe and caring schools that promote mutual respect, cooperation and social responsibility and support optimal learning. These policies and procedures, upheld by the school, promote the creation and maintenance of safe, inclusive, equitable, welcoming, and nurturing school environments. They cover all Board of Education buildings and grounds and are in effect during any school sanctioned activity-at school or elsewhere.

NOTE: Within each of the policies are clear descriptions of what is unacceptable conduct – these are examples only and this is not an all-inclusive list and are behaviours that are not tolerated within the context of the PW Code of Conduct – REACH.

Vaping and Smoking

The VBE is a non-smoking, non-vaping institution. There is a no smoking and vaping policy throughout all Board buildings and grounds. Parents of students who break this rule will be notified and students will be subject to disciplinary consequences.

Drugs and Alcohol

No student may be in possession of or under the influence of illegal or non-prescribed drugs or alcohol in the school, in the vicinity of the school, or at school sponsored functions. Any infraction will be considered serious and will result in the immediate implementation of school and Board policies dealing with student discipline.

Violence and Weapons

The Vancouver Board of Education works hard to ensure that schools are safe places for students. Board policy states that violence of any kind will not be tolerated. Violence includes verbal, written, or physical threats, bullying, fighting, or emotional or sexual abuse. Any form of violence or intimidation that threatens the health, safety and welfare of students is not acceptable. Students are not permitted to have weapons. Weapons are defined as anything that is used with the intent to hurt or frighten someone. Any student found with a weapon, involved in a violent act, or soliciting others to commit an act of violence will be disciplined.

Harassment

The Vancouver Board of Education recognizes that every individual should be treated with respect and dignity and therefore has the right to be free from harassment in our schools and workplaces. A positive and welcoming work and learning environment protects and promotes the self-esteem, worth, and human rights of every person and supports

mutual respect and cooperation among individuals. Any student involved in racial, ethno-cultural, religious, or sexual harassment in any form will be disciplined.

What Should I Do If...?

If you have been affected by, or know of others who have been affected by harassment, violence, weapons, drugs, or alcohol, it is important that you talk to a counsellor, teacher, vice principal or principal, school liaison officer, or anyone else in the school that you trust, so that others can help to solve the problem.

PRINCE OF WALES POLICY AND PRACTICE

Student Absences

Students are expected to attend all classes and to be on time for each class every day. Even if a parent/guardian calls the school office to inform the school of their child's absence, please send a note to the office. We use these notes to change absences from unexcused to excused. The written note must include:

1. Student's full name and student number
2. Date(s) of absence
3. Parent/Guardian signature, as well as an email and/or phone number

Absences Other Than Illness

The school cannot excuse students from attending classes. This is a parent/guardian responsibility. If a student does miss school, particularly for an extended period, at any time of year, the student should expect this to be reflected in their marks.

Students who are absent for extended periods, or for reasons not due to a personal illness or a family emergency, may, at the discretion of their teacher, be required to make up assignments. Again, students are responsible for all course content missed. Any student voluntarily removed from school for an extended absence for longer than 30 days may be withdrawn and required to re-register, space permitting, upon their return.

Please note that the month of June is crucial for students as teachers finish and review required curricular content and complete student assessments. Students who are unable to write final exams or submit required assignments due to their absence from school during this period jeopardize their term and final standing in subject classes. Special arrangements cannot be made to accommodate holiday plans or travel arrangements. All students are expected to be in full attendance until their final exams and last classes are completed in June.

If you have any questions regarding this policy, please contact an administrator.

Tardiness

Students are expected to be on time for all classes. Arriving late for class demonstrates a lack of consideration for the teacher and other students. Those who are repeatedly late, may, after due warning including other consequences, be removed from that class. We will not accept students arriving late to class.

Leaving School Prior to the End of the Day

No student may leave early without signing out at the office unless other school-based permission has been previously granted (i.e. field trip, athletic event). If the student returns to the school later, the student must sign back in at the office. Students being dismissed early for sports teams or other extracurricular activities must present the classroom teacher with a signed yellow dismissal slip at the beginning of class.

Personal Electronic Devices Policy

A personal electronic device (PED) refers to any device that a student possesses which electronically communicates, stores, displays and/or reproduces audio/visual material. These include devices such as, but not limited to: smart phones, iPods, MP3 players, gaming devices, calculators, dictionary translators, tablets, and laptops.

Instructional Time

This includes time during lessons, assemblies, and performances. These devices, including earbuds and headsets, must be turned off and out of sight if expressed permission by the teacher has not been granted. A teacher may grant students permission to use these devices provided they are:

- a. being used for educational and/or instructional purposes with appropriate supervision.
- b. pertaining to the student's Individual Educational Plan (IEP).

Non-instructional Time

This includes time during study periods, lunch and breaks within hallways and common areas. Students may use their devices in common areas of the school so long as they are in accordance with the guidelines as stated below.

Guidelines for the use of Personal Electronic Devices

All use of PEDs by Prince of Wales students must be appropriate, responsible and in accordance with the school's stated Code of Conduct (REACH). You cannot be in a hallway, outside a class, talking on a phone or having a phone ring without disturbing a class. Learning is important to us all and we cannot have disruptions like this.

	Examples of acceptable use of these devices
Respect	<ul style="list-style-type: none">• for the teaching-learning environment (not being a distraction to the teacher or other students)• for personal privacy (through audio, video, and pictures)
Effort	<ul style="list-style-type: none">• in using the devices for educational purposes• Keeping phones on non-ring mode
Attitude	<ul style="list-style-type: none">• through listening to or viewing appropriate/inoffensive media
Contribution	<ul style="list-style-type: none">• to your learning through attentive and on-task behaviour
Honesty	<ul style="list-style-type: none">• authorized and appropriate use of text messaging and multimedia

Responsibility

Please note that students must be vigilant about caring for these devices as the school is not responsible for lost or stolen items. Keep them close and do not leave them in school or P.E. lockers.

Consequences of Misuse

If a staff member finds you in violation of the above policy and guidelines, they may confiscate the device from you. Please hand over the device immediately so as not to escalate the situation and ask politely how and when you can get the device back. Subsequent violations of this policy will require your device be turned into your grade administrator who will then contact your parent/guardian to pick up the device.

AUP: Acceptable Use Policy for Electronic Devices

Ethical use of the Internet is one of the school goals at Prince of Wales. Students are required to complete a parent/student – consent/agreement form which is kept on file in the office. This form educates students and parents of the rights and responsibilities of students accessing the Internet and is based on the Vancouver Board of Education Policy.

Access to online resources is available in the library, three flexibly scheduled labs, as well as the Mini School lab. The school is responsible for guiding and monitoring access to suitable educational resources. However, since inappropriate material exists on the internet, it is important for students and parents to know that it is impossible for the school to control all possibilities. The following guidelines outline our expectations for computer-use behaviour. A breach of VBE guidelines may result in suspension of network access.

Please make note of the following Internet Safety Notes from Jesse Miller, Speaker and Principal of Miller Consulting Services, Vancouver, Canada. (www.mediatedreality.com)

- Do not give out your personal information online.
- Do not post anything that would embarrass you later.
- Do not believe everything you see on the Internet.
- Never accept gifts without your guardian's permission.
- Messages that make you feel uncomfortable, please report these to an adult you trust or someone who can help guide you to a counsellor or authorities.
- Do not be irresponsible with your social media accounts.

Prohibited Use

The following is a list of examples of prohibited conduct, without limitation:

The electronic system may not be used to:

- transmit any materials in violation of Board Policies, local, provincial, or federal laws
- duplicate, store, download, transmit or post pornographic materials, threatening, abusive, or obscene material
- duplicate, store, download or transmit copyrighted material without permission
- participate in pyramid schemes or chain letters; or broadcast or send unwanted or unsolicited e-mail messages

Security violations are prohibited, including:

- sharing or revealing passwords
- using or attempting to use another person's user id and/or password
- accessing or attempting to access any part of the system without authorization
- leaving an account "logged on" and unattended
- vandalizing or attempting to vandalize accounts, data, or systems
- attempting to circumvent any portion of this policy by changing or hiding the user's identity; or engaging in practices that expose the electronic system to computer viruses

When using the Internet, the following behaviours are prohibited:

- use of abusive, vulgar, profane, obscene, or other inappropriate language
- criticism of the spelling, writing, or keyboarding of others
- forwarding or copying e-mail to another recipient without the permission of the author
- revealing personal information about anyone
- revealing Board e-mail IDs unless to trusted persons, sites, or organizations with a need to know
- making personal attacks on individuals or groups of individuals

The electronic system is a shared resource, and it must be used in a way that does not disrupt the services to others. The electronic system may not be used for:

- business not related to the Board
- advertising products and/or services not related to the Board
- political lobbying or campaigning
- playing games that are not part of an authorized educational program
- downloading excessively large files, except with the permission of the system administrator(s) in low use hours; or
- broadcasting messages or providing audio or video service not required for education or Board business

Code of Academic Ethics

Cheating *Any attempt by a student to complete an examination or assessment by unfair means*

Plagiarism *The unacknowledged use of another person's work (written or visual) and the presentation of that work, in whole or in part, as one's own, or assisting in the act of plagiarism by allowing one's work to be used in this fashion.*

Cheating or Plagiarism may include any one or more of the following:

- "Any use of another's research, ideas, or language without proper attribution may be considered plagiarism" (Gordon, s.d., p.l.). This may include:
 - ✓ presenting the words or ideas of another as one's own
 - ✓ submitting the same work to more than one teacher.
- Obtaining or providing unauthorized information during an examination, after an examination through verbal, visual, or unauthorized use of books, notes, texts or electronic devices.
- Obtaining or providing information concerning all or part of an exam prior to the exam.
- Taking an exam for another student or arranging for another person to take an exam in one's place
- Altering test answers after submission for grading, altering grades after they have been awarded, or altering other academic records.
- Making any other attempt to improve grades using means that have not been or would not be approved by your teacher (example: being absent without an acceptable reason from a test or class assignment).
- Submitting an assignment more than once.
- Removing an exam from the test area.
- Assisting another student to attain credit through misrepresentation.

- ***Consequences of Cheating or Plagiarism:***

- The student may receive a 0 (zero) for that work.
- Parents may be contacted.
- The incident may be recorded on the student's file.
- The student may not be eligible for Academic Acknowledgement or for school-based scholarships for that academic year.
- The student must meet with the teacher to put closure to the matter.

Detentions

No pupil is permitted to personally postpone a detention. This applies to all pupils including those who wish to keep after school appointments or participate in extracurricular activities. A student wishing to postpone a detention must ask the teacher concerned for permission and explain the reason for requesting the delay. It is a serious breach of personal responsibility to fail to report for a detention. Students failing to report for a detention may face further disciplinary action.

Dress and Grooming: Expressive not Offensive

Students are asked to use good judgment in dressing and grooming themselves for school situations. Students should not wear clothes or groom themselves in a manner that disrupts the learning climate or that is a distraction to themselves and others. Clothing and personal accessories worn to school must be appropriate. Clothing that contains inappropriate language or drug theme paraphernalia are not suitable at school. Footwear must always be worn for health and safety reasons. Proper attire is required for Physical Education classes.

- No offensive, discriminatory attire, (including cosmetics and jewelry) which may intimidate or make others feel uncomfortable. This includes:
 - ✓ Any images, slogans or words which promote violence
 - ✓ Anything which discriminates against a certain individual or group of people
 - ✓ Any attire displaying drug, alcohol, and/or sexual references

Fireworks, Firecrackers, and Laser Pointers

Students are not to bring fireworks, firecrackers, or laser pointers to school, or to be in possession of fireworks, firecrackers or laser pointers on school property, under any circumstances.

Roller Blades, Scooters, Segway, and Skateboards

Use of roller blades, scooters and/or skateboards on school grounds or in the school building is not allowed as it poses a potential safety hazard to students. Failure to follow this rule may result in confiscation of the item.

Snowballs

For safety reasons, snowball throwing is not allowed on or near school property. Students who ignore this rule will face disciplinary action.

Water Balloons and Water Guns

These items are **NOT** permitted on school grounds as they not only affect the educational tone but also present a potential safety hazard.

Advertising and Distributing Materials

Students or members of the public may not post or distribute any advertising or other material on school property without the prior signed permission of an administrator.

PW: A "Scent Awareness Zone"

Many public buildings have been declared "scent free zones" because of the number of people who have allergic reactions to various scents. As it would be difficult to enforce making PW a "scent free zone", we are declaring Prince of Wales School a "Scent Awareness Zone". Please be respectful and aware of the possible negative effects that the use of scents can have on others. We request that all students and staff be considerate of the needs of others and use scented perfumes, deodorants, etc., in moderation, if at all, and never to use or spray these items in our public areas.

Consequences for breaking the VBE and/or PW School Policies

Any student who violates District or school policy will be subject to disciplinary action which may include:

- in-class consequences – such as detention
- teacher to contact parents / guardians
- notification to counsellor and/or administrator
- meeting with counsellor / teacher / administrator
- meeting with parents / guardians
- community service to the school
- in-school suspension
- formal *suspension from school (up to 5 days)
- referral to a counselling or a treatment program
- transfer to another VBE school

These consequences, whenever possible, will be preventative and restorative, rather than merely punitive. They will consider the intensity of the behaviour and the age, maturity, and special needs, if any, of the student.

***Suspensions:**

In accordance with the School Act, Sec. 85(2)(ii) and (d), the Board authorizes the Principal or designate of any school in the district to suspend a student from attendance at school for up to five days.

Suspensions may be for the following reasons:

- a. because a student is willfully and repeatedly disrespectful to a teacher or to any other employee of the Board carrying out responsibilities approved by the Board.
- b. because the behaviour of the student breaches the District Code of Conduct or policy and/or has a harmful effect on others or the learning environment of the school.
- c. because the student has failed to comply with the School Code of Conduct.

Suspensions over five days are made in consultation with the appropriate Director of Instruction as per the District Student Code of Conduct, AP 350. As per AP 350 6.7.1 an educational program must be provided.

Notification

In some cases, violation of school or district policies may also be a violation of the criminal code and result in a police investigation and possible charges. The Principal or designate has a responsibility to inform other parties of serious breaches of the Code of Conduct. These parties may include: staff, parent(s) of student offender(s), parent(s) of student victim(s), school district officials, police and/or other agencies, as required by law, and/or all parents.