

## **Carman Collegiate Code of Conduct** *(September 2010)*

“Carman Collegiate students will grow and develop holistically through a combination and variety of curricular, co-curricular, and leadership learning opportunities that ultimately prepares them for a responsible, productive and successful life path guided by respect for themselves, others and the environment.”

### **Positive Expectations:**

1. Be present and on time.
  - a. Have proper materials
  - b. Be positive and ready to work
  - c. Work in assigned areas
  
2. Strive for personal best.
  - a. Be prepared to work cooperatively
  - b. Be respectful to all
  - c. Complete own work
  - d. Work and allow others to work
  - e. Use time effectively for intended purpose
  
3. Have respect for yourself.
  - a. Strive for academic excellence
  - b. Live a healthy substance-free school life
  - c. Be involved in extra-curricular activities
  
4. Respect the rights and safety of others.
  - a. Choose appropriate dress
  - b. Be conscientious of allergens
  - c. Demonstrate appropriate and decent behaviors
  - d. Respect individual differences
  - e. Interact with peers and staff cooperatively and safely
  - f. Use encouraging and respectful language
  - g. Respect the privacy of others and their personal belongings
  - h. Keep the school and school functions free of illegal substances and illegal activities
  - i. Use personal electronic devices when granted permission and for positive uses
  - j. Use vehicles safely and according to Divisional Policy
  
5. Respect your environment.
  - a. Keep the environment clean and tidy
  - b. Care for the facility, furniture, equipment, and materials
  - c. Use equipment safely and within appropriate use guidelines
  - d. Eat and drink in supervised and assigned areas

## **Violations**

1. We do not tolerate:
  - Violation of human rights
  - Illegal activities
  - Life-threatening activities
2. We expect students to be responsible and respectful.

## **Violations to expectations**

Expectation 1. Be present and on time.

Violations:

- Late for class
- Skipping classes
- Excessive absences (see attendance policy)
- Leaving the school without permission or without signing out
- Incomplete or late assignments (see Academic Integrity Policy)
- Loitering in the hallways during class time

Expectation 2. Strive for personal best.

Violations:

- Not prepared for class (not bringing required materials)
- Not working cooperatively with teaching staff
- Not being respectful to peers, staff, or community members
- Cheating and plagiarism (see Academic Integrity Policy)
- Disrespect and disruptions in school or during school related activities

Expectation 3. Have respect for yourself.

Violations:

- Smoking in the school or on school grounds (see Smoking Policy)
- Possessing, distributing, using alcohol / other drugs / drug paraphernalia (see Drug and Alcohol Policy)

Expectation 4. Respect the rights and safety of others.

Violations:

- Wearing clothing that promotes alcohol, drugs, sexism, racism, or gangs (see Dress Code Policy)
- Dressing in a manner that is unbecoming of the school setting (i.e. headwear, revealing / skimpy clothing...) (see Dress Code Policy)
- Using or spraying excessive perfumes or deodorants or other fragranced substances (allergens)
- Intimate behaviors
- Dishonesty (lying)
- Intimidation
- Extortion
- Endangering the safety of others
- Fighting, physical abuse, sexual abuse
- Possession of dangerous items (i.e. weapons)
- Bomb threats
- Harassment (i.e. mental, physical, sexual, cyber, ...)
- Discrimination (i.e. racism, sexism, ...)
- Acting in a threatening manner
- Abusive language directed at another individual
- Profane language (and profane gestures)
- Stealing and theft
- Unapproved use of personal electronic devices during class time or presentations when permission has not been granted by school personnel (see Technology and Communication Device Policy)
- Traveling in other student's vehicles without appropriate permission

Expectation 5. Respect your environment.

Violations:

- Littering (i.e. spitting, sunflower seeds, garbage not in proper receptacles)
- Vandalism
- Willful misuse or destruction of property
- Tampering with equipment (i.e. fire, safety, security)
- Using computers inappropriately
- Eating and drinking in hallways or computer labs

## Consequences

Students who demonstrate a commitment to resolve violations of the Code of Conduct in a responsible manner may not require further disciplinary actions. Carman Collegiate uses a restitution model to resolve violations of the Code of Conduct. The objective of the Code of Conduct and consequences is to maintain a safe learning and working environment, and to teach students appropriate behaviors. When investigating violations of the Code of Conduct, factors such as age of student, intent of action, severity of incident, frequency of incidents, and any other discretionary factors will be considered.

If a student behaves in an irresponsible way the following steps will be taken (steps may not follow listed order):

- a) Initial concerns are handled by the subject teacher immediately when a concern arises or at a time which the subject teacher determines.
- b) If the concern is not resolved, the subject teacher will refer the student to administration. The teacher or administrator may contact the parent/guardian at this point if deemed appropriate.
- c) Failure of resolution of the concern with the administrator will result in contact with the parent/guardian and possible suspension.
- d) Counselling at school and referrals to outside professionals are additional options.
- e) In some cases suspension, involvement of the RCMP or a recommendation for expulsion from the school may be deemed necessary.

## Suspensions:

When the Code of Conduct is not followed by a student, a potential consequence is a suspension. A suspension may involve:

- loss of privileges (for example, loss of off-campus privileges);
- an in-school suspension (where the student is assigned to work in the building but is not allowed to participate in regular classes with his classmates);
- an out-of-school suspension (where the student is not allowed to be in the building or on the school property for a designated period of time).

If a student is given an out-of-school suspension, the student will not be allowed back into the school building until the period of suspension is over and a meeting with both the student and parents/guardians has taken place with the administrator.

A suspension may be a consequence for the following poor student choices:

- open defiance of the authority of any staff member;
- breach of the smoking policy;
- breach of the drug and alcohol policy;
- physical violence (referral to counselling may be initiated in some circumstances);
- possession of a weapon (RCMP involvement may occur, and referral to counselling may be initiated in some circumstances).
- actions, regardless of where these actions may originate, that result in a disturbance in the school community, the creation of a poisonous environment, or conduct injurious to the moral tone of the school.

It is our intention that parents of suspended students will be contacted before the end of the school day.

## Provision for Appeals:

It is our intention to communicate clearly with parents and guardians throughout any disciplinary process, to provide opportunity for expression of differences of opinion and to seek a common ground. We recognize that our efforts will not always achieve unanimous agreement. In circumstances where disagreement persists, parents/guardians are invited to discuss their concerns with the Principal, and appeal the disciplinary consequences by submitting a written request for a meeting with the Prairie Rose School Division.