THE ARGYLE CODE OF CONDUCT

At Argyle Secondary School, we believe that our school should be a safe place for purposeful learning. The pursuit of appropriate conduct is a shared responsibility among the students, parents, and the school staff. Every individual has the right to learn and work in a safe environment free from discrimination. The code balances the individual's rights and responsibilities with the needs of the collective Argyle community. Representatives of the staff, students, parents, and our family of schools, have developed a school code of conduct to establish clear guidelines for a safe and effective learning environment that allows each student to attain his or her goals and aspirations in a positive environment. Our code is continuously monitored and reviewed annually by staff, students and parents.

The establishment of a school code of conduct is required by the Provincial School Act and the North Vancouver Board of School Trustees. The Principal of the school is responsible for administering and supervising the school in conjunction with the Code of Conduct. The Principal and their designates, are authorized, in accordance with School Board Policy 302, to exercise authority within the school on all matters concerning the discipline of students. The execution of discipline must be similar to that of a “kind, firm and judicious parent, but shall not include corporal punishment.” (School Act, Section 76.3).

Students are required to read, understand, and follow the Argyle Code of Conduct as well as other applicable laws if they wish to be a learner in our community. Expectations regarding acceptable conduct are made known to all school staff, students, parents, and the Argyle school community through the Argyle Agenda book, Argyle Website, grade assemblies, newsletters, posters, and other forms of communication. The expectations for student conduct are taught, promoted, and reinforced by Argyle staff. Argyle students are expected to be good citizens and follow not only the Argyle Code of Conduct but also all other laws and rules within our jurisdiction. This includes the North Vancouver District School Board policies, North Vancouver District bylaws and rules, Provincial law including the B.C. Human Rights Code, and Federal law such as the Canadian Criminal Code.

The expectations for student behaviour explained in this Code of Conduct apply while at school, while traveling to and from school, while attending all school activities and functions whether at the school or on fieldtrips. Students are always expected to conduct themselves in a manner that will bring credit to themselves as well as the Argyle community. Parents and students should be aware that there are rising expectations for student behaviour as students become older, more mature, and progress through the grades. Students are expected to accept increasing responsibility for their actions and can expect consequences reflective of their age. We rely on our more senior students to model good behaviour and be leaders in our community.
ARGYLE EXCELLENCE

The acceptable expectations for student conduct at Argyle are summarized in the following Argyle Excellence visual. We ask students to strive towards Argyle Excellence in the areas of attendance, citizenship, and learning.

Excellence in ATTENDANCE means:
- Attending all classes
- Following proper procedures when absent for an excused reason
- Being on time and prepared for all classes
- Being responsible to see their teacher(s) when absent for all or part of any class
- Being attentive and ready to learn in all classes

Excellence in CITIZENSHIP means:
- Treating all staff, students, community members, and neighbours with respect
- Helping to sustain a safe school environment for yourself and others
- Following all school and class rules, policies and expectations that detail student conduct and complying promptly with any Argyle staff member’s reasonable requests
- Being honest, considerate, and caring of others at all times
- Using language free of profanity, hatred and/or discrimination
- Informing an adult when incidents of bullying, harassment or safety are impacting oneself or others within our community
- Respecting all public and personal property
- Promoting a Green environment by maintaining a clean school and community
- Complying with all local bylaws, Provincial, and Federal laws

Excellence in LEARNING means:
- Being prepared to learn with all required materials for each class
- Using organizational skills to plan for and complete all school work
- Having a positive attitude and curiosity towards learning
- Consistently trying one’s best to practice good work habits and trying to learn
- Actively engaging in purposeful learning in all classroom activities and lessons
- Completing assigned schoolwork effectively and on time
- Always producing your own quality work and not cheating or plagiarizing work
- Using Mobile devices to enhance learning when teacher gives explicit and prior permission
ATTENDANCE

There is a direct relationship between attendance and academic success in school. Students absent from class are missing out on key learning opportunities and chances to work cooperatively with peers and teachers. Therefore, every attempt should be made by students and their families to minimize the amount of time absent from school. Please follow the process in place for excused absences and do not miss school for unexcused reasons (also known as "truancy"). **No matter what the reason for missing school, students are responsible for obtaining and completing class assignments and meeting Learning Outcomes.**

The school will track attendance daily and will notify parents about missed classes using our automated callback system. The system will inform homes of students who have missed one or more classes during that day. Parents should discuss the matter with their child and help reinforce the importance of attendance to learning. If the student insists a mistake has been made, please contact the student’s teacher. If you have any other concerns contact the school. If poor attendance or tardiness becomes a pattern, school staff will meet with students and in many cases communicate and seek the assistance and support of parents.

EXCUSED ABSENCE – STUDENT ILLNESS

A student who feels ill while at school is asked to report to the office. The office staff will ensure that parents are contacted in cases where a student needs to be sent home or to the hospital. Accidents and emergencies should be referred to the office immediately.

If a student is absent, parents are requested to:

- Telephone the school on the morning of the absence and leave a message on the attendance line (604-903-3314). Prompt reporting will ensure the absence is effectively recorded and communicated to teachers and staff.
- Send a note with the student so that when they return they can take the note to the Main office.
- In either case the parent should spell the student’s full name, and provide grade, date and times absent, and reason for absence.

EARLY DISMISSAL FOR THE DAY

In some cases it becomes necessary for students to leave school before the end of the school day. Students wishing to leave school early must provide the office with parent/guardian's written permission for early dismissal and, if approval is given, the student must sign out at the office. In cases where written permission is not provided, the office staff will contact parents or guardians for verification. Students who leave the school without signing out are considered truant.

TRUANCY

Truancy is defined as an “absence from school without valid reason”. Students absent from class without permission are truant and can be a distraction to the learning process. If students cannot find their class, if they feel ill, or if they plan to be dismissed early, they should report directly to the office. A student who is found to be truant may be given detentions and other consequences. Continued truancy may lead to increased consequences.

LATES

The School Act states that students are expected to be at school and in class on time. Being late is a distraction to the learning process for the student, the teacher, and the class; therefore, students who show a pattern of being late will be dealt with first by their teacher and then by administration. It is the students' responsibility to ensure that they are punctual.
EXTENDED ABSENCES
If a student is unavoidably absent from school for medical reasons or because of serious family issues, parents are requested to contact the school office. The office or counsellors will ensure teachers are informed so that appropriate arrangements can be made for the student to make up assignments and missed tests.

While it is understood that some families may choose to vacation while school is in session, the Argyle staff does not condone such absences due to their impact on student learning. Missed class time and learning opportunities cannot be replicated and some activities and assignments may be impossible to “make-up.” **Students are responsible for all course Learning Outcomes including those missed during their time away; the student’s mark may be impacted.** If a student is absent for family holidays or for other non-medical reasons, the school and teaching staff are not expected to make special arrangements for missed work and tests.

The responsibility for the decision to take a student out of school for vacation and the consequences that result rest solely with the student and their parent / guardian. While the school does not give approval for such absences, it is still necessary to complete an extended absence form to inform teacher(s). Forms are available in the Main office.

Provincial exams are scheduled well in advanced by the Ministry and are published on their website. There are very strict rules regarding Ministry exams and they must be written at the scheduled time. Students can read the rules and repercussions of missing an exam and re-writing on the Ministry website. The student and parent should contact the school to make arrangements to write at the next Provincial sitting.

CITIZENSHIP
Argyle prides itself on fostering good citizenship in all members of its community in order to create a safe and positive learning environment. Students are expected to treat all staff, students, community members, and neighbours with respect, while being honest, considerate, and caring of others at all times. The following areas are some examples of behaviour that does not meet Argyle’s citizenship expectations and will be dealt with accordingly.

SERIOUS OFFENCES
Student behaviour must comply with the Criminal Code of Canada as well as the BC Human Rights Code in order for all school community members to feel safe at Argyle. Any person who threatens the safety of the school environment or safety of an individual will be subject to strong disciplinary action and, where necessary, to RCMP intervention. This policy includes, but is not limited to:

- Acts of violence or threats of violence;
- Possession of a weapon, a replica, or an object that is being used as a weapon;
- Incidents of threatening, harassing, intimidating or confrontational language or behaviour which includes written or verbal harassment, misuse of computer communication, physical threats and telephone intimidation. Harassment includes the act of posting unwanted comments, pictures or videos about people online (Facebook, YouTube, Snapchat, and all other social media);
- Discrimination against individuals or groups of people
- Possessing, using, distributing or being involved with illegal or restricted drugs or alcohol;
- Using safety equipment including fire extinguishers, fire alarms, smoke-heat detectors, and the fire sprinkler system inappropriately, or causing a false alarm.
VIOLENCE AND THREAT OF VIOLENCE
The school staff expects all students to behave in a socially responsible manner and solve their problems with productive and safe conflict resolution. Violence is defined as the actual use or threatened use of physical, verbal, cyber or emotional power against individuals or groups that results in physical and/or psychological harm, or is harmful to the social well-being of an individual or group of individuals. Students who fight or encourage others to fight are putting themselves and others at risk and will be subject to firm consequences. Moreover, rough housing or consensual “play fighting” is not allowed at school or anywhere on school grounds. It can be difficult to distinguish from “real” fighting, and it can be dangerous around other students or near to school facilities and equipment.

WEAPONS OR REPLICAS
A weapon is defined as any instrument designed to inflict injury or to intimidate another person, or any instrument that is used in this manner. The possession and/or use of weapons on or near school property is a serious threat to the safety and security of students and staff and will result in immediate consequences. The RCMP will likely be involved. Toy guns, weapons, and replicas are by their very nature intimidating, can be confusing, and are not allowed on school premises at any time. This includes things such as costume days or student skits.

INTIMIDATION AND HARASSMENT
Harassment involves any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating or offensive to another person. Sexual harassment is the same with a sexual nature. Intimidation is the act of instilling fear in someone as a means of controlling that person. Acts of intimidation and harassment will not be ignored nor treated lightly. Incidents such as verbal abuse, hazing, bullying, taunting, and/or inappropriate physical touching will not be tolerated. Students who incite others to engage in inappropriate behaviours, or who seek retribution against those who have reported incidents, may also face discipline. When any of these actions are carried out through electronic communication (e.g. by phone or Internet), even outside of school hours and off school property, the school may still take action when the welfare and learning environment of Argyle students is potentially at risk. Students involved directly or indirectly in any of these behaviours can expect disciplinary action from the school, including referral to police and outside authorities.

DISCRIMINATION
Acts of discrimination that fail to meet the standards set out in the B.C. Human Rights Code will not be tolerated. This includes the prohibited grounds of discrimination set out in Sections 7 and 8: “Discriminating because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.”

DRUGS AND ALCOHOL
Students found using, possessing, or supplying others with drugs or alcohol at school or at school-sponsored events will be suspended and will likely be referred to an outside agency and/or the police. Students must not be under the influence of illegal drugs or alcohol at anytime at school or a school event. Please note that if residual evidence or other indicators lead staff to suspect drug or alcohol use, students may still face disciplinary action as staff will not discriminate between direct and indirect exposure to prohibited substances. It is for this reason and others that students should not remain in the company of those using or involved with drugs or alcohol.

FIRE
The school is protected by a network of safety equipment that includes fire extinguishers, fire alarms, smoke-heat detectors, and a fire sprinkler system. Students must not tamper with this safety equipment nor deliberately cause false alarm as this can be dangerous to the safety of the entire school.
VEHICLE SAFETY
Use of vehicles in a dangerous manner is a serious threat to student and staff safety. This includes the use of cars, bicycles, skateboards, and other transportation vehicles and equipment. Student parking is limited to the parking area nearest to the gyms off Frederick road. Cars parked in fire lanes or other prohibited areas may be towed at the owner’s expense. Students must drive safely and must be in compliance with all Motor Vehicle Act regulations including L and N restrictions. For safety reasons, skateboarding and biking are not to occur on school property.

RESPECT AND RESPONSIBILITY
We expect all Argyle students to treat staff, student peers, community members, and neighbours with respect. Lack of respect for others or their property will not be tolerated. Some examples of disrespectful or irresponsible behavior includes, but is not limited to:

- **Disrespect for the authority** of teachers and all other employees of the school, including defiance or failure to comply immediately with an authorized and reasonable direction;
- **Disturbance** at school, on school grounds, or at a school function or unsafe activities in and on school structures (e.g. the school roof, fences, storage containers, stairwells, railings, blocking entranceways, etc.);
- **Unauthorized gatherings** on or adjacent to the school grounds, specifically those that disturb the privacy of nearby residents or that reflect poorly on the public image of the school;
- **Incidents of theft, vandalism and/or damage** of the school’s or others’ property. Students may be required to pay for losses or damages. If students willfully destroy school property, suspension may also be a consequence. If a student should damage something by accident they should report it to a staff member or the office immediately;
- **Misuse of school equipment** or school property;
- Possessing, distributing and/or discharging **firecrackers or fireworks**. Students involved with these dangerous items may be suspended and referred to the R.C.M.P.;
- All persons are prohibited from any smoking on any school property in accordance with policy North Vancouver School District Board policy and Bill 10 the Tobacco Control Act. This policy applies to the use of tobacco products as well as e-cigarettes, electronic smoking products with cartridges of nicotine or flavoured solutions, and any related products. Students found smoking on or around school property are subject to disciplinary action. Students who choose to smoke off site should not congregate in our neighbourhood;
- Contribution to **garbage or litter** build up in the school and community;
- All **visitors** are required to check in at the Main Office upon arrival. Visitors with a legitimate educational purpose will be welcomed and must sign in; others will be directed to leave the school property. Argyle students should not visit other schools including elementary schools without doing likewise at the other school;
- Use of the **school name or logos** without written permission or in association with unsanctioned activities.