



THE ARGYLE CODE OF CONDUCT

At Argyle Secondary School, we believe our school should be a safe place for purposeful learning. The pursuit of appropriate conduct is a shared responsibility among the students, parents, and 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 Education. 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.

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 update the MyEd Parent Portal with this information. Parents should discuss attendance 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 of attendance by parents ensures proper communication to 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 disciplinary action and, where necessary, RCMP involvement. 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, supplying others, or being with others whom are involved 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 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. For this reason, students should not remain in the company of those using or involved with drugs or alcohol.

SMOKING

All persons are prohibited from any smoking or vaping on any school property in accordance with policy North Vancouver School District Board policy and Section 2.2 of the Tobacco and Vapour Products Control Act. This policy applies to the use of tobacco products as well as e-cigarettes, electronic smoking products, and any related products. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/ activated e-cigarettes on school property. This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes, parking lots, sports

fields, driveways, courtyards and private vehicles parked on school property. Students found smoking or vaping on or around school property are subject to disciplinary action. Students who choose to smoke off site should not congregate in our neighbourhood and respect our neighbours;

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 / TRANSPORTATION

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. Students must drive safely and must be in compliance with all Motor Vehicle Act regulations including L and N restrictions. For the safety of all students and staff, and to ensure the good condition of the facility, skateboarding, biking, and other similar recreational activities are not permitted on school grounds or inside the school. If students use these vehicles to get to and from school, the boards and bikes should be properly stored away during the day. Please respect the 30km/hr school zone speed limit. Skateboarding is prohibited on school property. Bike racks are provided for students. Students need to bring a lock to safely secure their bike.

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. Deliberate destruction of or damage to school property, including graffiti, may result in suspension and police involvement. 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.;
- Contribution to **garbage or litter** build up in the school and community;
- Encouraging guests to visit Argyle without permission. For the safety of all, **all visitors** are required to check in at the Main office upon arrival at the school. Those visitors with a legitimate purpose for being at Argyle will be asked to sign in and will receive a visitor badge. Students should not normally "visit" other schools, including Elementary schools, during instructional hours.
- Use of the **school name or logos** without written permission or in association with unsanctioned activities.
- Using skateboards, longboards, hoverboards, scooters, rollerblades, bicycles, hacky-sacks, etc in the hallways is not permitted.

LEARNING

Student behaviour is expected to support a productive learning environment in classrooms and school at all times. Interference of a positive learning environment includes, but is not limited to:

- Disturbing the learning opportunities of other students in classrooms;
- Not completing assignments, schoolwork, or other learning tasks as requested;
- Dressing in a manner disruptive to an educational environment including offensive or suggestive slogans, or inappropriate coverage;
- Disrupting classes, school routines or activities by inappropriate use of electronic devices including mobile phones or portable gaming or music devices;
- Participating in any form of cheating, plagiarism, or academic dishonesty.

DRESS AND APPAREL AT SCHOOL

Staff and students at Argyle believe maintaining a respectful, business-like atmosphere is important to academic achievement and citizenship.

The school's dress code is not meant to stifle freedom of expression, but to foster a supportive, respectful learning community in which each student's self-esteem is reflected in their behaviour, growth, and achievement. Students wearing inappropriate dress and apparel will be asked to cover up, change, or go home to change.

Apparel at school **should**:

- allow for individual difference, style, and expression,
- demonstrate respect for a school / business environment,
- be appropriate for the intended activity,
- demonstrate respect for the rights and perspectives of others.

Apparel at school **should not**:

- be offensive or distracting to learning
- be sexually provocative and/or revealing
- promote the use of illegal drugs, alcohol, violence, weapons, or use offensive language or images
- promote values in conflict with school and community values (e.g.: discrimination of any kind)
- be unsafe for learning (e.g.: in a woodwork class)
- be unhygienic

ELECTRONIC DEVICES

Staff and students at Argyle believe maintaining a respectful atmosphere is important to academic achievement and citizenship. Such beliefs apply to electronic devices as well. While mobile devices can be an enhancement to learning, the misuse of electronic devices can be a significant disruption to a student and the learning environment. During instructional time, students may use their devices with **explicit and prior teacher permission and must respect classroom rules outlined by the teacher**.

Electronics at school **may be** used for:

- learning purposes
- research
- note taking
- personal planning

During instructional time students **must not**:

- disrupt other students or staff members, or the learning environment
- become personally distracted from their own learning when using mobile devices
- bring mobile devices into exams (cell phones are **NOT** allowed in ANY test, exam, or examination room)

During non-instructional time students **may** use electronic devices as long as they:

- respect the rights of others
- do not disrupt the learning environment

Students may NOT photography, video, or audio record any class activity without the teacher's approval. Students may NOT photograph video, or audio record any student or staff member without their permission. Images or recordings may not be shared/published/posted in any format without permission due to privacy concerns.

Students who do not use electronic devices as expected will be dealt with by a staff member. If necessary, an Administrator may become involved.

School and/or network administrators have the right to inspect and monitor students' activities and files stored on the school server for security purposes or if misuse is suspected.

CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY

Cheating, plagiarism, and academic dishonesty are serious concerns and are not acceptable at Argyle. Students should understand that taking these kinds of short-cuts does not help them to learn or achieve their academic potential. Moreover, it brings into question one's character and integrity. Students who are involved in cheating, plagiarism, and academic dishonesty demonstrate a lack of respect for the hard work of other students, their teachers, and ultimately for themselves.

The following are some of the actions that are considered academically dishonest. This is not an exhaustive list of all forms so please use common sense. If unsure whether or not a behaviour could be considered academically dishonest, students should check with their teacher or the administration in advance.

- Submitting assignments, homework, or other material which was copied, purchased, or acquired from another student as their own work,
- Failing to cite or document quoted or paraphrased material or ideas written by someone else, including the internet,
- Knowingly sharing your work with another student in order that they may copy it,
- Submitting the same schoolwork or assignment more than once, whether the earlier submission was at Argyle or someplace else, without the prior permission of the teacher,

- Any attempt to write an exam using unauthorized information or communication in any form to another person other than an exam invigilator,
- Allowing another student to view one's test or exam,
- Illegally obtaining or looking at an examination prior to, or during the exam,
- Altering or changing test answers after submitting the test,
- Texting answers or electronically copying parts of a test or assignment,
- Knowingly helping another student to cheat.

Consequences for Academic Dishonesty

Students who are involved in any form of cheating, plagiarism or academic dishonesty will be subject to discipline. This discipline may include the following consequences:

- No credit for the work or assignment,
- Student may be required to show how they meet course Learning Outcomes (own initiative),
- A written or telephoned notification by the teacher to parents or guardians,
- A record of the incident in the student's school discipline file,
- Possible disqualification from receiving awards and other recommendations or references.

Other classroom level consequences may be assigned by the classroom teacher. Repeated offences will result in more severe consequences and could include suspension or withdrawal from a course and even the school.

DISCIPLINARY CONSEQUENCES FOR MISBEHAVIOUR

Student misbehavior and contravention of the Code of Conduct falls on a continuum of seriousness: the less serious end is exemplified by an occasional lateness to class; the more serious end by violence with a weapon. These two extremes imply a graduated range of misbehaviour and necessitate a corresponding range of disciplinary consequences.

The school's disciplinary consequences will:

- be rational and reasonable,
- be consistent and fair to both the offender and the victim,
- be preventative and restorative rather than merely punitive,
- take into account factors such as:
 - the severity and frequency of the offence(s),
 - the age, maturity, and ability of the student. Over time there

is the expectation of increased responsibility and self-discipline; therefore, progressively increasing consequences for misbehaviour may apply.

Disciplinary consequences may include, but may not be limited to:

- Verbal discussion, review of student expectations, and or warning
- Parental contact,
- Written and/or in-person apology to victims,
- Written behaviour learning packages,
- Detention,
- Restriction of privileges such as extra-curricular involvement or optional school events
- Ineligibility for awards or other accolades,
- School or community service,
- School suspension,
- Referral to an alternate educational program as determined by the board.
- In the case of contraventions of the Criminal Code (such as involvement with drugs and alcohol, violence, and other serious offences) consequences will involve suspension, a re-entry plan, and in most cases a referral to outside authority or police.

SUSPENSION AND RE-ENTRY PLAN

In the case of a suspension from school, a student's continuance at Argyle is contingent upon the successful completion and commitment to the school Re-Entry plan. The purpose of the Re-Entry plan is to provide meaningful consequences in an educationally purposeful way that will impress upon the student the importance of taking responsibility, and being accountable for his or her actions. It is hoped that an outcome of the successful completion and commitment to the Re-Entry plan will be personal growth as a function of learning from one's mistakes. Details of Re-Entry plans are determined on a case-by-case-basis and will be communicated clearly to the students and parents involved.

NOTIFICATION

Depending on the seriousness of a particular breach of the Code of Conduct and Social Responsibility, school administrators may have the responsibility of informing other parties:

- Parents of the offender,
- Parents of the victim(s),
- Applicable school staff,
- School district officials, as required by district policy.

- Police and/or other agencies, as required, or allowed, by law.

* The process for appeal to disciplinary action undertaken by school authorities can be found in the School District Policies that can be accessed at the NVSD website (Bylaw 906 – School Act Appeals).