



DTSS CODE OF CONDUCT

Attendance

Statement of purpose/rationale

- There is a direct match between student attendance and achievement. Attending greater than 80% of classes is considered to be on-track for graduation.

Conduct

Acceptable

- Students will attend all classes each school day unless they are ill, participating in an approved school activity, or absent for a parent/guardian approved situation/activity.
- If a student is absent, parents are asked to call the school at 342-9213 Ext.2 to consent his/her absence.
- A student who needs to leave during the school day is expected to sign out at the office (parental/guardian permission is required).
- Whenever possible medical, dental, and other appointments should be scheduled outside of class time.
- **Extended Absences:** Administration should be aware if a student is absent for more than a week, regardless of whether it is an illness, injury or vacation. Teachers must also know ahead of time. Together, the best plan will be made available for the student with the recognition that we cannot duplicate the classroom experience.

Unacceptable (may include behaviours not listed here)

- A student absence from a class/classes without consent will be recorded as an unexcused absence.

Consequences (includes but are not limited to the following)

- Parent notification
- Parent/Student meeting
- Detentions or In-School Suspension
- Referral to Student Services, School Based Team or outside agency for support
- Removal from a class
- Alternate educational program at Open Doors or through RMDL
- School District's Student Conduct Review Committee

Notification

- Staff contact with home
- Administration contact with home
- Meeting held with parents or guardians

Classroom Behaviour

Statement of Purpose/Rationale

- The environment of a classroom or teaching area must be safe and conducive to the learning of all students.
- While it is the responsibility of the teacher to foster an inclusive learning environment, it is the responsibility of students to contribute to a safe and positive learning environment for the sake of all learners.

Conduct

Acceptable

- Students demonstrate respect for self and others.
- Students arrive to class promptly and prepared to learn with all appropriate materials.
- Students comply with teacher directions for lesson activity.
- Students attend to the lesson and apply themselves to learning tasks.
- Students complete assigned homework on time.

Unacceptable (may include behaviours not listed here)

- Behaviour that is disrespectful, defiant, and/or disruptive to the learning environment.
- Use of cell phones/unauthorized electronic devices.
- Off-task behaviour or not engaging in the learning tasks.
- Arriving late for class.
- Attending class without the necessary materials.
- Failure to complete homework or attend to deadlines.
- Students must not represent others' work as their own. This includes cheating, copying and plagiarizing.

Consequences (includes but are not limited to the following)

Verbal reminder of expectations

- Relocation in the class seating plan
- Phone call to parents/guardians from teacher
- Cell phone/electronic device confiscated for the day
- Temporary removal from class
- Referral to the office
- Detention and/or in-school suspension
- Meeting with parents/guardians, student, teacher, and administration
- Out of school suspension
- Restorative Action Process
- Permanent removal from class
- Referral to School District's Student Conduct Review Committee
- Cheating, copying or plagiarizing will be dealt with seriously.

Notification

- Teacher contact with home
- Administration contact with home
- Letter sent to home
- Meeting held with parents or guardians

Out of Classroom Behaviour During the School Day (on or off campus)

Statement of Purpose/Rationale

- The general atmosphere of the school is safe and orderly.
- Students, staff, and guests have a right to move safely and comfortably throughout the school and school grounds.

Conduct:

Acceptable

- Students demonstrate respect for self and others.
- Students move through the school and school grounds in a safe and orderly manner.
- Students demonstrate respect for property.
- Students use trash and recycle bins.
- Students comply with directions of staff.
- Students operate motor vehicles in a safe and appropriate manner.

Unacceptable (may include behaviours not listed here)

- Behaviour that is disrespectful.
- Rough play such as pushing, shoving, running, and chasing.
- Vandalizing property in any manner.
- Littering
- Failing to clean up after oneself (i.e. leaving food trays on cafeteria tables)
- Defiant disregard to the directions of supervising staff.

Consequences (includes but are not limited to the following)

- Verbal reminder of expectations
- Referral to the office
- Short term removal from selected areas of the school
- Long term removal from selected areas of the school
- Detention and/or in-school suspension
- Out of school suspension
- Restorative Action Process
- Referral to School District's Student Conduct Review Committee

Notification

- Staff contact with home
- Administration contact with home
- Letter sent to home
- Meeting held with parents or guardians

Off Campus Trips (Curricular and Extra-curricular – Participant or Spectator)

Statement of Purpose/Rationale

- Participation in extracurricular activities is a privilege. A student who participates must accept their responsibilities to the group, supervisor and to DTSS. Students on trips are ambassadors of our school, our community and their families.
- A high level of work ethic/performance is expected at DTSS. Administration may withdraw the student's privilege to participate in extracurricular activities, if a high level of work ethic/performance is not being met.

Conduct

Acceptable

- Students, whether they are a participant or spectator, must behave in a mature, responsible and considerate manner at all times.
- Students must advise subject teachers, ***well in advance***, of class time that will be missed.
- Students must make arrangements, in advance, with their teachers.
- Students will attend classes, extracurricular practices and competitions/performances.
- Athletes will complete and return the Athlete Contract prior to travel at the start of the season.

Unacceptable (may include behaviours not listed here)

- Students must not be absent from school, on the day of the event.
- Any behaviour that is considered inappropriate at the school is deemed inappropriate during school trips. This includes bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours.

Consequences (includes but are not limited to the following)

- Students absent from school, on the day of the event, will not be permitted to participate in the event.
- Any behaviour that is considered inappropriate at the school is deemed inappropriate during curricular or extra-curricular trips and similar consequences will apply.
- Involvement with alcohol or drugs, in any way, will lead to dismissal from the team/group, and suspension from school. The student will also be denied participation in any school sanctioned activity for a period of 90 days. The student may be returned home from the trip immediately, with the family bearing the expense.

Notification

- Phone call by administration
- Letter to parent
- Meeting with parent

Communications Technology

Statement of Purpose/Rationale

- Our computer networks and technology resources are an educational tool to facilitate learning.
- These networks and technology resources provide users with the opportunity to prepare for the technological world and provide access to on-line resources enhancing learning in all areas.
- The school setting is to be one that is safe and free from invasions of privacy.
- Personal devices are common and must be used in a way that does not harm others.
- Cell phones, smart watches, and headphones/airpods etc. are not for personal use during instructional time. **(See Complete Cell Phone Policy attached to the Code of Conduct)**

Conduct

Acceptable

- All users must sign and return a Student Authorization for Computer Network Access form.
- All electronic resources are to be used in a responsible, ethical and legal manner.
- A student who logs on to the school network is responsible for all activities associated with their account.
- This policy also applies to any personal electronic device(s) brought to school.
- Students use personal devices to enhance and contribute to the learning environment.

Unacceptable (includes but is not limited to):

- Intentional access to sites which contain information that is pornographic, racist, sexist, malicious, vulgar, immoral, or promotes or fosters hatred or illegal activities.
- Downloading and/or installing programs, movies, games, music files; or playing unauthorized games.
- Engaging in bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours
- Promoting discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- To capture image, video, or audio material of any person without explicit consent, and/or sharing it.
- Misuse of another's personal device.
- Devices must not invade the privacy or safety of any member of our school, and must not interfere with the learning environment.
- Accessing unauthorized computer systems, folders, and files
- Intentional damage to computer equipment, computer systems, network equipment or devices.
- Ordering or purchasing personal resources on-line with district devices.
- Give out personal information, such as name, age, home address, telephone number(s), photographs, parent(s) or guardian(s) work address or telephone number, or the name or location of the school over the internet or through email.

Consequences (includes but are not limited to the following)

Personal electronic devices will be confiscated and returned to the parents

- Verbal warning and/or other appropriate consequence
- Suspension of network privileges, short term or long term
- Suspension from school (in-school, homework session after school, out of school, indefinite)
- Restorative Action Process
- Legal action

Notification

- Phone call by administration
- Meeting with parent
- Notification of appropriate School Board personnel

Dress Code

Statement of Purpose/Rationale

- DTSS students and their parents are expected to support a learning environment where attire is appropriate and not offensive to others. Our Dress Code attempts to balance the freedom of expression with an expectation that clothing should meet standards of suitability that are typical of many work environments. The school administration will make a final determination if a student's clothing is appropriate.

Conduct

Acceptable

- Students are to maintain the dress code standards during regular school hours or while representing DTSS at school sponsored functions.
- Students dress in a comfortable and appropriate manner while respecting human rights laws.
- Students have a change of clothing for Physical and Health Education.
- Students wear clothing that is safe for shops, kitchen or lab areas (including footwear).
- Footwear is required in the school.

Unacceptable (may include examples not listed here)

- Clothing that is associated with a more informal setting (ie: bathing suits).
- Clothing with offensive language, pictures or designs, that promote discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
- Students are not to wear hats during the Remembrance Day assembly.

Consequences (includes but are not limited to the following)

If any person dresses in an inappropriate manner, the student will be advised discretely and given an opportunity to meet the school guidelines. This may include turning a shirt inside out, committing to not wearing that article of clothing again, or changing.

- Consequences for inappropriate dress will be consistent with the school discipline process and may include the following escalating actions: discussion of expectations, change into appropriate attire, parents/student/administration meeting, or suspension from school.

Notification

- Parental contact by administration
- Letter to parent
- Meeting with parent

Drugs and Alcohol

Statement of Purpose/Rationale

- Because drugs and alcohol are dangerous and illegal, usage at school or at school-sponsored events is prohibited.

Conduct

Acceptable

- There are no acceptable conditions by which a student can use or be under the influence of drugs and/or alcohol at school or at school-sponsored events.

Unacceptable (may include behaviours not listed here)

- Students in the possession of, or under the influence of drugs or alcohol while under the school's jurisdiction.
- Students being part of a group that is using drugs and/or alcohol while under the school's jurisdiction.
- Students trafficking (buying, selling, giving, transporting, etc.) drugs and/or alcohol while under the school's jurisdiction.

Consequences (includes but are not limited to the following)

- A student who is in possession of or under the influence of drugs and/or alcohol while under the school's jurisdiction may be suspended for five days. The RCMP may also be notified.
- Subsequent offences may result in an indefinite suspension and referral to the school board's Discipline Committee.

- A suspension may also be issued to a student who is part of a group that is using drugs or alcohol.
- Students trafficking drugs and/or alcohol may be suspended immediately and referred to the school board's Student Conduct Review Committee. The RCMP will also be notified.
- Mandatory referral to a Youth Addictions Counselor from the East Kootenay Addiction Services.
- Restorative Action process

Notification

- Phone call by administration
- Letter to parent
- Meeting with parent
- Notification of appropriate School Board personnel
- Notification of RCMP and/or outside agencies

Smoking/Vaping

Statement of Purpose/Rationale

- The school district is a tobacco-free zone. In compliance with provincial legislation, smoking/vaping is not permitted on school property.

Conduct

Acceptable

- Students are encouraged to make healthy choices that include not using tobacco products, vaporizers, e-cigarettes, or similar devices.

Unacceptable (may include behaviours not listed here)

- Using tobacco, vaporizers, e-cigarettes, or similar devices is not permitted on school property or during school functions off campus. This includes smokeless tobacco and/or smoking in vehicles in the school parking lot.
- Students may not traffic in tobacco products. This includes buying, selling, giving, or trading.

Consequences (includes but are not limited to the following)

- Warning and discussion of expectations,
- Notification of parent by student and/or administration,
- Tobacco products or devices taken from student and given to a parent,
- Suspension from school,
- Referral to drug and alcohol prevention services (EKASS)
- Referral to School District's Student Conduct Review Committee

Notification

- Phone call by student or administration
- Letter to parent notifying them of disciplinary action
- Notification of appropriate School Board personnel

Violence and Harassment

Statement of purpose/rationale

- Every student/staff/visitor at DTSS or at a DTSS sponsored activity has a right to a safe and welcoming environment.
- Every student has the opportunity to learn conflict resolution skills to be socially responsible.

- Students/Staff/Parents/Guests at DTSS or a DTSS sponsored activity should feel DTSS is a safe and welcoming learning and working environment.

Conduct

Acceptable

- Students demonstrate respect for self and others.
- Students demonstrate tolerance and acceptance of individual diversity.
- Students feel safe to report violent/harassing behaviour.
- Students assert their rights in a non-threatening manner.
- Students acknowledge violent/harassing behaviour and reject it.

Unacceptable (may include behaviours not listed here)

- Students in possession of weapons (including knives) or imitations of weapons.
- Fighting, instigating conflict, active spectating, and post-fight hype are unacceptable.
- Any form of harassment is unacceptable (verbal, internet/technological, emotional, intimidation, sexual, racial, exclusion, rumours, mocking, ignoring, shunning, slander, and any behaviour that would fall under this category but are not mentioned).
- Promoting discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, or sexual orientation, gender identity or expression, or age.
- Promotion and/or acceptance of violence as a method of resolving conflict.
- Any type of abuse (physical, verbal, sexual, emotional) is unacceptable. This includes bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours.

Consequences (includes but are not limited to the following)

- Student reprimand
- Detentions
- Suspensions (In school, out of school, indefinite)
- Restorative Action Process
- Making passive bystanders aware of how their behaviour contributes to escalation of the situation (teach – re-teach)
- Involvement by the RCMP
- Restitution – community and/or school service, peer mentoring, financial restitution, counseling, mediation, meaningful apologies (verbal or written), meeting with victim
- The school will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of the Code of Conduct

Notification

- Phone call by administration
- Letter to parent
- Meeting with parent
- Notification of appropriate School Board personnel
- Notification of RCMP

DTSS Cell Phone Policy

Use of Cell Phones and Other Devices by Students

September 1, 2024



Rationale

This protocol has been created to:

- support students to develop safe, responsible and respectful cell phone practices;
- reduce the impact that inappropriate phone usage has on class learning, the development of resilience as well as administration and teaching time; and
- support students to manage their relationship with technology and develop long term healthy lifestyle habits; including developing the capacity to engage in developmentally appropriate and healthy activities during instructional “down time” that do not involve technology.
- be in compliance with [Rocky Mountain School District Code of Conduct policy 5800](#)

Scope

Personal electronic devices include, but are not limited to, mobile hand-held devices, cell phones, smart watches, iPods and other music players, gaming devices, and earbuds. In this protocol, they are collectively referred to as ‘cell phones’ as these devices are very much an all-in-one, personal electronic device. This protocol is established to reduce distractions in class and to improve student engagement during instructional time. For the purposes of this protocol, instructional time is established to be from the start to the end of class time, regardless of what the class activities may include.

Student Responsibilities

All Students (Grade 8 to Grade 12)

- At all times, students must follow district Policy 2700 – Acceptable Use of Digital Technology
- Students are encouraged to leave cell phones at home.
- Students have access to district landline phones at school should they need to contact their parents/caregivers. This can be done at the office or with the permission of the teacher in the student’s classroom.
- Students may use cell phones on the journey to and from school and during non-instructional times while at school. In doing so, students are expected to use them responsibly.
- Students who bring a cell phone to school must switch it off, put it on airplane mode, turn off notifications and either hand it in at the office for safe keeping to be collected at the end of the day, or store it in their locker or school bag during instructional time. Instructional times include assemblies and other school wide activities like fire drills.
- Students may access their cell phones before and after school and during school wide scheduled break times. All other times are cell phone free.
- The device is not to be accessed for recreational use (music, social media, gaming etc.) during instructional time.
- Photos, videos or audio recordings are to be taken only with permission of all parties and with the agreement of the supervising teacher.
- Cell phones cannot be taken into formal assessment situations.

- Use of cell phones on field trips and extra-curricular excursions will be specified by the teacher for the particular activity.

Parent/Caregiver Responsibilities

Inappropriate use of cell phones outside of this policy

- Parents/caregivers accept responsibility for supervision and development of responsible use of cell phones by their children.

Communication

- Parents/caregivers should support the policy by sending messages to cell phones outside of instructional times and not expecting a response from their child during instructional times.
- For non-urgent issues that require attention before the end of the given school day, parent/caregivers are encouraged to leave a message through the office.
- The school communicates via established protocols to caregivers should there be an emergency requiring evacuation or lock down.
- Parents/caregivers can expect to be contacted directly by school staff should their child be injured and/or require serious medical attention.
- Parents/caregivers should contact the office in case of an emergency. Your child will be immediately and confidentially notified of the need to communicate with a parent/caregiver.

Staff Responsibilities

All staff at David Thompson Secondary School:

- model the appropriate use of cell phones at school;
- participate in establishing shared knowledge of this protocol with students and their parents/caregivers by reviewing and discussing with all students enrolled in their class and following up with parents as required;
- implement the protocol as outlined and monitor the cell phone free classroom learning environment consistently;
- develop and employ class routines to achieve a distraction and interruption free environment e.g. designating space in the classrooms for students to place their bags;
- provide explicit instruction about the appropriate and acceptable use of cell phones in their learning context when applicable.
- use cell phones to fulfill duties e.g., notify emergency services, report safety issues to administration, manage class attendance, communicate with parents and complete administrative tasks when not able to access laptop devices;

Individual Exemptions

Individual students with documented and verified needs will work with the relevant School Based Team member (principal, vice principal, counsellor, inclusion support teacher or other trusted teacher) to develop and enact an appropriate exemption plan. The exemption plan, requires that the student turns off all notifications to “recreational apps.” Final approval of the plan is given by the principal and will be communicated to the staff working directly with the student.

Security

David Thompson Secondary School cannot take responsibility for the loss, damage or theft of any electronic device that is brought to school.

Response and Consequence of Misuse

The protocol implementation process will require a period of establishing shared expectations, an understanding of student, parent, and staff responsibilities, and an awareness of the consequences of not meeting the expectations of this protocol. Following a reasonable time for “field testing,” students will be expected to follow this protocol consistently in all their classes.

Response to Misuse

- Students who misuse personal electronic devices according to this protocol will be subject to district Policy 5800: Code of Conduct and the David Thompson Secondary School Student Code of Conduct published on our website.
- Staff have the right to instruct a student to hand in the device to the office and/or confiscate as delegated by the principal.
- Refusal by students to co-operate will result in a referral to administration
- Parents or caregivers are normally required to collect the device from the office unless there are extenuating circumstances, which are determined by the principal or vice principal.
- Serious or repeated misuse will be treated as willful or persistent disobedience and could lead to referral to the District Discipline Committee and/or suspension from school.

Consequences to Misuse (includes but are not limited to the following)

- cell phone is given to the teacher until the end of class
- cell phone goes to the office and the student picks it up at the end of the day
- a meeting with parents and administration
- storing the phone in the office during class time for a specified number of days
- if incidents are frequent and in multiple classes, cell phone privileges will be reevaluated.

Implementation

To successfully implement this protocol school wide, all staff will be required to develop a shared understanding with our learners and parent/caregivers starting the week of September 3, 2024. Students will be educated about the policy and full implementation along with full student compliance will begin right away with the understanding that there will be a learning curve.