



ÉCOLE SECONDAIRE OAK BAY HIGH SCHOOL

CODE OF CONDUCT & EXPECTATIONS

PURPOSE:

We, the community of Oak Bay High School, believe that everyone should conduct themselves in a manner that demonstrates mutual respect and an understanding of the rights and responsibilities of others. We promote a safe, caring and orderly school environment that is free from all forms of discrimination, including discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, and age, as mandated by sections 7 and 8 of the BC Human Rights Code.

EXPECTATIONS:

Members of our school community are expected to demonstrate the highest standards of respect, conduct, personal responsibility, and good judgment during all school activities including breaks, lunchtime, study/spare blocks, travel to and from school, and while attending school functions including field trips and all extra-curricular events. All staff (teaching and non-teaching) have a general supervision responsibility while at school and at any school function, whether on formal duty or not, and students are expected to comply with requests made under this authority.

Expectations include but are not limited to:

- Respecting and defending the human and educational rights of all members of our school community.
- Respecting personal property of all those in our school community, respecting our school building and its contents, as well as property in our surrounding neighbourhood.
- Respecting the right of every member of the school community, and our guests, to feel safe.
- Respecting that the school and all school related events are alcohol, drug, smoke and weapons free. This includes vapourizers and replica weapons.
- Respecting members of the school neighbourhood by being courteous to people in the area, refraining from disturbing their daily activities, and respecting their property.
- Engaging in appropriate use of school computers and personal electronic devices. Cell phones should be turned off and not in use during class time without prior permission.
- Follow District Policy 5132 Student Dress Code which states clothing must conform with established health and safety requirements for the intended activity and does not promote drugs, alcohol, display offensive language or images or encourage discrimination.
- Reporting to staff and/or administration issues or incidents that violate the Code of Conduct.

Unacceptable behaviours while at school, at school related activities, or other circumstances where engaging in an activity will have an impact on the school include, but are not limited to:

- Actions contrary to the expectations listed above.
- Bullying, cyberbullying, harassment, intimidation, threatening or violent behavior.



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RISING EXPECTATIONS:

As students move through their high school years, they are expected to assume increasing responsibility and self-discipline. Students will be given numerous opportunities to participate in decision making and to work on committees and in groups to improve the school community and environment. Students are expected to increasingly take leadership roles, and to serve as role models, as they move through the graduation years. As such, there will be increasing consequences for inappropriate behaviour.

CONSEQUENCES:

Students who conduct themselves contrary to the Code of Conduct will have consequences appropriate to the context, severity and frequency of the behaviour, as well as the maturity level of the student. Wherever possible and appropriate, consequences for breaches of a code are restorative in nature, rather than punitive. Special consideration may be applied to students who are unable to comply with expectations due to having an exceptionality of an intellectual, physical, sensory, emotional or behavioural nature.

Interventions/redirections may include one or more of the following:

- On-the-spot conference or redirection
- Follow-up meeting between the student(s) and staff member(s)
- Contact with parent(s) or guardian(s)
- Restitution, including a logical remedy for the problem (e.g. paying for damage wilfully caused) and supporting anyone who is a victim or who suffers as a result of the student's actions)
- Restorative Justice conference/facilitation
- Supportive intervention and/or service to school
- Additional time for the student with the teacher or at the office
- Referral to counselling, administration, and/or community support services
- Suspension, including in-school and/or out-of-school
- Referral to the district review committee
- Police involvement

NOTIFICATION:

The school may have a responsibility to advise other parties of serious breaches of the Code of Conduct (eg. parents, school district officials, police and/or other agencies).

RETALIATION PREVENTION:

Acts of retaliation will be taken very seriously. All reasonable steps will be taken to prevent retaliation against a student bringing forward a complaint of a breach or violation of a Code of Conduct.



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REPORTING OPTION:

Expect Respect & A Safe Education ([ERASE](#)) is a private and anonymous online reporting tool for targets of bullying or those that witness it taking place. This tool can be accessed via the school website. This option exists in addition to reporting directly to school staff and/or administration.

ATTENDANCE:

Students are expected to attend all of their classes, and to arrive on time. Teachers record attendance for each class. Missed classes equate to missed learning! Full attendance is essential to school success. Students who miss classes are responsible for making up the missed learning time.

- Late to Class:

Students are expected to be in classes on time with all the necessary materials. Late is a type of absence and interferes with learning. Frequent tardiness may result in teacher intervention to make up for the missed learning time.

ACADEMIC HONESTY:

Students are expected to present/submit their own work. Plagiarism is *using another person's work and presenting it as your own*. Plagiarism is a form of academic dishonesty, and can be considered theft. Plagiarism could be in the form of written, visual, audio, or other media. If another person's ideas are used, credit must be given in the form of a citation. Academic dishonesty is not limited to plagiarism, and can include other dishonest actions around assessments. Acts of academic dishonesty will be considered as serious academic offenses and will result in consequences determined by the teacher and/or administration that may include loss of marks for the assessment.

ACCEPTABLE USE OF INTERNET/TECHNOLOGY:

Electronics are not to be used during class time unless permitted by the teacher. These should be kept in backpacks or lockers. School computers and internet resources, used carefully and wisely, can be valuable learning resources. Inappropriate uses of Internet communications including the sending of threatening or harassing comments or cyberbullying are unacceptable. For information about online safety including cyberbullying & sextortion, please visit [BC's ERASE site \(Expect Respect & A Safe Education\)](#). If help is needed please reach out.

Any related incidents will be treated seriously and may include, but are not limited to, removal of WiFi access and/or suspension of school accounts and network access. Students will engage in appropriate curricular behaviour when using the district network. Students will only publish their own personal information if related to curricular activities and parent/guardian consent is given. Students will not publish other people's personal information without permission. Personal information includes name/personal demographics, location, phone number, images, video, work and username.



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LOCKERS:

Lockers are the property of OBH, and the school may open or search lockers under special circumstances. Combination locks, provided by the school, must be used. Missing locks or damaged lockers may be charged to the student/family.

DRIVING & PARKING:

It is expected that all school members drive with due care and attention and park in designated areas. Students choosing to drive for school related activities/field trips must ensure that they have the appropriate documentation on file in the school office and abide by all related motor vehicle laws.

CITIZENSHIP:

As good citizens of OBH, students are expected to inform a staff member of incidents of bullying, harassment and intimidation as well as of any knowledge related to possession of weapons or illegal substances. Any student who is involved in, observes, or knows about an emergency situation at school, or at a school function, should contact the nearest staff member as soon as possible to seek help. In these cases, the staff will take all reasonable steps to prevent retaliation against a student who has reported a breach in the Code of Conduct.

CRIMESTOPPERS:

Any students who have information about inappropriate behaviour or criminal activities are asked to contact a staff member. Students can also engage our school Crimestoppers program by contacting the school administration or calling the anonymous Crimestoppers Tips Line at 1-800-222-TIPS (8477).

VISITORS:

Visitors are not permitted at the school between the normal operating hours 8 a.m. to 4 p.m. except when on legitimate school business. Visitors at OBH on legitimate school business are required to report to the office upon arrival to receive authorization for their presence. OBH students must not visit other schools except on legitimate school business.