



# Porter Creek Secondary

1405 Hickory Street, Whitehorse, Yukon Y1A 4M4 Phone: 1-867-667-8044 Fax: 1-867-667-8953

Principal: Mr. Souhail Soujah Website: [www.yesnet.ca/schools/pcss](http://www.yesnet.ca/schools/pcss) Email: [kim.bicudo@gov.yk.ca](mailto:kim.bicudo@gov.yk.ca)

## STUDENT CODE OF CONDUCT

### **STUDENT BEHAVIOUR**

Porter Creek Secondary School's Code of Conduct expects that students, staff and parents demonstrate mutual respect while in the building and/or involved with school-based activities. It is everyone's responsibility to respect one another and one another's property.

School administration will maintain discretion related to discipline matters. At Porter Creek, we believe in reinforcing positive behavior, with the understanding that all behaviour is a form of communication in a relationship. Emphasis is on building relationships of trust and open communication between all members of the school community. Disciplinary measures balance the needs and safety of the individual student with the safety of all students and school staff and ensure that students stay in school whenever safely possible. The disciplinary process involves education and we strive towards restoring dignity for the individual student while repairing the relationship within the school community. Contact with parents is always a priority in discipline matters and conflict resolution processes are available to staff, students, and parents. The school administration will employ a number of interventions to seek improvement in student behaviour. Major incidents are recorded on disciplinary sheets (as attached) and are recorded in a discipline file. Interventions include, but are not limited to:

- Conferencing with the student
- A phone call, meeting, or written contact with the parent or guardian
- Conference with RCMP or Restitution Specialist
- Restitution
- Referral to the School Guidance Counsellor
- Referral to the visiting Alcohol and Drug Counsellor

- Detention
- Dismissal from School (for any period not to exceed 2 days)
- In-School Suspension
- Involvement of the Violent Threat Risk Assessment Protocol
- Out of School Suspension (from 1 to 10 days)
- Referral to RCMP
- Recommendation to School Council for an Extended Out of School Suspension
- Recommendation to School Council for Expulsion from School

### ***BULLYING, HARASSMENT AND HUMAN RIGHTS VIOLATION***

It is expected that we all conduct ourselves in a most appropriate manner at all times. Bullying, harassment (this may include cyber bullying, physical intimidation, emotional, sexual and or any other harassment deemed inappropriate by the school administration) and Human Right violations of any kind will not be tolerated and disciplinary measures will be undertaken to address concerns as they arise.

- Bullying/harassment consequences extend over the full five year term.
- Where indicated, bullying/harassment incidents will be considered through the Violent Threat Risk Assessment Protocol
- Bullying/harassment incidences need not apply to the same individual and could extend to a number of different students.
- Reporting of bullying/harassment issues are not limited to victims and offenders. Observers of such actions may report incidences to staff.
- Depending on the nature and type of bullying/harassment, a student may be judged at higher risk and placed on a higher consequence level.
- Depending on the nature and type of bullying/harassment, the RCMP may be contacted.

### ***GANG AFFILIATION***

Students associated with gangs or involved in gang activity will be suspended indefinitely from school and referred to the RCMP for investigation.

### ***DRESS CODE***

Students are expected to dress in good taste and in a manner appropriate for the workplace. Individuals who are dressed inappropriately will be asked kindly and discreetly to change.

- Items of clothing with messages that encourage the use of drugs or alcohol are not acceptable school attire.
- Head coverings (excluding religious attire), including hood up from hoodies, of any kind are not allowed to be worn in the school. Hats are to be placed in student lockers or backpacks.
- Students who come to class with offensive smells which may include perfumes, marijuana, or tobacco will not be allowed in class and will be asked to change their clothes before attending class.

### ***PHYSICAL ALTERCATIONS***

Mutual respect is understood. Students involved in physical altercations will face disciplinary action. This includes participating in a fight as a spectator, filming a fight or setting it up. Consensual fights are not conducive to a positive school environment. Threat making behaviours will be dealt with through the Violent Threat Risk Assessment Protocol.

### ***DAMAGE/VANDALISM***

Students who destroy or vandalize school property or the property of others will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If a student should happen to damage something by accident he/she should report it to a teacher or the main office immediately.

### ***ATTENDANCE POLICY***

Please see the Porter Creek Secondary Attendance Guidelines

Students who deliberately choose to skip a class may face disciplinary action.

- To participate in after school extra-curricular activities, students are expected to be in attendance at school that day. As well, students are expected to attend school (on time) the morning following a co-curricular event.

### ***SIGNING IN AND OUT***

Students needing to leave the school during the school day for any reasons including medical appointments are required to sign out at the office and report to class upon their return.

### **SMOKING**

<http://www.education.gov.yk.ca/policy/tobacco-free.html>

**Yukon Education has a policy prohibiting tobacco use on school grounds.**

Smoking and chewing tobacco on school grounds and at school-based activities is prohibited. Infractions also include displaying paraphernalia associated with smoking.

### **ALCOHOL AND OTHER DRUGS**

Please see the Porter Creek Secondary Student Alcohol and Other Drug Guidelines

Porter Creek Secondary School recognizes that the use of alcohol, illegal drugs and the misuse of prescription drugs are detrimental to students. Chemical abuse affects their mental and physical health as well as their education and social development.

The School is committed to providing the highest possible standard learning environment for its students. The school and its staff members share a strong interest in the social and personal health and wellbeing of all students. The School's position is that alcohol and other drugs, other than those medically prescribed, are not to be used by, nor be in the possession of individuals during school activities or student-related activities, either on or off school property. Furthermore, no student is to be under the influence of alcohol or other drugs during school programs, activities or events.

The School has developed guidelines intended to create a school environment which is alcohol and other drug free and to provide support services to students and to the families of students involved detrimentally with alcohol and other drugs. The guidelines recognize and are sensitive to the legal rights of all students.

The major components of our approach to alcohol and other drug use and their attendant problems are prevention, rehabilitation, intervention and counseling. Please refer to the school's Drug and Alcohol guidelines for further information.

## ***PERSONAL TECHNOLOGY***

In this age of technology, it is recognized that students will come to school with various personal technology items.

- The technology available to students is ever increasing and may be considered a valuable learning tool. Electronic devices may be used in classrooms at the discretion of each classroom teacher. The teacher will establish guidelines around the use of electronic devices and clearly outline this expectation to students.
- Under no circumstances may electronic devices be used when safety of students and staff is compromised. This specifically applies to the school cafeteria, shop classes and physical education classes.

## ***HALL PASSES***

When classes are in progress, students are allowed in the halls if they have been provided a pass by the classroom teacher. Students are to take the shortest route to take care of what precipitated the need for a hall pass and then proceed quickly back to class. Abuse of hall privileges may result in termination of these privileges.

## ***LOCKERS***

<http://www.education.gov.yk.ca/policy/lockers.html>

Where deemed necessary by school administration, and to protect the well-being and safety of all students, student's lockers may be inspected. Any item that is considered personal and private should remain at home so that an issue need not be raised under these circumstances.

## ***BUS POLICY***

Student responsibilities:

- Remain seated from boarding to debussing.
- Wait for the bus at designated stops visible to approaching traffic in an orderly manner.

- State your correct name, school and grade when requested to do so by the driver.
- Do not distract the bus driver from driving.
- Keep conversation to a quiet tone.
- Do not extend any body parts out of the bus window.
- Do not cause damage to the bus.
- Smoking is not permitted.
- Do not dispose of any waste items on the bus.
- Report any damage to the driver.

Bus drivers will use reasonable means to encourage student responsibilities on their busses. After all means have been exhausted, the driver will report the incident to the school. Incidents that are brought to the attention of school administrators may result in school based consequences or bus suspensions.

## PROGRESSIVE DISCIPLINE

Porter Creek Secondary School uses a progressive discipline model. Disciplinary consequences are assigned according to the seriousness of the offence and the frequency of office referrals. It is expected that teachers are the first point of contact with parents and that they deal with minor in-class discipline issues. Students who consistently test limits and do not respond to teacher consequences will be referred to the office for further consequences.

Restitution:	<ul style="list-style-type: none"> <li>Examples of restitution may be paying for stolen items, cleaning graffiti, shoveling snow or doing chores around the school when the offence is littering or disrespecting school property. Community service may also be used.</li> </ul>
Detention:	<ul style="list-style-type: none"> <li>Lunch-time detention - Monday through Friday - to be served in Learning Centre.</li> <li>Students will be expected to bring something to read and/or school work to occupy their time. Students will be permitted to eat their lunch while serving a lunch-time detention. Detentions are half an hour in duration.</li> </ul>
In-school suspension:	<ul style="list-style-type: none"> <li>Students may be given up to three days of in-school suspension. In-school suspensions will be served in the Learning Centre. Students in in-school suspensions will be expected to complete school work from the classes they are missing and follow the rules and guidelines set out by the teacher supervisor.</li> <li>The In-School Suspension Contract is attached.</li> </ul>
Dismissal:	<ul style="list-style-type: none"> <li>It may be appropriate that students need time away from school which does not necessarily require an out-of-school suspension. Dismissals may be used to allow the student time away from school to calm down and reflect before a situation escalates. The Education Act allows for dismissals of up to two days.</li> </ul>
Out-of-school suspensions:	<ul style="list-style-type: none"> <li>Suspensions ranging from 1 to 10 days may be assigned for serious incidents according to the Education Act. Extended out-of-school suspensions may be recommended by the Principal to the School Council.</li> <li>Work missed while on an out-of-school suspension remains the responsibility of the student. Students may get work from the online teacher's pages' from the school website.</li> <li>Re-admittance to school after an out-of-school suspension will be dependent on a parent conference with the student and a school administrator.</li> <li>Parents and students have the right to appeal out-of-school suspensions to School Council.</li> </ul>
Drug/Alcohol Counseling:	<ul style="list-style-type: none"> <li>Students who have been disciplined for intoxication, possession of drugs/alcohol, or drug paraphernalia may be required to visit the Alcohol and Drug Services (ADS) counselor.</li> </ul>