



# ÉCOLE SECONDAIRE BALLENAS SECONDARY SCHOOL

Box 1570, 135 N. Pym Rd  
Parksville, BC V9P 2H4  
Telephone: (250)248-5721 Fax: (250)954-1531

*Rudy Terpstra, Principal    Lesley LaCouvee, Vice Principal    Jane Reynolds, Vice Principal*

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## CODE OF CONDUCT

### Student Rights and Responsibilities

We believe that it is the personal responsibility of each student at Ballenas Secondary School to be aware of, to support, and to abide by the School Code of Conduct and Qualicum School District policies.

These rights and responsibilities apply to all students while under the jurisdiction of the school. This includes student behaviour at school, while on school activities and when traveling to and from school. The School Code of Conduct ensures that all students, staff and community members behave in a manner that fosters a positive and safe learning environment for all.

Students who contravene the Code of Conduct will be subject to a program of restorative practices and progressive discipline, which seeks to clarify expectations, provide support for behavioural change, assigns appropriate and timely consequences for breaches of school rules and/or district policies which reflect the age, maturity and intellectual development of our students.

Members of our school community support the values expressed in the BC Human Rights Code respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity / expression, or age. School Officials may have the responsibility to advise other parties/agencies of serious breaches of the Code of Conduct (i.e.: parents, school district officials, RCMP, Ministry of Children and Family Development).

### Special Consideration

Application of the school's Code of Conduct may require special consideration for students with Special Needs who are unable to comply as a result of a documented disability or deficit of an intellectual, physical, sensory, or behavioural nature.



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## General Rights and Responsibilities

- Each student and teacher has the right to be treated, at all times, with dignity and in a respectful manner.
- Each student has the right, unless removed following due process, to attend classes and participate in a full range of class and non-class activities.
- Each student has the responsibility to attend classes regularly and to be punctual.
- Each student has the responsibility to behave in a manner, which does not distract, disrupt, offend or endanger self/others or cause damage to school property or equipment.

## Expectations

The teachers at Ballenas believe that every student is able to be a successful learner. In order to bring about this success, each teacher develops an appropriate learning climate according to his or her subject, discipline and teaching practices. Ballenas Secondary School is a learning community of approximately 1000 young adults and staff. As in any community, we must work toward our common purpose in a spirit of cooperation. The hallmark of all interactions in our school community should be that our actions and words demonstrate a respect for self and others.

## Attendance

At Ballenas Secondary, we believe that the essence of our educational programs occurs in the classroom with skilled teachers. Direct instruction, explanation, clarification, discussion, assessment, group tasks, practical experience and evaluation are all invaluable components of an effective learning environment. Students who miss class time are at a greater risk of missing key aspects of their learning, and by extension, will reduce their chances of meeting the required learning outcomes of their courses.

Students are expected to be at school and in class on time. Late procedures will be reviewed with students in all courses.



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## Student Parking/Driving

Students are permitted to park only in the student lot at the front of the school, **NOT** in the areas that are reserved for staff, on the walkways, or in any fire access, handicapped, or visitor areas. Students who disregard parking rules may have their cars towed at their expense and/or may be restricted from parking on the school grounds. For security reasons, students are not to be loitering in the parking lot during instructional times. Driving offences will be reported to the RCMP.

## Violence, Weapons and Bullying

Our school district has very clear and prescriptive policies covering expectations in these areas. Violent and threatening behaviour will not be tolerated. Students who are violent or who cause others to feel threatened at school will meet consequences as outlined in Board policy (7000, 7163). Risk/threat assessment will be carried-out when threats or acts of violence take place.

## Threat Assessment Practice

High profile acts of school and university violence combined with other traumatic events have understandably elevated the anxiety level of students, parents, teachers, support staff and community members. In the absence of clearly stated expectations and supporting process and procedures to assess high-risk and threat-making behaviours and shape the response, there is a strong likelihood of either over-reaction or under-reaction when these situations arise in our schools.

Our school district, in partnership with several key youth service providers in the community including Ministry of Children and Family Development, RCMP, VIHA, Youth Probation Services, Family Resource Association, Regional District of Nanaimo, City of Parksville, Associated Family & Community Support Services, and others is seeking to develop comprehensive policy and protocols that will help us to respond quickly, cooperatively and effectively to assess and respond to threat-making behaviours.

At Ballenas, our administration team, counsellors, and other key support staff have received formal training in the area of threat assessment. We require that any behaviours which are worrisome, high risk, or immediate threat (as per the attached chart) be reported immediately



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to the principal who will call a school-based team together to assess the situation. If warranted, a community threat assessment team will be called in. The key is that more than one person will be part of every threat assessment, and that appropriate data will be gathered to assess and plan for intervention.

Worrisome Behaviours	High Risk Behaviours	Immediate Threat
<ul style="list-style-type: none"> <li>▪ Pictures, stories, or journals with violent or disturbing content</li> <li>▪ Vague threatening statements</li> <li>▪ Pre-occupation with weapons, violence, or fire</li> <li>▪ Unauthored threat, note or graffiti</li> <li>▪ Cyber-bullying</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possession of replica weapon</li> <li>▪ Bomb threat plan</li> <li>▪ Verbal or written threat to injure, kill or damage property</li> <li>▪ Internet threats to kill or injure self or others</li> <li>▪ Fire setting (minor)</li> <li>▪ Violence to animals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possession of a weapon that poses a serious threat to others</li> <li>▪ Plan for serious assault</li> <li>▪ Homicidal or suicidal behaviours that threatens safety</li> <li>▪ Fire setting (major)</li> </ul>

Note: These lists are meant to be representative, not exhaustive

**This information should be considered fair notice that violence, or threats of violence will not be tolerated at our school.**

**It should also follow that anyone from our school community that has reasonable grounds to believe that there is potential for high risk or violent behaviour should promptly report that information to the principal or his/her designate.**



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## Alcohol/Drugs/Drug Free Zone

Alcohol or drug use/possession will never be acceptable at Ballenas Secondary School. Students who use, distribute or possess alcohol or drugs will be dealt with under the provisions of policy 7002. Students who breach this policy will be placed on an immediate three day In-School Suspension. They will complete a Substance Use Workbook and appear (with a parent) before the District Drug and Alcohol Review Committee which will seek to understand the students' use patterns, offer support and set expectations.

## Smoking

Provincial Government Legislation dictates that smoking or the use of vapour products are not permitted in schools or on school property. Administrative procedure is to ensure that all school district facilities, vehicles and grounds are smoke free and vapour product free, without exception, in compliance with the Tobacco Control Act of British Columbia. Ballenas students are not permitted to smoke within one block of the school. Any student smoking or using vapour products on school property will be considered in breach of Legislation and Board Policy.

## Dress Code

Ballenas Secondary has had a dress code in effect for a number of years. That code stated simply that students needed to wear appropriate clothing. Changing times, community values and fashion trends have sometimes blurred our working definition of appropriateness. For the purpose of clarification, we require that students wear clothing that is appropriate to a work place environment.

The following clothing choices would be considered breaches of the appropriateness guideline:

- Clothing (including hats and bandanas) which promotes alcohol, drugs, violence, racism or sexism
- Clothing which exposes undergarments or is unduly revealing (exposed midriffs, skirts/shorts shorter than mid-thigh, low cut or strapless, backless or spaghetti strap tops, bathing suit tops, muscle shirts). (see attached poster for Dress Code Alert)

This list is not intended to be exhaustive, but rather representative of our shared values in these areas.



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Students who are found to be outside of these guidelines will be warned, or asked to cover-up or change clothing. Repeat offences will put students on a progressive discipline track with escalating consequences including suspension for cases where there is a clear pattern of defiance/non-compliance.

## Computer Use

Students are expected to abide by the Board policy 5056 – ‘Internet Access and Network Citizenship’ when using school computers. Students may have their network privileges removed for breaches of this policy. Serious infractions will be handled in the context of this school’s progressive discipline model.

## Communication Technology Policy

Inappropriate use of cell phones\* and other forms of communication technology have become a significant disruption to the learning environment at Ballenas Secondary. Each day instructional time is lost due to cell phone use (e.g. talking, texting, games, etc). There is also the potential for a number of serious misuses of this technology such as unauthorized video recording, academic cheating, and arranging to meet with other students out of class. In order to reduce this disruption to the learning environment and to mitigate other potential misuses, the following policy has been developed. Staff, students and parents have been consulted and they have provided input to the development of this policy.

### Acceptable Use:

Students may use their cell phones **ONLY** during **NON-instructional time** (before school, during the 5 minute break between classes in the morning and in the afternoon, during lunch hour and after school) while in the school building, or on school property. This means that students are **NOT** permitted to use their cell phones during instructional time unless authorized by the subject teacher for educational purposes. (i.e. teaching time), in classrooms, hallways, common areas washrooms, or school grounds. It is expected that during instructional time, cell phones will remain out of sight and turned-off so as not to create distractions.



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## Consequences of Unacceptable Use:

- If a student is found using his/her cell phone during instructional time anywhere in the building, or on the grounds, a staff member will direct the student to surrender the cell phone – the student will be expected to comply, or face consequences for defiance/non-compliance which may result in suspension
- All forfeited cell phones will be turned in to the office, and the student may retrieve the cell phone at the end of the school day
- After the third breach of the policy, a parent/guardian must consult with the administration to have the cell phone returned.
- Any further breaches of this policy will be dealt with as defiant/non-compliant behaviour under the terms of the school's progressive discipline process
- The student may retrieve his/her cell phone after 3:05 pm from the office
- Upon the third forfeiture, administration will contact the student's parent/guardian to discuss the student's cell phone use and retrieve the cell phone

\*For the sake of ease, the term cell phone will be used in this policy to refer to any piece of technology that allows to students to communicate electronically with their peers through voice, text or visual means.

## Video Security

Students, parents and staff should be aware that Ballenas Secondary makes use of a video security system. This system is in use to ensure the safety of students and staff, as well as, the security of school district property.