

# Code of Conduct

## POLICIES & OTHER REQUIREMENTS

iLearn Secondary School Secondary strives to provide a comfortable and inviting environment where students can feel safe while learning. This means iLearn Secondary School does not tolerate:

- Bullying, cyberbullying, harassment, threats, violence of any kind
- Verbal, physical, or sexual abuse/exploitation
- Discrimination
- Theft or vandalism
- Illegal substances
- Weapons/explosives

iLearn Secondary School expects that students will help us achieve this by:

- Not taking part in any of bullying, cyberbullying, harassment, threats, violence of any kind, abuse, exploitation, discrimination, theft, or vandalism
- Not participating in any sort of activity involving illegal substances
- Using electronic devices inappropriately
- Refraining from obscene or profane language while at school or school-sponsored activities
- Demonstrating a commitment to learning by coming to school prepared to learn and contributing to a comfortable, positive, safe environment
- Participating in academic honesty and not participating in plagiarism, or cheating

## DRESS CODE

Students are expected to refrain from wearing clothing that is inappropriate and depicts, suggests, or promotes any of:

- Drugs
- Sex
- Violence
- Alcohol
- Racism
- Obscenity or profanity
- Power groups

Students not following these guidelines may be asked to go home and change.

This code of conduct is simply a guideline and is not a complete exhaustive list. iLearn does maintain a reasonable expectation for students to mature and respect this code of conduct as they grow through their time here.

iLearn will aim to make consequences more restorative than punitive and will consider the following when coming up with them:

- Age
- Maturity
- Any disability (intellectual, physical, sensory, emotional, behavioural)
- Severity of action
- Frequency of action

A course of action will be taken to maintain the safety of any student that has reported a breach of the code of conduct and an explanation of iLearn's responsibility to notify others of a serious breach.

## STUDENT THREAT ASSESSMENT PROTOCOL: FAIR NOTICE

What Behaviours Initiate a Student Threat Assessment?

- Violence
- Threats
- Possession of weapons
- Bomb threats
- Fire setting

## DUTY TO REPORT

All staff, parents, students, community members are required to report any threat related behaviours in order to maintain safety in the school community.

## WHAT IS A THREAT?

A threat is the stated intent to harm or perform a violent act against someone. A threat can be anything verbal, written, drawn, gestured, over social media/the internet and must be taken seriously and dealt with right away.

What is the Purpose of a Student Threat Assessment?

- To maintain the safety of students, staff, parents, and community members
- To understand a proper understanding of the context of a threat
- To understand why the threat maker may be acting that way
- To proactively intervene to address the emotional and physical safety of the threat maker
- To maintain the emotional and physical safety of everyone involved

## WHAT HAPPENS IN A STUDENT THREAT ASSESSMENT?

Any threat behaviour must be reported to the principal who will then take action to respond. Interviews with the student, the threat maker, parents, and/or staff may take place to decide on the level of risk and appropriate response. The plan of action will be shared with students, staff, and parents as necessary.

## CAN I REFUSE TO PARTICIPATE IN A THREAT ASSESSMENT PROCESS?

It is important for everyone involved to be a part of the process, however if someone is rather unsure of participating, to maintain a safe and understanding environment the threat assessment process will still continue.

## PROTECTING SURREY SCHOOLS TOGETHER (PSST)

The Surrey School District, the Surrey RCMP, and Surrey Crime Prevention have created a website called PSST with the purpose of providing:

- A resource for students to share or obtain information about issues relating to them in a respected, trusted, and confidential space
- An interactive forum for students to discuss and share experiences
- A safe place for young writers to share their stories publicly
- A space to promote school and education pride
- A place to provide information to students

Visit the website at [www.psst-bc.ca](http://www.psst-bc.ca)

## TOBACCO-FREE SCHOOLS: IT'S THE LAW

To protect the health of any visitor of a Surrey School or district facility, changes as of September 2, 2007 to BC's Tobacco Control Act, now make it illegal to use any tobacco product on any Surrey School or district facility property at any time.

The ban is in effect at all times this means that tobacco use is illegal any time including when there are no classes in session.

The law applies to everyone including students, staff, parents, and the general public. Any person that is on the property at any time.

All school district facilities are included in the ban, meaning that tobacco use is prohibited on any property that is owned, leased, or operated by a school board or any property that is used for education or other learning programs. For the benefit of everyone's health, all employees are responsible for maintaining that the law is properly followed.

## ACADEMIC INTEGRITY POLICY

iLearn expects that all students maintain a high level of integrity and only present original work and use proper references for all sources.

*"Plagiarism is the passing off of another person's work as one's own, whether deliberate or accidental. Accidental plagiarism is usually the result of poor citation or referencing or of poor preparation or a misunderstanding of plagiarism. Deliberate plagiarism is an attempt to claim another person's work as one's own (<http://en.wikipedia.org/wiki/Plagiarism>)."*

iLearn regularly checks student work for plagiarism and all students are expected to understand be familiar with plagiarism and how to avoid it and how to properly cite sources. Students should familiarize themselves with the following websites about proper citation and identifying a reputable source before submitting assignments:

- [http://www.wadsworth.com/english\\_d/special\\_feature/plagiarism/definition.html](http://www.wadsworth.com/english_d/special_feature/plagiarism/definition.html)
- <http://memorial.library.wisc.edu/citing.htm>
- MLA Style: <http://owl.english.purdue.edu/owl/resource/557/01>
- APA Style: <http://owl.english.purdue.edu/owl/resource/560/01>
- <http://lib.nmsu.edu/instruction/evalcrit.html>

## EXAM AND INVIGILATION POLICY

All invigilated exams are to be closed book, unless otherwise stated in advance by the teacher. Students may not use any material not authorized by iLearn. All exams are to be written on site here at iLearn where an invigilator is present. Some rules when writing an exam at iLearn:

1. You must schedule it with your teacher ahead of time
2. Maintain a serious attitude and behaviour
3. Ensure all exam materials remain flat on the desk
4. Do not give or receive help of any kind during an exam other than with your teacher directly
5. Wait to begin exam until directed to do so
6. Avoid any form of communication with anyone during exam
7. Raise your hand to receive help from the teacher or invigilator
8. Stay seated during exam unless given permission to get up
9. No outside materials permitted during exam, including cellphones or internet use
10. You must stop writing the exam once directed to do so

## RULES FOR USING THE INTERNET

1. Treat others how you want to be treated, the golden rule for both online and offline etiquette.
2. Don't bully or verbally abuse others, even if you don't agree with what they are saying there is a nice way to voice your different opinions and attacking others is not the way to do that. Insulting people will not help you gain friends!
3. Honesty is key. Don't pretend to be someone else for whatever reason, don't use fake information, or try to trick people, it will only get you into trouble.
4. Copyrights are a thing and they are to be respected. Give credit where credit is due, if it is not your work or words don't try to pass it off as your own.
5. Avoid using all CAPS, it looks like you are yelling at people online. It is okay to use it to emphasize a couple of words but avoid using it for anything more than that.
6. Avoid spamming people.
7. Proper grammar and spelling matter. It is 1 thng 2 talk lik this 2 frends lol, when texting but online or in any other setting it just distracts people from the message you are actually trying to get across.
8. Pay attention to the terms of service of websites, they are there for a reason and you should be aware of each websites terms or they may delete any of your comments or posts that do not abide by the terms.
9. Everything that goes online is there forever even if you think you deleted it or you can no longer find it, it is still there and can be retrieved by others. Be careful of this when sending anything as it can never be unsent or unposted and can come back to haunt you later so make sure everything you say or post is appropriate. A general rule is don't post anything you wouldn't let your parents or kids see.
10. Do your research. There is so much information on the internet that it can be hard to know what is real or true and not so make sure you check your facts first and don't forget to source where necessary.