

FRANCES KELSEY SECONDARY SCHOOL



Frances Kelsey Secondary School, in partnership with the students, parents and the community, is dedicated to developing the individual potential of each student. By providing a co-operative, safe and caring environment, we encourage students to be self-motivated, self-directed, responsible citizens and life-long learners.

WELCOME TO FRANCES KELSEY !

As a school we believe

- In the personal value of each student and in the development of individual potential
- That students take ownership for their education and be actively involved in decision-making
- That students learn in different ways and at different rates and that these differences must be supported
- That regular contact between student and teacher is essential for effective learning
- That parent interest in the student's program and progress is vital to success
- In two-way, open communication between home and school
- In the formative nature of learning, and the importance of student engagement and understanding of their own learning and progress

AT FRANCES KELSEY WE VALUE **ORCAS**

Organization...

be on time to school and class, have supplies and notebooks in order and follow daily agenda plan.

Respect...

be considerate of other people's feelings, respect the rights of others; listen carefully, choose appropriate language, be polite and also respect our buildings and grounds and the property of self and others

Citizenship...

be caring for self and others, be involved and supportive of your school and community and be co-operative. Solve problems in peaceful ways and seek help when you need it in order to resolve conflict

Accountability...

be responsible for your actions and words, follow classroom/area rules and expectations, act honestly, make wise decisions

Success...

attain realistic short and long term goals, ask for help and use resources, use time wisely, be on task and keep lines of communication open.

School Code of Conduct

Frances Kelsey's Code of Conduct is a framework to ensure that success and achievement are reached through respectful behaviour, courtesy, consideration, kindness and common sense. Respect for oneself, respect for others and respect for property is essential in the development of responsible citizens. All members of the Kelsey community will work to establish and maintain a safe, caring and orderly environment for purposeful learning.

These expectations apply:

- At school, during school-organized or sponsored activities
- After school in our school community, including on our school busses
- Beyond school time, including on-line. Any behaviour that has a negative impact on the safe, caring and orderly environment of the school, and/or student learning at Frances Kelsey Secondary, breaches our Code of Conduct.

EXPECTED SCHOOL WIDE BEHAVIOUR

1. Participate in the school community

- Gain the knowledge, skills and attitudes to become a responsible and successful citizen
- Conduct yourself in a manner that brings credit to your school and supports the School mission statement
- Engage in the democratic process through student parliament elections.

2. Be respectful and kind

- Respect differences among people, including their ideas and opinions
- Treat others with respect and dignity regardless of race, ancestry and place of origin, citizenship, religion, gender, sexual orientation, age, colour and disability. This includes discrimination as per the BC Human Rights Code
- Resolve conflicts and differences with respect and civility in a non-violent way, involving a mediator if necessary
- Respect yourself, other students, all staff, parents and guests in the school
- Demonstrate honesty and integrity
- Dress safely and appropriately in a manner that does not disturb or offend others.

3. Take responsibility for your studies

- Attend school regularly, be punctual and maintain a positive attitude
- Set goals with your advisor, and make use of your Agenda planner daily
- Use appropriate resources, use time wisely, be on task and keep lines of communication open
- Use personal entertainment/communication devices and electronic devices **only when allowed by the teacher**
- Follow computer and online resource policies. Our school community INCLUDES on-line.

4. Contribute to a safe and secure school environment

- Keep people and property safe and secure
All forms of harassment are unacceptable, whether physical, emotional, verbal or sexual
- Know the school safety procedures for fire, earthquake evacuation or school lockdown
- Be familiar with the location of safety equipment
- Promptly report any situation or behaviour that could put people and property at risk or potential risk.
- Regardless of your intention, never record or photograph others unless you receive explicit permission

5. Respect the learning environment

- Remain in class during instructional time
- Ask for help from your work block teacher when you need it
- Do not disturb others
- Do not interrupt or interfere with classes that are in session
- Place litter in garbage receptacles and use recycling for re-useable items

UNACCEPTABLE BEHAVIOUR

1. physical violence, intimidation or threats, and any form of harassment, including cyber-bullying
2. possession of, use, or distribution of any illegal or restricted drugs including alcohol, cigarettes, e-cigarettes or vaporisers
3. possession of, use, or distribution of any weapon, potential weapon or simulated weapon (Policy 5100)
4. verbal abuse, profanity, racist or sexist language
5. plagiarism, vandalism and theft
6. defiance of school authorities
7. any form of retaliation against a person who has reported an incident.

SCHOOL EXPECTATIONS

Use of Electronic Devices

The Board of Education requires that the personal use of electronic devices does not interfere with the personal safety of students and staff, the learning environment and the operation of the school. Use of personal electronic devices is permitted only at the discretion of staff (Policy 5112). **Do not leave electronic devices on your desk or in a backpack or bag in the classroom.** The school cannot be responsible for lost or stolen property.

The use of video recording devices, camera phones, tape recorders or any other electronic devices that can record conversations, sounds or photographic images within a classroom, washroom, change room or any other space in the school where a person(s) is unknowingly being recorded, is considered a very serious offense. It is unethical and in some cases unlawful to make such recordings without permission. Such recordings may result in a suspension and could potentially lead to serious legal action beyond the school.

Smoking, Chewing Tobacco and E-cigarettes

With the implementation of Bill 10 in BC, smoking and tobacco products are prohibited on school board owned buildings, grounds and vehicles. This includes electronic cigarettes (e-cigarettes) and any form of vaporizer. This applies to all students, school district employees, parents and community members. Failure to follow this policy will result in disciplinary action.

Fighting, Intimidation and Harassment

School District 79 believes that all members of the school community should be provided a safe, caring, orderly, secure, welcoming and inclusive learning and working environment. Those students involved in intimidation, aggression or harassment (verbal, physical or cyber) while they are under the jurisdiction of the school, may be suspended. Where appropriate, consequences may be restorative in nature rather than punitive. A parent or guardian will be notified immediately (Policy 5110).

Graffiti, Litter and Vandalism

While our custodial staff works to maintain a clean school, students must help by keeping the school clean, respecting the building and property, and not littering. We want to keep an attractive environment and a good image in our community.

Alcohol and Illegal Drugs

Students who possess, consume or who are under the influence of alcohol or illegal drugs while they are under the jurisdiction of the school will be suspended immediately in accordance with School District Policy 5120. A parent or guardian will be notified.

Leaving School Grounds

We encourage a closed campus for our grade 8 students to help them adjust to their new school and its community. While we encourage a closed campus, it is difficult to enforce with the size of the campus and the total school population.

Frances Kelsey is an open campus for grades 9-12. We expect that students will behave as responsible young adults when they are off school property. Our expectations are that:

- Students will not congregate on roads surrounding the school
- Students will obey the highway code when walking/riding/driving to and from the school
- Students will respect our neighbours and their property and will not litter

Student ID

Students photos are required for many school activities. The Student Photo ID is legal identification, for access to school functions such as dances, for signing out textbooks and other loan materials, for bus transportation, and is required for registration for provincial exams.

Cheating

Honesty is essential in building trust. Plagiarism and cheating breaks this bond. Students are expected to be honest with themselves, their peers and teachers. Cheating may result in the forfeiture of marks and learning opportunities and may result in disciplinary action. Allowing another student to copy work and submit as their own is considered cheating.

Clothing

Students must ensure that they are dressed in an appropriate manner as cleanliness and good taste should form the basis of clothing decisions. Clothing with obscene or inappropriate logos or slogans is not acceptable. Shoes, either indoor or outdoor, are to be worn at all times.

Rising Expectations and Consequence

Disciplinary action, wherever possible, is restorative, rather than punitive, and takes into consideration students' needs. As students become older, more mature, and move through successive grades, there is an expectation of increased personal responsibility and self-discipline.

Notification

School officials may have a responsibility to advise other parties of serious breaches of the code of conduct. These parties may include staff, parents/guardians of a student, offender, parents/guardians of a student victim, school district officials, police and/or other agencies as required by law.