

## LANGLEY SECONDARY SCHOOL STUDENT CODE OF CONDUCT

Langley Secondary is a community of students, teachers, administrators and support staff. As in any community, people must work toward a common purpose, in a spirit of cooperation. Our common purpose at L.S.S. is to acquire knowledge, develop skills, develop positive attitudes toward learning, be responsible citizens and respect the rights and property of others. There are simple courtesies which, when extended, make L.S.S. a much more pleasant place to be. L.S.S. students are expected to: (for example)

- Say “hello” or “good morning” or acknowledge each other in the hallways in a polite and respectful manner,
- Hold the door open for the next person to go through. Say “please” and “thank you” just as a matter of habit,
- Move to the side of the halls or the stairwell when others are trying to pass,
- Have a positive response when addressed by another student, staff member, or guest of the school.

This code is designed to provide guidelines for appropriate student conduct, while under the jurisdiction of the school, traveling to and from school, at school, or while at any school sponsored function engaging in school activities whenever held. Another basis for the code is the belief that one of the most important lessons education should teach is **self-discipline**. It underlies the whole educational structure, although it does not appear as a subject. Self-discipline develops self-control, character, courtesy and efficiency. It is the key to good conduct and proper consideration for other people. Our students strive to conduct themselves with the proper behaviour to ensure a positive educational climate. It is our goal that **all** students of our school will adhere to our “Code of Conduct”. Students have a responsibility to respect the rights and dignity of others and to become actively involved in their own academic learning and social growth. Educators are responsible for establishing a positive climate in which structure, support and encouragement assist the students in developing a sense of self-discipline and responsibility.

Parents are responsible for establishing a positive learning atmosphere in the home, knowing school policies and procedure, and encouraging their children to understand and respect these policies and procedures. To support these aims, Langley Secondary School has established a “Code of Conduct” for students in the school.

We expect that our students will:

- attend school regularly
- be on time for school/classes
- apply themselves seriously to their work
- follow general school rules/procedures
- be courteous to each other and staff
- treat school property and equipment with respect

- be respectful of school neighbours and school visitors
- accept reasonable consequences for misbehaviour
- conduct themselves in a manner which will in no way compromise the safety/well being of others

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students at Langley Secondary School have rights and responsibilities. The following guidelines are to ensure that everyone understands the related expectations. These will help us to work together in maintaining harmony, safety and productivity in our school.

### **1. You have the right to an education.**

You have the responsibility to be on time and be prepared.

This means:

- Attending all classes on time, with all required materials (as per course outline).
- Completing all homework and assignments and bringing them to class on the due date.
- Taking examinations and tests at the prescribed times.
- Being responsible for work covered in class, if you are absent.
- Doing your best (participating to the best of your ability) in all school activities.

### **2. You have the right to hear and be heard.**

You have the responsibility to respect others and what they have to say.

This means:

- Listening and not interrupting while someone is speaking.
- Treating fellow students, teachers and non-teaching staff with courtesy and respect.
- Avoiding inappropriate comments, put-downs and swearing.
- Respecting the personal property of others.
- The school recommends that you keep personal electronic devices at home.

### **3. You have the right to be safe in your school.**

You have the responsibility to ensure the school is a safe place.

This means:

- Not intimidating others physically or mentally.
- Assisting others when they need help.
- Driving safely at all times.
- Not pushing, running or shouting in the hallways.
- Reporting any incidents that threaten the safety of others.

### **4. You have the right to use the resources at this school.**

You have the responsibility to care for these resources.

This means:

- Asking and obtaining permission before taking resources.
- Keeping the school clean. This is your home away from home.
- Not vandalizing or damaging the school or its contents.

d) Returning textbooks, which are on loan, in good condition.

**5. You have certain privileges at this school.**

You have the responsibility to not abuse these privileges.

This means:

- a) Keeping the locker assigned to you in good condition and free of offensive pictures and messages.
- b) Using your assigned study block in a responsible, productive manner, without disturbing scheduled classes.
- c) Be polite and a part of an enthusiastic audience at assemblies, concerts, and sporting events.
- d) Dress and act in an appropriate manner, e.g. no drug or alcohol advertising on clothing and no suggestive clothing.
- e) Represent Langley Secondary School as a good citizen with sportsmanship as a player or spectator at Langley Secondary School and at other schools.

**How Our Graduate Profile Directs Our Expectations for Acceptable Behaviour:**

The Graduate Profile is the vision statement for the District. Its purpose is to describe the attributes of students graduating from Langley schools. All curriculum, administrative and teacher practice, assessment, evaluation and reporting processes, will be directed toward the achievement of this vision.

**Progression of Expectations**

It is recognized that discipline is learned over time with the modeling and support of the family and school community. Therefore, the youngest and least mature of our students require more time to learn how to behave in acceptable ways. Every situation has unique circumstances. As students mature it is expected that students demonstrate greater self-discipline and increasingly better performance aligned with the Graduate Profile.

**Ethical and Respectful Citizens**

Who act in caring, principled and responsible ways, respecting the diversity, gender, age, race, ability and cultural heritage of all people and the rights of others to hold different ideas and beliefs.

**What this looks like...**

- respecting self, others and the school
- helping to make the school a safe, caring and orderly place
- appreciating the impact of technology (e.g. cell phones) upon others
- “Making a Big Deal” with the purpose of accessing help for those in need (e.g. helping a classmate access counselling support)
- informing a “trusted” adult in a timely manner (in advance, if possible) of incidents of bullying, harassment, intimidation, discrimination or other BC Human Rights Code contraventions

### **What this doesn't look like...A Respectful Citizen would not...**

- disrupt the learning of others and learning environment
- directly or indirectly cause harm to the physical or emotional well-being of others
- bully, harass or intimidate others
- interfere with an orderly environment creating unsafe conditions
- use threats, physical violence, retribution against a person who has reported the incidents
- participate in or knowingly associate with illegal acts, such as:
  - possession, use or distribution of illegal or restricted substances (e.g. drugs, alcohol, tobacco, fireworks)
  - possession or use of weapons (e.g. knives, chemical sprays, handmade weapons or implements to harm others)
  - theft of or damage to property (e.g. stealing of iPods, vandalizing lockers, writing on someone's textbook)
  - promoting hatred or discrimination (e.g. wearing clothing with a "hate groups" logo, laughing at racial jokes, encouraging isolation of someone because of their ethnicity)
  - threats or intimidation (i.e. verbal, text-messaging, gestures)
- use technology tools for the purpose of harm to others or the community (e.g. e-mail, internet use, text-messaging, social networking sites, phones, etc.)
- use technology tools (eg. phones, internet) that would place others at risk (e.g. using a cell phone during school lockdowns)

### **Democratic Participants**

Who, as Canadian and global citizens, make knowledgeable decisions, and take actions which consider the needs of others, show historical awareness and are in accordance with the principles, laws, rights and responsibilities of a democracy.

### **What this looks like...**

- solving conflict in peaceful ways
- understanding behavioural impact on others
- being knowledgeable of types of "Discrimination", advocates non-discriminatory practice and reports concerns to administration

### **What this doesn't look like...A Democratic Participant would not...**

- ignore illegal acts or inappropriate behaviour
- purposely exclude or ostracize others with ill intent
- discriminate on the basis of gender, race, sexual orientation, culture, etc
- publish (print or electronic) or display any notice or symbol that indicates discrimination or is likely to expose a person or group to hatred or contempt
- discourage restorative resolutions or the seeking of help
- knowingly avoid social learning opportunities (e.g. skipping school assemblies)
- ignore their responsibilities for the impact of their actions in the local community and global community

## **Self-directed Individuals and Skilled and Knowledgeable Learners**

Who in pursuit of personal and career goals display a strong work ethic, initiative, responsibility and a commitment to life-long learning while maintaining a balance in their lives.

Who demonstrate high standards of performance in reading, writing, listening and speaking; mathematics; the natural, applied and social sciences; the Fine Arts; the Applied Skills and information technologies.

### **What this looks like...**

- attending school or work on a consistent basis without tardiness
- engaging in purposeful learning or training activities and applying efforts to the best of their abilities
- attending to learning or training in a timely manner and without distraction
- dressing in respectful and appropriate ways for a learning environment
- catching up on work missed due to illness or absence
- performing at an acceptable level in core subject areas

### **What this doesn't look like...A Self-Directed Learner would not...**

- miss school or work without a valid reason (e.g. illness or family emergency)
- disrupt classroom instruction and work (e.g. late, classroom misbehaviours, avoid or disengage from their learning activities, opportunities or obligations (e.g. off task, work completion or participation)
- dress in disrespectful and inappropriate ways
- avoid personal responsibility for the Code of Conduct
- use technology tools (eg. cell phones, personal electronic devices) during instructional time, unless with the consent of a teacher

## **Collaborative and Quality Contributors**

Who demonstrate communication skills and commitment in pursuing group goals and purposes.

Who contribute to the development of quality ideas, products and performance through learning, talent, creativity, flexibility, critical thinking and problem solving skills.

### **What this looks like...**

- positively participating in the classroom and school community
- actively creating a climate of mutual respect and responsibility
- acting in a manner that brings credit to the school or local community

### **What this doesn't look like...A Quality Contributor would not...**

- use inappropriate communication (put-downs, swearing, gestures, etc.)
- disrupt a working team or environment
- obstruct the opinion, ideas or efforts of others
- sabotage group goals and commitments
- use the work environment for self-serving reasons

- discredit the reputation of people, the school or community (e.g. poor field trip behaviour, gossip, littering or vandalism)

## **BULLYING BEHAVIOURS**

**Bullying behaviour:** a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. Bullying behaviour is a type of harassment and intimidation. This aggressive behaviour includes physical or verbal behaviour, and is an intentional and purposeful act meant to inflict injury or discomfort on the other person.

There are three critical conditions that distinguish bullying from other forms of aggressive behaviour including:

1. *Power:* involves a power imbalance. Individuals who bully acquire their power through physical size and strength, through status within the peer group, and/or by recruiting support of the peer group.
2. *Frequency:* is repeated over time. Bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
3. *Intent to harm:* is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

**Bullying Bystander:** someone who supports the incident by observing, laughing or having knowledge of the incident and not seeking the appropriate assistance or intervention.

**Cyber bullying:** bullying behaviour which is carried out through an internet service such as email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and any new social networking technologies in the future.

## **HARASSMENT/DISCRIMINATION/INTIMIDATION**

Langley Secondary School is committed to a harassment free environment. All staff in our school treats harassment very seriously.

**Harassment:** any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person is an act of harassment. Of particular concern is such behaviour that persists after the aggressor has been asked to stop. Any of the following behaviours could be considered harassment:

- condescending treatment that undermines another's self-respect, name-calling, teasing, disrespectful comments
- gossiping, spreading malicious rumours, "dirty" looks, social ridicule, public embarrassment

- social isolation (“freezing out” or rejecting others), exclusion from a group, threatening to withdraw friendship
- repeated unwanted communication
- unwelcome jokes, innuendoes, insults, or put downs; taunts about a person’s body, disability, religion, attire, age, economic status, ethnic or national origin
- insulting graffiti directed at an individual or group
- unwanted and uninvited sexual attention, particularly when it is intimidating hostile, or offensive to the recipient

**Discrimination (Human Rights Code)** An intentional or unintentional act which adversely affects a person or group on the basis of prejudice:

- **Discrimination in accommodation, service and facility** A person must not, without a bona fide and reasonable justification, (a) deny to a person or class of persons any accommodation, service or facility customarily available to the public, or (b) discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public
- **Discrimination because of** the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

**Intimidation:** Intimidation is the act of instilling fear in someone as a means of controlling that person. For example, any of the following behaviours could be considered intimidation:

- verbal threats: threatening phone calls, threats of violence against a person or property
- physical threats: showing a weapon, jostling, threatening to punch, stalking or following
- defacing or stealing victim’s property
- daring or coercing victim to do something dangerous or illegal
- extortion (demanding payment or goods for a victim’s safety)
- inciting hatred toward a victim
- setting up a victim to take the blame for an offence

**Any student who is subject to harassment is asked to immediately report the incident to an administrator, counselor, teacher or parent.**

School officials have the responsibility to advise parents of offenders and parents of victims when a serious breach of the school code of conduct has occurred. School District officials will be contacted as required by school district policy. Police and other agencies will be notified as required by law.

## **RESTORATIVE ACTION**

### A Community Approach to Conflict in Secondary Schools

Restorative Action Teams are groups of students, parents and staff within the school. They have been trained in conflict resolution skills and restorative actions principles. Restorative Action Teams are designed to handle conflict at the school level specially trained members of the school community.

There are many conflict situations in schools that are appropriate for Restorative Action teams to consider. The following are some of the issues that teams are best able to handle.

Types of Conflicts:

name calling	interpersonal conflicts
minor threats	property violation
exclusion	physical assault
vandalism	

Whether you are a parent, teacher or student, you want school to be a safe and healthy place. Conflict in social settings like schools is normal and natural, but unresolved conflict causes harm and uncertainty. Imposed sanctions or punishments do not always change harmful behaviour or address the needs of those who have been hurt. Restorative Action expands our options and enhances our approach. It seeks to hold people responsible in meaningful ways to address the harm done. This benefits everyone in the following ways:

- The people involved in a conflict gain a better understanding of how their actions affect others. This understanding can help change behaviour.
- Parents have reassurance that conflict in school is being taken seriously and that meaningful outcomes are achieved.
- The school community is strengthened and better equipped to deal with conflict situations in ways that are safe and promote accountability, healthy relationships and healing.

### **Student Responsibilities A - Z**

A Langley Secondary School student is a responsible person. You should be prepared to meet your obligations and find success. Most students travel through these formative years in the school with very few problems. If you read and heed the following items, you can find the easy, sure path to pleasant achievement. Basic Responsibilities (if you fail to meet this requirement, you have NOT met our first responsibility)

In order to qualify as a student you must bring your materials (pen, pencil, books, equipment, etc.), as directed by your teacher and be on time. If a teacher makes a request you must oblige politely. A teacher is able to detain a student after school, unless the student has an early dismissal. If you have a reason for leaving after school offer your

reasons for wanting to go. Failure to accept a reasonable penalty could cause the problem to become much more complicated.

- 1) **Abuse of Property** – We all share our surroundings. Nobody and everybody owns the building and materials. Damage or loss must be paid for. Students who abuse the facilities willfully run the danger of suspension. This will be enforced very strictly.
- 2) **Academic Honesty and Integrity** – Definition of Inappropriate Academic Behaviour/Academic Misconduct:
  - **Plagiarism:**
    - Submitting the words, ideas, images or data of another person's as one's own in any academic writing or other project.
  - **Cheating:**
    - Possession of unauthorized material (cheat sheet, iPod, vocabulary words etc...)
    - Substantial editorial or compositional assistance (someone else has helped write an assignment, essay or project.)
    - Resubmission of material already graded for credit
    - False claims or fabricated references
    - Copying off of someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.

### **Protocol**

The Vice-principal, in conjunction with the classroom teacher, has the authority to impose *one or more* of the following consequences.

- a) At the teacher's discretion, the student may be required to do another assignment/exam submitting their own original work for grading purposes. The student must complete the exam/assignment on their own time. (Outside the regular class time.)
  - b) A zero may be awarded for the particular assignment/exam. \*\*In this instance, parents must be informed that the zero is being assigned as a punishment for inappropriate academic conduct and does not represent a true assessment of the student's ability. Assessment is a snapshot of performance, not potential.
  - c) All extracurricular involvement will be suspended until the protocol reaches its logical conclusion.
  - d) Further infractions may result in:
    - Suspension
    - or
    - Exclusion
- 3) **Animals** – No pets should be brought to school. It creates a disruption, and could cause sanitation problems.
  - 4) **Announcements** – PA announcements are made during the day. As a matter of courtesy, even if the announcement does not concern you, you should listen quietly.

- 5) **Assemblies** – Assemblies will take place on a periodic basis during the school year. We are sure that you are well aware that large gatherings require all students to conduct themselves in an orderly manner, and to extend the utmost courtesy to other students, staff or visitors, who may wish to address the audience. We believe that we have a reputation as a polite, thoughtful, and enthusiastic audience.
- 6) **Athletics** – LSS offers a variety of extra-curricular teams and clubs. Participation with one of these teams and clubs is considered a privilege. Student athletes must ensure that they are able to meet the commitments of the athletic team or club plus the rigors of their academic and elective course load. The athletic director in conjunction with the Vice-Principal, Head Coach, and classroom teacher will work through issues that arise throughout the year with inappropriate behavior or students not in good standing.
- 7) **Attendance** – Attendance is taken in all classes by the teacher. If you arrive LATE to school you **MUST SIGN IN** at the main office. You will receive a late slip if your absence has been verified by a parent/guardian. To have your absence verified, bring a note from a parent/guardian or have them phone the school. Teachers will have consequences for students who are late to class. If a student accumulates unexcused lates, he/she will be assigned community service work. If it is impossible to be in attendance (eg illness) the office must be informed by either a phone call or note from a parent/guardian. Notes must be received within a reasonable time of the absence (eg 48 hours). Students leaving during the day **MUST SIGN OUT** at the office before leaving. Students will not be permitted to leave the school unless permission has been given by a parent/guardian. Pupil Absence with Parent Consent – The school is not in a position to grant or deny permission to any student to be absent from school for work, holidays or family matters. The school cannot give credit to students for work that is not done. Certain classroom activities are irretrievable and in these cases marks lost cannot be made up, nor do we view pro-rating as valid under the circumstance. The “irretrievable” activities must be specified by the teacher, but generally refer to those activities, such as tests and labs, which rely on recent classroom content and which are completed before the return of the student. Most courses have some expectations for the period being missed that the student can complete before, during, or following his/her absence. These expectations are likely to take the form of essays, assignments, and exercise, and every effort will be made to provide these for the students so he/she may make up marks missed. It should also be recognized that not only might these absences result in the loss of marks, but also in the loss of some knowledge, particularly important in sequential courses. The determination of which marks are lost and which can be made up is left to the discretion of the teacher. Students who are frequently absent without good reason will lose the privilege of attending extra-curricular school functions (dances, games, grad, etc.).

Regular attendance is a major factor, contributing to a student’s success in school. We expect the students enrolled at Langley Secondary to attend school regularly and be on time for all scheduled classes. Students who are absent are requested to have a

parent phone the school before 9:00 am on the day of absence. Irregular attendance may result in withdrawal from school. Attendance will be closely checked by the teacher and the school, and parents will be notified about irregular attendance.

- Students are to attend all classes.
- Parents should inform the school by phone if a student is going to be absent.
- Students are expected to bring notes to their subject teacher and to the office to explain absences when they return to school.

## **8) Cell Phones and Personal Technology Devices**

Personal technology devices are a fact of life; but, their use has caused concerns for schools. People inappropriately using these devices can interrupt learning and be distracting to others. Many of these devices have camera and recording capabilities. Therefore, student and staff privacy rights have also become an issue. For these reasons, schools have created policies to address concerns.

### **Policy**

The use of electronic devices is not permitted during instruction time (defined as all times between 8:35 am and 2:45 pm except breaks and lunch) unless directed by a teacher or staff member. Off-site activities including field trips and sport trips are also included in this prohibition.

Teachers are engaging in expanding their use of technology to support student learning and as such may ask that students use programs and devices under their supervision in their learning, with the intent that all students develop a constructive understanding of the use and misuse of technology.

Valuable items are brought to school at the owner's risk and should be kept in the student's locker. The school is NOT responsible for items that go missing during the course of the day. Students who bring their own computers, those who bring their own personal educational devices, and those that are granted access and/or the use of a computer in class or the library must use only programs and/or applications that are conducive to completing assignments and research as directed by the school staff. Movies, video clips and forms of online communication and social networking sites are not allowed on school computers. At school, access to YouTube is limited to those times when school staff members direct students to utilize it for educational purposes. At no time should others use your laptop to access the internet as you are the one responsible for its use. It is important that each student takes on the responsibility to safeguard his/her network access code and not share it with anyone else.

Students using their computers and/or accessing the internet on personal devices during non-instruction time must:

- Be willing to show a teacher or staff member what they are working on when asked
- Stay within the limits of age-appropriate and school expectations, and the law

- Immediately report any incidences where these conditions have been broken on purpose or by accident

Consequences for not abiding by this policy may include restrictions on use of the device, loss of the device, loss of internet privileges, and/or school discipline

**9) Computer Access** – Any student using a computer at LSS must have a signed copy of the School District’s Acceptable Use Policy on file in the Library. Students will be given a user name and password for logging onto the school’s network and the Internet. All users will be given twenty printer credits when they first enter the system in grade 9 or as new students to the school. Additional printer credits are available for purchase from the office. The computers are provided for educational use. They enable teachers and students access to information resources and publishing tools. This access is a privilege, not a right and is made available only as long as the account holder abides by the School District’s Acceptable Use Policy. Inappropriate use may lead to suspension of user privileges or other consequences depending on the circumstances. Successful operation of the network requires that account holders regard the system as a shared resource. It is important that members conduct themselves in a responsible, ethical, decent and polite manner, while using the network.

**Acceptable Use Policy for Network Access at L.S.S.**

Introduction/Explanation of Purpose:

On the school’s networks and on the Internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, students might have access to information that may not be appropriate. Langley Secondary School has taken measures to prevent access to inappropriate information; however, we cannot control all the information available on the Internet. Langley Secondary School is not responsible for other people’s actions or the quality and content of information available on the Internet. Students should consider the appropriateness and accuracy of information available. Sources should be evaluated carefully.

**USE POLICY – “IF IN DOUBT – ASK!”**

- Imagine that your mother, father and little sister/brother are sitting beside you. Ask yourself if the site is appropriate.
- At all times, LSS standards must be followed: Is it safe? Is it kind? Is it appropriate?
- At all times, your actions must take into account the rights of others, including Copyright.
- Respect the privacy of other network users.
- Do not use bad language, and do not send messages that violate the law or would be offensive to another person.
- The computers are for learning and working. Do not bring any games from home on disc or CD.

- g) Any use of LSS networks shall be for a person's educational and research purposes only.
- h) Only use software provided to you by Langley Secondary School.
- i) Do not knowingly spread computer viruses.
- j) Users of LSS systems shall not interfere with the work of other network users.
- k) Do not damage any networks or any equipment or system forming part of a network. Do not break, modify system configuration or misuse anything in the computer areas in the school.
- l) Never give out personal information such as your home address or telephone number.
- m) No food or drink is allowed around the computers.
- n) You must have a teacher's permission to use a computer and or the Internet.
- o) You must have teacher's approval before printing or downloading files to your data disk.

PLEASE be responsible on the net. Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please ask your teacher so you can understand.

**THE USE OF COMPUTERS AND THE INTERNET IS A PRIVILEGE, NOT A RIGHT. FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN THE LOSS OF ALL PRIVILEGES.**

**10) Course Changes, Additions, and Deletions** - As explained in the Course Planning Guide, Langley Secondary goes through an extensive process for course selection and scheduling. However, we recognize that on occasion student plans and goals change. In order to respond to these changing needs, students have the opportunity to request course changes only for valid educational reasons. Students and parents need to be aware that the final day to drop classes is the last day of Sept. for Semester 1 and the last day of February for Semester 2. After those dates students will not be able to withdraw from a class.

**11) Dance Code** - Student dances are a voluntary extra-curricular activity that teachers and parents sponsor and supervise for students. The school dance is to provide students a comfortable and activity, where all members of our school community in an appropriate, enjoyable and respectful manner in a setting. All regular rules and codes of the school dress code, drug and alcohol prohibition, etc. apply at school dances. A respectable dancing position is also expected of dancers at all times. Dances are sponsored and organized by Student Leadership. The following practices and rules are in effect at all school dances:



- a) Student I.D. cards will be required at the door.
- b) Student Fees must be paid.

- c) School rules regarding alcohol, drugs or other intoxicants are in effect.
- d) Doors close at 7:00 pm. No student will be admitted after 7:00 pm, unless special permission has been arranged **in advance**.
- e) When you leave the dance, you will not be allowed to return.
- f) A student under suspension may NOT attend any dance held during the duration of the suspension.
- g) A student absent from school the day of the dance will NOT be admitted, unless special permission is obtained ahead of time.
- h) Dances are open to LSS students and approved guests of senior students accompanying them.
- i) Moshing or any dancing that endangers others is NOT permitted. Any students dancing in this way will be suspended from the dance and all future dances.

**11) Dress Code** – Students are expected to wear clothing appropriate for the school and the learning environment. It should not be offensive or distracting to others. Students who do not conform to the Dress Code will be asked to change or will be provided with acceptable clothing. Students should keep the Dress Code in mind when making decisions about what to wear to school or school sponsored events (i.e. dances).

- a) Clothing or accessories must not have any references to drugs, alcohol, violence, sex, rude or racist language
- b) Tops should be modest (necklines must be appropriate)
- c) Shirts must touch the top of pants
- d) Shorts and skirts must not be any shorter than mid-thigh
- e) Underwear (top and bottom) should not be showing

**12) Drugs & Alcohol** – As an individual, or, as part of a group, if you are in possession of drugs or alcohol, using drugs or alcohol, or under the influence of drugs or alcohol at school or at any school sponsored activity you are violating school and district policy and will be subject to discipline of a serious nature.

**13) Emergency Alarms** – Emergency drills will occur periodically so that when required, everyone in the school will be able to exit the building safely should an emergency arise. It is important to note that your teacher will lead you out of the building, take attendance and send a runner to report the attendance to office personnel at the back of the school. Students are requested to stay as far away from the building as possible during these drills and avoid blocking emergency truck access roads and driveways. If the Fire Alarm goes off during non-instructional time, i.e. lunch or between classes, students are to report to the teacher that they had in the previous block. If a student was in a Study Block they are to report to the front of the school and locate the Office Staff.

**14) Examinations** – Teachers at Langley Secondary evaluate students in many ways. One of the most common methods is the use of written examinations. It is understood that students will be present on the days that examinations are scheduled. If you are not present for an examination or test, the teacher may assign a “zero” for that exam.

It is the responsibility of the student and his or her parent to provide justification for missing a scheduled exam, text, or quiz.

**15) Fees** - There are three kinds of fees authorized by the School District:

- a) Student Activity Fees – are paid by all students attending secondary school. This money assists the student council, subsidizes the purchase of school uniforms, sports and field trip transportation, and provides funds for awards and special presentations.
- b) Team or Project Fees – are charged for some elective subjects, to purchase materials for student projects. Athletic fees can be charged for a maximum of two teams.
- c) Grad Fees – for graduating students only – cap and gown rental, picture sitting and grad folder. On the first day of school you should bring a cheque payable to Langley Secondary School for these costs. It is expected that all students will have paid all fees by September 30.

**16) Field Trips** – Students are responsible for work missed while on field trips. Participation in field trips will be cancelled if the privilege is abused. Students must get all necessary field trip permission forms signed before leaving for the field trip.

**17) Final Exam Policy** – Students who choose not to write a final examination will receive a “zero” for their final exam. Exceptional circumstances will be dealt with on an individual basis. Teachers should expect contact from parents or guardian. If the student is unable to write the exam due to a medical condition, an “official” doctor’s note will be required. The student must write the final exam no later than one week after the original exam date.

**18) Firecrackers/Fireworks** – Each year people are injured due to improper use of, or defective firecrackers. It is illegal to possess or sell firecrackers. Students are advised not to have firecrackers on or around the school property. For your safety and the safety of others we ask for and expect your cooperation.

**19) Gymnasiums** – The school gymnasiums are to be considered primarily as a P.E. teaching areas. Students not belonging to a class should stay away from the gyms while P.E. classes are in session.

**20) Hallways** – Because we have locker-lined hallways, you must use them with care. Our hallways should not be used for any horseplay, pushing, running, littering or lounging.

**21) Home Economics and Technology Rooms** – The Home Economics and Technology rooms contain specialized and sophisticated equipment. Students enrolled in these courses are expected to follow all safety regulations as outlined by their teachers. Students are not to use facilities unless they are under the direct supervision of their teacher.

**22) Homeroom** – Students will be assigned a homeroom at the start of the school year. Homeroom classes will be called only at designated times throughout the school year.

**23) Illness at School/Signing Out** – A student who feels ill while at school is asked to report to the office. The office staff will make sure that parents are contacted, in cases where students should be sent home or to the hospital. The school does not provide medication to students. Accidents and emergencies should be referred to the office immediately.

- Students are strongly encouraged to arrange doctor, dental and other appointments after school.
- A student must bring a note if leaving the school early – parent permission is required.
- Students must sign out at the office when they are leaving school prior to regular dismissal.
- Students who do not sign out will be considered TRUANT.

**24) Language (Swearing)** – Speaking with politeness is an asset, and particularly important as an acquired talent while you are young. Swearing is inappropriate in public. It creates a bad image for the speaker. Develop the habit of speaking with honesty and respectfulness.

**25) Library** – The Langley Secondary Library is open before lunch and after school. All students are welcome to use it at these times. During the school day, students are required to have permission from a teacher and/or teacher librarian. During the school day, student library activities can include book loans, class projects, assignment research, computer use, studying and reading. To prevent interruption of these and other learning activities, please follow the rules outlined below.



- Have a reason for being in the library. Individual students who are in the library during class time must have a note from their teacher.
- Reduce noise. For example, talk quietly and politely to others rather than calling to them, avoid long conversations and keep discussions focused on the reason you came to the library in the first place.
- Dine elsewhere. Do not bring food or drink into the library.
- Be neat. Don't leave a mess behind. Use garbage cans, tuck your chair under the table, as you leave and return the books you were using to their proper place.
- Respect others. Individuals who interfere with classes or with students working quietly at other activities will be asked to leave the library.
- Respect yourself. Don't sit on the tables, don't put your feet on the furniture and don't lean back by tilting your chair. These activities may harm you or others around you.

**26) Litter** – Ecology is a personal and group concern. If we look after our school and grounds, we will have a pleasant set of surroundings in which to spend our time. Students are expected to keep books, lockers, school and grounds clean and presentable. Anyone found littering could be placed on clean-up duties.

**27) Lockers** – You will be assigned a locker on the first day of school. It is your responsibility to keep your locker free of any writing or damage. You are not permitted to move to another locker or exchange or share lockers with another student unless this has been prearranged with the office. You must purchase a school combination lock. In order to provide security for your belongings, you must keep your combination a secret. Unfortunately, every year a few students have had items of value go missing. The school cannot be held responsible for lockers that have been broken into. To prevent this, the following suggestions are made:

- a. Buy a quality combination lock through the school.
- b. Do not tell anyone your locker combination.
- c. Do not bring any expensive personal items to school.
- d. Keep all personal belongings with you or locked in your assigned hallway locker.
- e. Ensure you have a lock for your P.E. locker.
- f. **DO NOT LEAVE** valuables in the P.E. locker at any time.

**28) Lost and Found** – Students finding articles, which do not belong to them should turn them into the office. All inquiries for lost items should be made at the office. Students are responsible for the care and safety of all their personal belongings. The school can not accept responsibility for lost or stolen articles. However, all thefts should be reported to a Vice-Principal immediately.

**29) Parking** – Only registered parking is allowed at Langley Secondary School. To register your vehicle, please pick-up a form at the school office. It is the student's responsibility to understand the following regulations. The student parking is designated by signage. Please park in the appropriate spaces – one space per car. Failure to respect any of the following regulation may result in the towing of your vehicle without notice, at the owner's expense and/or the loss of parking privileges. Student parking is not allowed in the visitor's parking or staff parking.

- All garbage must be placed in the garbage cans.
- Safe driving habits are to be practiced at all times.
- No loitering or hanging out in cars or in the parking.



**30) Public Displays of Affection** – Students need to be mindful that our school is a professional learning environment and that public displays of affection need to be appropriate to the learning environment.

**31) School Functions** – When you attend a school function, **even away from the school**, you are still subject to school rules. School functions include dances, athletic events, concerts, trips and any other activity that is being sponsored by the school. All school

regulations apply at these functions. You will be made aware of specific rules and expectations governing these events and it is your responsibility to follow them.

- 32) Smoking** – According to School Board policy, **smoking is NOT permitted anywhere on school property**. The use of other tobacco products such as chewing tobacco is also prohibited. Smoking on school property may result in suspension from Langley Secondary School. Please respect our neighbours and their property. For information or help on quitting smoking please go to the Counselling Centre.
- 33) Telephones** – The school telephones are used for business and are in constant demand. There is also a black telephone for student use available in the front office. This telephone is for calling home if students are ill or need to sign out. If you need to make after school plans, please do so the night before.
- 34) Textbooks** – If you are an “average” LSS student, you will be loaned over \$250 worth of textbooks during the year. Senior students often have individual books worth \$90. Take care of your books to avoid costs for loss or damage. The subject teacher will ask you to complete a “textbook loan card”. It is important that you do not give up your textbooks at the end of the year unless you receive your textbook loan card in return. Students will be charged for textbooks that are damaged or not returned. Students are expected to return the textbook that was initially loaned to them.
- 35) Theft** – Stealing of anything will be dealt with very severely. This crime is very heavily punished by our society, and our school intends to protect its students. Please report missing items as soon as possible to the office.
- 36) Truancy or Tardiness** - Truancy is defined as “absence from class or school without valid “reasons”. If a student is found to be truant, parents will be contacted and the student will be required to make up the time missed. Students who are late may be required to make up class time. Persistent tardiness may result in counselor contact, parent contact or being put on a “contract”.
- 37) Valuables** – The school is not responsible for lost articles, although we do operate a lost and found. Any articles of value should be kept at home.
- 38) Violence** – In a school our size, it is necessary to recognize violence (pushing, shoving, wrestling, fighting, etc.) is totally out of place. Besides, our world shows us repeatedly that violence is not a solution, only a problem. Fighting is a suspendable offence.

Fighting and non-fighting participants may be suspended. A non-fighting participant is defined as someone who: videotapes a fight, promotes a fight before, during, or after it happens (i.e. posting video on social media), or attends the fight.

- 39) Visitors** – All visitors are required to report to the office upon arrival at L.S.S. to receive authorization for their visit. If you have a guest with a valid reason to be with you at school, you must complete a guest pass application **one week prior to the visit**. People who arrive with no particular purpose in mind, however, are asked to leave. Do not invite people to visit you here, meet them away from school. Please do not ask your friends from other schools to visit during their Pro D Days. Likewise, Langley Secondary students should not visit other schools while they are in session.
- 40) Washrooms** – Our washrooms are meant to serve the needs of our students. These areas should not be used for purposes other than those for which they were designed. You must have your teacher's permission to go to the washroom during class time. Smoking in the washrooms is a suspendable offense. Please keep our washrooms clean.
- 41) Weapons** – A weapon is defined as any instrument designed to inflict injury or intimidate another person, or any instrument that is used in this manner. Laser pointers can cause permanent eye damage and are considered weapons. Laser pointers are NOT permitted at school. The possession and/or use of weapons on or near school property represents a serious threat to the safety and security of students and staff. Appropriate action taken will always result in a severe consequence that will range from school disciplinary action to charges being laid, depending on the circumstances of the case. Consultation with the police will occur in these matters. Please note that “toy guns” and “replicas” are by their very nature intimidating and therefore will not be allowed on school premises. Intimidation with a toy gun or replica or a real gun, will be treated as a serious matter, since the intimidation and fear is very real in most circumstances.
- 42) Withdrawal From School** – If you plan to withdraw from school, please see one of the counsellors or vice-principals. Before leaving, please clean out your locker, return all your textbooks, library materials, etc. and pay any outstanding debts. A withdrawal form is available from the main office for students who will be attending another school.