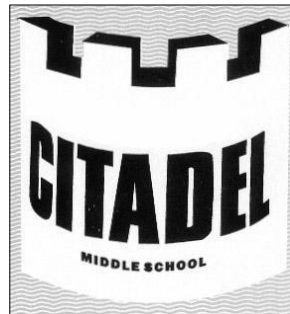


# Code of Conduct 2011 – 2012



(revised May 2011)

## Citadel Middle School

### School Mission:

**“Working together, our mission is to provide a safe nurturing and responsive environment that meets the unique developmental needs of early adolescents”**

# Citadel Middle School Code of Conduct

## I. INTRODUCTION

The following document outlines Citadel Middle School's expectations around student behaviour and describes the Code of Conduct for all children, in order to maintain a safe, caring and orderly environment for purposeful learning. School District #43's Code of Conduct (Policy 17) is the outline upon which Citadel Middle School's Code of Conduct is based. Citadel's Code of Conduct is based on three simple statements. All students are expected to:

- Respect Yourself
- Respect Others
- Respect the Environment

**The Code of Conduct applies while at school, during a school-related activity or in any other circumstances where engaging in the activity will have an impact on the school environment.**

## II. CODE OF CONDUCT: KEY ELEMENTS

### Process

The Citadel community considers the teaching of appropriate interactions between children an important area of focus. The Principal and Vice Principal have met with each team of students to gather input as they pertain to socially responsible behaviour. We also met with our staff and PAC to receive their input. We then reviewed the data and information that had been collected. Last year the school's dress code was updated and a cyber bullying protocol was developed in response to the greater use of technology by all stakeholder groups. In the spring of 2011 we reviewed and updated our **Electronic Devices Protocol** to provide further guidance to students, staff and parents about the use and misuse of electronic devices and technology. Parents, students, staff and school administration reviewed the Code of Conduct this year and contributed to its revised form..

### 1) Communication

- a) Student expectations for appropriate behaviour are communicated daily in classes, and through team and class meetings, administrator visits, in the students' agenda book, in REACH (advisory), and through regular PA announcements. Expectations are closely aligned with School District policies, which are communicated in the agenda books. The code of conduct is also posted on our Sharepoint site.
- b) Staff members are provided a copy of the school's code of conduct in the staff handbook. A hard copy is provided to each team and it is also available on our Sharepoint site.
- c) Students who enroll after the start of the year are provided with a copy of the code of conduct in their planners. A copy of the material inserted by the school in the planner is also given to parents when registration information is filled out.

### 2) Implementation

- a) Time is also allotted in the first few weeks of school, and at regular intervals throughout the year, for teachers, administrators and counselors to meet with students, in class and team groups, to review appropriate behaviours, and outline consequences.
- b) Social responsibility quick scales will be focused on in the 2010-2011 school year as a basis for these discussions.

### 3) **Monitoring and Review**

- a) Student Behaviour and Social Responsibility is a regular feature of Team Leader Meetings, Professional Learning Tuesdays and Staff Meetings; formal and informal behaviour data, and student, parent and staff perceptions are collected all year long, in order to ensure that all students are safe while at Citadel.
- b) Behaviour incident forms (office referrals) are used to record and track incidents of inappropriate behaviour. When necessary, referrals to School Based Team, counselor, youth worker or resources outside the school are made. We will also use the tracked office referrals to report out and discuss with staff.
- c) Citadel's Code of Conduct is fluid, and is continuously monitored to ensure that it reflects current and emerging situations, and is contributing to improving school climate. The Citadel Code of Conduct is reviewed annually in accordance with the Ministry of Education order.

### 4) **Alignment**

- a) Citadel Middle School is actively working with the Southside Family of Schools (Riverside Secondary, Citadel and Pitt River Middle Schools, and five elementary schools – Castle Park, Central, Hazel Trembath, Kilmer, and Mary Hill) to ensure alignment in all aspects of the Code of Conduct. We have established common expectations around late arrivals and attendance, and are working at dealing with “At Risk” children in a similar fashion to establish a continuum of care. We also strive to use consistent language and have consistent behavioural expectations at all the levels to ease the transition of students from grade five to six and eight to nine.
- b) The Citadel Code of Conduct is aligned with District policies, administrative procedures and the BC Human Rights Code. Citadel Middle School promotes 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, colour, ancestry, place of origin, religion, marital status, physical or mental disability, sex or sexual orientation, in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.”

### 5) **Standards**

#### a) **Statement of Purpose**

- To maintain a safe, caring and orderly environment for purposeful learning
- To encourage thoughtful and reflective citizenship
- To clarify and publish expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location

#### b) **Conduct Expectations**

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning.

### **Acceptable Conduct**

- Students shall not discriminate against others on the basis of the race, religion, sex or sexual orientation, or disability, or for any other reason set out in the Human Rights Code of British Columbia, nor shall a student publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the basis of any such grounds
- Students are expected to act in a manner that brings credit to the school, both in and around our building and grounds and in representing our school at events off the school premises.
- Reporting verbal, physical and cyber incidents of bullying, harassment or intimidation to an adult (in advance, if possible)
- Students may be subject to discipline under the school and/or District Code of Conduct for any conduct which has the effect of negatively impacting the school environment, whether that conduct occurs on or off School District property, at a school sponsored function or activity, or otherwise
- Examples of appropriate behaviour are outlined to students under three subheadings:
  - Respect Yourself
  - Respect Others
  - Respect the Environment

### **Unacceptable Conduct**

Behaviours, which contravene any of the following District expectations, will be considered unacceptable. These shall include those as listed in **SD #43 Policy 17**:

- 1.1 be aware of and obey all school rules;
- 1.2 attend classes punctually and regularly;
- 1.3 work cooperatively and diligently at studies and with home assignments;
- 1.4 respect the rights of all persons within the school including peers, staff and parents;
- 1.5 respect the legitimate authority of the school staff;
- 1.6 respect and take pride in the school's physical facilities;
- 1.7 respect the ethnic diversity of our school community;
- 1.8 behave in a safe and responsible manner at all times;
- 1.9 not** threaten, harass, bully\*, intimidate or assault, in any way, any person within the school community. \* Bullying includes but is not limited to physical or verbal intimidation, verbal harassment and cyber bullying, occurring on or off school property. and,
- 1.10 **not** be in possession of or under the influence of drugs and/or alcohol.

**Other examples:** Students should not interfere with, or create and promote an unsafe learning and teaching environment. Stealing, cheating, and watching or tolerating acts of violence or harassment are also considered examples of unacceptable conduct.

## Cyber-bullying Protocol

The Citadel Middle School code of conduct includes responding to the rising use of technology through the use of text messaging, cell phones, cameras, and online bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones, and websites. These include but are not limited to YouTube and social networking sites such as Facebook, MSN Messenger, Nexopia, and Twitter. Cyber bullying through text, pictures or film clips, and inappropriate Internet use can have a direct impact on students and staff but often occurs away from school property. Examples of cyber bullying include:

- Sending cruel, vicious and sometimes threatening messages,
- Creating web sites that contain stories, cartoons, pictures and jokes ridiculing others,
- Posting film clips or pictures of classmates/staff online with intent to embarrass them,
- Breaking into an e-mail account and sending vicious or embarrassing material to others,
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others and
- Taking a picture of a person using a digital phone or camera, and either posting or sending that picture electronically to others without consent.

### Citadel Middle Electronic Devices Protocol Updated May 2011

This protocol was developed in response to advances in technology available to students on an increasing frequency, and to the greater accessibility and potential for positive and negative impacts on the learning environment.

The casual and non-school related use of all electronic devices is not permitted during instructional time. Examples include but are not limited to cell phones, Blackberries, iPods, iTouches, iPhones, MP3 players, cameras, etc.. It is 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.

Based on feedback from students, staff, and parents it is expected that electronics are not used during instructional times. This includes all times except nutrition break and lunch time between 8:40am and 2:50pm unless directed by a teacher or staff member. Off site activities for field and/or sports trips are also included in this restriction. Students are expected to keep their electronics in their lockers unless asked to bring them to class.

Cameras, cell phones and all other electronic devices are not to be used at school to record images unless authorized by a staff member. **At no time are photographs or video clips taken at school or during school associated events** (examples: field trips, sports games, class video project) **to be posted on any website or social networking sites.**

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 to demonstrate learning.

The student will receive strict consequences for not abiding by this protocol. These may include restrictions on use of the device, loss of the device, loss of internet privileges, and/or suspension.

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 (examples: Facebook, Twitter, MySpace, etc...) 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.

Part of this restriction is due to constraints on the amount of data that the district can handle through its internet infrastructure.

Students accessing the internet on personal devices during non-instructional time must :

- Be willing to show a teacher what they are working on when asked
- Stay within the limits of school expectations and the law
- Immediately report any incidences where these conditions have been broken on purpose or by accident

The following School District #43 Administrative Procedures and Forms are made available to all staff, parents and students: AP 140 District-Wide Network and Internet Appropriate Use, F140-1 Student Internet Registration Form, AP 141 Use of Privately Owned Personal Computers, F141-1 Privately Owned Computer Use Registration Form. Students/parents must complete the appropriate forms and submit them to the office prior to the student being given access to the school's network.

It is important that each student takes on the responsibility to safeguard his/her network access code and not share it with anyone else. It would also be important to safeguard another student's code if they became aware of it.

## **Dress Code**

At Citadel Middle School, students are expected to dress appropriately, so that clothing does not cause a distraction to the learning environment of others. We request that students do not wear hats, bandanas, muscle shirts or clothes with holes. Clothing that advertises drugs, alcohol, or cigarettes, or has foul, suggestive, racist or derogatory language is not acceptable. Students need to wear clean clothing appropriate for working at school; which means that garments that show midriff, cleavage or underwear; strapless tops; low cut pants that expose underwear or skin; etc..., are not allowed. As a guide, skirts and shorts must reach the end of your finger tips when standing with your hands beside your legs. Students who are inappropriately dressed will have to cover up by using their PE strip or clothing from the office.

## **Care of School Property**

We expect that our students take care of school property. School property includes the building itself, as well as the furniture, computer labs, computers and textbooks. Irresponsible actions that damage or destroy school property will necessitate liability on the parents/guardians part. Once the damage estimate is done, a letter detailing charges will be sent home.

## **Safety**

To ensure the safety of everyone, wheeled shoes, skateboards, wiggle boards, scooters and roller blades are not to be used on school property. Bicycles should be walked when crossing the parking lot. Helmets must be worn when riding bikes.

## **Rising Expectations**

- As students move from Grade 6 to Grade 8, it is expected that they have increasing personal responsibility and self-discipline.
- There is a system of increasing consequences for inappropriate behaviour, and a system of progressive discipline for persistent infringements of the Code of Conduct.
- There may be instances that will result in severe consequences, and which may bypass the progressive discipline process. Such examples may include use or possession of weapons, assault or drug trafficking.

### **c) Consequences**

- Those in authority (adult supervisors, teachers and administrators) will consider the severity and frequency of unacceptable conduct in determining behavioural interventions, keeping in mind the rights afforded to them and the alleged offenders by the British Columbia School Act and Human Rights Code.
- Disciplinary action will focus on corrective or restorative actions, rather than punitive measures. The goal of any intervention is to have the student stop the misbehaviour and have them re-establish positive behaviour so to engage in purposeful learning.
- Students and parents, as often as possible, will be encouraged to participate in the development of meaningful restorative consequences for violations of the established Code of Conduct, and we will always consider multiple alternatives to dealing with any infraction of the Code. Consequences may include: school or community counseling, conflict resolution or mediation, informal suspensions (time outs both at school and/or at home), community service, loss of privileges, behaviour plans, adjusted school hours, formal school suspensions, or the involvement of RCMP and/or other agencies.
- Special considerations may apply to the imposition of consequences on a student with special needs if the student is unable to comply with this Code of Conduct, due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.

d) **Notification:**

Depending on the severity and frequency of the unacceptable conduct, school staff may:

- Have a student directly inform their parents
- Contact and inform parents directly
- Inform parents of students who have been affected by others engaging in unacceptable conduct
- Inform School District officials as required by district policies
- Inform the RCMP and/or other agencies in cases where it may be warranted, or as required by law.
- Inform the school PAC and/or all parents – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it