

# SUMMIT MIDDLE SCHOOL

## *Code of Conduct (2022/2023)*



### **INTRODUCTION**

The Code of Conduct applies to all school-related events. This includes activities that take place before school, during instructional time, and after school.

### **Process**

The Code of Conduct for 2022-2023 was reviewed in June 2022 with the Parent Advisory Council, staff during a staff meeting, and with grade groups of students at the end of the 2021-22 school year.

### **Communication**

- Introduced to staff at the September staff meeting and reviewed at various times throughout the year
- Reviewed in teams at team meetings
- Included on the school website
- The district and school Codes of Conduct will be posted on the school website September and parents will review it with their child. Students and their parents will acknowledge that they have read both Codes of Conduct by completing and submitting the online form.
- Reviewed by coaches and teacher sponsors for teams and clubs

### **Implementation**

*Staff members will:*

- teach, model, and encourage socially acceptable behaviour, such as how to solve problems in peaceful ways
- educate parents regarding restorative practices through personal conversations, at Parent Advisory Council (PAC) meetings, and in school newsletters
- engage in conversations about restorative practices and how to respond to unexpected behaviour, during collaborative meetings and staff meetings
- engage in conversations with students to help them learn to take responsibility for their actions and help them to see the harm that they have caused others
- model, teach and direct students about the importance of establishing a school culture built on trust. Trust is essential to building positive relationships within our school community and will be established by following through with commitments to ourselves, peers, staff members and parents/guardians.

### **Monitoring and Review**

*Evidence of continuous improvement:*

- Administration, school counsellor and/or youth worker will check back with students who have self-referred, as well as students referred by a teacher or supervisor
- Administration will communicate on a regular basis with noon hour supervisors regarding student behaviour over the lunch hour
- Administration will communicate on a regular basis with caretakers regarding evidence of mischief or vandalism on the part of students

- Team Leaders will make presentations to the school's Parent Advisory Council
- Teachers will use common language in their daily discussions with students and in communicating student learning to parents
- Staff will review our Action Plan for Learning (APL) goals in May/June

### **Alignment**

- Our Action Plan for Learning (APL) goal is *The positive connections I make to my school community contribute to a sense of belonging*. This goal will target belonging and connectedness as key values our staff and students can explore, engage in, and expand upon as our school community is returning to a more normal middle school experience through:
  - A focus on student growth (growth mindset), trust and the idea of building a community from individual classrooms, to teams, to the school, and extending out to the community.
  - Recognizing personal strengths, attributes and values that can positively impact a community, especially in collaboration with others.
- Members of our APL committee will make a presentation to the PAC in September
- If students from other schools are involved in vandalism at our school, school administration will contact the schools of the students involved. CERA (Communities Embracing Restorative Action) will facilitate meetings between persons causing the harm, the person harmed, and the community at large.

### **STANDARDS**

#### **Statement of Purpose**

- To establish and maintain safe, caring, and orderly environments for purposeful learning
- To establish and maintain a school community where self-respect and respect for others is valued

#### **Conduct Expectations**

As per Section 8 of Human Rights Code of British Columbia, students shall not discriminate against others on the basis of the race, religion, colour, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability. Furthermore, as per Section 7 of the Human Rights Code of British Columbia, no student shall publish or display anything that would indicate an intention to discriminate against another, or expose them to contempt or ridicule, on the aforementioned bases.

#### **A.) Expected Behaviours**

##### ***Students are expected to:***

- attend class regularly and arrive on time
- take responsibility for their actions
- respect themselves first so that they are able to give respect to others and the environment
- be considerate and respectful of our neighbours in the local community (local shopping plaza, townhouse complexes, and neighbouring schools)
- use electronic devices safely and respectfully, and abide by school and district rules regarding use of such devices

- wear suitable and appropriate attire for the school learning environment
- arrive no earlier than 7:30 am and stay no later than 4:30 pm (unless involved in extracurricular activities)

***Students are reminded of the following:***

- a student's appearance must not disrupt or interfere with the educational process.
- dress and grooming may not create health or safety problems for the student or others who attend or work in the school. Clothing and footwear should be comfortable and appropriate for students to participate safely in all school activities including physical education, science, home arts and woodworking classes.
- hats (beanies, caps, toques, hoods, bandanas or headbands) and sunglasses are not to be worn in the school hallways or classrooms
- clothing items, including accessories, may not emphasize or promote alcohol, drugs, tobacco, swearing, racism, sexism, violence or anything else that is derogatory or in poor taste (such as "school sucks")
- backpacks are not to be carried through hallways, school grounds, or to be kept in classrooms
- Phones and headphones/earbuds are to be kept in lockers during instructional time unless directed by teacher.
- The use of social media sites during instructional time is not permitted.
- Aerosol containers (colognes, perfume, mists, or hairspray, for example) are not permitted at school or on school grounds. Avoid the use of heavily-scented non-aerosols and heavily-scented hand sanitizers
- *Any student requiring a reminder will be advised personally and discretely, and given the opportunity to meet the above expectations*

**B.) Undesirable Behaviours**

***The following behaviours are deemed unacceptable:***

- interfering with an individual's rights to learn
- interfering with an individual's rights to feel safe
- discriminating against others on the basis of race, religion, gender, sexual orientation, disability, or for any other reasons set out in the Human Rights Code of British Columbia (Section 7 and 8)
- engaging in on-line or texting behaviour that would: indicate an intention to discriminate against another or expose them to contempt and ridicule, threaten, harass, or make unkind, untrue, or disrespectful communication
- *using/naming a physical illness, disability or condition to threaten, harass or intimidate others in the community*
- *swearing or using vulgar language*
- harming others physically, socially, emotionally, or verbally

- harassing, threatening, excluding or intimidating others
- watching or tolerating physical acts of violence or harassment without reporting it to an adult
- seeking revenge against others who report unacceptable conduct
- stealing or damaging others' property or school property
- possessing, using, or selling cigarettes, electronic cigarettes, vaporizers, or any type of electronic nicotine delivery system on school property (nor may these items be brought to school).
- bringing weapons or replica weapons to school
- buying, selling or advertising any item or service between students
- plagiarizing ideas, facts or written expression.
- sharing homework, assignments, or information about tests or assessments of any kind
- leaving the school grounds at any time (after arrival and before dismissal) without being signed out by a parent or guardian in the office
- using cell phones and other electronic devices:
  - a.) without teacher permission in classrooms
  - b.) in hallways, stairwells, bathrooms/change rooms or unsupervised rooms.
  - c.) to take photographs or videos of other students
  - d.) to view inappropriate materials at school
  - e.) to use social media during instructional time

### **Consequences**

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.

A search by school officials of a student under their authority or a search of student property may be undertaken if the school has reasonable grounds to believe a school rule has been or will be violated, and that the evidence of that violation will be found in the location or on the person of the student being searched. Students know that their teachers and other school authorities are responsible for providing a safe learning environment and maintaining order and discipline at school. As a result, they must know that, where reasonable grounds exist, this may require searches of students, their lockers and their personal effects and the seizure of prohibited items.

Students should also be aware that the schools may collect, use and disclose personal information about students for the purposes of investigating and addressing student misconduct, safety and maintaining order and discipline in school. Such collection and use of student information may include information that is obtained from witnesses or collected from other secondary information sources (e.g. social media). All personal information of students collected by the school will be collected in compliance with and under the authority of the Freedom of Information and Protection of Privacy Act (ss. 26(a),(b), and(c)) and the School Act. Questions about the collection, use or disclosure of student personal information should be directed to the Associate Director of Information and Learning Technologies Stephen Whiffin, at [swhiffin@sd43.bc.ca](mailto:swhiffin@sd43.bc.ca).

### **Rising Expectations**

As students in middle school mature and progress from grade 6 to grade 8, there are rising expectations with regard to personal conduct and behaviour. Students are expected to increase their personal responsibility and self-discipline.

### **Restorative Practices**

Each situation will be assessed individually, and where appropriate, a restorative process will be undertaken. Administration will meet with the individuals involved in the conflict separately, prior students meeting with each other in a resolution meeting. While this process requires a significant investment of time, it is believed that, when students are given the opportunity to take responsibility for their actions (self-awareness) and make amends (repair the harm they have done to others or the relationship with others), more purposeful learning occurs. Support for the student is ongoing; administration, the school counsellor, and/or school youth worker will follow up with the student.

*Considerations may apply to students with special learning needs if these students are unable to comply with aspects of our Code of Conduct due to having intellectual, physical, sensory, emotional, or behavioural challenges.*

Consequences will be implemented based on a variety of factors with consideration to:

- student's behaviour history
- student's age
- severity of the misbehaviour
- frequency of the misbehaviour
- individual student needs

### **Notification**

Depending on the nature of the unacceptable behaviour and the plan to move to a resolution, a member of staff may contact the following people:

- Parents and/or guardians of the student offender(s)
- Parents and/or guardians of the student victim(s)
- Parents and/or guardians of the student witness(es)
- Coquitlam School District officials as required by district policy (e.g. regarding suspensions)
- Police and other outside agencies, such as CERA
- Other school staff, district support staff, and community supports as deemed appropriate by the school and/or district administration