



CODE OF CONDUCT

Statement of Purpose

- To establish and maintain a safe, caring and orderly environment conducive to the pursuit of knowledge and excellence
- To clarify behaviour expectations for students so that they understand what it looks like to be positive, responsible, respectful members of our school community

Conduct Expectations

Students, while attending school and school-sponsored functions and activities, shall be subject to the district Code of Conduct for students and the school's rules of conduct and department established by the principal. 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 schoolsponsored function or activity, or otherwise.

The following statements apply to student conduct at school, while going to and from school, and while attending any school function at any location:

Acceptable conduct

- Respect self, others, the school and the school environment • Help to make the school a safe, caring and orderly place
- Arrive to class on time, with materials, and be ready to learn
- Take responsibility for your own learning and respect the rights of others to learn
- Follow the individual rules, guidelines, and instructions of all teachers and staff
- Inform an adult, in a timely manner (in advance, if possible), of incidents of bullying, harassment, or intimidation
- Act in a manner that brings pride to Maillard Middle and shows respect of property
- 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

Unacceptable conduct

The following statements apply to student conduct at school, while going to and from school, and while attending any school function at any location. The cited behaviours are examples only, not an all-inclusive list:

Behaviours that:

- Interfere with the learning of others
- Are unsafe or cause others to feel unsafe
- Interfere with an orderly environment
- Disrespect the school facility/environment Acts of:
- Bullying, harassment, or intimidation, including 'cyber bullying'
- Inappropriate language and put downs
- Retribution against a person who has reported incidents
- Physical violence
- Aggressive horseplay/hands on behaviour
- Disrespect or insubordination towards teachers or staff
- Unethical behaviour, such as cheating and plagiarism Illegal

acts, such as:

- Possession, use, or distribution of illegal or restricted substances, including ecigarettes and paraphernalia related to vaporizing
- Possession or use of weapons
- Theft of or damage to property

Note: Use of Cell Phones and Technology in the School Community

Cell phones or electronic devices, iPads, iPods and laptops, which may include internet, cameras, text or video capabilities, must be **used appropriately** at school and during school activities. Students may be subject to discipline for **on or off campus** misuse of technology that negatively impacts an individual or the school community.

Rising expectations

- Increasing accountability for academic program
- Increasing expectations in terms of social responsibility including personal responsibility and self-discipline
- Increasing levels of consequences for inappropriate behaviours

Consequences

- Disciplinary action, wherever possible, is intended to be preventative and restorative, rather than merely punitive; students are encouraged to assist with the development of meaningful consequences for violation of the established Code of Conduct
- Responses to unacceptable conduct are pre-planned, and every attempt is made to ensure that the responses are as consistent and fair as possible
- Consequences are delivered in a progressive manner, always considering the severity and frequency of the unacceptable conduct
- Each situation will be treated according to the particular circumstances and with the intention of meeting the needs of the students involved
- 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.

- The school and school board will take reasonable steps to prevent retaliation by a person against a student who makes a complaint of a breach of the Code of Conduct.

Examples of Maillard Middle's approach to progressive discipline include: Teacher interventions; classroom problem solving circles; in-team consequences; office referrals; peer mediation; restorative conferences; parent notification; loss of privileges; in-school suspensions; formal suspensions

Notification

School officials may be required to advise other parties in the event of serious breaches of the Code of Conduct, including the following:

- Parents of student offender(s) – in every instance
- Parents of student victim(s) – in every instance
- Follow-up calls and conversation with the victim(s) - in every instance
- Follow-up calls and conversation with the victim(s) parents in every instance, and an opportunity for counselling if requested/deemed necessary
- All parents – when deemed 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
- School district officials – as required by school district policy
- Police and/or other outside agencies – as required by law

COQUITLAM SCHOOL DISTRICT 43 CODE OF CONDUCT

Complete copies of the policies and administrative procedures are available at the school office and on the district website at <http://www.sd43.bc.ca/Board/Policies> or by calling 604 939 9201.

Student Rights

- 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 Director of Information and Learning Technologies Stephen Whiffin, at swhiffin@sd43.bc.ca.

GENERAL STUDENT INFORMATION

Electronic Form Submission

The following forms must be completed **ON-LINE by September 11, 2018** at www.sd43.bc.ca/maillard . To assist with completion of these forms, stop by the office to use a school computer. If problems arise, please contact the office, at 604-931-3574.

MANDATORY:

- **School Policy Form**
- **Emergency Release Form** (must be printed and returned to school)

RECOMMENDED:

- Medical Alert Form
- Volunteer Application Form (e.g. driving players to a sports game)
- Driver Volunteer Form (and ICBC Driver's Abstract - free of charge at 1 800 950 1498)
- Privately Owned Devices
- (Absence Report- may be used throughout the school year to book all student absences) **Being on Time Matters!**

It is a natural expectation that students attend school every day (unless ill), and arrive to school **ON TIME**. A student who is **on time** is in class, ready to begin work, by 8:35 a.m. every day (8:55 a.m. Wednesdays). Most students have demonstrated the ability to do this but ALL students can do it. An occasional late arrival may be excused, but parents of students who are habitually late may receive a letter that is also placed in the student's file.

Closed Campus

From the time a student arrives at school until dismissal at 2:55 p.m., the student is required to remain on the school grounds. This regulation, which is mandatory at all middle schools, is necessary for reasons of safety and supervision. **Please do not give your child permission to leave the school grounds for any reason, including lunch.** If a student is to go home regularly for lunch, a note of permission must be submitted to the office, and the student will still need to sign out before leaving, and sign back in upon returning. Students are asked to enter the building not earlier than 8:45 a.m. on Wednesdays unless there is a band practice.

Contacting Staff

If there are questions regarding a child's progress or activities, please contact the teacher. Teachers are willing to discuss issues by phone, email or by meeting at a mutually convenient time.

Dress Sense

The staff and students hold a "positive and professional" image at Maillard. We want to ensure our whole community sees our image as positive. Students, staff and guests should expect a level of personal security and comfort. Students should be able to move freely without embarrassment to themselves or to others in the building. For this reason, students should be dressed appropriately for class and school activities. It is for this reason we have the following **dress sense**:

- Shirts must cover the majority of the body; back, chest, shoulders and midribs must be sufficiently covered.
- Midribs and undergarments must not be exposed.
- Not permitted:
 - Transparent or see-through clothing
 - Hats -unless it is related to a theme day (Halloween, hat day etc.)
 - Clothing that promotes or advertises alcohol, drugs, violence, sex or gang affiliations
- Footwear should be securely adhered to the foot. (Flip flops are not advised.)

Emergency Drills

Fire, lockdown and earthquake drills occur all year. Details outlining a lockdown or evacuation of ALL individuals from the school during an emergency are discussed in class in September.

In the event of a fire emergency, the alarm will sound. Students anywhere in the building must leave the school promptly and quietly using the nearest exit route as determined by routine and the teacher. Once outside, the students must move well away from buildings and roadways in order to permit the entrance of emergency vehicles. The emergency gathering place is the sports court, where attendance will be taken. The “all clear” signal, which directs students to return to the building, is three rings of the bell. Note: District and school guidelines have been established regarding the protection and evacuation of students from the school.

It is important to note that the following instructions have been established province-wide for parents:

- Do not phone the school – we will reach you and/or emergency response services.
- When safe to travel, collect your child from school– your child will **NOT** be released until you arrive.
- If you cannot reach the school, the designated guardian will collect your child.

Locks and Lockers

Students will be assigned a lock and locker in September. It is always the responsibility of the student to keep the locker free from writing or damage and to handle locks with care. **Students are encouraged never to share their lock combinations with any others, as this almost inevitably leads to problems.**

Lost and Found

The school cannot accept responsibility for any lost or stolen articles. Students are responsible for the care and safety of all their personal belongings, and are encouraged not to bring valuable items to school. The “Lost & Found” for larger items such as backpacks, binders, jackets, etc. is across the library and in the office. Small valuables such as jewelry, eyeglasses and watches are kept in the office. If a small, valuable item is found, it should be brought to the office for safekeeping. Please label all personal items clearly.

Maillard Website

The school website is constantly being updated with current information pertinent to the school community.

Please visit us at www.sd43.bc.ca/maillard regularly. With permission (through e-forms), our newsletters and “Maillard in a Minute” publications will be digitally e-mailed to parents to keep you informed and updated.

Textbooks and Novels

Textbooks and novels are issued by the classroom teacher who will record the textbook number and condition of the book for each student. The student is responsible for maintaining the book in good condition. If a book is lost or damaged, a replacement cost will be charged.

Visitors (Parents and Community Representatives)

Visitors on official business are welcome at the school, and are required to report to the office upon arrival. Parents who wish to tour the building or visit a classroom must also report to the office, where the principal or vice-principal will be pleased to assist with the visit. We appreciate it when our visitors sign in at the office because it helps us keep our students, staff and visitors in the building as safe as possible.