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## Colquitz Middle School Code of Conduct

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### **Purpose:**

We, the students and staff at Colquitz Middle School, are committed to promoting a safe learning environment that respects the rights of all individuals, values diversity, and is free from all forms of discrimination, including: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sex, sexual orientation, age. In keeping with these principles and to further their aims, the purpose of this code of conduct is:

1. To establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities.
2. To clarify and publish expectations for student behaviour while at school, and while attending any school function or activity at any location.

### **Acceptable Conduct:**

#### **Students will:**

1. Demonstrate the highest standards of conduct, honesty, integrity and good judgment when involved in school sponsored activities.
2. Be cooperative, courteous and respectful in dealings with students, school staff, teachers, administrators and school visitors.
3. Respect the rights of others. Students will not take items that do not belong to them and will not threaten or interfere with other students.
4. Carry out directions by school staff, teachers and administrators.
5. Take care of the books, equipment and learning materials provided for them.
6. Have read "Expectations for Students Using School or District Electronic Communication Systems" and agree to those rules for being a responsible computer user.
7. Treat the school building and grounds with care, including the prevention of litter and vandalism.
8. Have no contact with alcohol, vaping, drugs or weapons during the school day while at school or on the school grounds, or in attendance at any school sponsored event in the community at any time.
9. Act as responsible members of the school neighbourhood, by being courteous to people living in the area, by refraining from disturbing or disrupting their daily activities and by being respectful of their property.

### **Unacceptable Conduct:**

#### **Students will not:**

1. Interfere with the learning of others.
2. Interfere with a safe, comfortable, and orderly learning environment.
3. Create unsafe or uncomfortable conditions.
4. Bully, harass or intimidate.
5. Use physical violence.
6. Use retribution against a person who has reported incidents.
7. Possess, use or distribute illegal or restricted substances.
8. Possess or use weapons.
9. Steal or damage property.
10. Sell items for personal gain on school property. All fundraising efforts must be pre-approved by the principal.



11. Pass off work from another person, the internet, or AI as their own (plagiarism).

### **Colquitz Cell Phones and Personal Digital Device (PDD) Use**

#### ***District Guidelines:***

***A 'personal digital device' is a student owned device that can be used to communicate or access the internet, such as a cell phone, tablet, smart watch, gaming device, and/or electronic toy. For the purpose of this document, earbuds and headphones connected to personal digital devices will also be restricted.***

*Equity must be considered when using and directing the use of personal digital devices in a manner that is culturally responsive and inclusive.*

*The use of personal digital devices is restricted during instructional hours to facilitate focused learning and promote online safety. It is expected that personal digital devices are always stored out of sight and on silent or airplane mode to limit in-class distractions and interruptions. Students are expected to follow protocols set by their school and/or teacher.*

*The use of personal digital devices during instructional hours is at the teacher's discretion and direction for the purposes of promoting digital literacy. Use during class time is under the supervision of a teacher who may incorporate critical dialogue regarding responsible and appropriate use of devices.*

*The use of personal digital devices outside of instructional hours is not permitted on school grounds, during field trips, or other school activities. No photos, video, or audio recordings will be taken of students or staff without the individual's consent.*

*The use of personal digital devices may support students with disabilities, diverse abilities, or medical needs as outlined in the student's support plan and Individual Education Plan other agreed upon plans.*

Please note that **students at Colquitz are not permitted to use personal electronic devices like cell phones and ear pods at any time** unless a staff member has given them direct permission and is supervising the use of the device for educational or emergency purposes\*. **This includes breaks. Devices should be stored in lockers or backpacks, not in pockets.**

**If a student is seen with a phone in their pocket or out, even if it is not being used, it will be taken and handed in to the office.** The student can come retrieve it from an administrator at the end of the day. If this occurs again, the child's parent or guardian will be phoned and they will need to pick up the phone from the office. If it continues after this, students will need to check in their phone each day in the office and pick it up at the end of the day.

Parents can call the main office to reach their child, and students can phone their parents using the office phone at breaks. We appreciate your support with this, as we want to ensure students are focused on their learning, relationships, and developing their social and emotional skills while at school.

*\* the only exceptions to this are students with accessibility and accommodation needs, or medical and health needs. These circumstances must be reviewed with and approved by the principal prior to making an exception.*

#### **Rising Expectations:**



As students grow older and mature, our expectations regarding their conduct grow too. Therefore, it is expected students will understand the accountability we hold to their actions and practice responsibility and self-discipline to that end. Students are also expected to take responsibility for their part in issues that arise with fellow students or staff through apologies, collaborative problem-solving, and/or other restorative practices.

**Consequences:**

The severity and frequency of unacceptable conduct, as well as the age, maturity, and unique needs of students, are considered in disciplinary action taken. In keeping with this principle:

1. Responses to unacceptable conduct are fair and consistent, while reflective of the particular conduct in question, including whether there are patterns of behaviour.
2. Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.
3. Students, as often as possible, are encouraged to participate in the development of collaborative problem-solving, meaningful consequences for violations of the established code of conduct.

**Notification:**

All students, staff, and parents will be given a copy of our Code of Conduct at the beginning of the year or when they arrive at Colquitz. Students and parents will be expected to return the form indicating that they have read and discussed the Code of Conduct and agree to abide by it. Students, staff, and parents should know that school officials have a responsibility to advise other parties of serious breaches in codes of conduct, such as parents of impacted students, school district officials, and, at times, police.

**Retaliation Prevention:**

Colquitz Middle School will take all reasonable steps to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

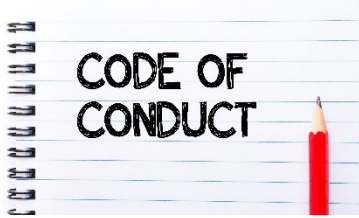
*Our school is committed to creating a learning community that values diversity and is free from all forms of discrimination in accordance with the BC Human Rights Code. Everyone is expected to model respectful conduct and no one should tolerate discrimination of any kind. Specifically, as outlined in Section 7 and 8 in the BC Human Rights Code any discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and gender expression, and age is prohibited at our school.*

*For further information, please refer to Policy and Regulation 4303 and 4305, which can be found on the Greater Victoria School District website, [www.sd61.bc.ca](http://www.sd61.bc.ca)*

**ERASE resource (Expect Respect and a Safe Education) in B.C.**

Any student seeking support regarding bullying or inappropriate behaviours can also report incidents on line at: <https://www2.gov.bc.ca/gov/content/erase>

This information will be passed on to District and school administrators to investigate and provide supports.



## Colquitz Code of Conduct Signature Page

*This information will be reviewed with students by their division teacher as well.*  
**STUDENTS – PLEASE READ AND DISCUSS THIS CODE OF CONDUCT  
WITH YOUR PARENTS/GUARDIANS AND  
DETACH, SIGN AND RETURN THE SIGNATURE FORM TO YOUR ADVISORY TEACHER.**

**2024-2025**

**Student:** I have read the Colquitz Middle School Code of Conduct and I agree to abide by it.

Student Name (Print): \_\_\_\_\_ Division: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Parent:** I have reviewed and discussed the Colquitz Middle School Code of Conduct with my child and we agree to abide by and support the expectations outlined above.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_