



## **Glanford Middle School - GMS - STUDENT CODE OF CONDUCT**

The students at Glanford Middle School (**GMS**) are expected to be responsible citizens. It is our belief that all students have the right to receive an education in a positive, safe environment. As students become older and move through successive grades, increased personal responsibility and self-discipline are expected. Similarly, there will be increased consequences for inappropriate behaviour. We expect students at GMS to demonstrate understanding of the relationship between their rights and their responsibilities. These rights and responsibilities have been established in accordance with the B.C. Human Rights Code which prohibits discrimination of any form, including: Race, Colour, Ancestry, Place of origin, Religion, Marital status, Family status, Physical or mental disability, Sex, Sexual orientation, Age.

All reasonable steps will be taken to prevent retaliation against any student who makes a complaint of a breach of code of conduct. This code of conduct applies to behaviour both on the school property or activities sponsored by the school.

### **Rights and Responsibilities**

#### **Education**

*You have the right:*

- to an education
- to have your time respected
- to be provided a range of educational opportunities
- to be heard
- to have a quiet learning environment
- to free movement within the school

*You have the responsibility:*

- to attend school regularly
- to be on time for class
- to participate in learning opportunities in the classroom and in the school
- to listen attentively
- to work quietly so as not to disturb others
- to move about the classroom, halls, and common areas in an appropriate manner respectful of the activities of other

#### **Respectful Environment**

*You have the right:*

- to be heard
- to voice your opinion
- to be unique and accepted
- to be addressed with politeness and courtesy
- to be spoken to in a positive and supportive manner

*You have the responsibility:*

- to be a good listener
- to respect the opinion of others
- to appreciate and accept the differences in others
- to refrain from teasing others or hurting their feelings with words or actions
- to address others in a respectful and non-threatening manner
- to refrain from using profane, racist, sexist, homophobic or abusive language in verbal, written or graphic form

## **Privacy**

*You have the right:*

- to personal property
- to personal privacy

*You have the responsibility:*

- to refrain from touching or taking things belonging to others
- to respect the personal privacy of others

## **Safety**

*You have the right:*

- to be protected from injury
- to have emergency safety procedures in place for your protection
- to be safe from vehicular traffic
- to have your views considered
- to have a school with a safe and secure perimeter
- to be safe from any form of bullying
- to be safe from exposure to the effects of unacceptable substances
- to have your concerns and conflicts dealt with in a respectful and peaceful manner

*You have the responsibility:*

- to act in a safe manner while on school property, including playground equipment
- to be aware of fire, earthquake, and any other emergency procedures
- to stay away from parking areas
- to respect the authority of school personnel
- to remain on the school grounds during school hours (closed campus) unless written permission to leave is provided by a parent an you have signed out at the office
- to refrain from bringing weapons of any type, including toys or facsimiles to school; consequences will include suspension and possible criminal charges
- to refrain from using threats, intimidation, exclusion or any other buying tactics
- to refrain from bringing illegal and/or mood altering substances to school including, but not limited to, drugs, alcohol, and tobacco; consequences may include suspension and possible criminal charges
- to solve conflicts using peaceful strategies that do not hurt other people physically or emotionally; the school will not tolerate harassment, bullying or fighting

## **Technology**

*You have the right:*

- to use technology at school and/or home to further individual learning

*You have the responsibility:*

- to keep phones in your locker, left on silent mode, for the entire school day, unless specifically requested by your teacher to have it available in class for school use
- to refrain from inappropriate conduct or "cyber-bullying" via electronic means including profanity, threats or items of a degrading nature
- to access and use the Internet appropriately via desktop, laptop, personal handheld devices or tablets under the direction/supervision of a school staff member

## **Respect for Self, for Others and Property**

### ***Academic***

Students are expected to come to class prepared to learn, to complete all class and homework assignments, and to use their agenda planner. GMS students can expect homework each night. Most homework consists of completing assignments already started during the school day. Homework plays an important role in developing organizational skills and responsible work habits. Students who have no assigned homework on any given night should be working on long-term projects, reviewing work recently covered in class, preparing for tests/quizzes, or reading a good book.

### ***Attendance***

Students are expected to attend school daily, to arrive at class promptly, and be prepared to work. If students should arrive late, they must sign in at the office before going to class. If students are absent, parents must notify the callback number (479-5032) or provide a note explaining their child's absence. If students need to leave school early for an appointment, a note from a parent is required, and the child signs out at the office prior to leaving the school.

### ***Student Movement Around the School***

**GMS** students are expected to remain at school throughout the day. **GMS** is a CLOSED CAMPUS. Students are to visit their lockers before school once the 8:30am bell rings, at nutrition break, lunchtime, and after school. Student movement between classes is to be safe and respectful with travel on the right side of hallways. Lunch will be eaten in their classrooms and polite eating habits are expected, as is the clean-up of one's own garbage. Students living close enough to walk home for lunch may do so with written parental consent, and are required to sign out and back in at the office. Blanket permission will be accepted for those students going home for lunch on a regular basis.

### ***Textbooks/Materials***

Textbooks are an important resource for students' education. Textbook costs are astronomical, therefore we ask students to take responsibility for them accordingly. Students are provided with textbooks at the beginning of each year, and they must be taken care of. They are financially responsible for all books and materials issued to them. Lost or stolen textbooks must be paid for by the student they are assigned to.

### ***Consequences***

School consequences for disobeying school rules may include written assignments, service to school tasks, detentions, loss of privileges, or suspension. Certain serious misdemeanors will result in immediate referral to school administration. These are:

- classroom disruption
- using abusive language
- fighting, including bullying and intimidation
- theft of personal or school property, or vandalism
- illegal substances (drugs/alcohol/tobacco)
- possession of illegal items (such as weapons)

Disciplinary action, whenever possible, will be preventative and restorative. Students will be encouraged to participate in the development of meaningful consequences for violations of the Code of Conduct.

## **Other Important Information for Students and Families**

### ***Visitors***

Parents are always welcome to visit GMS, are encouraged to develop positive relationships with school staff, and are welcome to become active in the GMS PAC. Parents are also encouraged to help out with school outings, field trips, and special events. Parents wishing to meet with teachers to discuss private matters about their child are advised to make an appointment by contacting the teacher by email or by calling the school at 479-7179. Parents picking up their children are requested to have their child meet them outside at the parking lot or drop off and pick up zone. This will assist us in alleviating congestion in our hallways.

### ***Vending Machines***

Food/drinks may not be purchased from vending machines during instructional time, as the machines are out of bounds. No food or drink is allowed in the gymnasium, the music room, or computer room. Appropriate times to get nutritional snacks and drinks from machines are at nutrition break, lunch time, and after school. Only products approved by the Vancouver Island Health Authority will be available in our vending machines. The school is not responsible for money lost in these machines and will not be refunded by GMS.

### ***School Phone / Messages to Students***

Should the need arise, students will be allowed to use a phone in their classroom, or an office phone, for URGENT calls. Of course, this will be with permission of a school staff member. Making plans with friends and family must be made OUTSIDE of school time. Should parents need to have a non-emergency message relayed to their child, messages will be passed on by office staff at the end of the school day.

### ***Student Fees***

In Middle Schools, fees are required for the following: \$20 for a textbook fee deposit (refundable upon the completion of grade 8, or transfer to another school, provided all liabilities have been paid); \$6 for lock (student takes lock with them to secondary school or when transferring to another school).

