



School of Choice for Global Education

École Arbutus Global Middle School

Celebrating Diversity. Seeking Sustainability.

Arbutus Global Code of Conduct 2022-2023

AGMS Mission Statement- Our Roots

Students approach their learning and community with passion and purpose, treat themselves and all members of the learning community with empathy and understanding, and conduct themselves as respectful and responsible global citizens.

Statement of Purpose:

At Arbutus Global Middle School, we seek to make our school a safe, caring, inclusive, and sustainable environment for all learners. We aim to develop an appropriate balance between individual and collective rights, freedoms, and responsibilities. These expectations apply to behaviour both on school premises and during school-organized activities that are off campus and behaviour beyond these times when it affects the safe, caring, and orderly environment of the school.

Conduct Expectations: Acceptable Behaviour

Students, staff, and parents will all practice the following rules and expectations which ensure that Arbutus remains a safe place and an environment where each student has an opportunity to learn and to strive to do their best each day. Codes of conduct describe how students are expected to conduct themselves at school throughout the day, while in the school building, on school grounds, attending a school function, on a school field trip, or when engaging in other conduct that impacts the safe, caring, or orderly nature of our school.

- Be respectful of self, others, and the school. This includes in-person and online.
- Help to make the school a safe, caring, and orderly place.
- Arrive on time and attend school regularly.
- Bring all necessary materials to each class.
- Be attentive in class.
- Work independently and cooperatively.
- Give your best effort to everything you do.
- Hand in work on time.
- Contribute positively to the school environment and our community.
- Show respect for our community, our neighbours, and the plants and wildlife in our area.
- Be responsible for your own learning.
- Solve conflicts using peaceful strategies and seek adult support.
- Inform an adult in a timely manner of incidents of bullying, harassment, or intimidation.
- Wear clothing appropriate for learning activities.
- Remain on school property throughout the school day. The only exceptions are:
 - Students going home for lunch with parent permission. Students are **not** permitted to go to a friend's house for lunch.
 - Students leaving the grounds for appointments, etc.. A parent email or call must accompany this, and we want to know where the student is going, when they are leaving or returning, and with whom they are traveling. Students must sign out and in at the office.

- Students may be in the gym only when supervised by an adult.
- Students must stay in designated areas that are supervised by adults at breaks. Stay away from parking areas, except when leaving or entering the school, and be mindful of moving cars.
- Use crosswalks and traffic lights when crossing roads; look both ways before proceeding.
- Students are expected to do 'authentic' work for all assignments. Plagiarizing (copying the work of others without citing the author, including copying and pasting from Google, copying off classmates) is not acceptable.

Acceptable Device Use – Personal Devices as well as School Chromebooks and iPads

Our main goal is to help students learn to use modern technology in a balanced and healthy manner that supports their learning and development. It is important that students be able to focus during the day on learning activities, as well as on in-person social interactions with staff and students. We appreciate your support at home in furthering this cause.

- Devices such as phones, tablets, iPads and Chromebooks may be used in classrooms for educational purposes only, with staff permission. ***Please note:*** *Students are not permitted to have devices out or earbuds in at any other time, including at breaks.*
- Devices should be kept in lockers or backpacks at all times. It can be retrieved only when a staff member has given permission for it to be used.
- If devices are out without permission, even if they are not in use, they will be taken away and kept in the office until after school. If there is a repeated pattern of device misuse, parents will be asked to come pick up the device after school.
- To minimize disruptions to learning, we ask that parents do not text or call students on their phones during the day until after 2:45 pm. In case of an emergency, where students need to be contacted, parents are asked to call the Office. If your child needs to call you or text you, they should ask the adult supervising them to do so prior to making the call or text, or use the school phone.
- In keeping with the use of technology for learning, from time to time teachers may allow students to use their personal electronic devices for educational purposes in class. Students are responsible to use electronic devices in an ethical manner that is respectful of self, others, and the community at all times. ***Please note:*** *Should you choose to allow your child to bring expensive devices to school; it is his/her sole responsibility to ensure the security of their devices at all times.*
- Personal devices are not allowed outside, and therefore should be put in lockers at breaks, or carried in a backpack if travelling between classes. Chromebooks should be put away at breaks. This is to maximize their physical activity and socializing time.
- Students needing to communicate with family should come to the office to use a school phone. If they must use their cell phone to contact a parent, students must ask a staff member for permission prior to making a call or text.
- Students are not permitted to take photos or videos of other students without their permission at any time, even for teacher-approved class projects. Students are not allowed to post pictures of others online without permission. Devices, including Chromebooks, are not to be used for texting, social or entertainment purposes including gaming.
- Please note that some teachers have students use their own phones or tablets in class for research or uploading assessments, and some teachers do not (they use school-owned sets instead). Each teacher will let students know what their classroom policy is.

Conduct Expectations: Unacceptable Behaviour

All unacceptable behaviours are not listed in the code, but those cited below are examples that are unacceptable for everyone in our community:

- Behaviours that interfere with the learning of others, including their emotional well-being. According to the *BC Human Rights Code*, we prohibit discrimination on the basis of an individual's

or a group's race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation, gender identity and gender expression, and age. We also prohibit discrimination as set out in the *BC Human Rights Code* in respect of discriminatory publication and discrimination in accommodation, service, and facility in the school environment. We also prohibit discriminatory publication and discrimination in accommodation, service, and facility in the school environment.

- Behaviours that create physically or emotionally unsafe conditions.
- Acts such as bullying, harassment, or intimidation. Behaviour that intimidates or exposes students or staff to physical harm, ridicule, hatred, or contempt, whether it occurs at school or off school grounds, *is unacceptable*.
- Physical violence, rough play or play-fighting. Please keep hands to yourselves to ensure safety.
- Retribution against a person who has reported incidents.
- Illegal acts, such as possession, use or distribution of illegal or restricted substances.
- Possession or use of weapons. Weapons, or anything that looks like a weapon, are not permitted.
- Theft of, or damage to, property.
- People being harmed, threatened or harassed- physically, verbally or emotionally.
- Cyber-bullying – making threats or disrespectful comments about students or staff via the Internet or other electronic devices that negatively affect members of our school community and student learning.
- Clothing with offensive language/symbols, or clothing deemed to be unsafe for the learning environment is not permitted, as per Board policy.
- Bicycles may be ridden down to the bike racks with care along the service entrance driveway. Nike riders must yield to cars, and are not permitted to be ridden in the main parking lot or on other parts of the school grounds. Bikes must be walked on all other parts of the property. Helmets must be worn if you want to ride your bike to school. Parents will be called if students come to school on their bike or scooter without a helmet. Lock your bike to the bike racks during the day.
- Skateboards and scooters are to be walked or carried inside the building at all times and walked on the school grounds. Rollerblades are to be removed before you enter the building.

Unacceptable Device Use (see above as well)

- Devices are not be used for entertainment or social purposes during the school day (8:35 am – 2:47 pm).
- Devices are not allowed to be used in hallways, while walking, or taken outside during breaks.

Rising Expectations

- As students become older and more mature, there is a progression of expectations that call on students to be more responsible and to demonstrate safe and respectful behaviour independently, with fewer reminders and less supervision from staff.

Consequences

- Responses to unacceptable conduct will be pre-planned, consistent, and fair.
- Disciplinary action, and wherever possible, consequences will be preventative and restorative, rather than merely punitive.
- As often as possible, students will be encouraged to participate in the development of collaborative problem solving and developing meaningful consequences for violations of the code of conduct.
- Consequences will consider students' age, maturity, and unique needs.
- The type and length of consequences will take into account whether the incident is the first of its kind or whether there is a pattern of behavior(s) that have been addressed in the past. A pattern of behaviours would likely result in a stronger consequence. Students using devices

inappropriately will have their phones confiscated for the remainder of the day. The length of the confiscation may increase with repeated incidents, and parents may be called to come and retrieve the device.

Notification

All students, staff, and parents will be given a copy of our Code of Conduct at the beginning of the year. Students and parents will be expected to return a 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.

Retaliation Prevention

The school will take all reasonable steps to prevent retaliation by a person 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

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.



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AGMS Code of Conduct Signature Page

This information will be reviewed with students by their division teacher as well.

**WE ASK THAT YOU READ AND DISCUSS THIS CODE OF CONDUCT WITH YOUR CHILD(REN)
AND DETACH, SIGN AND RETURN THE SIGNATURE FORM TO THE ADVISORY TEACHER.**

2022-2023

Student: I have read the École Arbutus Global 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 École Arbutus Global 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: _____