

Hatzic Middle School Code of Conduct

At Hatzic Middle School we have high expectations for personal conduct for our school community. Our Code of Conduct is based upon respect and responsibility.

Purpose

- To maintain a safe, caring and orderly environment for learning.
- To provide guidelines for appropriate student behaviour while under the jurisdiction of the school while at school, while going to and from school, and while attending any school function or activity at any location.
- To focus on personal development, social interactions, and community responsibility.

As well, staff members have the responsibility to fairly and consistently address concerns, which arise in relation to the Hatzic Middle School Code of Conduct.

Reference to Human Rights Code

Hatzic Middle School promotes the values expressed in the BC Human Rights Code, respecting the rights of all individuals in accordance with the law and prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, and gender or sexual orientation.

Conduct Expectations:

- 1. Practice Honesty**
- 2. Engage in learning through Effort**
- 3. Embrace a positive Attitude**
- 4. Respect** yourself, others and your surroundings
- 5. Work to develop Teamwork Skills**

*These expectations are outlined further on page 7 as part of the H.E.A.R.T. section.

Acceptable Conduct:

- Be respectful to yourself, others and property
- Be helpful to others by thinking and playing safe
- Report to an adult if you think someone needs help
- Think before you act
- Take pride in your accomplishments and strive for your personal best
- Avoid situations where you may be assumed to be guilty by association

Code

Unacceptable Conduct:

These behaviours are examples only and are not an all-inclusive list.

Unacceptable behaviours are ones that:

- interfere with learning
- interfere with the orderly environment
- create unsafe conditions
- involve name calling or inappropriate language
- involve bullying, harassment, intimidation or defamation
- involve physical violence
- involve retaliation against a person who has reported incidents

As students progress through maturity we expect increasing personal responsibility and self-discipline.

Consequences:

Discipline will be similar to that of a kind, firm and judicious parent. The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate action.

For example:

- Responses to unacceptable conduct are pre-planned, consistent and fair.
- Disciplinary action, wherever possible, is preventative and restorative rather than merely punitive.
- Students, as often as possible will be invited to participate in the development of meaningful consequences.
- Disciplinary action will follow a progressive continuum which includes but is not limited to: verbal warnings, reflection sheets, detention, restitution, confiscation of items, behaviour-work contracts, suspension (in school and out of school) and referral to the district Discipline Review Committee.

Notification:

Our school personnel will advise other parties of serious breaches of the code of conduct. For example, parents of student offenders and victims, school district officials, as required by law, and others, when deemed to be 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.

Hatzic Has H.E.A.R.T

At H.M.S. our H.E.A.R.T. beats for everyone!

WE VALUE:

H.M.S.		Classrooms & Gyms	Hallways & Stairwells	Office	Cafeteria	Washrooms & Change Rooms	Bus Area & Grounds
		School Settings					
School Expectations	H Honesty	- Take ownership of work habits - Be truthful when tardy or absent	- State the reason for being in the hallway during class time - Follow the instructions of an adult supervisor	State the reason for being in the Office	Wait patiently during line ups	Do not engage in vandalism	- Use equipment only as directed - Load onto the bus assigned to you
	E Effort	- Be mindful of your time and class time - Know where and when you are going	- Use garbage cans, recycling, and composting whenever possible - Use a hall pass	Sit patiently. If you are not attended to	- No vandalism - Clean up after yourself	Use the facilities appropriately and with expediency	Line up single file to get on a bus
	A Attitude	- Show school spirit and H.E.A.R.T. - Be positive	- No bullying - Be helpful to others in distress	- Be courteous to others in the Office - Listen & respond to the requests of Office Staff	- Choose healthy options - Do not assume, sharing is a choice	- Choose appropriate times to use the washroom - No bullying	- Use good manners at all times - Be aware of traffic
	R Respect	- Use appropriate language and tone when addressing others - Show good manners	- Pick up after yourself - Use appropriate language, tone, and body language	- Say please and thank you - Wait to be acknowledged - Please take off hats	- Use appropriate language and actions - Listen to the supervisors	The washrooms are not social settings	- Be courteous to those around you - Wait your turn - Be aware of your surroundings
	T Teamwork	- Arrive to class prepared to learn and participate - Do not disrupt the learning of others	- Report any vandalism or bullying to an adult in the building - Walk, not run, on the right hand side	Be respectful of others privacy	Share in the clean up	- Maintain personal hygiene - wash hands - Report any unsafe conditions	Report any vandalism or activity not adhering to the school's code of conduct on grounds

H.E.A.R.T. behaviour includes, but is not limited to:

1. Attending all classes and arriving prepared to participate
2. Putting effort into assigned class work and homework
3. Choosing language, behaviour and dress that shows respect for the learning environment
4. Making safe thoughtful choices
5. Seeking assistance from staff in response to threatening or unsafe situations

A. General Information

Bell Schedule

Welcome Bell	8:45 am
First Period	8:50 am – 10:10 am
Nutrition Break	10:10 am – 10:18am
Second Period	10:18am – 11:37 am
Lunch Break	11:37 am – 12:23 pm
Third Period	12:23 pm – 1:42 pm
Transition	1:42 pm – 1:50 pm
Fourth Period	1:50 pm – 3:10 pm
DISMISSAL	3:10 pm

Office Hours

8:00 AM TO 4:00 PM

Closed Campus

Hatzic Middle School has a closed campus policy. This means that only students who attend Hatzic Middle School are to be on the school grounds during the school day. **It also means that once students arrive at school, they remain on the school grounds for the rest of the school day, lunch included.**

Visitors

All visitors are required to report to the office upon arrival to receive authorization for their presence in the school. **Parents dropping off lunches, homework, planners, etc. for their child are asked to leave items at the office, and we will page your child during breaks between classes.**

Contact Information

For unexcused absences a call will be placed with the school auto-dialer. In the event of sudden illness or injury, parents will be called. Parents are asked to provide the school with up to date contact information.

Illness or Injury at School

Students who feel sick or become injured at school need to inform their teacher and report to the office, where they will be advised about calling parents or guardians. Students will be sent to the medical room until such time as they either return to class or their parent arrives to take them home. For serious injuries, an ambulance will be called, and parents will be contacted as soon as possible.

Absences

Parents or guardians should preferably email the school (hms.info@mpsd.ca) by **8:30 am** to report a student's absence or lateness if they are excused. If absent without prior notification, the HMS auto-dialer will phone the home. The auto-dialer is regularly used to inform parents of attendance and is occasionally used to inform of upcoming school events.

Arriving Late

Students arriving to school after classes commence must sign in at the office and present a welcome slip to their teacher upon entering the classroom.

Sign in and Out

Students needing to leave early for an appointment must sign out at the office and sign back in again when they return. A phone call from a parent to accompany this is mandatory. Students may not leave the school grounds during the day without parent permission.

Lunch Routine

The lunch break is 45 minutes long. Students may bring their own lunches from home or purchase a lunch from the cafeteria. Students should bring a lunch from home the first week of school. As Hatzic Middle School has a closed campus policy, students are required to remain on school campus at lunch and may only be excused when accompanied by a parent or guardian.

Nut Friendly Environment

As a safety precaution for all staff and students we support a nut friendly school environment. Please refrain from bringing nut products to school.

Athletics and Clubs

Clubs and teams are an important part of student life at Hatzic Middle School. Athletic teams will be coached by teachers and pre-approved volunteers.

Athletics offered at HMS may include Basketball, Cross Country Running, Disc Golf, Football, Rugby, Swimming, Track and Field among others. Our extra-curricular programs may include Band, Choir, Musical Theatre and Leadership. We also hope to offer a wide range of clubs including: Art, Crafts, Chess, Environmental, Robotics, 30 Book Challenge.

School App

The school app has been designed to help students effectively manage their day. When teachers assign assignments and tests, students are encouraged to record these along with due dates. Students may be asked to show their teachers that this has been completed.

The school app can be downloaded from iTunes and Google Play app stores onto cell phones or iPods. Notifications can be sent instantly from the school using the app. This way students and parents can be quickly informed and reminded of changes in schedules or coming events. Students can customize the app on their own device using colors and labelling to identify specific classes.

School Fees

School fees must be paid through School Cash online which can be found at <https://mpsd.schoolcashionline.com/>.

The fees outlined below are necessary to support school programs offered to all students. (Athletic fees are only required if your child joins an athletic team).

- Grade 7 Athletic Fee \$75
- Grade 8 Athletic Fee \$75
- Grade 9 Athletic Fee \$125
- Football Fee (Gr. 7 & 8) \$300
- Jr. Varsity (Gr. 9) \$300
- Hockey Academy \$600
(\$550 if paid in full by September 30th)

- Student Activity Fee \$25
(includes digital app, lock for locker, student ID card)

- Textbook Deposit \$100
(one-time fee refundable at withdrawal upon return of all textbooks)

- Yearbook (optional) \$50 (before Dec. 31st)
\$55 (after Dec. 31st)

* Please Note: Only school issued locks are to be used on school lockers. There is a \$10 charge to replace a lock. **Students are not allowed to bring a lock from home.**

Parent Advisory Council

The Parent Advisory Council (PAC) is your parent community at Hatzic Middle School. Every parent is automatically a PAC member. PAC executive members are elected at the PAC meeting in September each year. Our PAC meets once per month. Please see the school website for the meeting schedule. We are happy to continue our strong relationship with the Hatzic parent community and look forward to working closely together to enhance the quality of education and the well-being for all students at Hatzic Middle.

Communication

Frequent and open communication between parents and teachers leads to a greater understanding and appreciation of the educational process, as well as each child's participation in it. We welcome and appreciate your inquiries and visits, and encourage you to contact us when, and if, concerns or questions arise. If you have a concern, we ask that you contact your child's teacher first. If you feel your concern has not been addressed by the teacher, please contact one of the Vice-Principals or the Principal. If you have further concerns, you may contact the School Board Office at 604.826.6286.

How Can Parents Help?

Learning is not confined to the classroom. Parents are vital partners in the educational process. Some ways in which parents might help are:

- Ask your child what the best part of their day was. Why?
- Help your child set aside a time and place to study.
- Be supportive by offering lots of praise and encouragement.
- Limit screen time and promote physical activity.
- Keep in touch with the classroom teacher as to the classroom routines, expectations, projects, etc.

Physical Activity

At Hatzic Middle School, we encourage students to be physically active while at school. Research has indicated that:

- Physical activity has a positive effect upon children's academic achievement, academic readiness, and perceptual skills.
- Regular physical activity improves children's mental health and contributes to their growth and development.
- Physical activity is consistently related to improved self-esteem and body image.
- Adolescents who engage regularly in physical activity demonstrate lower anxiety and depression.
- The prevalence of childhood obesity is increasing - this is directly linked to a lack of physical activity.

B. Student Responsibilities

Academic Integrity

Students are expected to participate and learn in an environment in which all students honestly reach their highest individual potential and where they reflect on and demonstrate their own understanding. The substitution of work copied or taken from other students or from other sources such as the Internet, and presented as their own, is not acceptable and will result in appropriate consequences.

Appearance and Dress Code

The school District supports individual choice in clothing for students, emphasizing safety and respect.

Student clothing guidelines for individual schools must be gender neutral, and stress:

1. A students' right to individual choice, safety, and respect - for self and others.
2. That clothing worn must be safe and suitable for students to participate in activities such as Physical and Health Education, Science experiments, Fine Arts/ADST classes, as necessary.
3. Clothing worn should demonstrate a respect for the school community and meet standards of suitability that are typical of a K-12 Educational Facility.

That students must not wear clothing:

- That compromises a safe and inclusive learning environment; Examples include: language or images that are threatening
- That promotes the use of tobacco, marijuana, illegal drugs, or alcohol;
- That advocates illegal activity;
- That encourages sexism, racism, homophobia, or bigotry.
- That includes insignias, symbols or adornments that denigrate or promote hatred of a person or persons, including, but not limited to, clothing that denigrates or promotes hate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and / or expression, or age;
- That bears direct or indirect messages or graphics referring to gang culture, sex, pornography, obscene images, weapons, or violence.
- Other than for religious purposes, health and safety requirements, or where required to accommodate a disability, students must not wear clothing which obscures their face.

Due to safety concerns, hats, hoods, and sunglasses should not be worn inside the school.

When there are differences in perspective, all involved must seek common understanding in a mutually respectful manner, in consultation with the school Principal or Vice-Principal. Decisions regarding clothing suitability must not be

made with a gender or cultural bias, but simply considering the respectful learning and working space.

If a student comes to school dressed in clothing that is not suitable for the day's activities, or is contrary to the Board policy, it should be addressed so that it does not cause shame for the student, or loss of learning time. Interventions are to be respectful, restorative, and educational.

Attendance, Class Assignments and Homework

Attending regularly and putting effort into learning are the prime responsibilities for students. This includes being in class on time, with the required materials, participating in class activities and completing assignments, including homework. Middle school students should be doing anywhere from 30 to 60 minutes of homework each day. However, we need to keep in mind that students need a balance between work and play.

Consequences for not attending and/or not completing assignments:

- staying in at lunch or after school to complete work
- parent/student/teacher conference to develop a plan for improvement.
- referral to the office
- lower grades
- I Reports (a special report to parents indicating that a student may be about to receive an unsatisfactory grade unless the student completes specific assignments within a specific timeline, as outlined in the I Report.)
- unsatisfactory grades
- becoming involved in at-risk behavior (during unexcused absences)

Consequences for attending regularly and completing assigned work:

- sense of personal satisfaction of having done a job well
- positive self esteem
- positive recognition from teachers, peers, parents
- positive comments and grades on report cards
- most importantly, these students can expect to show good growth in learning and achievement

Classroom Behaviour Expectations

Teachers set classroom behaviour expectations. Minor infractions at the classroom level are dealt with by teachers. Major infractions are referred to the office. All classroom behavior must be consistent with our school code of conduct.

Hallway Behaviour Expectations

Hallway behaviour and language should be suitable to an institution of learning. There should be no profanity or inappropriate remarks or touching of others. Public displays of affection in the school setting are not appropriate. Play fighting is not allowed.

Teacher, Teaching On-Call Behaviour Expectations

When a teacher is absent and a teacher teaching-on-call is required, students are expected to interact respectfully with the T.T.O.C. and provide the same courtesy and cooperation that is observed with their subject teacher.

Computers, Computer Labs and Materials

A high level of maturity and honesty is expected of students as they use school computers and computer labs, electronic media, and materials. Students are held accountable for computer use and for media in their area of responsibility. This includes:

- **Internet access from the school is denied to any student who has not completed, with their parent or guardian, the Student Internet Access Agreement Form.**
- No food or drinks allowed in any computer lab.
- Students are not to use school computers without direct staff supervision, especially when using the Internet. Students must seek permission to access the Internet on every occasion.
- Internet access from the school is only for the purpose of direct educational need.
- Your computer password is private and privileged. Sharing of passwords is in violation of school policy.
- The theft or use of unauthorized or restricted access materials in the school's network servers obtained by accident or hacking, is not permitted.
- Materials involving pornography, vulgar language, racially bigoted and insulting or defamatory comments, are not permitted.
- Students are not allowed to access personal e-mail accounts through school computers.

Drugs and Alcohol

School Board policy prohibits students from bringing drugs or alcohol or being under the influence of drugs or alcohol while attending school or school sponsored activities.

Smoking

The provincial government prohibits smoking in or on school property.

E-Cigarettes & Usage of Vapes

E-Cigarettes are not permitted at school. There are health concerns with inhaling e-cigarette chemicals. There are also concerns that e-cigarette use closely resembles smoking and may encourage students to try smoking.

According to British Columbia's requirements under the tobacco and vapour products control act and regulation, "It is illegal to give or provide any vapour products to someone under the age of 19." Therefore, if a student is caught bringing a vape to school, the vape will be confiscated by administration and will not be returned. Furthermore, they will receive an out of school suspension up to and including 3 days and may be subject to a Bylaw enforcement fine of \$230.00.

Lockers

Lockers are the property of the school and the contents are subject to school supervision. It is a privilege to have a locker. It is the students' responsibility to take care of their locker and to ensure that their lock combination is kept secret. Students are asked to not mark up the doors of lockers. Use a magnet or fun tack to hang a poster; do not use tape or glue. Everything put on a locker must be removable and show no marks. All decorations must be in good taste. Students may not switch lockers to be closer to a friend. Students may only go to their lockers during non-instructional times. Anything that is unsafe or could be dangerous to others should never come to school and must never be put in a school locker. Locks are supplied by the school. **Only school issued locks are to be used on school lockers.** There is a \$10 charge to replace a lock.

Laser Pointers

Laser Pointers are **NOT** allowed at school. Some laser pointers can damage a person's vision if pointed directly in the eye.

Perfume and Cologne

Many staff and students have **serious** allergies and sensitivities to scented products. We strive to provide a healthy and safe environment for all. We require that students refrain from using strong smelling perfume, cologne, deodorants or similar products.

Bicycles, Scooters and Skateboards

Bicycles, skateboards and scooters may not be used while on school grounds to maintain a safe environment. Bicycles must be locked in the racks provided. Bike locks are recommended. The school will not be responsible for damage or theft of these items.

School Functions

School functions include any activities sponsored by the school, regardless of location. When attending a school function, students are expected to demonstrate responsible behaviour. All school expectations apply at these functions.

Valuables

Students are strongly discouraged from bringing valuables including cell phones and other electronic devices, expensive shoes, precious jewelry, and clothing articles to school. Students should not bring large sums of money to school and should never leave money or valuables in the P.E. change rooms. If valuables are brought to school, they should be locked in the student's locker, thereby minimizing the temptation for theft. Valuable items are brought to school at the owner's risk and the school is not responsible for any loss.

Weapons (Real and Toy)

Weapons are not permitted at school. Costumes for special days must not include weapons or items that resemble weapons.

Cell Phones and Personal Electronic Devices

1. Cell phone and other personal electronic device use is prohibited during the time on campus from morning until 3:10pm. It must be put away (locker/backpack during this time).
2. There is a student phone available at the Office for students to use at any time.
3. Cell phone use will not be permitted in the hallway, outside, and washroom or change rooms during class time.
4. The policy includes all technology based items such as ear buds, laptops, smart watches, mp3 players, etc.

At no time may students be in possession of inappropriate media content, such as pornography, violent or hateful messaging on any device, while on school property or while on any school sanctioned activity. At no time is a student permitted to take a video or audio recording of anyone at HMS.

Violation of Policy *Steps are not necessarily followed from 1 to 3.*

- 1st issue - The student will be issued a warning by the teacher or staff member. We expect students to comply with this request without becoming defiant.
- 2nd issue - The PDD will be sent to the office and held by administration for the remainder of the school day.
- 3rd issue - The student will be sent to the office, and the student will hand in their device to the administration. A student's parent/guardian will be asked to pick up the device. A follow up meeting may be held.

As the school does not mandate students bring their electronic devices to school, students do so at their own risk. The school is not responsible for any damage or loss of electronic devices.

***PLEASE NOTE: All communication with school staff is through the office/school phone at 604.826.3651. Staff will not respond to calls or texts from parents on student cell phones.**