



École Citadel Middle School Code of Conduct 2026 – 2027

PURPOSE

At École Citadel Middle, students, families, and staff are committed to creating a learning community that is safe, caring, connected, and inclusive. We place a strong emphasis on social-emotional learning and on fostering behaviours that contribute positively to both the classroom and the school as a whole. Our staff use restorative practices to support students in taking responsibility for their actions, learning from their experiences, and engaging in fair, thoughtful problem-solving.

The École Citadel Middle Code of Conduct has been developed in accordance with ministry requirements as outlined in the Safe, Caring and Orderly Schools' document. The purpose of the Code of Conduct is to establish and maintain a safe, caring, and orderly learning environment. This Code balances individual rights with collective responsibility and supports student learning, well-being, and positive citizenship.

PROCESS

School boards and schools are entrusted through the School Act with authority to establish codes of conduct to ensure school climates are as positive as possible. All British Columbia schools include students, parents and staff in the development and review of codes of conduct.

Our Code of Conduct is developed and reviewed annually by the Citadel Community with input from our staff, parents/guardians, and students. In order to ensure the code is current, evidence of the school standing is determined by analyzing feedback from school data, behavioural trends, and restorative follow-ups.

COMMUNICATION

The school will undertake the following practices to communicate expectations regarding acceptable conduct to all students, school staff, parents, temporary staff, visitors and the greater school community. Protocols while acting as ambassadors of the school, also are made known to students, parents, coaches and involved members of the greater community.

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- Code of Conduct expectations are communicated electronically to all parents at the beginning of the school year.
- Parents are encouraged to discuss our Code of Conduct expectations with their child, so each family is prepared to be active in a positive way with our school community.
- Behavioural conduct expectations will be reviewed with students by homeroom teachers during the first week of classes.

- Expectations will be clearly stated during community discussions and school assemblies.
- Reminders of expectations will be given to individuals, teams or the whole school as deemed necessary throughout the school year.
- The Code of Conduct will be included in the student handbook and posted on the school website.
- Staff will have opportunities to provide feedback on the code throughout the school year. It will also be included in the staff handbook and will be made available to all full, part-time and temporary staff.

IMPLEMENTATION

Behavioural expectations are explicitly taught, actively promoted and reinforced through classroom practice, school-wide activities, and restorative conversations. Responses to unacceptable behaviour are based consistently on sound principles and are appropriate to the context.

School staff will:

- use class time and student relationship building activities to reflect on the need for a strong commitment in building a positive school environment to ensure student academic and social success are not hindered by negative student actions.
- engage in professional conversations on restorative practices during staff meetings, collaborative team meetings and professional development sessions.
- will educate parents about restorative practices at Parent Advisory Council (PAC) meetings, in school newsletters, and personal conversations.

MONITORING AND REVIEW

Conduct is continuously monitored to ensure codes reflect current and emerging situations and promote school safety.

Codes of conduct are reviewed and improved in light of evidence gathered and relevant research, and are revisited as part of a regular cycle of policy review.

The Code is reviewed annually to ensure alignment with district policy and school needs.

- School behaviour patterns and trends will be shared with staff regularly to allow for the implementation of relevant social emotional learning.
- Administration will communicate regularly with noon hour supervisors regarding student behaviour during lunch time and will follow-up on incidents of inappropriate conduct.
- Administration will communicate on regular basis with the caretakers to monitor for evidence of vandalism to ensure that students are respectful of the school environment.

ALIGNMENT

École Citadel Middle's Code of Conduct is aligned with School District 43 policies and procedures, the District Code of Conduct, the Safe, Caring and Orderly Schools Guide, and applicable provincial and federal legislation, including the BC Human Rights Code. It reflects a shared commitment across our family of schools to common expectations that support students from elementary through secondary. Administrators work collaboratively across schools to ensure consistency and continuity. At Citadel, we emphasize restorative practices, guiding students to take responsibility for their actions, repair harm, and strengthen relationships through reflection and problem-solving.

STANDARDS

Citadel promotes the values expressed in the **BC Human Rights Code** respecting the rights of all individuals. In accordance with the law, students shall not discriminate against others as outlined in Section 7 and 8 of the Code.

Section 7 – 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.

Section 8 - students shall not discriminate against others based on indigenous identity, race, religion, color, ancestry, place of origin, marital status, family status, age, sex, sexual orientation, gender identity or expression, or physical or mental disability, or age of that person or class of persons.

These standards apply while at school, during school related activities, and when engaging in any activity that will have an impact on the school environment.

PERSONAL DIGITAL DEVICES IN SCHOOLS

Device use follows district policy and any use of personal digital devices at school is subject to all other expectations for conduct and use of technology, including *AP 140.2 – Digital Responsibility for Students*. Personal digital devices must be appropriately stored during the school day and may only be used with staff permission. **Photography, video recording, and social media use during school hours is not permitted.**

École Citadel values face-to-face social interactions and as such limits student access to personal devices during unstructured times. Students are expected to be off of their digital devices before and after school, while on school grounds unless directly supervised by school personnel for work or project completion.

Communication with home is expected to go through our main office. Parents are encouraged to communicate outside of class hours as students will not have access to their phones to return

calls or reply to messages during class time. Teachers reserve the right to give permission for students to use the office or classroom phone to call home.

CONDUCT EXPECTATIONS

These expectations apply to behaviour at school, during school-organized or sponsored activities, and behaviour beyond these times (including on-line behaviour) that negatively impacts the safe, caring or orderly environment of the school, and/or student learning. All École Citadel Middle community members are expected to contribute towards building a safe, caring and orderly school environment for students, staff and visitors.

Acceptable Conduct

All students are expected to:

- Speak and act towards other students, staff and visitors to the school in a caring and respectful manner so that words and actions do not cause injury or harm to anyone.
- Help to ensure the school environment is a safe and caring place for all to learn.
- Attend class regularly and arrive on time
- Follow the individual rules, guidelines and instructions of all classroom teachers and staff.
- Report in a timely manner to a staff member the occurrence of disrespectful and unkind behaviour including but not limited to bullying, harassment or intimidation.
- Take direction as needed from teachers and support staff.
- Behave in a way that does not interfere with the ability and right of others to learn.

Unacceptable Conduct

All students are expected to refrain from:

- Behaviours that disrupt the learning environment
 - interfere with the learning of others
 - interfere with an orderly environment
 - create unsafe conditions
- Acts of:
 - bullying, harassment, intimidation
 - physical violence
 - retaliation against others
- Illegal acts, such as:
 - possession, use or distribution of illegal or restricted substances such as electronic cigarettes, tobacco and vaping products
 - possession of or use of weapons
 - theft of or damage to property

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 District Principal Veronika Farnell, vfarnell@sd43.bc.ca.

CONSEQUENCES

Wherever possible and appropriate, the focus is on restorative rather than punitive consequences, with students given opportunities to help develop meaningful responses when the Code of Conduct is not followed. Every effort is made to ensure responses are fair and consistent, while recognizing that each situation is addressed based on its unique circumstances and the needs of the students involved. The school and district also take all reasonable steps to prevent retaliation against any student who reports a concern or breach of the Code of Conduct.

Rising Expectations

As student progress from Grade 6 to Grade 8, consequences may become more stringent as older students should have a better understanding of the expectations of the Citadel community. Students will be expected to meet the behaviour criteria as outlined in the provincial *Social Responsibility Performance Standards* for their grade level.

Special consideration may apply to the imposition of consequences for a student with special learning needs if the student is unable to comply with aspects of the Code of Conduct due to an intellectual, physical, sensory, emotional or behavioural disability.

Students may be subject to discipline under the school or District 43 Code of Conduct for any behaviour which has the effect of negatively impacting the school environment, whether that behaviour occurs on or off school district property, at a school sponsored function or activity, or otherwise.

NOTIFICATION

School administration and classroom teachers will make every effort to inform and involve parents when addressing ongoing behavioural concerns, recognizing that timely communication

between home and school is essential. Parents or guardians will be notified of significant incidents involving their child in every instance, whether their child is directly involved or affected. School administration will also contact parents in cases of serious or concerning incidents. As required, school district officials may be informed in accordance with district policy, and police or other agencies may be involved when mandated by law. In situations where it is important to reassure the broader school community, all parents may be notified to communicate that staff are aware of the issue and are taking appropriate action.