



CODE OF CONDUCT AND CELL PHONE EXPECTATIONS 2024-25

Spectrum is committed to promoting a climate of understanding and mutual respect in a rigorous learning community where all are equal in dignity and rights, and free from all forms of discrimination.

This code is closely aligned with the BC Human Rights Code and because of this, Spectrum students demonstrate social responsibility. They contribute to the classroom and school community; solve problems in peaceful ways; value diversity; and exercise democratic rights and responsibilities.

The purpose of this code is to make school a safe, caring, and orderly environment for learning and working. It recognizes the need for an appropriate balance between individual and collective rights, freedoms, and responsibilities.

Student conduct and discipline actions shall be in accordance with The School Act, The Local Education Agreement with Songhees Nation and The Greater Victoria Board of Education (Section 11.0) and the Local Education Agreement with Esquimalt Nation and The Greater Victoria Board of Education (Section 12.0).

EXPECTATIONS:

Members of the school community are expected to demonstrate the highest standards of respect, conduct, personal/social responsibility and good judgment during all school activities, including: instructional time, breaks, lunchtime, study blocks, travel to and from school, and while attending school functions including field trips and all extra-curricular events. All staff (teaching and non-teaching) have a general supervision responsibility while at school and at any school function, whether on formal duty or not, and students are expected to comply with requests made under this authority.

ACCEPTABLE CONDUCT:

- Respect and adhere to start times (punctuality) and attendance (every class every day)
- Respect the rights and property of all Spectrum staff and students
- Respect that all school and school-related events are free of restricted substances (drugs, alcohol, and vapes/tobacco)
- Respect that all school and school-related events are free of weapons, including replica weapons.
- Respect appropriate use of school computers, student computer accounts, and Internet access
- Respect the classroom environment by ensuring all cell phones and electronic devices are turned off and not in use during instructional time unless otherwise instructed by the classroom teacher.
- Respectful behaviour and actions that are mindful of the health and safety of self and the school community
- Respecting District Policy 5132 Student Dress Code which states clothing must conform with established health and safety requirements for the intended activity and does not promote drugs, alcohol, display offensive language or images or encourage discrimination.
- In a timely manor, report to staff and/or administration, issues or incidents that violate the Code of Conduct.

UNACCEPTABLE CONDUCT (includes, but may not be limited to):

- Behaviours that interfere with the learning of others, including their emotional well-being
- Behaviours that interfere with an orderly environment
- Behaviours that create unsafe conditions in the classroom, to or from school, or on the internet (i.e. social media)
- Acts of “academic dishonesty”, including, but not limited to, plagiarism
- **NEW** Acts of noncompliance around the Cell Phone & Digital Device policy. Full policy listed below.
- Acts of physical violence, bullying, harassment or intimidation
- Acts of verbal or cyber-hate messaging/cyber-hate websites
- Acts of retribution against a person(s) who has reported an incident(s)
- Possession, use, or distribution of illegal or restricted substances and paraphernalia on school property, or at a school activity.
- Possession or, transfer of, and/or use of vapour products on school property or at a school activity.
- Possession or use of weapons, including any object meant to simulate the appearance of a weapon (i.e. knife or anything than can be used as a threat or cause harm to a student or staff member)
- Possession or use of firecrackers, fireworks, or items used to simulate fireworks
- Possession and display of racially, sexually, drug, and/or alcohol-related logos or slogans on any item
- Illegal acts such as theft or damage to property

As discrimination of any kind is also unacceptable, Spectrum will take reasonable steps to prevent discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical and mental disability, sex, sexual orientation, gender identity or age.

RISING EXPECTATIONS:

As students move through their high school years, they are expected to assume increasing responsibility and self-discipline. Students will be given numerous opportunities to participate in decision making and to work on committees and in groups to improve the school community and environment. Students are expected to increasingly take leadership roles, and to serve as role models, as they move through the graduation years. As such, there will be increasing consequences for inappropriate behaviour.

CONSEQUENCES:

Students who conduct themselves contrary to the Code of Conduct will have consequences appropriate to the context, severity and frequency of the behaviour, as well as the maturity level of the student. Wherever possible and appropriate, consequences for breaches of a code are restorative in nature, rather than punitive. Special consideration may be applied to students who are unable to comply with expectations due to having an exceptionality of an intellectual, physical, sensory, emotional or behavioural nature.

Students not abiding by Spectrum's **Code of Conduct** may face the following consequences:

- On-the-spot conferencing or redirection
- Follow-up meetings between the student(s) and staff member(s)
- Contact with parent(s), guardian(s) or caregiver(s)
- Performance of school or community service and/or restitution, including a logical remedy for the problem (e.g. paying for damage wilfully caused) and supporting anyone who is a victim or who suffers as a result of the student's actions)
- Detention(s)/Opportunity Room
- Suspension(s) of specific privileges/activities
- In-school suspension(s)
- Suspension(s) from school for a period of one to five school days (school district officials notified)
- Suspension(s) from school for a period greater than five days with a referral to Diversion or Principals' Review Committee (PRC)

NOTIFICATION:

The school may have a responsibility to advise other parties of serious breaches of the Code of Conduct (eg. parents, school district officials, police and/or other agencies).

RETALIATION PREVENTION:

Acts of retaliation will be taken very seriously. All reasonable steps will be taken to prevent retaliation against a student bringing forward a complaint of a breach or violation of a Code of Conduct.

FIELD TRIPS:

Spectrum Community School's departments, classes, and clubs offer a variety of field trip opportunities locally, within BC, and internationally. For all field trips, Spectrum's Code of Conduct must be followed at all times. Students wishing to participate on a field trip must be a 'student in good standing' prior to the trip. 'Good standing' includes, but is not limited to, positive relationships with staff and students, satisfactory (or better) academic progress and work habits, and no administrative concerns on file. The final decision will be made by the Principal.

ACADEMIC HONESTY:

Students are expected to present/submit their own work. Plagiarism is using another's work and presenting it as your own. Plagiarism is a form of academic dishonesty, and can be considered theft. Plagiarism could be in the form of written, visual, audio, or other media. If another's ideas are used, credit must be given in the form of a citation. Academic dishonesty is not limited to plagiarism, and can include other dishonest actions around assessment. Acts of academic dishonesty will be considered as serious academic offenses and will result in consequences determined by the teacher and/or administration that may include loss of marks for the assessment. The use of Artificial Intelligence (AI) can also be a form of academic dishonesty.

REPORTING OPTION:

Expect Respect & A Safe Education ([ERASE](#)) is a private and anonymous online reporting tool for targets of bullying or those that witness it taking place. This tool can be accessed via the school website. This option exists in addition to reporting directly to school staff and/or administration.

VISITORS:

Visitors are not permitted at the school between the normal operating hours 8 a.m. to 4 p.m. except when on legitimate school business. Visitors to Spectrum, on legitimate school business, are required to report to the office upon arrival to receive authorization for their presence. Spectrum students must not visit other schools, unless on legitimate school business.

CELL PHONES & PERSONAL DIGITAL DEVICES:

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.

Equity must be considered when using and directing the use of personal digital devices in a manner that is culturally responsive and inclusive. Accommodations such as access to a computer or Chromebook can be made for students without personal digital devices who may need access to the internet to complete schoolwork. 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 and/or other agreed upon plans.

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(s).

The use of personal digital devices during instructional hours is at the teacher's discretion and direction for the purposes of instruction and 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 permitted provided the use does not result in a privacy breach, bullying/harassment, or illegal activity.

No photos, video, or audio recordings will be taken of students or staff without consent from the individual.

The main office phone at the school may be used to make and receive calls if students and their parent(s) or caregiver(s) need to communicate during instructional time.

LOCKERS:

Lockers are the property of Spectrum, and the school may open or search lockers under special circumstances. Combination locks, provided by the school, must be used. Non-school locks will be removed. Missing locks or damaged lockers may be charged to the student/family.

DRIVING & PARKING:

It is expected that all school members drive with due care and attention, abide by all related motor vehicle laws and park in designated areas. Students choosing to drive for school related activities/field trips must ensure that they have the appropriate documentation on file in the school office.

For further information, please refer to Policy and Regulation 4303, which can be found on the Greater Victoria School District website at www.sd61.bc.ca

(revised August 2024)