

## **SAUGEEEN DISTRICT SECONDARY SCHOOL – CODE OF CONDUCT AND SCHOOL POLICIES**

### **SCHOOL POLICIES/RULES**

#### **Electronic Devices (iPods, MP3 players, laptops, etc.):**

- Teachers may permit students to listen to MP3 or iPods during independent work time
- Students will not wear headphones in class unless permission is granted by the teacher
- Laser pointers are not permitted on school property or buses at any time

#### **Telephones, Cell Phones:**

- The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and electronic devices
- Cell phones must be powered off when in the school except in the front foyer
- During the school day and during classroom instruction, all cell phones must be powered off and secured out of sight
- Cell phones provide easy access to the Internet and text messaging between students. As such, they are prohibited during tests and exams to prevent academic dishonesty

#### **Cameras, Cell Phone Cameras, and Video/Digital Cameras:**

- The electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person/persons being photographed, the principal or designate, and where the student is below the age of 18 years, the consent of the parent/guardian
- Recording devices are not permitted in change rooms or washrooms

### **ATTENDANCE AND LATE POLICY**

Attendance: Regular attendance at school is critical for student learning and achievement of course expectations. When a student is absent from a class he/she must provide a note from his/her parents explaining his/her absence or call the school and leave a message at Extn. 524. When no acceptable explanation, in the judgment of the Principal or Vice Principal, has been provided, the absence will be considered a "skip".

Where a student's frequent absences from school are jeopardizing his/her successful completion of a course, school staff will communicate with the student and his/her parents to discuss options.

Students, who are late for class, not only jeopardize their learning, but also interrupt the learning of other students. Students who do not arrive in class prior to the bell are late and are to report to the school office to receive a late slip. They must then report immediately to their class. Persistent accumulation of late slips may result in suspension from school.

Regular attendance at school is critical for the students' learning and achievement of course expectations. Where, in the principal's judgment, a student's frequent absences from school are jeopardizing his or her successful completion of a course, school staff will meet with the student and the parents to explain the potential consequences for the absences, including failure to gain credits, and discuss the steps that could be taken to improve attendance.

Parental notes explaining why their student is late, absent or he/she needs to leave school early, must be dated, signed and include an explanation, which is acceptable in the Principal's or Vice principal's judgment.

If a student needs to leave early, she/he must bring a note from a parent to the office to obtain an excuse slip. Present this excuse slip to your teacher at the start of the class during which you will be leaving.

If a student does not feel well, he/she must report to the office immediately. We will attempt to contact your parent. Do NOT leave the building without informing the office.

Unacceptable absence or late:

The following are examples of unacceptable excuses for being absent from or late to a class:

- Feeling sick but not reporting to the office
- Sleeping in
- Working on other course assignments
- Studying for a test in another class
- Arriving late after dining out for lunch
- Extended washroom breaks
- Smoking

Students are responsible for any class work or assignments they missed while they were absent or late.

## **MINISTRY OF EDUCATION- CODE OF CONDUCT**

### **Introduction**

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Ontario Code of Conduct sets clear provincial standards of behavior. It specifies possible consequences for student actions that do not comply with these standards.

The Provincial standards of behavior apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

## **Standards of Behavior - Respect, civility and responsible citizenship**

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

## **Physical Safety**

### **Weapons**

All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

### **Alcohol and Drugs**

All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

### **Physical Aggression**

All school members must:

- not inflict or encourage others to inflict bodily harm on another person;

- seek staff assistance, if necessary, to resolve conflict peacefully.

### **Consequences**

Police will be involved, as indicated by the police/school protocol, and the student may be suspended and proceed to an expulsion hearing for the following:

- possession of a weapon, including, but not limited to firearms;
- trafficking in drugs or weapons;
- robbery;
- use of a weapon to cause bodily harm, or to threaten serious harm;
- physical assault causing bodily harm requiring professional medical treatment; sexual assault;
- providing alcohol to minors.

Students may be suspended for the following infractions:

- uttering a threat to inflict serious bodily harm;
- possession of illegal drugs;
- acts of vandalism causing extensive damage to school property or property located on school premises.

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

A student may be suspended for:

- swearing at a teacher, or other person in authority;
- being in possession of alcohol;
- being under the influence of alcohol.

### **S.D.S.S. CODE OF BEHAVIOR**

#### **Academic Behavior:**

School is a learning opportunity. To make the most from each class, you must be ready to focus your attention on the lesson. Good preparation for class results in better chance for success.

Bring the necessary notebooks, texts and materials to class. You will not be permitted to return to your locker to get forgotten books or materials.

To be successful, you are expected to do your best in each class every day, to have assigned work completed on time, to hand in assignments on due dates, and to be prepared for test and examinations.

Persistent lack of preparation and continued neglect of duty may result in failure to obtain the course credit.

**Academic Integrity:**

You are expected to be honest in all your work. Dishonest activities, which are unacceptable include, but are not limited to: plagiarism, (which is the incorporation of words or ideas of others without properly stating the source), submitting another student's work as your own, falsifying references or cheating on a test, assigned task, summative activity or examination. Cheating includes copying another's answers or using unauthorized notes, aids or references.

Dishonesty will result in a failing mark for that work and may also include: parental notification, referral to school administration, detention and suspension.

**Behavior in the Halls:**

Students will stay out of the halls during class time. Students who have spares are expected to be studying in the designated "open areas" such as the common area, the library, cafeteria or be outside the school. Hallways must be kept open and safe at all times. Respect the right of others to have safe passage through the halls.

**Alcohol and Illegal Drug Misuse:**

All school members must not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. Show respect for yourself and for others. Obey the laws.

Disciplinary action is to protect the health and safety of all students while they are within the Board's jurisdiction by deterring students from possessing or using alcohol or illegal drugs. Possible consequences include:

**During School Hours:**

- Suspension from school for a minimum of one day to a maximum of 20 days, depending on the severity of the situation
- Recommend the student to participate in a counseling program
- Students who may have consumed alcohol or illegal drugs will be isolated, and parents/guardians called to provide transportation home. If the parent/guardian is not available, the police will be called to care for the student.

**At School-Sponsored Co-instructional Activities:**

- The during school hours consequences will apply
- As well, the student will receive suspension from the co-instructional activity for 90 school days, or the remainder of the season, whichever comes first, for a school team or club

**At School Dances:**

- The during school hours consequences will apply
- As well, the student will receive suspension from school dances for 90 school days (if the infraction occurs near the end of the academic year, it will be applied in the upcoming year until the full 90 day suspension has been completed)

**Clothing:**

You are expected to dress in an appropriate manner for school. You may not wear clothing that promotes alcohol or illegal drug use, refers to or implies a sexual meaning, contains vulgar or rude language, pictures or images, or is degrading to others. Shoes must be worn at all times. In classrooms, hats or headphones may not be worn unless the teacher has given permission. All hats must be removed during the playing of the National Anthem.

Clothing that may be suitable for leisure activities may not be suitable for the learning environment at the school.

You will be asked to change out of any clothing that does not meet the dress code of the school.

**Food and/or Beverages:**

All food and/or beverages are to be consumed in the designated areas in the school such as the cafeteria or common area. Food and/or beverages are not to be consumed while you are upstairs in the hallways, or in the hallways in the west wing of the school.

Please place all garbage and recyclable materials in the appropriate containers.

**Parking:**

All student vehicles must be parked in the designated student parking area, which is located in the south west corner of the school property. Do not park vehicles in the bus loading area.

You are required to operate vehicles in a safe and legal manner while on school property.

**Smoking:**

Provincial Law and Bluewater District School Board regulations prohibit anyone from smoking on Board property or while participating in any school activity. The Tobacco Control Act prohibits the possession of tobacco products by anyone under the age of 16.

## **Respect and Responsibility:**

You must demonstrate respect for yourself, for others, and for the responsibilities of citizenship through acceptable behavior. Respect and responsibility are demonstrated when you:

- Come to school prepared, on time and ready to learn
- Refrain from bringing anything to school that may compromise the safety of others
- Follow the established rules and take responsibility for your actions
- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and opinions
- Treat one another with dignity and respect at all times, and especially when there is a disagreement
- Respect and treat others fairly, regardless of their race, ancestry, place or origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Respect persons who are in a position of authority
- Respect the need of others to work in an environment of learning and teaching

## **SCHOOL DANCE RULES AND POLICIES**

Dances are for the enjoyment of all students.

- ☐ Upon arriving at the dance, students must present their student card and sign in.
- ☐ A student may bring one guest to the dance. The name of the guest and the host student must be given to the school office no later than by 3:20 p.m. on the day preceding the dance. The host student must accompany his/her guest at the dance. The student is responsible for the behavior of the guest.
- ☐ There will be no admittance of students or guests to the dance after 9:30 p.m. unless prior arrangements have been made with the Vice Principal.
- ☐ If a student or guest leaves the dance, he/she may not return.

- ❑ Students or guests with trespass letters, suspension notices, or suspended dance privileges may not attend the dance.
- ❑ Students who are under the influence of drugs or alcohol, or possess drugs or alcohol at the dance, will be suspended from school and lose dance privileges for 90 school days. The police may charge the offending students. Parents will be immediately notified.
- ❑ Students must stay in the cafetorium or common area during the dance.
- ❑ Police officers will be present at all dances. They will check all back packs, purses and coats for inappropriate items.
- ❑ Students who engage in inappropriate behavior will be required to leave the dance immediately.

### **STUDENTS WHO BEHAVE INAPPROPRIATELY IN CLASS**

It is preferable that teachers first counsel students who are behaving inappropriately in class. When the student continues to behave inappropriately:

1. Instruct the student to leave the classroom and immediately report to the school office area. The student must not go to the washroom, or to his/her locker before reporting to the office.
2. Inform the office professionals that the student has been sent to the office.
3. At the office, the student will be interviewed by the vice principal and will remain at the office for the remainder of the period.
4. The vice principal and the teacher will discuss the consequences for the student, which may include detentions, suspensions, withdrawal from the class or school.

### **ASSESSMENT AND EVALUATION**

- Assessment: The process of gathering information from a variety of sources (including assignments, demonstrations, projects, performances, and test(s) that accurately reflects how well students are achieving the curriculum expectations
- Evaluation: the process of judging the quality of a student's work on the basis of established criteria, and assigning a value to represent that quality

### **LATE ASSIGNMENT POLICY**

- It is the responsibility of the student to catch up on missed assignments or tests
- Parental involvement will help to guarantee the completion of assignments/tests
- Continued failure to hand in work will result in an incomplete mark. Incomplete marks may jeopardize the granting of a course credit if the teacher and administration feel the incomplete work represents essential overall expectations of the course.

- Once assignments and/or tests have been marked and returned, students will no longer have the opportunity to hand in or write assignments or tests for credit and no marks will be assigned for this work. It is however recommended that the student complete all assignments or tests for assessment purposes (see above).
- All culminating tasks must be completed and submitted to receive this credit. A Doctor's note and permission for your teacher/principal are required to defer missed culminating tasks. Failure to do so will result in an NR (no report).

## **THE CREDIT SYSTEM**

A credit is granted in recognition of the successful completion of a course that has been scheduled for a minimum of 110 hours. Credits are granted by the principal on behalf of the Minister of Education and Training for courses that have been developed and approved by the Ministry. For the purpose of granting a credit, "scheduled time" is defined as the time during which students participate in the planned learning activities designed to lead to the achievement of the curriculum expectations of a course. Planned learning activities include interaction between the teacher and the student and assigned individual or group work related to the achievement of the learning expectations in the course. All culminating tasks must be completed and submitted to receive this credit. A Doctor's note and permission for your teacher/principal are required to defer missed culminating tasks. Failure to do so will result in an NR (no report).

Course summative assignments (any task used for your 30% summative mark) represent the student's ability to demonstrate, ultimately, the essential or enduring knowledge and skills of a course. If a student fails to submit or wholly complete one or more of these tasks on their assigned day, the credit will only be awarded at the discretion of the teacher and principal based on evidence of prior mastery. Again, if enduring understandings are not evidenced by the student, the result may be a loss of credit.