

# **SCHOOL CODE OF CONDUCT**

The Westcreek Public School Code of Conduct was created to help ensure our students that our school is a safe and productive place to learn for everyone. I will review the Code of Conduct with my family so that we all understand the school expectations and procedures.

A school is a place that teaches me to be responsible, to be respectful, to be a good citizen, and to excel academically.

The Ontario Schools Code of Conduct gives clear standards of behaviour for everyone involved in schools in Ontario - students, staff, parents, volunteers, and other visitors. The standards apply on school property, on school buses, or at other school events or activities.

As a student of Westcreek Public School, I am committing to the behaviour expectations outlined in the following Code of Conduct. I am aware of the reasons for these expectations and the possible consequences for not following the code.

<b>Expectations</b>	<b>Reasons for Expected Behaviour</b>	<b>What we do when things go wrong</b>
<b><u>(1) Preparation for Class</u></b>  I will be prepared for class so that I don't waste class time. That means I will come to class with all my books, workbooks, my completed assignments, and any other materials I need for school.	  It's important for me to learn to be prepared. Everything I do is important.	  If I consistently forget my materials, I will be reminded by my teachers of the importance of being prepared.  My parents will be involved to help me improve, and I may be required to finish my incomplete work after school.
<b><u>(2) Punctuality</u></b>  I will be on time for school each day and on time for each of my classes.  There are times when I have a good reason to be late and these times will be excused.	  I need to develop a sense of responsibility.  I need to show courtesy towards my peers and my teachers by being on time. I don't want to disrupt my own or others' instructional time.  I need to learn that punctuality is a good habit to develop. I will be expected to be on time when I have a job in the future.	  If I am frequently late, a letter or a phone call will be made to my parents. My parents will be asked to help me to be on time for school.  If I continue to be late, I may be referred to an attendance counsellor.  I will have to make up the time for which I was late.

<p><b><u>(3a) Regular Attendance</u></b></p> <p>I will attend school regularly.</p> <p>If I am feeling ill or need to leave school for an appointment, I will report to the office, and my parents will be notified and arrangements will be made to pick me up.</p> <p>If I am absent, my parents must inform the school to report my absence.</p> <p><b>Please call: 1-844-350-2646 (use the student's OEN number) or; go to <a href="http://www.attendance.ddsb.ca">www.attendance.ddsb.ca</a> or; use the app: <i>School Connects Safe Arrival</i></b></p> <p><b><u>(3b) Lunch Expectations:</u></b></p> <p>Students must remain on school grounds during school hours, unless they have written permission to leave. <b>Notes giving permission to leave school property at lunch must be received in the office following morning announcements, each day permission is given. The adjacent park is NOT part of our school property and students should not be there at lunch time.</b></p>	<p>I need to be in attendance at school regularly so I can be successful.</p> <p>My parents are interested in my attendance as well as in my successes at school.</p> <p>It is important for me to come to school regularly so I can learn to be responsible.</p> <p>It is important that the school staff and your parents know where you are at all times.</p>	<p>If I am frequently absent, a letter or a phone call will be made to my parents.</p> <p>My parents will be asked to help me attend school regularly.</p> <p>If I continue to be absent, I will be referred to an attendance counselor who will try to help me solve the problem.</p> <p>If I leave school without permission my parents will be notified. I could lose the privilege of eating lunch at school. I could be suspended if I continue to leave the school without permission.</p>
<p><b><u>(4) Respect for Self and Others</u></b></p> <p>I will treat everyone the way I want to be treated, with dignity and respect, especially when I disagree with them.</p> <p>I treat everyone with respect and fairly no matter what race, religion, gender, age, sexual orientation, or disability.</p>	<p>By practicing courtesy, cooperation, and consideration, I develop positive feelings about myself.</p> <p>I feel accepted, respected, trusted, and encouraged to do my best. I want to be the best I can be!</p>	<p>If I don't practice respect, I will be counseled about making the right choices. Following progressive discipline, with the help of staff, we will work through a restorative practice to resolve issues.</p> <p>If I am involved in a hate-motivated or gang-related incident, I may be suspended or expelled.</p>

<p><b><u>(5) Respect for Authority</u></b></p> <p>I will follow the rules of the school and the expectations of my teachers in the classrooms, the hallways, the lunchroom, the yard, the school bus, and on the walk to and from school as well as on school trips and at sports events where I am representing the school.</p> <p>I will use appropriate language, gestures, and behaviour at all times.</p>	<p>The Education Act gives teachers the right to impose certain requirements on me to be successful academically and socially.</p> <p>The teaching staff, secretaries, custodians, volunteers, and lunchroom supervisors all work hard to make my year successful. They all deserve my courtesy and respect for what they do for me.</p>	<p>I will be given a reminder.</p> <p>My teacher will counsel me or a note will be sent home to my parents informing them of concerns.</p> <p>The principal or vice-principal will discuss the problems and concerns with me. If the problem continues, my parents will be contacted, and Durham D.S.B.'s Progressive Discipline policy will be followed.</p>
<p><b><u>(6) Respect for Property</u></b></p> <p>I will treat the school grounds, the building, and everything in the school with the same respect I have for my own property.</p> <p>I will use the computer appropriately, following the Internet Contract I signed at the beginning of the year.</p> <p>I will keep my locker neat and tidy, free from graffiti and inappropriate photos or signs. I will not damage the doors or shelves. I will use magnets (not tape) to hang anything appropriate in my locker. The locker is the property of the school and Durham District School Board. All students are expected to use <b>Dudley</b> locks.</p>	<p>Custodians are hired to maintain the school building, keep it in good repair, and to keep it tidy, but are not responsible for cleaning up messes that I make deliberately.</p> <p>Textbooks are the property of the school, and are loaned to me to use during the school year.</p> <p>Textbooks are very expensive, so I need to be careful with them so they can be used by others.</p> <p>Lockers are the property of the school, and are loaned to me to use during the school year. When custodians have to remove my lock because it is not a Dudley lock, I can unintentionally cause damage or harm to them.</p>	<p>I will be expected to clean up after myself if I litter school property.</p> <p>If I lose damage or destroy school property, I will have to pay the cost to replace or repair it. Also, I may be suspended and/or the police may be called.</p> <p>The principal or vice-principal has the authority, with reasonable suspicion, to search my locker. Durham D.S.B.'s Progressive Discipline policy will be followed (including suspension and/or expulsion) for anything seized from my locker.</p> <p>Students will be asked to replace all locks that are not Dudley locks.</p>

<p><b><u>(7) Dress Code</u></b></p> <p>I will dress appropriately for the season. I will remove my hat when I enter the school or portable.</p> <p>I will wear <b>indoor</b> shoes that are comfortable, safe and appropriate for the weather.</p> <p>Any sayings, slogans or images on shirts will be positive in nature and reflect the values of the school community.</p> <p>My clothing will cover my midriff when I raise my arms above my head and cover my shoulders with sufficient material. My undergarments will always be covered.</p>	<p>By dressing appropriately and practicing good personal hygiene at school, I show that I respect myself and others.</p> <p>I will need to follow a dress code when I hold a job in the future.</p>	<p>Teachers, the principal, and vice-principal have the right to decide if my clothing is appropriate for school.</p> <p>If I dress inappropriately, I will be asked to change my clothing. If I need to be sent home to change, my parents will be notified. Any time that I miss will be made up after school or at another convenient time.</p> <p>If my shirt is inappropriate, I may be asked to turn it inside out.</p> <p>If I continue to dress inappropriately, my parents will be notified, and I may be suspended.</p>
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<p><b><u>8) Behaviour in School and on the School Yard</u></b></p> <p>I will help to make the school yard a safe place for everyone. I will avoid dangerous activities such as play fighting and throwing objects like hard balls, ice, snow, sticks rocks, etc.</p> <p>I will obey the “hands off” rule at all times. I will not bully, harass, or threaten others with my words or my actions. I will not participate in behaviour that is repeated, persistent or intended to cause fear, distress or harm to someone’s body, feelings, self- esteem or reputation.</p> <p>I will not bring any dangerous objects to school such as lighters, matches, laser pointers, needles, firecrackers, knives (weapons of any kind), etc.</p> <p>I will not ride roller blades, bikes, skateboards, scooters or roller shoes on school property.</p> <p>I realize that it is strongly recommended that all electronic equipment such as cell phones, cameras, personal music devices and electronic games not be at school. If I do bring such items to school, unless instructed by the teacher, they are not to be used or visible during instructional time. In order to use such equipment, I will possess and follow the rules related to my digital license.</p> <p>I will not bring anything to school that could be considered inappropriate or offensive.</p>	<p>Everyone has the right to be safe and happy at school. By playing safely, I allow the supervisors to keep everyone safe.</p> <p>Sometimes, people frighten, bully, or threaten others with their words or actions. Most people find this behaviour mean and terrible. This behaviour will not be tolerated at Westcreek Public School</p> <p>I cannot respect myself if I do not respect the rights and feelings of others first.</p> <p>I realize that many objects can be dangerous to others on the playground and should not be brought to school. I understand that this assists the school to maintain a safe environment which is conducive to learning.</p> <p>I am aware that when valuable personal items are brought to school, the safety of these items cannot be guaranteed. I will not use these items inside or outside the school unless instructed by the teacher</p>	<p>I will be consequenced by my teachers, or by the principal or vice-principal.</p> <p>My parents may be notified.</p> <p>The consequences may be a detention, an assignment, an alternate activity, or a suspension or expulsion from school. Durham D.S.B.'s Progressive Discipline policy will be followed.</p> <p>I may be suspended from school if I fight on school property, or on my way to and from school.</p> <p>I realize that if I use electronic devices inappropriately at school that they may be confiscated and returned to me at the end of the day. If I continue to use them inappropriately, my parents may be contacted and I will be asked not to bring them to school anymore.</p>
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<p><b><u>(9) Smoking</u></b></p> <p>I will not bring cigarettes, matches, or lighters to school.</p> <p>Smoking is banned on school property, on field trips, and on buses, at all times, by students and adults.</p>	<p>It is illegal for people under the age of 18 to smoke cigarettes.</p> <p>No one is allowed to smoke on the Durham D.S.B. property at any time.</p>	<p>If I bring cigarettes or matches to school, my parents will be contacted and I may be suspended.</p> <p>Any banned substances I bring to school will be taken from me and there will be disciplinary consequences.</p>
<p><b><u>(10) Alcohol and Drug Use</u></b></p> <p>I will not have, use or misuse alcohol or illicit drugs at school at any time.</p>	<p>Misusing alcohol or drugs keeps me from learning and it is ILLEGAL</p>	<p>If I come to school under the influence of alcohol or drugs, I will be automatically suspended and the police will be called.</p>

**Please Note:**

- The use of recording devices (audio/video) is not permitted unless approved by the school.
- As a result of the Safe Welcome Program, the doors of all elementary schools will be locked 10 minutes after the morning entry bell and will be unlocked at dismissal time. During the lunch hour, school doors will be unlocked. Please push the intercom at other times for entry. Please wait for students at the appropriate exit when picking up students. Any items that must be given to students need to be dropped off at the office.
- All visitors must check in at the office when entering the school.

**Electronic Devices:**

Technology continues to evolve, providing students with access to personal wireless technologies that are sophisticated and inexpensive such as cellular phones, smart phones, tablets, portable digital media players and recorders, gaming systems, etc. In keeping with the Freedom of Information and Privacy Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording at school or at a school related activity, is prohibited unless approved by DDSB staff for educational purposes. In particular, the use of cameras for filming is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

Teachers embed the use of personal technology into learning opportunities for students. The DDSB supports these actions and encourages this use as it is educationally based and provides opportunities for our students to develop digital citizenship skills. It is the practice of the Durham District School Board that the use of personal electronic devices

is prohibited during the school-day on school property. Unless deemed appropriate by the school administration for educational purposes and permission is granted by staff, a student who brings a personal electronic device to school should turn it off and keep it out of sight. Personal electronic devices may be utilized off school property or in designated areas and during times assigned by the school. The Durham District School Board cannot assume the liability for lost, damaged or stolen personal electronic devices. Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, activities such as personal communication, game playing and social media during class time will distract students from the teaching and learning unless it is part of the teacher's lesson design. Co-curricular programs, such as field trips and after-school events, are an extension of the classroom and the expectations for the use of personal electronic devices apply. Staff may approve the use of this technology for purposes of education and communication. During an emergency, the administration in consultation with Emergency Services, may give students permission to use personal electronic devices to contact parents or guardians.

### **STANDARDS OF BEHAVIOUR (*Ontario Schools Code of Conduct*)**

The Durham District School Board and Westcreek Public School support the provincial standards of behavior which include respect, civility, responsible citizenship and physical safety. Discipline at Westcreek P.S. involves teaching students to be respectful and responsible in school. Our focus is to help students resolve the issue, learn from the experience, and develop skills to make positive and appropriate choices. We help students understand expectations and take responsibility for their behaviour. Our discipline uses progressive discipline, restorative practices, logical and realistic consequences. It is our belief that students who experience logical and realistic consequences learn that they have positive control over their lives. They make decisions and solve problems. Restorative practices ensure that when an incident happens the behavior will change and relationships will remain intact.

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## **Suspension**

### **(Ontario School Code of Conduct)**

Depending on the mitigating factors defined in Ontario Regulation 427/07, a student may be suspended if the student commits any of the following infractions while he or she is at school. Inappropriate behaviour in the community, where there is a direct link to the school, may also result in a suspension.

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- Possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
  - Being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
  - Smoking on school property;
  - Vandalism, destruction, damage to school property or to the property of others located on or in school premises;
  - Stealing property;
  - Intimidation, extortion, verbal aggression and bullying;
  - Misuse or misappropriation of school property or services, including computers and other technology systems;
  - Hate motivated incidents;
  - Gang related activity;
  - Possession of dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal/vice-principal to be unsafe or a hazard to persons or property in the school;
  - Committing physical assault on another student;
  - Engaging in or encouraging a fight;
  - Conduct that constitutes opposition to authority;
  - Poor attendance that warrants disciplinary action; Conduct that is disruptive to the conduct of the class or school;
  - Engaging in conduct that is detrimental to the moral of the school;
  - Clothing/apparel that is inappropriate, offensive or violates the school dress code;
  - Engaging in unauthorized gambling of games of chance;
  - 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;
  - Swearing at a teacher, or other person in authority;
  - Being in possession of alcohol;
  - Being under the influence of alcohol;
- Bill 2012 retains the requirement for principals to issue mandatory suspensions in response to specific situations. Specifically principals must suspend students who:
- Possess a weapon
  - Use a weapon to threaten bodily harm
  - Commit a physical assault
  - Commit a sexual assault
  - Traffic in weapons or illegal drugs
  - Commit robbery
  - Give alcohol to a minor



## **ROLES AND RESPONSIBILITIES (Ontario Schools Code of Conduct)**

The Durham District School Board and Westcreek Public School accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

**Principals**, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.

**Teachers and School Staff**, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

**Parents** play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues.

**Police and Community Members** are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.