

# School Code of Conduct

## **School Code of Conduct - Student Responsibilities**

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 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/her own actions

## **Standards of Behaviour**

The Durham District School Board and Quaker Village P. S. support the provincial standards of behaviour which include **respect, civility, responsible citizenship** and **physical safety**. All participants involved in the publicly funded school system –students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, in the community, on school buses or at school-authorized events or activities. Recognition and acceptance of, and sensitivity toward, ethnocultural diversity are expectations of and within the school community. Finally, the Durham District School Board and Quaker Village P.S., does not tolerate the use or abuse of alcohol, illegal drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation.

## **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, colour, 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

## **Progressive Discipline**

Our school supports a proactive approach to discipline. **Progressive Discipline** will be the underlying philosophical approach to determining the consequences for students whose behaviour is deemed inappropriate. It is our belief that students who experience logical and realistic consequences learn that they have positive control over their lives.

Progressive discipline helps students to learn to make responsible decisions and solve problems independently. Progressive discipline also leaves student dignity intact. High expectations for responsible and mature behaviour help to create a structure that serves as a backbone to teaching/learning and promotes a safe school environment.

Students who do not comply with the School Rules and Expectations outlined in the Code of Conduct will be dealt with in a fair and considerable manner. Actions taken will depend on the circumstances of each individual case. Consequences will be flexible enough to accommodate varying levels of student maturity, and progressive enough to allow recurring or more serious offences to be addressed more firmly.

**Mitigating factors will be considered before determining consequences.** The following are possible consequences that may be considered for inappropriate behaviour. These are not in sequential order.

- An informal or formal interview
- Problem solving exercises
- Counselling
- Loss of privileges
- Parental contact letter/phone/note in the agenda
- Temporary removal from bus, class, yard, activity or event
- Classroom or Office detention
- Development of a behaviour contract with teachers/S.E.R.T.
- Compensation by students to the school, another student or a teacher for the damage, loss or destruction of property
- Out of school suspension
- Police involvement
- Expulsion

**Suspension:**

Suspension is a consequence imposed upon a student whereby he or she is prohibited from attending at his or her school and from engaging in all school-related activities for a defined period.

A student may be suspended, depending on the circumstances, if the student commits any of the following infractions while he or she is at the school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- Bullying (\*\*\*) Bullying, as defined by the Ministry of Education, "Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance."); or
- Any other activity for which a principal may suspend a pupil under a policy of the Board.

A suspension can be no less than one school day / no more than 20 school days. Some instances may require police involvement.

**Circumstances Leading to a Suspension, Investigation, and Possible Expulsion:**

A student will be suspended if engaged in any of the following activities while at school, at a school-related activity or in any other circumstances where engaging in the activity will have a negative impact on the school climate:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and conduct an investigation to determine whether to recommend to the board that pupil be expelled.

A student may be suspended up to 20 school days (may lead to an expulsion). These circumstances all require police involvement.

**Expulsion**

An expulsion is a consequence imposed upon a student, by the Board, for an activity that is determined to warrant that the student be excluded from his or her school, or from all schools in the Board, and from engaging in all school-related activities, for an undefined period of time.

# **ACCEPTABLE AND SAFE USE PROCEDURE**

## **For Computing and Information Technology Facilities and Resources**

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The Durham District School Board is pleased to provide parents/guardians with information regarding computing and information technology facilities and resources available to students at school.

DDSB technologies allow all schools to offer Internet access to their students. The Internet is a vehicle for accessing a global network of information resources. Students may use the Internet to locate and retrieve information and communicate learning with others.

Students are encouraged to report Cyber-bullying to parents/guardians, teachers, and principals. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others. Cyber-bullying can happen through the use of e-mail, cell phone text, multimedia messages, instant messaging, defamatory Web logs (Blogs), personal Web Sites, on-line personal polling sites and social media websites and applications.

Internet resources may contain material that may be questionable, objectionable, or illegal, and may enable contact with persons who may exhibit unacceptable behaviour. Students re-visiting unacceptable sites will be subject to discipline according to the Schools Code of Behaviour.

The DDSB utilizes internet filtering technologies. This technology blocks access to specific unacceptable sites known to contain violence, sexually explicit acts, intolerant, racist and other extreme viewpoints, cults, etc. No software is capable of blocking all unacceptable Internet sites. However, the Internet is a leading technology in the delivery of information in today's society and therefore, an integral part of our students' education.

Teachers and students are instructed on the safe and acceptable use of the Internet and other DDSB computing and information technology facilities and resources. Teachers will supervise students' use of the Internet as they supervise student use of all other school resources.

All students are expected to abide by the DDSB Acceptable and Safe Use Procedure.

We look forward to providing your child(ren) with the opportunity to use the school's computing and information technology facilities and resources in a safe and meaningful way.

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### **TO BE REVIEWED BY ALL PARENTS AND STUDENTS**

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You must review this procedure. Procedures and rules regarding the use of the facilities and resources must be followed.

#### **Acceptable Use**

- I will use the computing technology as instructed by my teachers.
- I may use the Internet when a teacher is present or I have special permission to do so.
- I will only use computing technology facilities for recreational purposes when I have permission from my teacher.
- I will never use schools computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity.
- I may quote another person's work if I acknowledge it in a reference note.
- I will not buy or sell materials using school computers.
- I will follow the school rules when using and downloading any files and software.
- I will keep my password secret and not misrepresent my identity.

#### **Safe Use**

- I will never give out personal information about myself or others on the Internet without my teacher's instruction. This includes my last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents' hours of work, etc.
- I will only use my first name if I am working with a project where I communicate with other people.
- I will inform my teacher immediately if I find materials and sites I should not see.

- I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because another user is not using acceptable behaviour).
- I will seek help from principals, teachers and parents when someone tries to Cyber-bully me.
- I will report Cyber-bullying to principals, teachers and parents.

#### **Appropriate Use**

- I will be polite. I will only use language that is acceptable in my school.
- I will send messages that contain words or information I would write on a classroom blackboard.
- I will not use the computing technology in any way that will harm the system or another person's work.
- I will respect the privacy of others. I will not go into another person's private mail or files or post information about others on the internet without their consent.

#### **Reliability**

- I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.
- I understand that information found on the Internet may be false, and I must learn to think critically and evaluate on-line information and their source(s).

#### **Abuse/Misuse of the System**

- I understand that I must follow the rules and procedures in Appendix A and those given by my teacher. If I do not follow these rules, I may have my computer privileges taken away and have to visit the principal to review my actions.
- My actions are bound by my school's Student Code of Behaviour and the board Student Code of Conduct, which states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community.

