

## KCVI'S CODE OF BEHAVIOUR

This code of behaviour sets out the standards of behaviour which are expected of all members of the school community in order to provide a safe, effective learning environment in a positive school climate. Respect, responsibility, civility and academic excellence are promoted so that all members of the school community will feel safe, comfortable, and accepted. The purpose of this code of behaviour is to:

1. ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
2. promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
3. maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
4. to encourage the use of non-violent means to resolve conflict;
5. to promote the safety of people in school; and
6. to discourage the use of alcohol and drugs.

All members of the school community must comply with the behaviour expectations while on school property, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate.

This code has been amended as of July 14, 2010, and complies with changes brought about by the Education Amendment Act, passed in June 2007, and related policies and regulations. Amendments will continue to be made to coincide with changes to Board and Provincial policy. The code is included with the student agenda so that students, parents, and staff may be fully informed as to their roles and responsibilities.

Respect, Civility and Responsible Citizenship		
Expectation for Behaviour	Reason	Consequences for Misbehaviour
<p><b>1. Respect for Self and Others</b></p> <p><i>You are responsible for:</i></p> <ul style="list-style-type: none"> <li>• respecting the opinion, ideas and work of others;</li> <li>• expressing yourself to all staff and students in a polite and considerate manner; and,</li> <li>• exercising self-discipline at all times with respect to language and conduct.</li> </ul>	<p>All staff and students have the right to learn and work in a friendly, supportive environment where they are trusted with responsibility and treated with respect.</p>	<p>If you choose to practice behaviour which disrupts the learning environment of yourself or others you will be counselled by your teacher to make other choices. Continued infractions will lead to a meeting with the Administration and may result, where appropriate, in counselling, detentions and/or possible suspension.</p>
<p><b>2. Respect For The School Environment</b></p> <p><i>You are responsible for:</i></p> <ul style="list-style-type: none"> <li>• keeping your school premises clean and free from litter;</li> <li>• using the recycle bins and waste receptacles provided under our recycling program;</li> <li>• taking proper care of your textbooks, locker and equipment which are the property of the Board;</li> <li>• refraining from engaging in any type of theft or vandalism;</li> <li>• not using tobacco products on school property;</li> <li>• not using skateboards and roller blades in the school; and,</li> <li>• following the guidelines established for computer use.</li> </ul>	<p>Staff and students have the right to feel safe in a healthy environment which is neat, clean, safe, litter-free, smoke-free and free from crime.</p>	<p>If you litter, you will be directed to clean up the litter. If you lose or damage equipment, you will be expected to pay to replace the equipment. Serious vandalism or theft will result in police involvement and/or possible suspension. If you violate computer guidelines, you could lose access to the computers and could be suspended.</p> <p>First time offenses for smoking will automatically result in a one-day suspension and could result in a fine from the Tobacco Enforcement Officer. Repeated offenses may result in longer suspensions.</p>

<p><b>3. Dress and Personal Appearance</b></p> <p><i>You are responsible for dressing in clothes which are appropriate to the school setting, i.e. clothing that reflects respect for the public nature of the school environment. Your clothing should be such that it does not demean others, is not vulgar or suggestive in nature nor causes undue distraction for teachers or students.</i></p>	<p>Your appearance reflects your respect for yourself and for others. Wearing inappropriate clothing demonstrates insensitivity and lack of respect for others. As well, such behaviour interferes with the best interests of the school, which seeks to provide educational opportunities for all students in a positive, respectful and non-threatening environment.</p>	<p>If your clothing is considered by a teacher or the administration to be inappropriate to the school setting or offensive to others, you may be asked to change into something else and not to wear the offending article of clothing to school in the future. Non-compliance could result in suspension.</p>
<p><b>4. Technology Use</b></p> <p><i>You are responsible for</i></p> <ul style="list-style-type: none"> <li>• being accountable for your behaviour during school hours, as well as off school property, such that your actions do not have a negative impact on the school environment.</li> <li>• the activity and content on the Internet accessed by your password. Do not share your password with other users.</li> <li>• Seeking permission from the appropriate staff member to use recording devices (eg: camera, video/DVD recorder, etc.) at school or a school event.</li> <li>• You are not permitted to take, electronically transmit or post a photographic image of a person without the permission of the person being photographed and/or the parent/guardian if the student is under 18 years of age.</li> </ul>	<p>The world-wide-web has changed our world, offering an unparalleled educational resource, but also challenges. As the technology has expanded at an astounding rate, so have the implications related to your safety, privacy, and intrusion into your school and community. You are expected to use the network responsibly and follow "Net Etiquette" as it appears in the Network User Guideline.</p> <p>If you use technologies to threaten, harass or demean another member(s) of the school community, and where this action interferes with the member(s)' safety or ability to function in the school, you will be subject to the school's code of conduct, Board policies and procedures, as well as Provincial and Federal Acts or codes (eg. Criminal Code of Canada).</p>	<p>Individual cases involving this type of behaviour will be dealt with according to the school's code of conduct, Board policies and procedures, and Ministry of Education Safe Schools protocols, as determined by school administration. Your access to school computers, networks and the Internet may be revoked until an appropriate time as determined by administration. You may be suspended and/or expelled under the above named policies. When necessary, police will be involved.</p>
<p><b>5. Cell Phones &amp; Other Electronic Devices (applies to any cell phone or device with calling/texting capabilities):</b></p> <ul style="list-style-type: none"> <li>• <b>No cell phone use in class at any time.</b></li> <li>• must be turned off and not be seen/heard during class time and assemblies (leave in your locker or turned off and put away)</li> <li>• can be used in the halls, cafeteria, etc. only during <b>scheduled</b> breaks and at lunch</li> <li>• cannot be used in changerooms, washrooms, etc.</li> <li>• not permitted during examinations and/or other summative assessments.</li> </ul> <p>The school is not responsible for your personal electronic devices in the event of loss, damage or theft.</p>	<p>Cell phones and other electronic devices are becoming more prevalent in the school community. Some rules and guidelines are needed to encourage the courteous and responsible use of such devices and to ensure that their use does not disrupt the learning environment for students.</p>	<p>The cell phone/electronic device may be confiscated by a staff member, who may forward it to the main office.</p> <p>First Offense: You will need to see a Vice-Principal at the end of the day to retrieve your phone from the main office</p> <p>Second Offense: Your phone will be returned to your parent/guardian after a Vice-Principal has a discussion with them regarding your phone/electronic devices privileges.</p> <p>Failure to comply with a staff member's request for your phone may result in loss of privileges and/or suspension.</p>

<p><b>6. Attendance - 613-544-9051</b></p> <p><i>You are responsible for:</i></p> <ul style="list-style-type: none"> <li>attending every day and all classes throughout the day;</li> <li>having your parent notify the school by phone or in writing of your absence providing a reason for that absence (Students who are 18 or older may write their own notes.);</li> <li>reporting to the attendance office if you wish to leave the school during the school day.</li> <li>having your parent contact the Principal in writing at least one month prior to an upcoming planned extended absence and fill out the assignment sheet from the Main Office; and</li> <li>arriving at class on time.</li> </ul>	<p>The provincial law of Ontario requires that “a pupil shall attend class punctually and regularly and is excused from attendance ... if he or she is unable to attend by reason of sickness or other unavoidable cause.” Regular attendance offers you the opportunity to achieve your credits. It is expected that <b>parents will notify the school in advance</b> of any planned absence (doctor’s appointment, family vacation, etc.) and that students take on the responsibility for assignments and tests missed during their absence. Unexplained absences will be reported to parents using SYNREVOICE, an automated telephone messaging service. Students may be excused for extended vacations upon written request to the Principal, but this practice is not encouraged. Forms are available in the Main Office. If possible, work will be sent home in cases of serious illness.</p>	<p><b>Consequences - Attendance Problems</b></p> <p>Each day unexplained absences are reported to parents using SYNREVOICE, an automated telephone messaging service. If truancy is discovered, you will be reported to the Vice-Principal.</p> <p>Subject teachers regularly communicate with parents about student absenteeism. In most cases diminished progress and lower marks are the natural consequences of absence from classes.</p> <p>If you skip classes, you may be given detentions and your parents will be notified. If the truancy continues, a number of things could happen: you may be given detentions; your parents may be invited in for an interview with you, the Vice-Principal and/or your teachers; a referral may be made to the Student Services Department; you may be placed on an attendance contract; you may be removed from the course; the Board’s attendance counsellor may become involved; or, as last resort, you may be suspended from school.</p>
<p><b>7. Academic Honesty</b></p> <p><b>Please see Assessment, Evaluation, &amp; Reporting Policy 13 - 25.</b></p>		
<p><b>8. Safe Environment Prohibited Items/Weapons</b></p> <p>No student may be in possession of any item, whether “Prohibited” or “Non-Prohibited” under the Criminal Code, that could be classified as a weapon. A weapon is any other device or instrument used to intimidate, threaten or inflict harm.</p>	<p>You, along with other students and staff, have the right to a safe learning environment. Any conduct which threatens our safe learning environment and the mental, emotional or physical well-being of our staff and students will not be tolerated.</p>	<p>Individual cases involving this type of behaviour will be dealt with under the guidelines of the LDSB Safe Schools Policy. The use of force or threatened use of force is an assault and is a criminal offence. Intimidation for the purpose of compelling someone to do something they do not want to or should not do or preventing someone from doing something which they are entitled to do is also an offence under the criminal code. Disciplinary actions could include suspension, police involvement and expulsion from school.</p> <p>Possession of a weapon(s) will result in suspension pending expulsion, as well as police involvement and possible criminal charges.</p>

<p><b>9. Alcohol and Drugs</b></p> <p>The Limestone District School Board has in effect a “zero tolerance” policy regarding the possession or apparent consumption of alcoholic beverages or illicit drugs. This ban is in effect 24 hours a day at any Limestone District School Board school activity, field trip, sport activity, evening event, student conference, or any other Board-sponsored event.</p>	<p>A student under the influence of, or in possession of illicit drugs or alcohol negatively impacts the school environment.</p>	<p>Students found to be under the influence of drugs or alcohol will be subject to the LDSB Drug and Alcohol policy and will be referred to Administration. Suspension and KAIROS referral will be considered for instances of possession/impairment/consumption. Penalties increase with further infractions to include: increased duration of suspensions, police involvement, and expulsion.</p> <p>Student Association sanctions may also be imposed, including revoking the student card until completion of 20 hours of community service and suspension from future SA events for one calendar year.</p>
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**Progressive Discipline and Consequences for Inappropriate Behaviour**

Progressive discipline is a whole school approach that utilizes a continuum of interventions, support and consequences that include opportunities for reinforcing positive behaviour while helping students make good choices. The focus is on a corrective and supportive approach.

Mitigating and other factors will be taken into consideration prior to assigning a consequence. When inappropriate behaviour occurs, a range of interventions, supports, and consequences that are developmentally appropriate, including opportunities for students to learn from their mistakes, and focus on improving behaviour, will be considered.

**Activities Leading To Possible Suspension**

A principal shall consider whether to suspend a student if he/she believes that the student has 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 an impact on school climate:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;
- being under the influence of alcohol or illegal drugs;
- 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 student’s school or to property located on the premises of the student’s school;
- bullying;
- persistent truancy;
- persistent opposition to authority;
- habitual neglect of duty;
- conduct injurious to the moral tone of the school and/or physical or mental well-being of others in the school; and
- any other activity that is an activity for which a principal may suspend a student under a policy of the board.

**Activities Leading to Suspension Pending Expulsion**

A principal shall suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or 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;

- the student's pattern of behaviour is so refractory that the student's presence is injurious to the effective learning and/or working environment of others;
- the student has engaged in activities that cause the student's continuing presence in the school to be injurious to the physical or mental well being of other students in the school
- the student has demonstrated through a pattern of behaviour (i.e. neglect of duty, truancy, or opposition to authority) that he/she has not prospered by the instruction available to him/her and that he/she is persistently resistant to making the changes in behaviour which would enable him/her to prosper;
- any other activity that, is an activity for which a principal must suspend a student under a policy of the board and, accordingly, must also conduct an investigation to determine whether to recommend to the board that the student be expelled.

When a student is on a suspension pending expulsion, the principal must conduct an investigation to determine whether to recommend to the board that the student be expelled.

#### **Intruders/Trespassers on School Property**

All visitors to the school are required to report to the Main Office. The presence of unfamiliar/suspicious persons on school property poses a personal threat to students and staff. Since the possible motives/responses of such persons are unknown, it is important that students report the location of the intruder to the first staff member available and not approach or try to communicate with intruders. Following this procedure will help ensure the safety of all members of the KCVI learning community.