

EXPECT RESPECT

Each and every member of the Lakeshore CI community has both the right to be treated with respect and the responsibility to treat others with respect.

Lakeshore Collegiate Institute is committed to providing a healthy learning and working environment by promoting respect, civility, safety, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

The Lakeshore Collegiate Institute Code of Conduct is developed in accordance with the Toronto District School Board's Code of Conduct, the Board's policies and operational procedures, the *Education Act* and the Provincial Code of Conduct. The Lakeshore Collegiate Institute Code of Conduct also reflects the values and expectations of the school community.

The standards of behaviour outlined in the Lakeshore Collegiate Institute Code of Conduct shall apply to all members of the school community, including students, parents and guardians, teachers and other school staff, Board members, volunteers and visitors:

- on school property;
- while traveling on a school bus that is owned by the Board or that is under contract to the Board;
- in-school sports activities;
- in off-site school-sponsored activities; or
- in circumstances where engaging in an activity will have an impact on the school climate

Maintaining a safe and productive learning environment is a shared responsibility.

The purpose of the Code of Conduct is to communicate clearly what is expected of students, staff and parents.

1. **Students** are responsible for being familiar with and observing Lakeshore's Code of Conduct and for following all instructions given by staff. Lakeshore C.I. is an educational institution and students have a responsibility to participate in and be prepared for the learning process. Students are expected to demonstrate respect for themselves, others, the authority of all staff and property.
2. **Parents** are partners in the education of their children. They have the responsibility to be aware of and to understand the rules governing student behaviour. It is expected that they will assist the school by reinforcing the application of these rules.

3. **Teachers** have authority and responsibility under the Law for the control and discipline of students in the classrooms, in the halls, on field trips, school buses and all co-curricular activities.
4. **Principals and Vice-Principals** have the responsibility for maintaining an orderly and positive atmosphere, which is necessary for learning. Their actions must emphasize consistency and fairness and be supported by school staff.

All members of the school community are expected to:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity and 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 of origin, colour, ethnic origin, citizenship, gender, gender identity, family status, marital status, sexual orientation, creed (faith), socio-economic status, same sex partnership status, age or disability;
- respect the rights of others; respect persons who are in a position of authority;
- show proper care and regard for school property and the property of others; take appropriate measures to help those in need;

The standards of behaviour outlined in this handbook shall apply to all members of the school community, including students, parents and guardians, teachers or other school staff members, Board members, volunteers, permit holders and visitors:

- on school property;
- while travelling on a school bus that is owned by the Board or that is under contract to the Board;
- in-school sports activities;
- in off-site school-sponsored activities; or
- in circumstances where engaging in an activity will have an impact on the school climate.

RESPECT FOR SELF

Show your respect for yourself by being the best student that you can be at all times.

- Attend all classes on time
- Submit class work and assignments by the due dates given
- Do not leave class without teacher permission and a hall pass
- Ask for extra help from your teachers if needed
- Keep a clear head - do not consume or possess alcohol/ drugs
- Dress appropriately for a school setting

- Assume sole responsibility for any personal items brought onto school property including telephones and other electronics

RESPECT FOR OTHERS

Treat others as you would like to be treated.

- Do not use profane or improper language
- Do not hit, shove, push, bump into others
- Do not engage in harassment of others
- Do not bully, threaten or intimidate others
- Do not engage in disruptive behaviour such as play fighting or loitering in the halls, stairwells, or foyer at anytime

Harassment and Discrimination: Both are prohibited under the *Ontario Human Rights Code*. The Toronto District School Board Policies will be followed.
 “Harassment” is engaging in any annoying and/or provoking comment or conduct that is considered unwelcome. Whereas, “Discrimination” is any practice or behaviour, whether intentional or not, which has a negative effect on an individual or group because of their age, creed (faith), disability, ethnic origin, family status, gender, marital status, race, sexual orientation, or socio-economic status.

Help to promote and maintain good relationships with our immediate neighbours.

- Respect the merchants and their customers in the neighbourhood
- Respect the TTC employees
- Respect the homeowners around our school by not trespassing and/or littering on their properties

Be Considerate of Others.

- Do not take photos or videos of others without explicit consent
- Don’t smoke. Smoking is not permitted anywhere on school property. Students who smoke on school property may be suspended and/or fined. E-cigarettes or vaping are not permitted.

RESPECT FOR SCHOOL

Help to keep our school clean.

- Do not bring food or beverages (including water) into the Library, Auditorium, Computer Labs or Gym at any time.
- Garbage and recyclables must be placed in the containers provided.
- Take care of textbooks, library materials, equipment and uniforms loaned by the school. Students are to treat the school building, grounds, and property with respect and care. Students who damage (vandalize) or lose school property will be required to pay costs of the repair or replacement.

Help to keep our school safe.

- Students must follow directions of staff members.
- Students must, upon request, provide promptly and politely their full name to any member of staff.

- Students must report to the office immediately when asked to do so by any member of staff.
- Students must not use or possess any weapon.
- Students must not engage in physical altercations.
- Students must not gamble.
- Inform an adult if you have information about a safety concern.
- When the fire alarm rings, leave the building and clear all driveways and fire routes. Do not return to the building until notified.
- The pulling of a false fire alarm jeopardises the safety of all staff and students in the school and is a criminal offence.
- In a situation requiring evacuation or lockdown, remain calm and follow instructions given by staff and/or emergency personnel.

Help to maintain a positive learning environment.

- Do not use personal electronic devices during class time except for instructional purposes if permitted by the teacher.
- If you wish to use personal electronic devices outside of class time, you may do so provided that you do not distract from curricular or co-curricular activities.
- Listen carefully to all announcements. Stand quietly during the anthem.

PROGRESSIVE DISCIPLINE

When students breach the code of conduct, consequences will be consistent with progressive discipline techniques. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build on strategies that promote positive behaviours.

Interventions (in no particular order) may include:

- Discussion with a teacher, member of the support staff, vice-principal or principal
- Attendance / performance/ behaviour contracts
- Time Out
- Reflection Sheet
- Parental contact and involvement in applying an appropriate remedy
- Loss of privilege to participate in specified school activities
- Peer mediation
- Individual or group counselling
- Written or oral apology
- Essay / poster campaign
- Detention
- Restitution for damage or stolen property
- Community service
- Restorative justice practices

Student breaches of the Board's Code of Conduct and Lakeshore Collegiate Institute's Code of Conduct will be dealt with in accordance with Operational Procedure PR697 - Promoting a Positive School Climate