

YORK MEMORIAL COLLEGIATE INSTITUTE CODE OF CONDUCT

2009-2010

Our Commitment

York Memorial 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 **York Memorial 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 **York Memorial Collegiate Institute** Code of Conduct also reflects the values and expectations of the **York Memorial Collegiate Institute** community.

The standards of behaviour outlined in the **York Memorial 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 owed 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

Standards of Behaviour

All members of the school community are expected to:

- 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 and other with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat other 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;
- 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

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. When inappropriate

behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools should utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

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 **York Memorial Collegiate Institute's** Code of Conduct will be dealt with in accordance with Operational Procedure PR697 – Consequences of Inappropriate Student Behaviour.

Cell phones and electronic devices

All personal communication devices are to be powered off and stored out of view during an instructional class and other areas in the school, unless otherwise authorized by the principal.

Suspension

The behaviours for which a principal may consider suspending a student include:

- 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;
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;

- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- An act considered by the principal to be a breach of the Board's or School's Code of Conduct.

Expulsion

The behaviours for which a principal will consider recommending to a Committee of the Board that a student be expelled include:

- 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 a sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Possession of explosive substance; and/or
- An act considered by the principal to be a serious breach of the Board's or School's Code of Conduct.

Our students and staff have the right to learn and work in a safe, positive and enriching learning environment, in which respect and dignity are valued. In order to create such an environment, our students are expected to abide by the rules and expectations outlined in the Code of Student Behaviour below and in the TDSB Consequences of Inappropriate Student Behaviour included in this planner.

(A) STUDENTS SENT TO THE OFFICE

Expected Behaviour

- A student who has been instructed by a teacher or any staff member to go to the office will proceed directly to the office and wait to see a Vice-Principal.
- The teacher or staff member will notify the office that the student has been sent.

(B) DETENTIONS

Expected Behaviour

- Students are expected to serve detentions at the designated time and place. Students are required to bring work to do during the detention period.
- For morning detention, the student must report to the Teacher or Vice-Principal by 8:35 a.m.
- For after school detention, the student must report to the teacher or Vice-Principal at the assigned location by 3:15 p.m.

1. ATTENDANCE

(A) GENERAL

Expected Behaviour

- "A pupil shall attend classes punctually and regularly." (Ont. Reg. 262, Education Act)
- Students are expected to attend school regularly and to be present in all classes while at school. Good attendance is essential if the student is to be successful. A student must be present in order to be an active member of the class.
- Students are required to submit a signed Attendance Correction sheet to the office should an error occur.

(B) NOTES - Expected Behaviour

- A note is required from a parent/guardian (or 18+ year old student) when a student is absent all day or signs in after period 1. This note is required even if a parent has phoned the school to explain the absence.
- The note should be shown to and signed by all teachers first and then given to the main office where it will be kept on file.

2. LATES

Expected Behaviour

Morning:

- Students will hear a five minute warning bell at 8:45 a.m.
- Students must be in their period 1 class by 8:50 a.m.
- Students in the halls or staircases must stop and stand quietly during the playing of the National Anthem and all of the daily announcements.
- Students arriving late will be sent to main office to sign in.
- Students are expected to go to their lockers prior to signing in and must go to class immediately after being signed-in.
- Students must attend all classes showing on their timetables.

Class

- Students are expected to report promptly to all scheduled classes with all textbooks and equipment required for all morning or afternoon classes.
- When moving from class to class, students are expected to move quickly and should be prepared to commence work in their next class three minutes after the conclusion of the previous class.

Hall Passes

Hall Passes must be given to a student when they leave the room for any reason. This means that only one student is out at any time.

If you have students who habitually leave the room, please conference with them to understand the reasons they are requesting to leave the room and to work out a plan together. There are too many students who take breaks each period. Taking a break to smoke or visit with a friend is not an option.

If your hall pass is lost please see Dianne in the main office, for a new one immediately as students should not be allowed out of the classroom without one.

3. **SIGNING OUT - Expected Behaviour**

- Students who must sign out will bring a note from a parent/guardian (or the student if 18 years or older) to the main office upon arrival to school. Students will be issued a sign-out slip, which they are to give their subject teacher before leaving school. In the absence of a note, a phone call home may be necessary. It is not necessary for the student to return to the office again.
- Students who are ill must report to the main office before leaving the building.
- Students who sign out must leave the school premises.
- If a student leaves school without signing out, he/she will be recorded on the invalid absence list as “skipping”.
- Sign-outs must be kept to a minimum.

4. **TESTS AND ASSIGNMENTS - Expected Behaviour**

- It is the responsibility of the student to make up for work missed due to school-related activities or suspensions from school.
- It is the responsibility of the student to inform the teachers regarding field trips, sports-related absences, or any scheduled appointments at least one day before the test or assignment due date.
- Students will not be penalized for absences arising from school-related activities, if alternative arrangements have been made.
- Students will provide an acceptable note from a parent/guardian or doctor’s to support legitimate absences. Make up tests or assignments may be completed at the discretion of the subject teacher. The student will not be penalized.

Consequences

- Students are responsible for any work missed
- Skipping classes may result in a mark of zero for any work missed
- Students who fail to provide a note for an absence may be referred to a Vice-Principal.

5. **LOCKERS/LOCKS - Expected Behaviour**

- Lockers are school property and subject to search by an administrator.
- Students must use the locker assigned to them.
- Lockers must be kept neat, clean, and graffiti-free.
- Students must use combination locks on their lockers. (The school cannot be responsible for 24-hour supervision of the contents of a student's locker.) It is recommended that students purchase the "guarded" shackle lock from the Main Office. The cost is \$8.00
- Students are cautioned not to bring large sums of money or valuables, including expensive clothing (i.e. jackets), to school because valuables are not secure in lockers or change rooms.
- Any theft or damage must be reported immediately to the Vice-Principal, Safety Monitor, or the Office.
- THE SCHOOL WILL NOT REIMBURSE STUDENTS FOR LOST OR STOLEN ARTICLES.
- Periodic locker maintenance checks will be conducted. Valuables should not be kept in lockers.

6. **HALLS AND ENTRANCES - Expected Behaviour**

- Students are not to congregate or loiter in hallways, stairways or entranceways.
- Students are expected to co-operate with all staff in the hallways as in the classrooms.
- Students must vacate the building within 15 minutes after the school day unless involved in a teacher supervised activity.

7. FOOD OR BEVERAGE CONSUMPTION - Expected Behaviour

- All food and beverages must be consumed in the cafeteria or senior hallway in the basement. During the lunch period, students will be restricted to eating in the cafeteria and basement area. At all other times, eating/drinking is not allowed in halls, stairwells, classrooms, auditorium or gym. In the cafeteria and basement area, students are expected to clean up after themselves and deposit their garbage in the containers provided. This courtesy is similarly expected of students eating their lunch outside the school in good weather.
- Students are not allowed to eat or sit on the front steps/entrance of the school. This area is designated as a memorial to the Veterans who studied at York Memorial.

Consequences

- Failure to co-operate and to clean up will result in an assignment of clean-up duty. Other escalating consequences include detentions, writing assignments, school service to suspension.

8. VISITORS - Expected Behaviour

- Visitors to the school are required to come to the main office, state their business, and ask permission from an Administrator to obtain a visitor's pass. The pass will be given at the discretion of the Principal or a Vice-Principal and the visitor's name will be entered in the visitor's book.
- Younger siblings/infants will not be permitted to visit the school at any time unless participating in an approved school activity.

Consequences

- Unauthorized persons will be informed of the policy, and requested to leave. If they refuse, they will be issued a trespass notice. A record of trespass incidents will be kept at school. Police may be contacted.
- Students bringing younger siblings/infants to school will be sent home.

9. ASSEMBLIES - Expected Behaviour

- The auditorium is an extension of the classroom. Student behaviour must reflect courtesy, respect and consideration for visitors, performers and spectators.

10. GAMBLING

Please see consequence grid.

11. DRESS CODE

The Dress Code at YMCI encourages students to dress in a manner that reflects self-respect, responsibility and safety. It recognizes the need for individual expression and the expectations of society for appropriate attire in a shared workplace. It reflects the TDSB's Equity Foundation Policy and integrates the principles of fairness, equity and inclusion.

Students and parents have the responsibility for seeing that proper dress code is followed. School personnel have the responsibility for maintaining and enforcing an appropriate dress code conducive to learning. Failure to comply with the dress policy may result in disciplinary consequences, up to and including suspension.

Expected Behaviour

- Students are expected to dress appropriately for school and in such taste that others would not be offended.
- Students may not wear revealing or suggestive clothing such as transparent shirts (unless worn with another shirt underneath), visible undergarments, back-less or shoulder-less tops, tops that show a bare midriff (no gap between your pants and top, either standing or sitting), muscle shirts, etc. All tops must have straps that cover undergarments. Skirts and shorts may not be shorter than mid-thigh.
- Clothing with offensive language or clothing that is disparaging towards any gender, race, creed, ethnic or religious group is strictly prohibited.

12. COMPUTER AND INTERNET USE

The Toronto District School Board (TDSB) offers Internet access and application software for student use. This system has been established for a limited educational purpose to include classroom activities, career development, and limited high quality research. The TDSB and this school have the right to place reasonable restrictions on the material you access and enforce all rules set forth in the school's Code of Behaviour and the laws of Ontario and Canada. Access to the Internet and application software is available through this school only with permission of the Principal or his or her designee and your parents/guardians.

ACCESS IS A PRIVILEGE, NOT A RIGHT.

Expected Behaviour:

STUDENTS WILL:

- take all reasonable precautions to prevent others from being able to use their account,
- immediately notify a teacher or the system administrator if they have identified a possible security problem,
- avoid the inadvertent spread of computer viruses by regularly checking disks for viruses,
- use the system only for educational and career development activities and limited high-quality research activities,
- respect the rights of copyright owners and acknowledge through references and bibliography any work obtained through the Internet,
- immediately tell the teacher or lab supervisor if they mistakenly access inappropriate information,
- Show their library card or Student Activity Card to the supervising teacher of the Computer Lab and the Library.

The TDSB Will:

- cooperate fully with government officials in any investigation related to illegal activities conducted through the school system,
- make no guarantee that the functions or the services provided by or through the computer system will be error free or without defects,
- not be responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service,
- not be responsible for the accuracy or quality of the information attained through or stored on the system,
- Not be responsible for financial obligations arising from unauthorized use of the system.

STUDENTS WILL NOT:

- give logins and/or passwords to another persons,
- access news groups, chat sites, game sites, or MP3 sites,
- access E-mail sites except before or after school,
- post private information about themselves or anyone else,

- agree to meet with someone they have met online,
- attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access,
- deliberately attempt to disrupt the computer system or destroy data,
- use the computers to engage in any illegal act,
- post a message that was sent to them privately without permission of the person who sent you the message,
- download large files without a teacher's permission,
- post chain letters or engage in sending an annoying or unnecessary message to a larger number of people,
- plagiarize,
- use obscene, profane, vulgar, rude, inflammatory, threatening, or disrespectful language,
- post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks,
- harass another person by a persistent action that distresses or annoys another person,
- use the computers to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature),
- Use this system for commercial purposes to offer, provide, or purchase products or services through the system.

Consequences:

- Electronic footprints are imprinted on the system whenever an action is performed. Therefore, students are likely to be caught if they break the rules.
- Parents will have the right at any time to see the contents of student files,
- Expect no privacy because of routine maintenance & monitoring,
- Additional restrictions may be placed on student use of computer accounts,
- Students may face a suspension of up to 20 days and/or criminal charges for violating school/board protocols,
- **Please refer to the TDSB On-Line Code of Conduct.**

13. ANNOUNCEMENTS

- A. All announcements to be read by an administrator and approved students are to be written out and initialled by the teacher supervising that activity. Please use the appropriate form.
- B. P.A. announcements to be read by the Office must be in the office before 8:45 a.m. Please write out clearly on a P.A. announcement form what you would like to have read (please be brief). These will be posted daily on the office bulletin board.