

**TORONTO DISTRICT SCHOOL BOARD AND
HUMBERSIDE COLLEGIATE INSTITUTE
CODE OF CONDUCT**

Statement of Principle

It is the mission of the Board to provide “*learning environments that are safe, nurturing, positive and respectful.*” Board schools are violence-free environments that promote a sense of belonging for all students. The Board and Humberside Collegiate Institute do not tolerate violence of any kind at school or during school-related activities.

The Humberside Collegiate Institute Code of Conduct is implemented in accordance with the Toronto District School Board's Code of Conduct, the Board's Safe Schools policy and provincial legislation and policy. This Code of Conduct also reflects the values and expectations of Humberside Collegiate Institute.

Roles and Responsibilities

For the purpose of the Humberside Collegiate Institute Code of Conduct, the members of the school community include students, teachers and staff, Principal and Vice Principals, parents and visitors. All members of the Humberside Collegiate school community are required to comply with standards of behaviour outlined in the Code of Conduct. The School communicates standards of behaviour through the Code of Conduct, including legislated mandatory consequences. The School and the Principal will ensure that the Code of Conduct is enforced in a fair and even-handed manner.

Students have an obligation to know the expectations and consequences set out in the Code of Conduct. All students are provided with a copy of the Code of Conduct in their student agenda and the School strives to educate our students with respect to the expectations and consequences. 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, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules, policies and local codes of conduct and takes responsibility for his or her own action.

Students are also expected to:

- exercise self-discipline
- accept such discipline as would be exercised by a kind, firm and judicious parent;
- be courteous to fellow pupils, respectful and courteous to all HCI staff;
- show respect for school property; and
- understand and comply with Humberside's Code of Conduct.

Parents and guardians 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 and guardians 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 both the Provincial Code of Conduct and Humberside Collegiate Code of Conduct;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

Standards of Behaviour

Respect, Civility and Responsible Citizenship

The Board and Humberside Collegiate Institute do not tolerate any anti-social or violent behaviour which impacts on learning environments. This Code of Conduct must set out standards of behaviour consistent with the standards established in the Board's Safe Schools policy, the Board's Code of Conduct and the Provincial Code of Conduct. Standards of behaviour must promote 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 a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or ability;
- 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; and
- respect the need of others to work in an environment of learning and teaching.

Weapons

All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person; and/or
- not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol or drugs.

Physical Aggression

All school members must:

- not inflict or encourage others to inflict bodily harm on another person; and/or
- seek staff assistance, if necessary, to resolve conflict peacefully.

Mandatory Consequences/Suspensions

Students shall be suspended from Humberside Collegiate Institute and from engaging in all school-related activities if the student commits any of the following infractions:

- 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 Humberside Collegiate or to property located on the school premises;
- committing physical assault;
- threats of serious physical injury;
- extortion;
- sexual or racial harassment;
- distributes hate material;
- engages in any hate motivated violence;
- inappropriate use of electronic communication/media;
- possession or misuse of any harmful substances;
- fighting; and/or
- bullying, intimidating and threatening.

Expulsions

Students shall be expelled from Humberside Collegiate Institute if the student commits any of the following infractions:

- 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; and/or
- possessing an explosive substance.

In determining whether a mandatory consequence shall apply, the Principal will consider mitigating factors established under the *Education Act* and outlined in the Board Code of Conduct.

Discretionary Consequences

Suspensions

Students may be suspended from Humberside Collegiate Institute and from engaging in all school-related activities if the student commits any of the following infractions:

- persistent truancy;
- persistent opposition to authority;
- habitual neglect of duty;
- 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;
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others;
- use of tobacco;
- theft;
- aiding or inciting harmful behaviour;

Expulsions

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- committing an act of vandalism that causes extensive damage to school property at Humberside Collegiate or to property located on the school premises;
- physical assault, threats of serious physical injury;
- engaging in extortion;
- distribution of hate material, hate motivated violence;
- inappropriate use of electronic communication/media;
- possession or misuse of any harmful substance;
- wilful destruction of school property; vandalism causing damage to school or board property or property located on school or board premises;
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others; and aiding and inciting harmful behaviour.

Application

This Code of Conduct applies:

- on school premises;
- on field trips and other out-of-school activities that are part of the school program;
- while travelling on a school bus that is owned by the board or that is under contract to the board; and
- off school premises where the conduct has an impact on the safety, security or physical and mental well-being of any member of the school community.

SPECIFIC HUMBERSIDE ADDITIONS TO CODE OF CONDUCT

Humberside Collegiate Institute is a community of staff, students and parents. Within this community, it is important that each member understands his/her responsibilities and rights as well as respects the rights of all members of the community. With this understanding and respect, the goals of the school can be achieved.

Start of School

Students should assemble in their first period classes well before 8:45 a.m. The day starts promptly at 8:45 a.m.

Attendance and Punctuality

Regular attendance on the part of students is vital to the process of learning. When the process and content of learning are disrupted by irregular attendance, both the individual student and his/her classmates suffer a loss of experiences that cannot be entirely regained. Students who habitually miss classes will suffer in the evaluation process because their participation and achievement cannot be fully assessed.

Reporting Attendance and Punctuality

Attendance and punctuality are reported to the VPO every period by the subject teacher. The Vice Principals will contact students and parents of students who show a consistent pattern of absenteeism or lateness. Students who are late to class or absent from class without an explanatory note from a parent will be assigned detentions.

Our attendance system will call home each morning and evening to report unexplained student absences.

Parents are encouraged to call the school (416 393-8122 Option 1) before 8:30 a.m. any morning to report their child's absence. Parents can review their child's attendance records with the Attendance Office at 416-393-8122 ext. 20004 or 20005.

Attendance Expectations

In recognition of the importance of regular attendance, all students at Humberside are expected:

- To attend all classes
- To present an explanatory note, signed by the parent/guardian, to all teachers upon returning to school after an absence.
- To present an explanatory note, signed by the student upon returning to school after an absence, if the student is 18 years or older,
- To submit a note from a parent/guardian and **sign out in the Vice Principals' Office** if leaving the school prior to the regular school dismissal time.
- To wait in the VPO until a parent is contacted and permission received before leaving the school without a signed note if the student is ill or needs to attend an outside appointment.

Punctuality Expectations

Students who arrive late for class cause an unnecessary disruption to their teachers and classmates. Late students often miss important information and instructions given at the beginning of the class. All students are expected to show courtesy to others and concern for their fellow students by being on time for all classes.

The following procedures encourage the habit of punctuality:

- School begins at 8:45 a.m. Students who are not in period 1 class by 8:45 are late.
- Students are expected to be on time for all their classes throughout the day (including alternative schedules)
- Students who are late will be assigned detentions
- Parental notes explaining lateness, must be presented to the VPO the day the student is late.

Humberside Dress Code

This dress code has been designed according to the policies of the Toronto District School Board and is consistent with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

The Dress Code applies to all students at Humberside C.I. The aim of the Humberside Dress Code is to promote confidence, comfort, and safety for self and others in a shared learning environment. Humberside is a school community where each member deserves to experience a safe and healthy learning environment that is free of harassment.

Inappropriate dress at Humberside Collegiate Institute includes:

Language and/or any representations on attire that indicates gang affiliation.

Attire that depicts violence, profanity, racial or gender discrimination or discrimination of any kind whatsoever. Attire that otherwise demeans an identifiable individual or group. Clothing with offensive language, which depicts, represents or carries messages that disparage any sexual orientation, creed, ethnic or religious group is strictly prohibited. Clothing that promotes the use and/or abuse of drugs, alcohol or tobacco is prohibited. Symbols of drug or drug paraphernalia are not to be displayed on clothing or accessories. Clothing that can be deemed unhygienic due to the level of contact between exposed skin and surfaces in the shared learning environment. Lastly, no nudity will be permitted on the school premises.

Please note that some departments may have dress requirements for certain courses, which includes, but is not limited to: specific athletic wear for physical education classes; protective wear for science labs; or occasion-based requirements, such as concert dress for music department performances. All students are expected to adhere to these course-specific dress requirements.

Noise in the Halls

Grade 12 students on unassigned periods should leave the halls as quickly and as quietly as possible. The Library Learning Commons is available as a work area. Students should not congregate in the main foyer or in front of the main entrance.

Food Consumption/Cleanliness

No food or drinks, with the exception of water, are to be consumed in classrooms during class. Food and drink are to be consumed only in the cafeteria, basement hallway and in specific rooms only where permitted and monitored by teachers.

Garbage containers are available throughout the school and school grounds. Students are expected to put their garbage in a garbage container or the appropriate recycling container, both within the school and in the surrounding neighbourhood.

PERSONAL ELECTRONIC DEVICES POLICY

The Toronto District School Board policy regarding personal electronic devices (cell phone, music player, iPod, video camera, electronic tablets) states:

- Personal electronic devices may be used during instructional class time for educational purposes, *if permitted by the teacher*;
- Personal electronic devices may be used outside of instructional class time, so long as the use of these devices does *not* distract from instructional class time, extracurricular activities or co-curricular activities.

Use of personal electronic devices is *not* permitted in any Humberside classroom or any other instructional area including Lismar Hall, Library Learning Commons, guidance office, main office, vice principals' offices, weight room and gymnasium, except as permitted by a teacher. Wi-fi is available in the school within designated areas.

To eliminate the possibility of distraction or interruption to the ongoing instructional process, personal electronic devices must be set to *silent* and secured out of sight upon entering Humberside.

Laser pointers are prohibited on school board property for safety reasons.

Loss or Theft of Personal Items Including Electronic Devices

The school is not responsible for the loss or theft of personal possessions including electronic devices.

Personal Electronics use During Emergency Situations

Excessive cell phone use during lockdowns or other emergency situations can actually have the negative effect of overloading the communication networks of emergency responders thus worsening the situation. For this reason, cell phones should not be used during emergencies and lockdowns. Should a student have information required by emergency responders, under the direction of a teacher, the student may provide that information by cell phone. Humberside will provide information on our website and telephone answering system to parents and guardians in the case of a lockdown.

Consequences of Failing to Comply with the Personal Electronic Devices Policy

Students using personal electronic devices in class without permission from a teacher will be sent to the Vice Principals who will ask the student to surrender the electronic device for the remainder of the day.

Consequences will also include a review of the policy with the student and may include a phone call home to a parent or guardian.

Expectation of Privacy

Recording, electronic transmission, or posting of photographic images of any person on school property, at school events, and during school activities and/or hours, is prohibited without the permission of: 1) the person or persons being photographed; 2) the Principal or designate; and 3) where the student is below the age of 18 years, the consent of the parent/guardian.

Cyber Harassment

Electronic posting or transmission of comments, discussions, photographs or images which are known or should reasonably be known to be hurtful to a member of the HCI community is not acceptable and will be dealt with as a form of harassment.

Snowball throwing

Snowball throwing is not permitted on or about school property. Warnings or suspensions may be issued.

Skateboards/Rollerblades

Skateboarding and rollerblading are prohibited in the school building and on school property.

Graffiti

Graffiti will not be tolerated as it is an act of vandalism that causes damage to school property. Vandals will be subject to progressive discipline which may include counselling, detentions, withdrawal of privileges, payment to repair damages, suspension and police involvement.

Posters/Flyers

Permission is required to post flyers and posters in the school. Please see the vice principal for approval and signature on posters. Also please use "painters" tape and remove the signs when the event is over.

Bags & Coats in Art Rooms and Science and Computer Labs/Library Learning Commons

No student book bags or coats are allowed in Science or Computer labs and library for safety and security reasons. Students are to leave these articles in their lockers, not the hallway.

Conduct during assemblies in Lismer Hall

Students will move quickly to Lismer Hall with their teachers when their group is called to the auditorium over the P.A. system. Students must sit in their designated class area with their teacher.

- Exemplary behaviour is expected while participating at an assembly.
- All students are expected to remove their headgear in Lismer Hall unless religious in nature.
- No knapsacks, bags, food or beverages are permitted in Lismer.

Procedures for Auditorium Presentations

Humberside is an educational institution with values that must be respected and maintained. Among those values are respect for all individuals and their right to feel comfortable in school activities. Consequently we have formulated the following Code of Conduct for performers:

- There should be no student activity planned without a Staff Sponsor.
- A dress rehearsal of the activity must be held, reviewed and accepted by the Staff Sponsor and the student responsible for the activity.
- The actual presentation must be identical to that of the dress rehearsal.
- The length of time allocated must be respected.
- The Staff Sponsor will make this code known to all participants of any assembly or auditorium activity.

Field Trips

Field trips are an extension of the school program. Excursion privileges are offered to students who conduct themselves in a manner consistent with the standards of behaviour expected in school. **Students with financial needs should see their Vice Principal**

Consequences

Students who, while on a field trip, break the code of student conduct will be subject to progressive discipline upon returning to the school which may include the withdrawal of future field trip privileges.

Physical Violence

Students, their families, teachers, staff and the community have the right to expect that schools are safe and free of violence. In particular, students must realize that **any unwanted intentional physical contact** is unacceptable and may be considered an assault with serious consequences, including the laying of police charges. Such activities as “initiations”, “niner”, “birthday beats”, harassment, threats and intimidation not only destroy the community spirit of Humberside but are illegal. We don’t want any of our students to be a victim of violence or to become caught up in doing violence to others. The Toronto District School Board Policy states that acts of violence on school property, at school sponsored events or in the local community will not be tolerated. Safety and security is essential to the learning process and any incidents should be reported to the Vice Principals’ Office, a trusted adult or Crimestoppers.

Good Neighbours

The Humberside community includes not just our school and grounds but also the immediate neighbourhood including Ravina Park. We recognize that, as a school of over 1200 people, our staff and students have the potential to create an impact on our neighbours during our daily routines and special events. Every effort will be made to maintain good community relations and to avoid negative interactions. All aspects of this code of conduct apply, and extend to, activities of our students near the immediate neighbours’ property.

In particular, students must respect our neighbours’ rights and property and must refrain from the following near our neighbours’ homes:

- Trespassing
- Smoking
- Using profane or improper language
- Littering
- Loitering
- Excessive noise

Additional Standard Codes of Conduct applying to all TDSB Students

- Code of On-Line Conduct
- Code of Behaviour for Athletes
- Student Responsibilities on Excursions

VIOLATION TO HUMBERSIDE STUDENT CODE OF CONDUCT

Consequences

If a student fails to comply with this CODE OF CONDUCT **progressive disciplinary actions** will be taken and may include any of the following:

- a) referral to a Vice Principal
- b) detentions
- c) contact with a parent or guardian
- d) community service
- e) single day withdrawal from classes
- f) reimbursement to the school for lost, damaged, stolen school property
- g) formal suspension from school
- h) any other action as appropriate

The Chart of Consequences of Inappropriate Student Behaviour is found after the Calendar in this Student Agenda.

SCHOOL SECURITY

The safety and security of our students, staff and building are of concern to us all. Humberside is for the use of Humberside students only and is not open to the public unless by invitation. Our School-Based Safety Monitor will assist the administrators and staff in keeping our students and staff safe.

Visitors in the School

- All visitors to the school must report to the Main Office (Room 102) to sign in and receive a name tag
- Report any intruders to a teacher or the V.P.O.
- Friends from neighbouring schools must not be invited to visit Humberside.
- Out of town family/friends should not be invited to attend classes.

Valuables

- Valuables should not be brought to school. There is no school/ Board insurance to cover theft or loss.
- The safety deposit box in the gym dressing rooms should be used during gym classes.
- The school will not be held responsible for loss or theft of valuables and will not reimburse the cost of lost or stolen items.

Emergency Response Procedures

The use of radio communication in the school allows immediate response between the Administrators, the School Based Safety Monitor and our caretakers for any emergency situation. A strong positive relationship with the Toronto Police Services – Division 11 has been nurtured.

Fire/Emergency Procedures

Humberside follows the Board's standard procedures for fire safety, bomb threats, lockdown and emergency evacuation procedures.

Fire Safety Plan

Fire drills are held six times each school year at regular intervals.

Misuse of the fire alarm will result in serious legal consequences. Schools are charged each time a false alarm occurs. \$1050 is charged to the school budget if three fire trucks are dispatched.

In the event of a fire alarm, all students, staff and visitors must vacate the school building as expeditiously as possible. Students in classrooms must use the appropriate exit as posted in every classroom. All students and staff not in classrooms must proceed to the nearest exit.

Lockdown and Lockdown Practice

Humberside practices our Lockdown Procedures twice per school year.

Cell phones are not to be used during lockdown as the communication system may be overloaded with an extreme amount of use. Should a real lockdown situation occur the Toronto Police Service assumes control of the building and grounds in co-operation with the Principal. Communication with parents will be through the computerized telephone system, voice mail message, our website, email list and the local media.

What to do in Case of Harassment or Bullying/Cyberbullying

If you are being bothered, receiving unwanted attention, comments or touching or you know of another person who is being bullied, harassed in person or through cyberbullying please **report** such activity to any adult in the building who will get that information to the Vice-Principal.

Your report of these harmful behaviours can keep us all safe. Bystanders who do nothing to help others are part of the reason this behaviour continues.

Injuries

Should you injure yourself on school property, please report the incident to the Vice Principals' Office.

SAFE SPORTS PROTOCOL

Humberside follows the Toronto District School Board Policy:

- A TDSB member must always supervise extra-curricular activities.
- Community volunteers may coach or advise during extra-curricular activities as long as there is a TDSB employee in charge and on site
- Volunteer coaches must have a police check.
- Only students of participating schools are allowed as spectators.
- There may be circumstances where spectators are not permitted.
- All dressing room doors are kept locked during classes.
- Students must use the transportation arrangement suggested by the coach and wherever possible travel together as a group.
- All students participating in team sports must sign the "Code of Ethics", in accordance with OFSAA rules.