

G.L. Roberts CVI Code of Conduct

In addition to and consistent with Ontario and Board behavioural expectations and consequences for infractions, students at G. L. Roberts CVI are expected to meet the following school-based expectations:

ATTENDANCE

Regular and punctual attendance in ALL classes is vital to learning and academic success.

Absenteeism is a major cause of failure/underachievement at school. Students also depend on each other for classroom discussions and group work. Class material often builds on prior learning that may be missed due to absences. Absences and lateness result in missed instruction and learning. Failure to attend classes will result in an escalating series of consequences as outlined below:

Expectations	Reasons	Corrective Practice (progressively, as lates and/or absences increase in number per semester)
<p>Students are expected to be on time for all classes. Sleeping in is not an acceptable excuse for lateness and/or missing class(es)</p> <p>Students are expected to attend ALL classes or school sanctioned events.</p>	<p>Lateness can disrupt the learning process. It has a direct negative impact on student achievement.</p>	Warning, Call to parent/guardian
		Call to parent/guardian, Attendance Letter
		Parent Meeting
		Possible Referral to Attendance Counsellor
		Attendance Letter, Parent/Guardian Conference
	<p>Punctuality is expected in career and personal relationships and shows consideration for others.</p> <p>Essential for student achievement, development of critical thinking skills, group interactions and good work habits. Regular attendance is an indication of responsibility and a healthy work ethic.</p>	<p><i>Note: consequences may vary due to mitigating circumstances and the frequency of the lates/absences</i></p>
<p>Adult Students (18 years or older) may write their own notes. They may sign-out or excuse their own absences to a maximum of 5 times/semester. More than this will require discussion and permission from an administrator.</p>		

Absence from School and/or Truancy (Unexcused Absences)

Truancy is being absent from school without the approval of a school official, parent or guardian. Truancy is a serious infraction of school rules and the *Education Act*. Absences must be supported by appropriate documentation (stating the date and reason for absence). A phone call to the office from a parent or guardian is also acceptable. Students are responsible for any missed assignments, quizzes, tests, class work, etc. Failure to attend classes, persistent lates, and failing to sign in and out will result in progressive school consequences that may lead to suspension.

Attendance when Participating in Athletic Events, Co-Curricular Trips and Field Trips

Students must attend school and classes on days that they are attending an athletic event, co-curricular trip or field trip. Students absent from any class during the school day are not permitted to participate in these activities on that day. Students are responsible to catch up on any missed classroom work.

Signing In/Out During the School Day

All students arriving or leaving the school between the hours of 8:50 a.m. and 2:55 p.m. (including the lunch hour) must first report to the office to sign in or out and must present their slip to their teacher. Students failing to sign in or out through the office may face progressive consequences leading to suspension. A note, phone call, or on-line report from a parent/guardian is required. In the absence of a note, phone call, or on-line entry, the school will not release a student. A student who is ill must report to

the office. The parent/guardian or an emergency contact will be contacted to make arrangements for signing out.

COATS, HATS, BANDANAS, SCARVES AND SUNGLASSES

Coats are not to be worn in instructional areas, including the Library and computer labs. Hats and sunglasses are not to be worn in the school building. Any headwear (such as scarves) that may be interpreted in a negative way or to represent any gang affiliation is not permitted. Bandanas are not permitted as an accessory anywhere on the body.

Dress code violations will result in students being sent to the office to change into clothing provided by administration or students may be sent home to change. Repeated violations of the dress code will result in progressive discipline consequences such as detention or suspension.

ELECTRONIC DEVICES

Electronic devices should be turned 'OFF' and put away during class time, unless being used as a learning tool, with permission from the teacher. Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, communication through personal electronic devices during class time interferes with teaching and learning. An exception to this occurs when the teacher has approved the use of specific technology for purposeful instruction.

Unless deemed appropriate by school staff for educational purposes, it is the practice of the Durham District School Board that the use of personal electronic devices is prohibited during the school-day on school property. If a student brings a personal electronic device to school, it should be turned off and out of sight. Personal electronic devices may be utilized off school property or in designated areas and during times as outlined by school administration. The Durham District School Board cannot assume the liability for lost, stolen or damaged personal electronic devices.

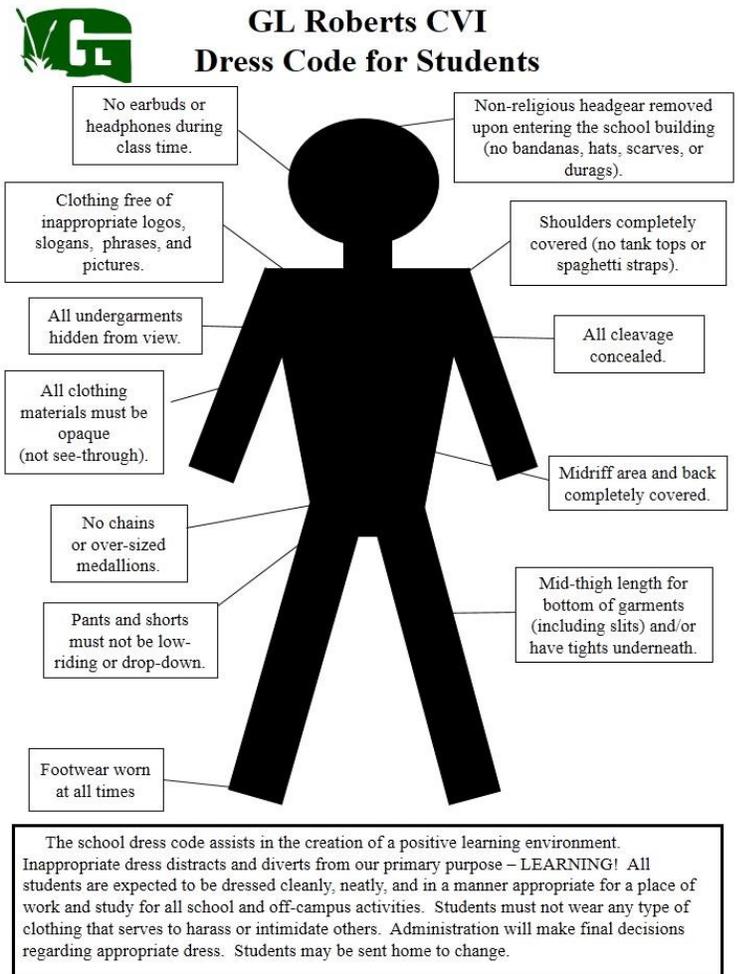
In keeping with the *Freedom of Information and Privacy Act*, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, **"the taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate. In particular, the use of cameras filming and/or recording is strictly prohibited in washrooms and change rooms.** However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

On-line activity by staff, students and parent/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment.

Co-operative Education classes and Co-curricular programs, such as field trips and after-school events, are an extension of the classroom, and the expectations of the use of personal electronic devices apply. Staff may approve the use of this technology for purposes of education and communication, such as calling parents for pick-up or taking photos or videos of trip highlights.

The playing of portable stereos or musical instruments is not permitted in the building unless deemed appropriate by school staff for educational purposes.

Students who are not respectful of the Electronic Devices policy will be asked to bring their electronic device to the office where the following consequences will be enforced:



The infographic features a central black silhouette of a person. Surrounding the silhouette are various text boxes with lines pointing to specific parts of the body, detailing dress code rules. At the top left is a green logo with the letters 'GL' and a stylized plant. At the top right is the title 'GL Roberts CVI Dress Code for Students'. At the bottom is a large rectangular box containing a general statement about the school dress code's purpose.

**GL Roberts CVI
Dress Code for Students**

- No earbuds or headphones during class time.
- Non-religious headgear removed upon entering the school building (no bandanas, hats, scarves, or durags).
- Clothing free of inappropriate logos, slogans, phrases, and pictures.
- Shoulders completely covered (no tank tops or spaghetti straps).
- All undergarments hidden from view.
- All cleavage concealed.
- All clothing materials must be opaque (not see-through).
- Midriff area and back completely covered.
- No chains or over-sized medallions.
- Mid-thigh length for bottom of garments (including slits) and/or have tights underneath.
- Pants and shorts must not be low-riding or drop-down.
- Footwear worn at all times.

The school dress code assists in the creation of a positive learning environment. Inappropriate dress distracts and diverts from our primary purpose – LEARNING! All students are expected to be dressed cleanly, neatly, and in a manner appropriate for a place of work and study for all school and off-campus activities. Students must not wear any type of clothing that serves to harass or intimidate others. Administration will make final decisions regarding appropriate dress. Students may be sent home to change.

First Offense	Student hands in their device to the office and picks it up at 3:00 or later
Second Offense	Student hands in their device and parent picks it up at their discretion
Third Offense	Suspension
Fourth Offense +	VP Discretion

STANDARDS OF BEHAVIOUR

RESPONSIBILITY

Students Asked to Identify Themselves

Students are to give their name, without question, if asked by a staff member. It is important for safety and security that staff be able to verify student identity. Failure to identify yourself to a staff member may result in consequences including suspension.

Litter, Graffiti, and Tagging

Students are expected to do their part to ensure litter gets recycled, or thrown into the garbage. If students are littering on school grounds, or adjacent areas such as the lakefront and neighbours' properties, they may be assigned community service. When asked to pick up litter, even if it is other than their own, students are expected to cooperate with the staff request.

If students are caught vandalizing school property in any way, including writing or drawing on walls, lockers, or other school property, they will be suspended and criminal charges may result.

Tagging is a stylized street name or nickname used by taggers, and is often associated with criminal activity. Tagging is not permitted on any surface at school. School consequences will be assigned, charges may be laid, and/or restitution will be required.

School Functions and Trips

When students attend any school activity on or off school property, they must demonstrate responsible behaviour. Such activities may include, but are not limited to, dances, athletic events, concerts, trips and any other school sponsored activity. The G. L. Roberts CVI Code of Conduct applies to all of these functions.

Student Parking

Students are expected to drive safely and responsibly in our parking lot. Cars are to be parked appropriately in the third and fourth rows of the south parking lot. Students are not to congregate in or smoke in vehicles on school property or to use vehicles as lockers by accessing them between classes. All students must obtain a parking pass from the main office. Parking privileges will be withdrawn if a student fails to abide by these rules.

RESPECT

Respect for Property and Others

Students at G. L. Roberts CVI are expected to treat school property and others with respect. Infractions that damage property or endanger others will result in consequences including suspension.

Good Neighbour Policy

At GL Roberts CVI we have a good neighbour policy which reflects our commitment to the community. We will exercise appropriate discipline when the behaviour of our students disrupts the safety and orderliness of our surrounding geographical area.

Skateboards, Scooters, Longboards, Inline Skates and Bicycles

These activities are not permitted on school property. "Playing" these activities on the roadways surrounding the school is also not permitted. Bicycles must be secured in the racks at the entrance to the school. Skateboards, scooters, longboards, and inline skates must be stored in lockers while on school property. The school cannot assume the liability for lost, stolen or damaged items.

Cafeteria Services and the Concourse (the "Pit") – Food and Water

As the School of Environmental Studies, we encourage students to bring a garbage free lunch to school. To prevent litter in classrooms and halls, food is to be eaten in the cafeteria/pit or taken outdoors through the exterior exit doors off the cafeteria unless students are participating in a teacher supervised activity. Only water may be consumed in classrooms.

EXCELLENCE

Quality of Work Submissions

Students may not create or submit any work that promotes the use of drugs, violence, racism, sexism or any other illegal activity. The consequences of submitting such work will be consistent with the gravity of the individual situation, in consultation with department heads and administration as appropriate and will be dependent upon the magnitude and the intent of the act.

Study Periods

Students may spend their study period working quietly in the library or they are to leave the building and property. The Pit area and cafeteria are out of bounds during class time unless the student is supervised by a teacher.

Textbooks

Textbooks must be returned upon completion of a course. Teachers will record the condition and number of each text when issued, with the name of the student who received it. Students are responsible for their textbooks. Replacement charges will be levied if a textbook is damaged or lost.

Detentions

Detentions are served at lunch time and/or after school. The student is asked to report to the office where a staff member will supervise the student(s). Each student is asked to bring work with them to complete during this 20-minute period. The intention of this opportunity is two-fold: students complete work missed and students are held accountable for their behaviour.

Community Service

Students may be assigned community service hours as a consequence for some behaviours. Community service will be performed outside of class time and will involve assisting school staff to maintain or improve the school environment.

Other

- The distribution of flyers or posting of materials is not permitted without administrative approval.
- Gambling and other illegal activities are not permitted.
- Students may be suspended or expelled for behaviour that puts the safety of themselves or others at risk.
- Students must cooperate fully with all school investigations.
- **Other rules may be added at any time at the discretion of the administration.**

BULLY-FREE SCHOOLS

Creating a Positive School Climate: Bullying Prevention and Intervention

“The school climate may be defined as the learning environment and relationships found within a school and school community. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. Principles of equity and inclusive education are embedded in the learning environment to support a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of bullying prevention.” (*PPM 144: Bullying Prevention and Intervention*, Ontario Ministry of Education, 2012)

What is Bullying?

- Bullying is an aggressive behaviour
- There is an intent, or reasonable assumption, to cause harm (to the individual, his or her reputation or property)
- It is typically repeated
- There is a real or perceived power imbalance
- There may be a negative impact on the learning environment of the school

Bullying can take many forms such as physical, verbal, physical, social, sexual or electronic. When a bully chooses to use technology such as a smart phone, the internet, a gaming system or any other device, it is considered cyber-bullying. School consequences may apply, if the bullying has had an impact at the school, even if the bullying took place off school property.

The 4 R's of Bullying Prevention

- **RECOGNIZE** bullying behaviour – if you are not sure, ask a trusted adult
- **REFUSE** to accept bullying behaviour – do something to get help
- **REPORT** to a trusted adult – this will help everyone involved
- **RESTORE** relationships – support peers in making good choices

Creating a positive school culture where all students feel safe, accepted, appreciated and included is a critical component of learning. Students who feel safe and supported in school are more likely to achieve academically. (*Forging Safer Learning Environments*, Research Monograph #30, The Literacy and Numeracy Secretariat, September, 2010)

Report Bullying Now (an electronic reporting system)

All DDSB schools have a location on their school websites that will allow students, parents/guardians and others to report bullying to the school. This can be done anonymously; however, remember that the more information you give in the report, the more easily the principal or vice principal will be able to investigate the issue and find a solution. Without your name, it will be more difficult to help you.



Self Regulation strategies:

Know your zone and be in the green:

- **Blue** - Need to energize yourself
 - Tired/Bored- Jumping jacks, run in place, run an errand for teacher
 - Sad/Sick- deep breath, talk to someone, happy thoughts
- **Green** - Use tools to stay Green
 - Sit up, good attitude, listen, focus, participate, connect with someone
- **Yellow** - Catch yourself early
 - Nervous/Frustrated- Deep breathing, safe place, positive self-talk, talk to someone
 - Silly/Energetic- get a drink of water, walk, deep breaths
- **Red** - Feeling out of control - use your tools ASAP!
 - Walk away/get out of situation, find a safe place, use a squeeze ball, talk to someone

