



**Brampton Centennial  
Secondary School**

**CODE OF CONDUCT  
&  
POLICIES AND PROCEDURES**

**2017-2018**

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# Table of Contents

<b>OUR MISSION, VISION AND VALUES .....</b>	<b>3</b>
<b>CODE OF CONDUCT.....</b>	<b>4-7</b>
<b>POLICIES AND PROCEDURES.....</b>	<b>8-21</b>
1. Attendance.....	8
2. Personal Identification.....	11
3. School Property .....	11
4. Bring Your Own Device (BYOD) .....	11
5. Computer and Internet Usage.....	12
6. Academic Honesty .....	13
7. Deadlines and Missed Assignments .....	13
8. Personal Belongings .....	15
9. Dress Code .....	15
10. Student Activity Fee .....	16
11. Address, Medical Information and Emergency Contacts .....	16
12. Emergency Procedures .....	16
13. Trespassers and Visitors .....	16
14. Smoking.....	16
15. Gambling .....	16
16. No Scents .....	16
17. Guidance and Career Education .....	17
18. Library and Resource Centre .....	17
19. Field Trips/Excursions.....	17
20. Co-curricular Activities .....	18
21. The School Letter System.....	19

**Our Mission:** *Learning in a safe and dynamic environment*

**Our Vision:** *Brampton Centennial is a community school with high standards, a strongly committed staff, wide opportunities to learn, extensive extra-curricular program and a positive climate for learning.*

**Our Values:** *Respect, Integrity, Commitment, Caring*

**Each member of the B.C.S.S. community is a learner who:**

*S* **hows respect** for self and others.

*T* **akes responsibility** for personal actions.

*R* **espects** the school building, its contents and grounds.

*I* **s making a positive difference** within the school community.

*V* **alues** integrity, compassion and determination.

*E* **ndeavours** to develop intellectually, physically, emotionally and socially.

*S* **trives** to be a healthy, principled, and productive member of society.



# BRAMPTON CENTENNIAL S.S.

## CODE OF CONDUCT

### **OUR COMMITMENT**

Brampton Centennial Secondary School recognizes that students achieve their best when they feel safe, nurtured, welcomed, respected and included. We are committed to providing a healthy learning and working environment that supports student success by promoting responsibility, respect, civility, academic excellence and good citizenship. For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions, as well as physical violence in any form.

We believe that parents, the school and community must all work together to become responsible members of society, being sensitive to the diversity, cultural and special needs of individual students. We must clearly demonstrate respect for social justice and human rights, and promote the values needed to develop responsible members of a democratic society. We believe as productive and responsible members of society we will model the character attributes of respect, optimism, empathy, inclusiveness, perseverance, initiative, responsibility, creativity, leadership, and integrity.

### **OUR CODE OF CONDUCT**

The Brampton Centennial Secondary School Code of Conduct applies to all members of the school community including students, parents, guardians, volunteers, visitors and school staff, whether they are on school property, on school buses, at school-authorized events or activities, or in any other situation that may impact the school climate.

All members of the school community have a responsibility to respect and honour the school Code of Conduct, to demonstrate age and developmentally appropriate social behaviour and to take responsibility for their own actions.

### **OUR RESPONSIBILITIES**

*All members of the school community are expected to:*

- demonstrate honesty and integrity
- treat one another with dignity, respect and fairness, regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, gender identity, sexual orientation, age, ability, socioeconomic status, or any other attribute
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully
- show proper care and regard for school property and the property of others

*Student responsibilities include:*

- demonstrating a commitment to learning through punctual and regular attendance, being prepared and ready to learn
- practicing honesty and integrity including, but not limited to, not participating in or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity
- following school rules and taking responsibility for his/her own actions
- refraining from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others
- showing proper care and regard for school and community property, as well as only visiting other schools for school-related and authorized activities

***Staff responsibilities include:***

- helping students achieve to the best of their ability, developing self-worth, and being responsible citizens
- maintaining order in the school and holding everyone to the highest standard of respectful and responsible behaviour
- communicating regularly and meaningfully with parents/guardians
- establishing an array of extensive, clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behaviour

***Parent and guardian responsibilities include:***

- taking an active role in their son/daughter's education by ensuring that he/she is prepared for learning, including punctual and regular attendance, promptly reporting authorized absences and late arrivals, and ongoing communication with the school
- reviewing the school Code of Conduct with their son/daughter and helping him/her follow school rules
- helping their child understand that it is not appropriate to tease or bully others
- monitoring their child's internet use and taking responsibility for his/her behaviour when accessing electronic resources from home
- attend BCSS events and meetings, especially Parents' Nights
- encourage their children to participate in the school's co-curricular programs

## **BULLYING PREVENTION AND INTERVENTION**

We are teaching students to identify bullying behaviour and giving them strategies to deal with, and stop it from happening. Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be dealt with using a progressive discipline approach.

## **PROGRESSIVE DISCIPLINE**

Brampton Centennial Secondary School encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. The discipline procedures at Brampton Centennial Secondary School reflect our values and our beliefs about how people are to interact in our school community. The term "discipline" means to teach. We see discipline as a positive way of helping our students to achieve self-control and develop intelligent behaviours. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include: oral reminders, review of expectations, contact with parent(s)/guardian(s), written reflection, volunteer services to the school community, conflict mediation and resolution, peer mentoring, and/or referral for support services. The interventions around the behaviour of students are to be consistent, constructive, and allow the students to monitor their behaviour and the interactions they have with those in the building.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual Education Plan and his/her demonstrated abilities.

The following is a **list of possible consequences** that represent a continuum of choices that may be drawn on by teachers, administrators and/or parents when reacting to each code violation:

- Disciplinary reprimand or warning discussions with student involving parents, teacher, counsellor and administration.
- Detentions
- Temporary or permanent removal from class
- Loss of privileges
- Community service

- Restitution
- Referral to resource staff
- Referral to contact program / In-School Review Committee
- Referral to Police / Fire Marshall / Smoking By-Law Officer
- Referral to alternative education program
- Performance contract
- Suspension
- Board expulsion

### **Suspension and expulsion**

Brampton Centennial Secondary School also supports the use of suspension and expulsion for serious incidents as outlined in the Peel District School Board's Safe Schools Policy.

Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal must consider mitigating and other factors.

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

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying
- uttering a threat to inflict serious bodily harm on another person
- damaging or destroying school property
- possessing alcohol or restricted drugs
- being under the influence of alcohol
- committing any act, considered by the principal to:
  - have a negative impact on the moral tone of the school
  - have a negative impact on the physical or mental well-being of one or more school community members
  - be contrary to the school or Peel Board Codes of Conduct

#### **Incidents for which a principal will consider recommending to the board's Discipline Committee that a student be expelled include:**

- physically assaulting another person causing bodily harm that requires medical treatment
- possessing a weapon or using a weapon to threaten or frighten another person
- trafficking in restricted drugs or weapons
- giving alcohol to a minor
- committing robbery
- committing sexual assault
- behaviour that:
  - is significantly detrimental to the school climate and/or to the physical or mental well-being of others
  - causes extensive damage to school property
  - causes his/her continued presence at the school to pose an unacceptable risk to other members of the school community
  - a pattern of behaviour so inappropriate the student's continued presence is detrimental to the effective learning or working environment of others
  - demonstrates a persistent resistance to changes in behaviour that would enable him/her to be successful
  - is a serious violation of the school or Peel Board Codes of Conduct

Students who are suspended or expelled will be given an opportunity to continue their education through educational programs offered by the school board.

### **DRUGS**

The school recognizes the benefits of a smoke-free environment for all persons. By law, smoking is not permitted at Brampton Centennial Secondary School, on any other board property, on school buses or while attending any school-related event or activity. School property includes cars that are on school grounds and all lands to the edge of the sidewalk or street. The *no smoking* rule will be enforced within these areas.

Providing tobacco products to anyone less than 19 years of age is illegal.

Alcohol and restricted drugs may be addictive and represent a health hazard. Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol will not be condoned at Brampton Centennial Secondary School, on Peel board property or at any school-related event or activity at any time. Drug-related paraphernalia that can be used for substance abuse are not permitted on school property.

## **WEAPONS**

Possessing or displaying weapons of any kind, real, toy or replica, and all other objects that could inflict or threaten bodily harm will not be condoned at Brampton Centennial Secondary School, on any Peel board property, or at any school-related event or activity at any time.

## **DRESS CODE**

The standards for school dress at Brampton Centennial Secondary School are based on common sense and are intended to support the comfort, safety and modesty of all students. There is a strong relationship between neat, clean and appropriate clothing and a positive learning environment. Staff and Students must adhere to the 4C's policy in selecting their attire for the learning environment: Clean, Comfortable, Covering, and Considerate.

To reflect that school is a place where we do things differently and to be respectful of the learning environment, hats and other headgear (other than religious apparel) are not to be worn in school.

Any staff member or student requesting to commence wearing a Kirpan at school must make the request directly to the principal. In the case of a student who is under the age of 18, parents will be requested to attend this meeting where it will be explained that Kirpans may be worn in schools by Khalsa Sikh students subject to certain limitations.

## **USE OF TECHNOLOGY**

Students will demonstrate appropriate online conduct and manners and refrain from improper/unethical use of technology, including computer hacking and cyber-bullying. The internet must not be used for any purpose that is contrary to the intent of the Brampton Centennial Secondary School Code of Conduct. This applies to school, work and home internet use.

## **BUS TRAVEL**

Students are expected to follow the standards of behaviour outlined in the Code of Conduct while they are on the school bus. Students who demonstrate inappropriate behaviour and/or impact the safety of those on the bus may have their bus privileges removed.

# POLICIES AND PROCEDURES

## 1. PUNCTUALITY AND ATTENDANCE

At BCSS we recognize that punctuality **and regular attendance in all classes are life skills that are important for success** in school studies and to gain pride in learning. Regular attendance is the greatest predictor of school success. It is the responsibility of students to attend all classes for which they are registered and to arrive on time. The instruction, interaction and study that take place during class are essential to your progress and cannot be replicated. Teachers incorporate day-to-day efforts into the evaluation of student progress.

Attendance is taken at the beginning of each period. Our automated call-home system, and teachers, will contact parent/guardians regarding student absences either at home, or by request, at a business or cell phone number. As well, parents can monitor student attendance through registering for 'Parent Web' (See Parents Can Be Proactive section). Detailed attendance summaries are provided with each report card. Absences without a note beside them are considered "Unauthorized".

**Note:** Brampton Centennial Secondary School has an alternating schedule (period 3 and 4 “flip”). On “odd” calendar days there is a DAY 1 schedule; “even” calendar days are a DAY 2 schedule.

### DAILY SCHEDULE – DAY 1

#### **Homeroom Arrival 8:15 a.m. - 8:20 a.m.**

Period 1 8:20 a.m. - 9:40 a.m.

Period 2 9:43 a.m. - 10:58 a.m.

**Lunch 10:58 a.m. - 12:18 p.m.**

Period 3 12:18 p.m. - 1:33 p.m.

Period 4 1:36 p.m. - 2:51 p.m.

### DAILY SCHEDULE – DAY 2

Period 1 8:20 a.m. - 9:40 a.m.

Period 2 9:43 a.m. - 10:58 a.m.

**Lunch 10:58 a.m. - 12:18 p.m.**

Period 4 12:18 p.m. - 1:33 p.m.

Period 3 1:36 p.m. - 2:51 p.m.

After school, staff are available for extra help, practices, games, meetings etc. All students who are **NOT** under the direct supervision of staff must leave the building and school property **by 3:15 p.m.**

#### ❖ PUNCTUALITY

Students are marked late if they arrive in class after the anthem has begun at 8:20 a.m. Students need to arrive at school by 8:00 a.m. so that there is enough time to visit lockers and get to class. Students who arrive during the morning proceedings are to stand quietly in the halls until the end of all announcements. It is the student's responsibility to explain to the teacher, at a reasonable time, the reason for being late and ask for an 'Attendance Record Correction/Update'. This form needs to be completed by the teacher and will be forwarded to the attendance secretary in the main office for correction.



## ❖ **LATE TO SCHOOL OR TO CLASS**

Report directly to class and explain your lateness to your teacher at an appropriate time. Students must provide their teacher with a note from home stating a legitimate reason for being late. Your teacher will collect the note and forward it to the office to up-date your record from absent to late.

Please note that attendance is taken at the start of the class; students who arrive after 8:45 will be entered as absent; a legitimate reason for being late must be provided in order to have the absence changed to late.

For students who are late without a legitimate reasons and note, your teacher will apply appropriate consequences including, but not limited to, detentions and/or contact with parents/guardians. Continued lateness will result in a referral to a vice principal.

## ❖ **SKIPPED CLASSES**

Missing classes has a serious impact on the learning process and the opportunities to demonstrate achievement. Students who are absent from class without a valid excuse will be assigned a detention by the teacher. If absences persist, the teacher will contact the parent. Should absences continue after teacher-parent contact, referral will be made to an administrator.

## ❖ **ATTEND-TO-PARTICIPATE POLICY**

Each year our school sponsors many extra-curricular clubs, teams, and activities. In order to be eligible to participate you must take care of your 'student' responsibilities first by having good attendance and being punctual to regularly scheduled classes. Prior to any event, and throughout club and team seasons, the school administrators review the attendance for all prospective participants and may withdraw students who are not eligible as a result of their attendance patterns. Students who correct their attendance pattern prior to the next event will have their privileges re-instated.

## ❖ **STUDY PERIODS**

Senior students may have a scheduled study period as part of their educational plan. The inclusion of this period is to assist the student in completing work and performing well in classes. Students on a study period in any part of the day must be in the library or cafeteria – NOT in the halls or in the parking lot.

## ❖ **ILLNESS**

First, tell your teacher that you are ill and then report immediately to the Student Office. Never remain in a washroom or leave the school.

## ❖ **SIGNING-IN**

All students who are late to school or have missed the previous day of classes (without written notification) must SIGN-IN at the Student Office. A Parent/Guardian note or a parental/guardian phone call (followed by a note) must be provided as validation of the reason for late arrival or absence.

## ❖ **SIGNING-OUT**

Students who must leave school and will be absent from one or more of their classes that day must SIGN OUT at the Student Office **before 8:10 a.m.** A note from the parent/guardian must be submitted to the office and an excuse slip will be given to the student to give to the teacher before leaving.

## ❖ **NOTES**

In the event that a student must be absent from school, a Parent/Guardian must report the absence to the attendance secretary, in advance when possible. Otherwise students must provide a written note from the parent/guardian immediately upon return to school to the main office. An explanatory note will be placed in the computerized attendance system and a form given to the student to show teachers. The original note will be kept on file in the office for teachers to review if necessary.

## ❖ **COMMUNICATION WITH ADULT STUDENTS (AGE 18 AND OLDER)**

Please be advised that Peel District School Board staff, including teachers and administrators, will communicate with the parent(s)/guardian(s) of an adult student (age 18 or older) regarding educational matters unless, and until, that adult student provides direction in writing that all further communication by school staff regarding education matters must be with the student only. If you have any questions regarding this practice or if you wish to provide written direction to the school, please speak to your Vice Principal or Principal. Although a student who provides this written direction to the school may sign themselves in and out of school, abuses of this procedure will be followed up on by administration.

## ❖ **PROCEDURE FOR ABSENCES**

\*\*\*\*\***Communication between the home and the school is the key. Notes from the Parent/Guardian MUST be provided for ALL student absences.**\*\*\*\*\*

## ❖ **WHAT TO DO IF YOU ARE ABSENT**

1. Have a parent or guardian **call** the 24 Hour Attendance Phone line at 905-451-2860 and press 3 after the message. Leave a message including the following information: student number, reason for absence, and name of person leaving the message.

- **AND** -

2. Bring a note, signed by your parent or guardian, to the attendance desk in the front office, the day following your absence. The note should include the date it was written, the date/s of absence, and the reason/s for the absence/s. Your record will be updated upon receipt of the note.

## ❖ **UNAUTHORIZED ABSENCES OR LATES TO CLASSES**

*May result in the following:*

- 1 - teacher discusses attendance and consequences with the student
- 2 to 5 - teacher determines progressive discipline consequence which may include make up time after school
- >5 (or problematic pattern of absences) - referral to Vice Principal

## ❖ **EXTENDED ABSENCES**

If you will knowingly be absent from school for an extended period of time, you are expected to meet with your Vice-Principal well in advance of the absences to ensure the continuity of your program.

*Please Note:*

1. Well in advance of the absence, you must bring a note signed by your Parent/guardian to the main office indicating the nature and duration of the absence.
2. Prior to the absence, the student must ensure that an **Extended Absence Form** is completed with each teacher, the Parent/Guardian, and Vice Principal.
3. In accordance with provincial regulations, when a parent/guardian gives a student permission to be absent from school at times other than regularly scheduled holiday periods, your education becomes the responsibility of the Parent/guardian. Students and parents should be aware that being absent from the regular school program will have an impact on marks. In-class lessons and activities cannot be replicated. Daily evaluations in class will also be missed.
4. It is the responsibility of the student to gather and complete the work missed. The student should arrange for a student in class to collect notes and handouts during the absence period. When the student returns, work must be caught up within a reasonable time set by the teacher.
5. Examinations/final assessments cannot be rescheduled and any student, who misses an exam/final assessment for reasons other than medical, will receive a mark of zero (0) for the assessment.

## **2. PERSONAL IDENTIFICATION**

All students registered to attend Brampton Centennial Secondary School will be given a Student Identification Card for the current school year. This card must be carried by each registered student. Students **MUST** provide identification when asked by any staff member. Temporary staff and visitors to the school are also given identification cards and lanyards which are worn during their visit to the school.

## **3. SCHOOL PROPERTY**

### **❖ TEXTBOOKS**

Most textbooks are issued free on a loan basis and remain the property of Brampton Centennial S.S. All texts must be returned at the end of the course or when the student leaves school (before the end of the course) and each student is responsible for the specific book issued to them. Loss or damage other than ordinary wear will be charged to the student. Students with outstanding textbooks may not be issued texts in new courses until the book issue is resolved.

### **❖ SCHOOL FURNITURE & FACILITIES**

Please observe the following with respect to the school's appearance: do not mark or damage desks, lockers, computers or any equipment you may use. It is *everyone's responsibility* to help to maintain a clean and tidy school. Place all waste paper and refuse in the containers provided.

### **❖ LOCKERS**

Lockers remain the property of the Peel District School Board and are loaned to students for the school year or until withdrawal from school. Lockers (and locks) are assigned to students at the beginning of the school year and only Dudley locks are encouraged. Work locks or key locks are not recommended. Locks can be purchased from the main office for \$5.00. It is extremely important that you keep your lock combination confidential, for your own protection. No unauthorized lock or locker changes can be made. The loan conditions include that the locker is not defaced, abused, or used for any illegal purpose. The school reserves the right to revoke locker privileges at any time if conditions are not met and the administration may search the locker upon reasonable grounds. Any vandalism to lockers will be dealt with by restitution for damages and/or suspension.

### **❖ LUNCH PERIOD**

The first and second floors are assessable to students during the lunch period. **The third floor is not accessible to students during the lunch period. Students are not permitted to sit in the stairwells during the lunch period.** Students are responsible for clearing away garbage, trays, dishes and debris as soon as they finish eating.

### **❖ POSTERS**

No posters may be displayed in the school unless initialed by a Vice-Principal. The number of posters that may be posted will be limited according to size. Posters may be placed only on a bulletin board and tile surfaces only. They must not be placed on any brick, wooden or plastered surfaces, the folding doors of the Group Teaching Room (GTR), ceilings and the glass surfaces. Posters must be removed immediately following the event by the sponsoring group

### **❖ PARKING - STUDENTS**

Students with a BCSS parking tag may park their vehicles in the south parking lot **ONLY**. With the addition of portables, a limited number of student parking tags are available. A **VEHICLE LICENCE SHEET** is available in the Student Office and must be completed before a parking tag can be issued. **The tag must be displayed.** Unregistered cars may be towed and/or ticketed. Parking lots are transition areas. **Students are not to sit in cars parked on school property.** The speed limit on school property is 10 km/h.

## **4. BRING YOUR OWN DEVICE POLICY (B.Y.O.D.)**

Students will see teachers incorporate digital resources into their lessons. Educational online resources will be able to be accessed wirelessly through the Board's networks. As such, students will be encouraged to *BYOD—Bring Your Own Device*. **When relevant to curriculum and instruction, teachers will permit the use of any personal electronic device as**

**a classroom learning device. Students are not permitted to use cell phones or other electronic devices for non educational purposes.**

Students will also be able to access educational resources using their personal devices outside the classroom, in libraries, cafeterias and other common areas.

By accessing the Internet while on Peel board property or by logging in with a board login, students accept all terms and conditions of the Peel board network and Internet use

### ❖ **DIGITAL CITIZENSHIP**

Digital citizenship is defined as the norms of responsible behaviour related to the appropriate use of technology. These norms and responsibilities are an expectation in all Peel District School Board locations and are clearly outlined in each school's Code of Conduct. As individuals, we live and work in a world where people are connected to their devices at all times so we need to use technology effectively and respectfully. Digital citizenship is an important part of what the Board helps students learn in school.

## **5. COMPUTER & INTERNET USE**

Electronic resources are available at Brampton Centennial S.S. to assist with your educational experience. Internet or computer use contrary to the BCSS Code of Conduct is prohibited. Inappropriate use will be addressed and may result in cancellation of this privilege along with other school penalties. If students break the law, the police will become involved.

### **You must always:**

- use Peel Board licensed software.
- provide photo identification in order to use library or lab computers.
- ensure you are using both the computers and the Internet appropriately for all computer related activities.

### **Unacceptable use of school computers includes but is not limited to the following:**

- Downloading of files/programs from outside sources.
- Online chatting or messaging.
- Transmission of any material in violation of any Federal or Provincial regulation including copyrighted material, threatening or obscene material, hateful, racist or discriminatory material.
- Breach of security on local and remote sites including use or attempted use of another user's account, unlawful entry/attempted entry into any network system, allowing another user to access your account.

The computer labs are usually available after school. Internet access is available throughout the school. It has been provided to students to help support research and classroom projects.

**As Internet access will be available to all students and embedded in instruction**, parents or guardians who do not wish their child to access the Internet from the school should inform the school principal in writing.

### ❖ **DIGITAL COMMUNICATION**

Students should be aware that misuse of the internet extends to their home computers and digital devices. The posting of any kind of derogatory remarks, videos or pictures that are connected to the school, staff or students will result in school disciplinary action and may involve the police. When using electronic resources, students must demonstrate appropriate on-line conduct and refrain from improper/unethical use of technology, including computer hacking, accessing, viewing, and down-loading, saving or printing inappropriate material.

### **The following is acceptable student to staff member e-mail communications:**

- Discussions specifically related to class activities—curriculum, homework, tests, special events.

### **The following is unacceptable student to staff member e-mail communication:**

- Any discussion related to other students.
- Personal information about other students.
- Discussion about the personal life of the staff member or student (home life, vacations, relationships).

## **6. ACADEMIC HONESTY**

Plagiarism is the action of taking and using, as one's own, the thoughts, writings or inventions of another. It could be an idea, design, passage or word. Plagiarism also exists if a student copies word for word. Plagiarism of ideas also exists if a student takes and uses an idea without giving proper annotation. (i.e. to note the author or source of the information including the Internet). Plagiarism also extends as well to submitting the work of friends, peers or parents as your own. For proper documenting and acknowledging of sources, consult with your subject teachers. **(Student work may be submitted to [www.turnitin.com](http://www.turnitin.com) for verification, make sure all work is sourced correctly - see 'Reference Guide' in yellow pages of this agenda)**

Cheating in any form is unacceptable, for example, asking another student for information from a previous test, glancing at another student's test paper, unauthorized use of digital devices, copying homework or using information from the Internet without quoting sources.

### **Other Forms of Academic Cheating**

- You may not submit as your own any work that you and another student have written together unless the teacher has approved.
- You must not cheat on tests or examinations. This includes copying another student's work, or having information in any form during the exam that has not been approved by the teacher. It is cheating if you alter work after it has been marked.
- You must not knowingly allow someone else to copy your work during a test or examination.
- You must not submit work completed for another course without the approval of the teacher.
- You must not prepare any work for another student to submit as his/her own.

### **Consequences for plagiarism or cheating**

When a student plagiarizes or cheats, he/she does not provide evidence of his/her achievement. Based on the consideration of mitigating factors (age, maturity, number and frequency of incidents, individual circumstances of the student), school teams and teachers will choose from a variety of possible responses/resolutions to plagiarism and cheating which may include: the teacher not accepting the assignment or test; an opportunity to complete a similar evaluation; office detentions; and/or suspension. A zero may also be used to assign value to student work where the student has plagiarized or cheated until the student has demonstrated his or her learning.

### **Altering Legal Documents**

Students must not alter school legal documents such as report cards, status sheets, and attendance profiles. This will result in serious consequences.

## **7. DEADLINES AND MISSED ASSESSMENTS**

Deadlines are realistic in the normal working life outside of the school setting. Deadlines are also set as a reasonable management strategy for teachers so that workloads can be varied and balanced. We also set deadlines as a way of bringing closure to one unit of work and moving ahead to another.

It is the students' responsibility to seek assistance from the teacher when he or she is unable to complete a task/assignment due to insufficient knowledge or skill. Be sure to advise the teacher of any difficulty well before a task/assignment is due.

Some task deadlines are negotiated; some are absolute. If students have not provided evidence of their learning before evaluation takes place, teachers may use a zero as a placeholder in their mark book. A zero provides teachers with an opportunity to discuss with the student and parent the student's obligation to provide evidence of learning and for the student to be responsible for their learning.

When student assignments are being evaluated, teachers may also use their professional judgment to assign a zero or deduct marks, up to the full value of the assignment. However, teachers must ensure that the assignment of a zero or mark deduction will not distort or misrepresent a student's overall or actual achievement on the mark on the report card and

teachers must take all available evidence into account from observations, conversations and student products collected over time.

### ❖ **Missed Summative Assessments - Term**

Students who know ahead of time that they will miss an assessment are to discuss the situation beforehand with the subject teacher. Students should be prepared to complete any missed assessment on **the first day of return** to school or as negotiated with the teacher. Students who are absent on the day of the assessment for reasons such as illness, field trip or suspension are responsible for:

- The work covered and assigned during the class
- The handing in of assignments at a time previously negotiated with a teacher

After a legitimate prolonged absence (more than two days) the student is to make arrangements with the subject teacher immediately upon returning to school for an alternative date for the missed assessment. Students who miss an in-class summative assessment for an unauthorized reason may lose the opportunity to complete the task. At reporting time, the teacher will use **professional judgment** to determine if the student has missed key evaluations or too many evaluations. If there is insufficient evidence of achievement to validate a passing grade, the credit will be in jeopardy.

### ❖ **Missed Final Evaluations**

Under the Ontario Secondary School Assessment and Evaluation policy, students must have the opportunity to complete a final evaluation in each course. Students will not have the final evaluation schedule altered due to job training, work, vacation plans, appointments, etc. If in doubt, contact your alpha Vice-Principal. **Students who miss a final evaluation for unauthorized reasons will receive a mark of 0 (zero) on their final evaluation.** For medical, compassionate or legal reasons, a decision about the timing of an alternate final evaluation will be made by the administration. If you are ABSENT for a final evaluation due to a medical emergency, you must provide verification to the main office **within 48 hours of the evaluation.**

### ❖ **Exceptional Students**

The assessment and evaluation of students identified for the Special Education program may vary in type according to individualized needs. Special accommodations will be given to students with exceptionalities.

### ❖ **Determining the Grade-Mid-semester Term Mark**

The teacher will review the evidence of learning and use professional judgment to determine the student's most consistent level of achievement by:

- Reviewing relevant summative assessment and evaluation evidence.
- Giving particular attention to the student's more recent achievement.
- Applying achievement levels to judge student performance.
- Assigning a percentage (%) grade that corresponds to the level of achievement.

### ❖ **Final Mark (70% Term + 30% Final)**

The semester end grade reported on the report card is determined by the following mathematical calculation. The percentage grade represents the quality of the student's overall achievement of the expectations of the course and the corresponding level of achievement as described in the achievement chart.

- **70% of the final grade** for the course will be based on evaluations conducted throughout the course. This portion of the grade should represent the student's most consistent level of achievement with special consideration given to the more recent.
- **30% of the final grade** for the course will be based on the final evaluation, which must be completed at or towards the end of the course. It will be consistent with the assessment and evaluation experienced throughout the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a performance, an essay and/or another method of evaluation suitable to the course content. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course.

*Students are responsible for knowing the date, time and location of their examinations and other examination procedures.*

### ❖ **Reporting and Communicating**

**Formal reporting** to parents takes place twice during each semester. On Parent's Night, parents can speak individually to teachers about report cards. In addition, teachers will alert parents to potential problems **at any time during the semester**, so that early remedial action can be taken. Learning is a shared responsibility among students, parents, and teachers. Parents are encouraged to contact teachers if they have any concerns.

### ❖ **Evaluation and Appeal Process**

Requests by students and/or parents/guardians to review and/or have clarification of the calculation of a mark should be made to the teacher. If the situation is not resolved directly with the teacher, the parents/guardian should contact the department head who will meet with the teacher, student, and parents/guardians to try to resolve the concerns. If a resolution is still not achieved, the parents/guardians should contact the administration.

## **8. PERSONAL BELONGINGS**

### ❖ **ELECTRONIC DEVICES- CELL PHONES, CAMERAS, ETC.**

*For safety and security reasons, and to reduce distractions in the learning environment, cell phones, camera phones, recording devices and pagers MUST be turned **off and away** in order to reduce distractions and improve student learning When relevant to curriculum and instruction, teachers will permit the use of any personal electronic device as a classroom learning device. Students are not permitted to use cell phones or other electronic devices for non educational purposes.*

Electronic devices can be accessed for personal use before and after school and during **lunch times in designated areas only.** **Note: Laser pointers are prohibited on school property, and will be confiscated.**

### ❖ **VALUABLES**

The Peel **District School Board cannot assume responsibility** for lost or stolen articles. Remember:

- a) Do not reveal your locker combination to anyone.
- b) Do not leave valuables unsupervised anywhere in the school, or on the grounds.
- c) Do not bring large amounts of money to school.
- d) Follow the Physical Education Department rules concerning care of valuables during classes and co-curricular activities.

### ❖ **SKATEBOARDS AND ROLLERBLADES**

The use of skateboards and rollerblades on school property is strictly prohibited. Improper use will result in confiscation.

## **9. DRESS CODE**

The standards for school dress at Brampton Centennial Secondary School are based on common sense and are intended to support the comfort, safety and modesty of all students. There is a strong relationship between neat, clean and appropriate clothing and a positive learning environment. Staff and Students must adhere to the 4C's policy in selecting their attire for the learning environment: Clean, Comfortable, Covering, and Considerate.

❖ **NO HEADGEAR POLICY-** to reflect that school is a place where we do things differently and to be respectful of the learning environment, hats and other headgear (other than religious apparel) are not to be worn in school during academic hours. Hats may be worn in hallways before 8:20 a.m. and after 2:53.

Any staff member or student requesting to commence wearing a Kirpan at school must make the request directly to the principal. In the case of a student who is under the age of 18, parents will be requested to attend this meeting where it will be explained that Kirpans may be worn in schools by Khalsa Sikh students subject to certain limitations.

## **10. STUDENT ACTIVITY FEE**

The student fee at BCSS is collected at registration. The fee covers the cost of the Student Activity Card, Yearbook, printing costs, student awards and recognitions, as well as various school activities provided by the Students' Administrative Council.

The Student Activity Card is required for library/computer privileges, to purchase tickets for, or gain entrance to, activities as well as to join teams and clubs. The fee paid does not cover the entire cost of all these benefits, but it enables the Students' Council to give grants to various student clubs and activities.

## **11. ADDRESS, MEDICAL INFORMATION & EMERGENCY TELEPHONE NUMBERS**

It is imperative that we have an alternative emergency telephone number (neighbour, relative) in case we cannot reach a parent or guardian. If you are moving or have a change of telephone number for home or parents at work, you must report the new information as soon as possible to the office. Please advise the office of any allergies or medical conditions to ensure school records are up to date. This is, by law, a parent's responsibility. Change of Information Form is located in the Office.

## **12. EMERGENCY PROCEDURES and SCHOOL CLOSING**

Students are to follow the direction of teachers and school staff during any emergency i.e. fire/fire drills, lockdown, and evacuation. Practices are held throughout the school year and appropriate signs are posted in the school and classrooms.

### **❖ SCHOOL CLOSING DUE TO POOR WEATHER**

During the winter months, inclement weather may cause the disruption of regular school operations. This decision is usually made by 7:00 a.m. Students can listen to any of the following radio stations for information: CKFM, CBC, CFRB, CFTR, CFNY, CHIN, EZ ROCK. School bus cancellations and delays can also be checked at:

<http://businfo.stopr.ca/Cancellations.aspx>

## **13. TRESPASSERS AND VISITORS**

Peel schools are NOT public buildings and the school grounds are NOT public parks. The Trespass Act states that only students, staff, and those with legitimate school business may be on school property. Therefore:

- All visitors must report directly to the main office.
- Students must** help to ensure a safe environment for all by **informing the office** of any trespassers on school property or intruders in the building.
- Students are not permitted to have friends, relatives or acquaintances on school property at any time.
- BCSS students who act as "hosts" for trespassers are subject to disciplinary measures including suspension.

## **14. SMOKING**

The Smoke Free Ontario Act requires penalties for smoking in smoke-free zones. All Peel schools are smoke-free zones, 24 hours a day, 7 days a week. There will be NO SMOKING on school property. Students caught smoking will be subject to a minimum fine of **\$305.00** enforced by provincial ministry appointed Tobacco Enforcement.

Officers. Parents of students under 16 years, caught smoking, will be served a summons to court. The judge at this point will determine the penalty for these students. Please remember, providing tobacco products to anyone less than 19 years of age is illegal and subject to a minimum **\$365 fine**.

## **15. GAMBLING**

Gambling on school property in any form (e.g. dice, cards) is absolutely prohibited!



## **16. NO SCENTS IS GOOD SENSE**

Scented products can often trigger a health crisis resulting in illness, absence from work or school and sometimes even hospitalization for staff and students with respiratory diseases, such as asthma or those who suffer from migraines. Many schools within the Peel District School Board have adopted the "No Scent Encouragement Program" which encourages people to be aware of others who may suffer from allergies or other adverse reactions to fragrances in perfumes, hair sprays, colognes and many other scented personal grooming products. For most people, perfumed products are only a problem when the scent is too strong.

Out of concern for individuals who have a medical condition (such as asthma or migraines) which is aggravated by scented products, please help make BCSS a NO SCENT zone.

## **17. GUIDANCE AND CAREER EDUCATION**

The main focus of Guidance Services at Brampton Centennial is to provide a personal and confidential service to students, parents, and staff. Students will be assigned a counsellor, depending on the first letter of their last name. The counsellor will be available to discuss personal, educational, social or vocational concerns with students.

The Students Services Department offers assistance in many different areas including education and career planning, option selections, information to apply to university or college, scholarship information, referral to agencies, jobs search skills, and information on apprenticeships.

### **HOW CAN I SEE A COUNSELLOR?**

1. Make an appointment through the Guidance secretary.
2. If it's really urgent, go directly to the Guidance office.

*Students are encouraged to inform their teacher, counsellor and/or administrators if they are experiencing any difficulties in their studies, school or with their peers.*

### **❖ SCHOOL RECORDS**

Student records are maintained in the Counseling Office and may be examined by the student and/or parent/guardian with the assistance of a Counsellor.

## **18. LIBRARY AND RESOURCE CENTRE**

Brampton Centennial's Library and Resource Centre provides a bright, quiet atmosphere for reading, writing, doing homework and studying (by yourself). The teacher-librarian gives research instruction to classes and will help you to find materials for your assignments – electronic databases, books, magazines, newspaper articles, CD-ROM software, films and videotapes. Paperbacks and current magazines provide a wide choice of recreational reading. Self-service photocopying is available.

**Your student activity card is also your personal library card for the automated system.** You should be certain to have your photo taken for your activity card. You must carry it with you, since many classes visit the library and your card is required for you to borrow materials and to use computer resources. A student who uses a library card agrees not to borrow books for anyone else. The library card is good until replaced by the next year's photo card, so you should store it safely over the summer. Lost cards should be reported promptly. A \$5 charge applies for replacement cards. Most library materials circulate, either on a two week loan, or an overnight loan. Materials may be renewed provided another student has not reserved them. It is important to return materials on time so that you keep your borrowing privileges. **The library is open before, during and after school. Students who wish to have work experience in the library are always welcome.**

The Library at B.C.S.S. is proud of our “Career Centre” area. Within this designated space up-to-date career information is made available to students, staff and parents. The career centre highlights information on specific careers, resume and letter writing, interview skills and post secondary calendars. Internet access to the many web sites related to careers and education is readily available. Parents are welcome to call the school and arrange a time with the librarian to use the Career Centre.

## **19. FIELD TRIPS/EXCURSIONS**

Students are to display courteous behaviour and to follow all school rules and the instructions of teachers on all Field Trips and Excursions. Failure to do so will result in a loss of Field Trip privileges and suspension from school. Students must submit signed consent forms and must travel both ways on school transportation arranged. Students are responsible for catching up on work taken in class while they participate in a Field Trip/Excursion.

## **20. CO-CURRICULAR ACTIVITIES**

The school offers a broad range of activities and clubs and students are encouraged to participate. A student activity card is required to participate. The privilege of participation may be withdrawn should attendance and marks not be maintained at a satisfactory level.

The following is a list of clubs that are available to the students of B.C.S.S. Most begin in September, but some are more seasonal. In all cases, listen for announcements. Don't miss your chance to get involved!

### **❖ Potential BCSS Clubs –**

Announcers' Club	Band/ Choirs
D.E.C.A	M.P.P.A / G.S.A. (gay/straight alliance)
Mathematics Contests	Spanish
Art Club	Bullying Awareness Club
Environment Club	Boys Reading Club
PEAKS Mentorship Program	Guitar
Athletic Council	Linc Crew
Formal Committee	Yearbook
S.A.C.	Jazz Band
	Zonta ... and more

If you are interested in organizing a NEW club, you must first speak to the principal, get an interested staff member to be your staff advisor, and then get a club charter from the S.A.C.

The purpose of the S.A.C. is to co-ordinate student activities and provides activities to promote school spirit. The S.A.C. works to promote co-operation between the students and staff and educates students in leadership and democracy.

### **❖ S.A.C. Elections**

S.A.C. Executives are elected to office in May, preceding their term in office.

### **❖ Students are encouraged to be involved in B.C.S.S. Athletics**

B.C.S.S. offers a wide variety of athletic opportunities. Interschool Teams offer a competitive experience. The sports listed below are offered according to the availability of coach staff and facilities.

**Athletic Participation** - All students new to Brampton Centennial, who were attending another Secondary School (9 to 12) last year, must complete and have approved an OFSAA transfer form before they are eligible to compete for B.C.S.S. See the Phys. Ed. Department for details and forms.

**Athletic Fees** - All students who participate on an athletic team are required to **pay an athletic fee, plus, a deposit cheque for a uniform for each sport.** This deposit cheque will be returned at the end of the season when the uniform is returned.

## **Athletic Responsibility Policy**

- 1) As a member of a school team the student is expected to fulfill his/her academic responsibilities. The student is responsible for completing the academic progress form before being selected for the team.
- 2) All student athletes are expected to attend all classes on a regular basis. Unauthorized absence/skipping may result in being benched for the next game. Continued skipping may result in dismissal from the team.
- 3) When representing our school, athletes are expected to behave in a courteous, responsible manner and uphold the OFSAA code of behaviour (no trash talking to team mates, opponents, coaches, fans or officials).
- 4) Team members are expected to attend all practices scheduled by the coach.
- 5) Any player who misses a practice or game without a valid reason may be benched for the next game.
- 6) Any player who misses 2 practices for reasons not considered to be valid by the coach may be removed.
- 7) Any player, who has quit a team for an invalid reason, may be ineligible to compete for B.C.S.S. in any other sport in that school year.
- 8) Student fees must be paid by each team member in order to be on a school team.
- 9) A team member's status will be reviewed by the administration if he/she is suspended.
- 10) Athletes must be present in all classes on game day unless it is parent approved absence.
- 11) Team members must arrange for missed evaluation ahead of time. Any assignments due that day must be handed in prior to the game.

## **Spectator Policy**

- 1) Spectators from a visiting school may attend only if teacher supervision from the visiting school is provided and a request has been approved by the BCSS Principal at least 24 hours in advance. No exceptions.
- 2) All spectators (home or visiting) will be required to show a current **VALID STUDENT I.D. CARD**. Admission may be denied due to limited seating. Parents of players are welcome (must be able to produce valid photo ID upon request).
- 3) Spectators will only be permitted entry prior to game start. If a spectator chooses to leave, they will not be permitted to re-enter. All spectators must leave the school premises immediately following the completion of the game.
- 4) Change rooms will be available for team use only.
- 5) Spectators will remain seated in areas designated and abide by the decisions of the game and school supervisors. Spectators who interfere with the positive tone of the game (inappropriate yelling or language) will be asked to leave the premises immediately.
- 6) No food or drinks are permitted in the gymnasium.
- 7) B.C.S.S. students and athletes must bring all coats/books/bags with them to the game. No access to the hallways & lockers following the game will be permitted.
- 8) All athletes, coaches and spectators are expected to follow B.C.S.S. code of conduct while at school. Failure to do so will result in further consequences as deemed appropriate by the school administration.
- 9) B.C.S.S. students will not be permitted to attend away games as spectators unless adequate teacher supervision is in place and arrangements made in advance with the host school. B.C.S.S. students who do not follow this policy will face disciplinary consequences.

**Athletic Council** invites all students to take part in planning intramurals and Special Events by becoming members and attending the monthly meetings.

## **21. THE SCHOOL LETTER SYSTEM**

In order to encourage student participation in all areas of school life, B.C.S.S. has a school letter system. Three general areas will be recognized by their own letters – Academic, Athletic, and Citizenship. Points will be awarded for participation and achievement under each category, and a record kept while each student is at the school. At the end of each school year, the points earned will be totaled and added to the previous year's total. In the fall, each student will then

be able to know how he or she is progressing toward achieving a school letter. Generally, students will not be able to accumulate enough points until they are graduating.

To recognize students who stand out in all three areas, B.C.S.S. awards the **BRAMPTON CENTENNIAL SECONDARY SCHOOL ACHIEVEMENT AWARD**. In order to win this special recognition, a student must be a winner of one of the letters (Academic, Athletic, Leadership or Citizenship), plus must have accumulated at least 64 points in each of the Athletic or Citizenship areas or 6 Academic points. We hope that students who excel in one area will be encouraged to actively participate in the other two important areas of student life in order to win this special award. Students are responsible for keeping the record of their Citizenship points up-to-date and accurate by submitting the Point Record Form, signed by the sponsoring teacher, at the end of each year.

#### **i) The Academic Letter 6 Points**

A student who maintains an honour average (79.5-100%) for any six out of eight semesters, or eight out of ten would qualify for the Academic Letter. A point system will be used granting one point for honour standing. The total points necessary to achieve the Academic Letter would be 6 or 8 respectively.

#### **ii) Athletic Letter 100 Points**

##### **Interschool Participation**

School Teams – per player

1. 0-10 points per sport for Category A sports.
2. Additional 2 points per sport for each level of competition achieved beyond league play.
3. Team Captain – 2 points
4. Most Valuable Player – 2 points
5. Nomination to All-Star Team – 2 points

##### **Interschool Sport Categories**

Classification is determined by in-school training time and will be determined by the current Athletic Director.

#### **iii) Leadership Letter 50 Points**

##### **Interschool Participation**

Criterion: Points may only be earned for contributions made on a volunteer basis, not for paid jobs or for those done as course requirements.

1. Coaching, instruction
  - a) 0-10 points per sport for league play, depending on activity.
  - b) additional 2 points per sport for each level of competition achieved beyond league play.
2. Manager, trainer 0-5 points per sport
3. Officiating
  - a) referee or umpire – per league game 0-3 points.
  - b) Certification 0-3 points
  - c) Minor Official – per league game 0-2 points
4. Athletic Council
  - a) Members at large – 0-5 points per year
  - b) Executive, committee chairs – 0-5 points per major convenorship (i.e. Athletic Teams and Club Awards Banquet, Intramurals, Athletic points coordinator).

**iv) The Citizenship Letter 100 Points**

Participants and leaders in school clubs and organizations are recognized. In most cases, attendance and participation are required to earn the maximum number of points possible. The teacher-sponsor will use his/her discretion in determining the number of points to be given.

**NOTE:** a maximum of 50 points per activity will be counted toward this letter and participation in at least three areas under the “Citizenship” category is required to win a Citizenship letter. Points may be earned in these areas/activities:

**Points can also be earned in these areas.**

**YEARBOOK**

Editor 1-50  
Assistant Editor 1-25  
Yearbook Staff 1-15

**DECA**

President 1-50  
Executive 1-25  
Member 1-10

**STUDENTS’ COUNCIL AND ATHLETIC COUNCIL**

President 1-50  
Secretary 1-25  
Treasurer 1-25  
Grade Rep 1-12  
  
Class Rep 1-6  
Grade Rep 1-6

**CLUBS WITH S.A.C. CHARTER**

President 1-10  
Vice 1-7  
President  
Secretary 1-7  
Member 1-5

**MUSIC**

Stage Band 1-15  
Concert Band 1-25  
Junior Band 1-15  
Choir Executive 1-5

**Show Of The Year** (Club executive may not earn) At the Director’s discretion, “member” points, in addition to the executive points for 1-25 members.

**Contest and Special Events**

**Maximum of 5 per contest event** (e.g. Math Contests, Public Speaking, setting up, displays, dinner presentations). Not related to club participation Member 1-15

**Announcers’ Club** 1-5

**Peer Helping** 1-25

- ☐ Tutoring; Hosting; Assisting with “Special needs” and DD students