

Central Peel S.S.

Code of Conduct & Technology Procedures

The Code of Conduct for Central Peel Secondary School *aligns with and supports Ontario's Equity and Inclusive Education Strategy, the Peel Board's Human Rights policy and the Equity and Inclusive Education policy.*

Our Code of Conduct

The Central Peel 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 race, ancestry, place of origin, colour, ethnicity, creed, 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

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 communicating regularly 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

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 a range of clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behaviour including but not limited to homophobia, gender-based violence, sexual harassment and inappropriate sexual behaviour
- responding to and reporting behaviours which may have a negative impact on school climate

Attendance

- When a student returns to class after an absence, he/she **MUST** have a green Office Admit Slip. The slip will include the time of issuance.
- Students are to bring notes from home (or have parent call) to the attendance desk where an Office Admit Slip will be issued. This should be completed before classes begin on the day of return.
- On the Office Admit Slip, there will be an indication that the student has or has not provided information that explains his/her absence.
- If students forget to bring a note (or have parent call the attendance desk), they will have one extra day to provide confirmation from parent regarding the absence.
- If the student does produce a note (or parent call) the following day, he/she is to bring the note to the attendance desk. A new Office Admit Slip will be issued with the indication that a note or phone call had been received.
- If the student does **NOT** produce the note (or parent call) the following day, then the teacher may assign a consequence using professional judgement.

Lates – Process

- The bell will indicate when students are late for class. After the bell has rung, they are late.
- When students are late to class during any period of the day, teachers will mark students late, regardless of how late.

Absences/lates - Consequences

- Students are expected to demonstrate a commitment to learning through punctual and regular attendance, being prepared and ready to learn, and there will be consequences for patterns of lates and/or unauthorized absences.

Bullying Prevention and intervention

We are teaching students to identify and deal with bullying behaviour and to stop this behaviour 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

Central Peel Secondary School encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. 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 is used to deal with inappropriate behaviour. This may include: verbal reminders, review of expectations, contact with parent(s)/guardian(s), written reflections, volunteer services to the school community, conflict mediation and resolution, peer mentoring, referral for support services and/or an opportunity for restoration and repair.

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.

Suspension and Expulsion

Central Peel 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 considers mitigating and other factors.

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

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying, including cyber-bullying
- uttering a threat to inflict serious bodily harm on another person
- committing an act of vandalism that causes extensive damage to 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 Code of Conduct

If a pupil has been suspended for five (5) or fewer school days the school will make reasonable efforts to ensure that students are provided with school work throughout the suspension. It is the responsibility of the family of the suspended student to make arrangements for the pick-up *and* drop-off of any/all homework.

Students who have been suspended between six (6) and twenty (20) school days will be offered the Peel District School Board's **Fresh Start Program**. The school will provide the program staff with school work for the student to complete while attending the program. The program is located at an alternate school site and it is the responsibility of each student to make transportation arrangements.

If a student chooses not to participate in the Fresh Start Program, school work will be provided for the student at regular intervals during the suspension period for the parent(s)/guardian(s) *or* a designate to pick-up *and* drop-off. Participation in the program is highly recommended.

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 cause or to threaten bodily harm to 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
 - is a pattern of behaviour so inappropriate that 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 Code 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, Smoking & Alcohol

The school recognizes the benefits of a smoke-free environment for all persons. By law, smoking is not permitted at Central Peel 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.

- The Smoke-Free Ontario Act prohibits smoking on school property 24 hours a day/7days a week
- Smoking prohibition applies to students, parents, visitors and staff as well as “after hours” groups who use school property
- The *minimum* fine is \$305 for smoking on school property. Repeat offences result in a higher fine
- It is illegal to sell or supply tobacco to any person under the age of 19

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 Central Peel 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 accepted at Central Peel Secondary School, on any Peel Board property, or at any school-related event or activity at any time.

Uniform

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1. Uniform Dress Code

- a. Students must be in complete uniform as described below when on school property at all times, unless a non-uniform day is explicitly designated and communicated by school administration. See below for dress code details for designated non-uniform days. **IN SCHOOL = IN UNIFORM**
- b. **Students MUST arrive, remain and leave the school in their uniform. CHANGING IN HALLWAYS & WASHROOMS IS NOT PERMITTED.**
- c. ALL VISIBLE CLOTHING MUST BE THE APPROVED SCHOOL UNIFORM. Solid white, black or grey shirts may be worn underneath. Hoodies are not allowed.
- d. All outdoor jackets and hats are to be removed and stored in lockers.
- e. There will be 4 options for uniform tops. One of these 4 items **MUST** be worn at all times. These items **MUST** be purchased through the designated vendor, and **MUST** have the school uniform logo on them:
 - short-sleeved golf shirt (dark green);
 - long-sleeved polo shirt (dark green);
 - a v-neck pull-over sweater (grey);
 - a ¾ zip sweatshirt (grey);
 - or a cardigan sweater (grey).
- f. The following items are options for the bottom portion of the uniform. They may be purchased at any store of your choosing and are NOT available from the designated vendor:
 - **Solid black** pants. Pants may not be faded or “distressed” (e.g. with holes). Pants should not have rips or ‘see-through’ materials. Logos, stripes and other prints are not permitted.
 - **Solid black** Bermuda/walking shorts and black Capri pants are permissible, but must have a minimum 8” inseam.
 - **Solid black skirts** are permissible, but must be non-formfitting, and without a slit(s). The entire skirt must be of a length at least 1 inch below the knee.
- g. All pants/shorts/skirts must be worn at, or above the waist; no underwear showing.
- h. If the cardigan sweater is worn, one of the approved school uniform polo shirts **MUST** be worn underneath it.
- i. Black or white footwear is recommended, but not required. These items are not purchased through the designated vendor.

- j. All of the additional school dress code requirements must be adhered to at all times (see below).
- k. Uniform items are to be clean and in good repair at all times. Clothing is to be neatly hemmed or cuffed and not rolled or altered to distort the intended length.
- l. Students are required to wear the school uniform for excursions and school sponsored events/occasions, whether as participants or spectators, unless explicitly exempted by school administration.

2. Inappropriate dress at CPSS Includes, but are not limited to:

- hats or other headgear, including kerchiefs, picks and combs;
- clothing with language and/or any representations (graphics or words) that indicates gang affiliation, including but not limited to bandanas;
- attire that depicts violence, weapons, profanity, racial or gender discrimination or discrimination of any kind whatsoever;
- attire that promotes the use of alcohol or drugs, or that features sexual content;
- attire that otherwise demeans an identifiable individual or group;
- wearing clothes in a manner that is revealing or inappropriate for a work/learning environment. Examples of inappropriate school-wear includes: bare shoulders, and midriffs, straps of less than 2 inches on tops, or transparent clothing; as well as extremely tight clothing, short shorts and skirts, and pants below the waist or that show a student's underwear;
- "spiked" or "studded" articles of clothing, or chains.

3. Dress Code on Designated Non-Uniform Days:

Spirit Days:

- Occurs on every second Friday of the month
- It is expected that students will comply with the dress code on Spirit Day
- Spirit day is about wearing "Griffin Wear" team or club uniform tops with solid black pants/shorts/skirts (as outlined in Section 1f, Uniform Dress Code)

Dress Down Days:

- Occurs on the last Friday of the month (except for January)
- Dress Down day attire **MUST BE APPROPRIATE**
- **Inappropriate** dress at CPSS is outlined above in Section 2.

- 4. Other non-uniform type days will be explicitly designated and communicated by school administration. Students need to earn this privilege through consistent uniform compliance. On non-uniform type days, it is expected that every student in the school will comply with the Dress Code.
- 5. The Dress Code does not, in any way, restrict a student's right to dress in a manner that is prescribed by religious, cultural, ethnic, or similar tenets and custom.
- 6. Students are expected to maintain a standard of attire during the day, excursions and school sponsored events/occasions, which meets the Central Peel school community standards of decency.

Students who do not adhere to the Uniform & Dress Code will be sent to the office. The student may be sent home to secure the appropriate clothing and/or may be sent home for the remainder of the day. These occurrences are noted in the student's record. A parent/guardian will be contacted if the student is under 18. Class work missed because of such absences may result in a student missing an opportunity to obtain marks. A student may be suspended for repeated non-adherence to Central Peel's uniform & dress code policy. Administration may at any time cancel Spirit or Dress Down days on short notice.

Bus Travel

Students will follow the standards of behaviour outlined in the Code of Conduct while they are on the school bus. Bussing is a privilege.

Students are required to:

- be at their bus stop at least five minutes before their pick-up time
- go directly to their seats and stay seated
- follow the bus driver's instructions and behave appropriately at all times

Students may not:

- consume food and drinks on the bus
- fight, swear or cause excessive noise on the bus
- engage in activities that may endanger the safety of themselves or others

Personal Electronic Devices

USE OF TECHNOLOGY - Central Peel Personal Electronic Device Policy

Central Peel is a 21st Century School, committed to supporting students and staff who are living and learning in the 'digital age'. Central Peel recognizes the value of using Personal Electronic Devices [PEDs] to enhance student learning and support curriculum delivery. As such, we embrace the use of Personal Electronic Devices in a respectful and responsible manner. This PED policy has been designed with these commitments at the forefront. Both staff and students are expected to review and follow the PED Policy.

- PEDs may be used during class time for educational purposes in classrooms, the resource centre, gyms & auditorium only with permission of the teacher or another staff member.
- PEDs may be used outside of scheduled class time (before school, lunch or afterschool) in general areas, such as hallways, cafeteria and the foyer, as long as these devices do not distract from instructional class time, or other school activities. At no time, are ear buds an excuse for not being able to respond to directions. Also, a 'no leaking' policy is in place throughout the school, and as such, no one other than the owner of the PED should be able to hear music/audio from the PED.
- Some examples of curriculum related activities include inputting deadline into calendar, researching curriculum topic, or adding comment to class blog. Use of a PED during class time for uses other than curriculum related activities is unacceptable.
- To encourage responsible and respectful use of devices in the classroom and throughout the school, a teacher may request a student to "flip-it" (show the screen). Students are to immediately show the contents of their screen to their teacher. If a student is in violation of the school policy, the student can expect consequences for breaking the policy.
- Students need to be diligent about safely storing their PEDs.
- Central Peel is not responsible for lost or stolen PEDs.
- PEDs must not be used for any purpose that is contrary to the intent of the Central Peel Secondary School Code of Conduct.

Examples of Appropriate Use versus Abuse of PEDs (with permission from Halton Board "Bring I.T. document")

Feature	Example of Appropriate Use	Examples of Abuse or Inappropriate Use
Cell phone calls	<ul style="list-style-type: none"> • calling an external expert to find information for research, upon teacher approval • allowing students to leave voicemail reminders for themselves about school work 	<ul style="list-style-type: none"> • taking personal calls in class, or during scheduled class time
Text messaging	<ul style="list-style-type: none"> • using a voting/polling web site • providing a twitter back channel for questions/comments during class • homework reminders • asking questions related to school work 	<ul style="list-style-type: none"> • texting friends socially in class, or during scheduled class time
Camera	<ul style="list-style-type: none"> • taking pictures of the class for capturing group work for project 	<ul style="list-style-type: none"> • taking photos and/or sharing photos without permission
Video	<ul style="list-style-type: none"> • media work (i.e. interview) 	<ul style="list-style-type: none"> • recording and/or sharing video without permission
Audio recording	<ul style="list-style-type: none"> • documenting conversations with permission 	<ul style="list-style-type: none"> • recording somebody speaking without permission
Internet	<ul style="list-style-type: none"> • web-based apps to work on an assignment • reference suites to look up information 	<ul style="list-style-type: none"> • distraction
Apps	<ul style="list-style-type: none"> • e-readers • productivity suite to organize dates/tasks 	<ul style="list-style-type: none"> • distraction

Internet use and Email Use

Internet Use

- Central Peel is pleased to offer WiFi to our students. To gain access to the Internet within the school, you must agree to use your network privileges responsibly. In addition to the Computer Use Policies, students will respect the following rules:
- Use the Internet for school-related research
- Visit only those sites with material appropriate for the school research setting
- Do not harass/insult others via e-mail, MSN, Facebook, etc.
- Do not give out personal information, such as home address and telephone number or the name and address of the school without teacher or parent approval
- Check with the supervising teacher before entering a chat site
- The internet provides a unique environment for research and learning. It allows students access to vast, diverse resources and vital current information. However, while there are many valuable ways to use the Internet, controversial materials do exist, and much information on the Net is opinion, rather than verified fact.

- It is our position that any obscene, degrading, racist and sexually explicit materials have no place in the school and that students will self-censor inappropriate materials encountered.
- We also expect that students will validate and site information found on the Internet. Ask a teacher, librarian or guidance counsellor for assistance with this.
- Finally, we expect that Central Peel students will follow the same code of conduct in online communications that applies in all other school activities.

Use of E-mail

- The Peel District School Board recognizes that e-mail is a valuable communication tool that is widely used across our society. As a result, the board encourages staff and students to use e-mail to improve the efficiency and effectiveness of communication both within the organization *and* with the broader community.
- The following guidelines should be adhered to when using e-mail:
 - Parental consent for student use of e-mail must be provided in addition to consent for student use of the Internet.
 - E-mail written by students for school purposes should be treated as any other student writing, i.e. appropriate attention must be paid to spelling, grammar, presentation and plagiarism.
 - E-mail cannot contain identifying information about the sender *or* any other students. This includes addresses, pictures and other personal information.
 - Students are responsible for all e-mail sent from their account *and* must take care to protect access to the account by keeping their password secret and by logging off each time they leave the workstation.

The Peel District School Board has the right to access and disclose the contents of a student's e-mail messages.

The following is acceptable student-to staff-member e-mail communication:

- Discussions specifically related to class activities curriculum, homework, tests and/or 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).

Student Use of Computers at Central Peel

- Computer lab access *and* use of the Internet is made available for students under teacher supervision. Student use is governed by the school policies outlined below:
- **Never** download *or* install any software *or* access DOS without the permission of your teacher or the teacher in charge.
- Use only **school approved** software on school computers.
- Always use all computer equipment with care and respect.
- Immediately report all **unlocked and unsupervised** computer labs to the nearest teacher.
- Report any hardware *or* software problems to the teacher in charge.
- **Never** bring food *or* beverages into the computer areas.

Personal Use of Computers

- Personal computers are those computers that belong to the students (e.g. laptops *or* palm pilots). If you bring your own computer to school, it is subject to the following conditions:
- Use of your computer is subject to Central Peel's computer use policy.
- The school is not liable or responsible for your computer's care *or* safety.

Note - Any alteration, damage *or* misuse of any school equipment, software, files, network applications and/or websites/email can result in severe consequences. Students are required to follow all guidelines outlined in the student agenda *and* where a particular activity or action is not listed here, students are required to ask for permission from a teacher before engaging such activity.