

DUFFIN'S BAY SCHOOL CODE OF CONDUCT

– rev. for September 2019

INTRODUCTION

The Code of Conduct for Duffin's Bay Public School was established following the Ontario Schools Code of Conduct (2000) and the applicable policies, regulations and procedures of the Durham District School Board. In accordance with Policy/Program Memorandum No. 128 from the Ministry of Education the Code of Conduct has been revised to reflect changes made in the Education Act, effective February 1, 2008, that pertain to suspension and expulsion of students.

The Code of Conduct for Duffin's Bay Public School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

The Codes of Conduct for the Durham District School Board and Duffin's Bay PS reflect the following provincial policy:

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

When staff, students and families work together, a positive, productive learning environment is established. The School Code of Conduct outlines the level of behaviour expected for all, so that we have the best possible school where strong student achievement and wellbeing are realized through cooperation, courtesy and respect. Please take time at the beginning of the year to review our Code of Conduct and keep it in a safe place for easy reference.

CONSEQUENCES

The Ontario Schools Code of Conduct sets clear provincial standards of behavior. It specifies the mandatory consequences for student actions that do not comply with these standards. The Durham District School Board supports a proactive approach to discipline in schools. *Bias-Aware Progressive Discipline* is our underlying philosophical approach and utilizes a continuum of prevention strategies to foster and reinforce positive behaviour, and to help students make good choices. It includes the use of age-appropriate interventions, supports and consequences to address inappropriate student behaviour. The Bias-Aware Progressive Discipline measures used in response to inappropriate behaviour are both corrective and supportive. Actions will vary depending on the circumstances of each individual case.

Consequences for unacceptable behaviour may range from initial intervention strategies such as natural consequences, redirection, counselling, collaboration and communication with parents to loss of privileges, detentions, behaviour agreements, restitution, suspension and expulsion. Restoration and reconciliation are integral part of Bias-Aware Progressive Discipline. When harm is done, students will have an opportunity to understand the full impact of their actions, to take responsibility for those actions, to do what is necessary to make it right and to learn from the experience.

Mitigating factors will be considered before determining appropriate consequences. Where behaviour is persistent or the incident is of a serious nature, suspension may result. In situations where consideration for expulsion is appropriate, the principal, after completing an investigation, may recommend expulsion of the student to the Board.

The provincial standards of behavior apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

ROLES AND RESPONSIBILITIES (Ontario Schools Code of Conduct)

The Durham District School Board and Duffin's Bay Public School accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.

School Staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time and ready to learn;
- Shows respect for themselves, others and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own action.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- report promptly to the Office upon arrival;
- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues;
- demonstrate respect for all students, staff and parents;
- model appropriate safe and respectful use of social media.

Police and Community Members are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

STANDARDS OF BEHAVIOUR (Ontario Schools Code of Conduct)

The Durham District School Board and Duffin's Bay Public School support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

Respect, Civility and Responsible Citizenship

All School Members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly regardless of the race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Physical Safety

Weapons - All school members must:

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

Intoxicants and Drugs – All school members must:

- not be in possession of, or under the influence of, or provide others with alcohol or illegal drugs
- not smoke or vape, regardless of the substance, within 20 metres of school board property.

Physical Aggression – All school members must:

- not engage in bullying behaviours;
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Bus Expectations

A school bus is an extension of the school just like classrooms, hallways and the school yard. Therefore the school's established code of conduct fully applies to any and all behaviours that occur during the riding of a school bus.

All riders must:

- respect other people's property and belongings while waiting for the school bus,
- treat the driver with respect and follow his or her instructions,
- be courteous and respectful to others on the bus at all times,
- act appropriately in a manner that does not endanger the safety of themselves or others including, but not limited to:
 - not engaging in any activity that interferes with the safe operation of the bus
 - remaining seated at all times, facing forward while the bus is in motion
 - keeping hands, arms, feet, head and belongings inside the vehicle until you have exited at your stop
 - avoiding distracting or speaking to the bus driver except in the case of emergency
 - refraining from inappropriate behavior on the bus, e.g. throwing items, swearing, fighting, bullying, eating or drinking
 - not bringing alcohol, drugs or weapons onto the school bus
 - not touching safety equipment or emergency exits unless there is an emergency
 - no eating or drinking on the bus

Use of Technology

Educators embed the use of technology into their learning opportunities for students. The DDSB supports these actions, and encourages this use when it is educationally based and provides opportunities for our students to develop digital citizenship skills. One of the core priorities of the Durham District School Board is Leveraging Digital. In support of this priority all students in Grades 7-12 are provided with Chromebooks which may be used during the instructional day, with permission from school staff. Students in Grades K-6 are given access to shared devices for instructional purposes. The DDSB Chromebook is the preferred technology enabled learning tool for most instructional purposes.

The use of personal electronic devices during instructional time will be permitted under the following circumstances:

- for educational purposes, as directed by the educator in collaboration with administration;
- for health and medical purposes;
- during an emergency;
- to support students with special education needs.

It is the practice of the Durham District School Board and Duffin's Bay PS that the use of personal electronic devices is prohibited during the school-day on school property unless deemed appropriate by the school administration for educational purposes and permission is granted by staff. A student who brings a personal electronic device to school, should turn it off and keep it out of sight unless given permission and supervised directly by staff.

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, activities such as personal communication, game playing and social media use during class time may distract students from the teaching and learning unless it is part of the teacher's lesson.

Co-curricular programs, such as field trips and after-school events, are an extension of the classroom, and the expectations for 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 school does not assume the liability for lost, damaged or stolen personal electronic devices.

Recording Equipment, Video Cameras and Cameras

In keeping with the Freedom of Information and Privacy Act, the filming or taking pictures of others without their express permission is prohibited. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB, Duffin's Bay PS and/or where proper consents have been obtained, as may be appropriate.

Bicycles, Skateboards and Scooters

If students are using bikes, skateboards and scooters to travel to school, please ensure they are complying with provincial laws that states helmets must be worn by all children under the age of 18. Students are not to ride on school property. Bikes are to be locked up using our bike racks; however, we do not have lockable storage facilities for scooters and skateboards. The school does not assume liability for lost, damaged or stolen items.

DUFFIN'S BAY DOLPHINS SHOW RESPECT FOR THEMSELVES AND OTHERS

"I can achieve anything in life that I desire to achieve. No one, nor anything can stop me from achieving excellence. The only person that can stop me is me and I refuse to stop myself from achieving excellence." - quoted from Principal Kafele

<p>YOU SHOW RESPECT FOR YOURSELF WHEN YOU</p> <ul style="list-style-type: none"> ○ follow the school's dress code ○ follow a healthy lifestyle ○ resist negative peer pressure ○ watch out for your own safety 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ○ understanding the dress code ○ regulating your own actions ○ knowing and setting your own limits ○ maintaining a positive attitude ○ accepting the consequences of your actions
<p>YOU SHOW RESPECT FOR OTHERS WHEN YOU</p> <ul style="list-style-type: none"> ○ accept individual differences ○ honour personal space and privacy ○ value others' opinions and beliefs ○ contribute to a violence, harassment and bully-free environment ○ play safely and fairly ○ refrain from using micro-aggressions in your communication with others ○ keep your hands and feet to yourself (including no play-fighting) 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ○ knowing the school rules ○ being respectful and considerate ○ being polite to everyone ○ resolving conflicts peacefully ○ managing your own anger ○ reporting strangers and trespassers to the office ○ knowing that micro-aggressions impart real harm on others' well-being ○ keeping your hands and feet to yourself and not engaging in play-fighting or rough-housing
<p>YOU SHOW RESPECT FOR LEARNING WHEN YOU</p> <ul style="list-style-type: none"> ○ strive to do your best ○ uphold the right of everyone, including yourself, to have an uninterrupted learning environment ○ ask for help when you need it ○ hand in only your own work 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ○ attending and being on time for all classes ○ being prepared for class ○ completing homework and handing in assignments on time ○ participating in class activities ○ regulating your behaviour
<p>YOU SHOW RESPECT FOR PROPERTY WHEN YOU</p> <ul style="list-style-type: none"> ○ take pride in our school and grounds ○ keep the school and grounds free of litter and graffiti ○ report vandalism, theft and stolen property 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ○ handling technology, books and other school materials with care ○ treating school property and grounds with respect ○ using technology and the internet properly ○ eating only in designated areas
<p>YOU SHOW RESPECT FOR LANGUAGE WHEN YOU</p> <ul style="list-style-type: none"> ○ speak politely and respectfully ○ do not swear, mock, harass, threaten, gossip, bully, use sexist, homophobic or racist language ○ refrain from using micro-aggressions in your communications with others 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ○ knowing what language is appropriate to a school setting ○ your tone of voice ○ understanding when joking and kidding go too far ○ knowing that micro-aggressions impart real harm on others' well-being

DRESS CODE

Words on clothing must be free of inappropriate logos, slogans and pictures, including those that depict ethnic, cultural, LGBTQ2S or racial slurs, violent scenes or advertisement for alcohol or drugs.

Head coverings that reflect our cultural and religious identities are welcome.

Ear buds and headphones are welcome in classrooms where they are being used to support learning with the permission of the teacher.

We recognize that our students and families identify in many ways. Please select clothing for school that will support active learning and play.

Our dress code applies to our gym clothing as well.



All clothing should be opaque – not see-through.

Tops must cover your torso, chest and back.

Bottoms must cover your backside and undergarments.

For health and safety purposes, students are encouraged to have 2 pairs of shoes, one for indoor and one for outdoor use. When choosing footwear, please keep in mind that students are involved in physical activity every day.

The school dress code is in place for several purposes:

- to uphold a healthy self-image;
- to allow students to move and play;
- to show respect for self and others.

The school dress code assists in the creation of a positive and productive learning environment. The dress code applies to all school days, including celebration days like Halloween and Spirit Days. Student are not to wear face masks nor should they have any type of replica weapon as part of their costume. Costumes should also not convey or re-inforce cultural or societal stereo-types.

We believe that open dialogue is essential in shaping our school's dress code. Please don't hesitate to voice your ideas to the Principal. Staff, students and the SCC were consulted in developing this update to our dress code in the spring of 2019.