



# YORKDALE CENTRAL School Code of Conduct

Developed: May 2009 Last Revisit: October 2016



## Purpose:

The purpose of the code of conduct is to establish and maintain a safe, caring and orderly learning environment.

The code of conduct is intended to enable administration and staff to respond consistently to incidents in a fair and reasonable manner, using interventions that repair harm, strengthen relationships and restore a sense of belonging.

## Goals:

- To communicate and consistently reinforce clear expectations of acceptable behaviour.
- To teach and model socially responsible behaviour that contributes to the school community.
- To solve problems in a peaceful way.
- To value diversity.

The code of conduct encompasses all school activities, while at school, while going to and from school, and while attending any school function. It outlines acceptable conduct, unacceptable conduct, and resulting consequences of unacceptable behavior.

## Acceptable Conduct:

All students of Yorkdale Central School have the right to a safe learning environment. Each student is expected to act in a manner that ensures this environment. The following expectations have been discussed and agreed upon by the school's educational community to support this endeavor.

1. **All students will be prompt.**
2. **All students will be prepared.**
3. **All students will be productive.**
4. **All students will be polite, respectful & safe of themselves, others, and the school.**
5. **All students will act in a manner that brings credit to the school.**

## Unacceptable Conduct:

Yorkdale Central School is committed to maintaining a learning environment that is safe and free from physical and verbal abuse, and at all times supports the dignity and self-esteem of individuals. Such behaviours include but are not restricted to:

- **Behaviours that:**
  - interfere with the learning of others
  - interfere with an orderly environment
  - create unsafe conditions
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- **Acts of:**
  - bullying, harassment or intimidation
  - physical violence
  - retribution against a person who has reported incidents
- **Illegal acts, such as:**
  - possession, use or distribution of illegal or restricted substances
  - possession or use of weapons
  - theft of or damage to property

**1.0 Dress Code:**

Yorkdale Central School expects students to make wise choices and act as responsible citizens of their school community. Certain clothing may be considered as inappropriate for school and school events.

**Possible Consequences:**

Students dressed in clothing considered to be inappropriate for school:

- Shall be required to change/ or will be sent home
- Communication with parents/guardian

**Willful Defiance of the Dress Code:**

Suspension – Out of school up to three days.

**Persistent Defiance of the Dress Code:**

Recommendation to the Director/Superintendent of Education for further disciplinary action.

**2.0 School Attendance:**

- School attendance will be taken twice daily at 8:55 a.m. and 12:40 p.m.
- If your child will be unable to attend, we ask that you inform the school.
- If the school is uncertain as to the absence of any students, it will investigate the absence.
- If any student is absent for three consecutive days without explanation, the attendance officer will be informed.
- While the school recognizes that there may be a need for students to remain indoors for recesses and other outdoor activities, after a third consecutive day, a doctor's note summarizing the need to remain indoors will be requested.

**Possible Consequences:**

- Absenteeism and truancy have a significant effect on a student's learning. The student monitors attendance every day and will identify students of concern. The following interventions may be utilized:
  - Student/Parent Correspondence via Telephone or Letter
  - Student/Parent Conversations in Person/Home Visits
  - Use of Two Week Report Card/Loss of Privileges
  - Attendance Contracts/Individuals Plans & Check Ins
  - Use of GSSD Resources & Other Community Supports
  - Referrals for Other Disciplinary Action

### 3.0 Completion of School Work & Assignments:

- Completion of school work and assignments are a regular part of school.
- School work and assignments are selected by teachers and collaborative teams as a means for students to practice skills and demonstrate their learning.
- School work can take several different forms, and it is a given that there may be different priorities placed on some work samples and assignments than others. Still, teachers will consider every project worthy of completion. Teachers use school work and assignment for both formative and summative assessments.
- When students do not complete work regularly, the process of education is compromised, as there is not assessment “for learning” or “of learning.”

#### **Possible Consequences:**

- Incomplete work has a significant effect on a student’s learning. Teachers will monitor the completion of work and assignments. When there are concerns, the following interventions may be utilized:
  - Student assigned to Homework Room
  - Student/Parent Correspondence via Telephone or Letter
  - Student/Parent Meetings perhaps involving school administration
  - Issuing of **Incomplete Work document**- including “stay at home” after five days
  - Use of Two Week Report Card/Loss of Privileges
  - Assignment Contracts/Individuals Plans & Check Ins
  - Use of GSSD Resources & Other Community Supports
  - Referrals for Other Disciplinary Action

### 4.0 Requests for Re-Assessments:

- Assessments are a regular part of school, and they are selected by teachers and collaborative teams as a means for students to demonstrate their learning. These assessments may take the form of both formative and summative assessments.
- When results on a summative assessment are not satisfactory, teachers and/or students may wish to re-assess for further growth and achievement. Either party may initiate this.
- Higher levels of learning occur through the use of effective feedback and reflection.
- Teachers wish students to have a growth mindset. That is, they want to support students in learning all areas in achieving an outcome. Students with a growth mindset want to achieve the full outcome with the highest level of achievement.
- “The consequence of not learning is learning.”

#### **Possible Consequences:**

- Risk taking and multiple attempts is a part of a desired growth mindset. When required, re-assessments can have a significant effect on a student’s learning. Teachers will monitor the levels of student achievement. When there is a student desire for re-assessment, the following procedures should be adhered to. This is outlined on the “**Request to Re-Assess.**”
  - Completion of the “Request to Re-Assess” form. See you teacher for copy.
  - Completion of Reflection area.
  - Completion to the Action Plan.
  - Commitment to the Action Plan.
  - Conference with the Teacher “Are you ready?”
  - Completion of new assessment
- When there are concerns, the following interventions may be utilized:
  - Student/Parent Correspondence via Telephone or Letter
  - Student/Parent Meetings perhaps involving school administration
  - Referrals for Other Disciplinary Action
  - Assignment Contracts/Individuals Plans & Check Ins
  - Referrals for Other Disciplinary Action
  - Use of GSSD Resources & Other Community Supports



## 5.0 VERBAL AGGRESSION

Verbal attacks of a coarse or insulting nature directed at or spoken about another person whereby the intent of such verbal attack is to demean or degrade the self-esteem of another person (i.e. name calling, swearing, put downs, teasing, etc.)

### Definitions:

- Threats:** Verbal promise or overt action forewarning trouble, worry or harm.
- Intimidation:** To frighten, discourage or inhibit by the use of verbal or non-verbal actions in order to influence conduct.
- Harassment:** Systematic or persistent actions such as taunts, insults, annoyances, demands, etc., designed to inflict distress.
- Sexual Harassment:** Sexually oriented remarks which create a negative psychological environment; such behavior or remarks include, but are not restricted to:
- Demeaning remarks based on gender
  - Suggestive jokes about sex
  - Inappropriate comments about clothing, physical characteristics or activities
  - Inappropriate displays of sexual pictures or materials
  - Leering, ogling, and suggestive or insulting sounds
  - Unwanted questions or comments about one's private life

### Possible Consequences:

#### Threats, Intimidation, Verbal Abuse and Harassment

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

#### First Offence:

- School Administration may recommend mediation, counseling and other interventions
- Consultation with parents/guardian
- In school suspension
- Out of school suspension – two days up to five days

#### Second Offence:

- Out of school suspension – five days
- Persistent incidents of severe verbal aggression shall result in a recommendation to the Director/Superintendent of Education for further disciplinary action.

#### Indirect Verbal Aggression (as is the case with Social Media)

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension
- Out of school suspension up to a maximum of five days.

### **Verbal Aggression (Direct or Indirect) Towards Staff or School Personnel**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Consultation with parents/guardian
- Out of school suspension up to a maximum of five days
- A recommendation to the Director/Superintendent of Education for further disciplinary action.

### **6.0 PHYSICAL AGGRESSION:**

Physical assault, fighting, physical obstruction, punching, pushing, shoving

Definitions:

**Assault:** An unlawful personal attack (including menacing words or gestures), an attempt to cause injury.

**Physical Abuse:** Any act or threat of violence towards students, staff, parents, and visitors to the division.

**Stalking:** Prolonged harassment of a person, either physically, emotionally, sexually or verbally, that disrupts the normal life of the person on the school premises or at school activities.

**Threat:** A communicated intent to inflict physical or other harm on any person or property.

**Sexual Abuse:** Unwanted physical contact such as brushing up against one's body, patting or pinching, and sexual assault.

## **Possible Consequences:**

### **1. Physical Assault:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Consultation with parents/guardian
- In school suspension
- Out of school suspension one to five days
- A recommendation to the Director/Superintendent of Education for further disciplinary action.

### **2. Fighting:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Consultation with parents/guardian
- In school suspension
- Consultation with parents/guardian
- Out of school suspension one to five days
- A recommendation to the Superintendent of Education for further disciplinary action.

### **3. Less Severe Incidents of Physical Aggression: (Pushing, Shoving):**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension
- With no improvement in student behavior the principal may impose an out of school suspension up to three days.

*Persistent student aggressive behavior may result in a recommendation to the Director/ Superintendent of Education for further disciplinary action (possibly expulsion).*

### **4. Physical Sexual Abuse:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Consultation with parents/guardian
- Referral to external agencies, where appropriate
- Out of school suspension up to five days
- A recommendation to the Director/Superintendent of Education for further disciplinary action.
- Placement of certain conditions on the offender as deemed Necessary.

**5. Assault or Physical Aggression Toward a Staff Member:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Consultation with parents/guardian
- Referral to external agencies, where appropriate
- Out of school suspension up to five days
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).
- Placement of certain conditions on the offender as deemed necessary

**6.0 INAPPROPRIATE LANGUAGE:**

Profanity, Obscenities, Racist Remarks:

**Possible Consequences:**

*The following procedures may be superseded upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension
- Out of school suspension up to three days

**7.0 BULLYING:**

Bullying can be defined as systematic harassment and attacks on others. Individuals or groups can perpetrate bullying. Cases of bullying will consider: repetitiveness, intention, and imbalance of power. Bullying takes many forms, and can include many different behaviors, such as:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Threats and intimidation
- Extortion or stealing of money and possessions
- Exclusion from the peer group
- Racially or ethnically based verbal abuse and gender-based put-downs
- Cyber-bullying through the use of internet or other communication technologies, such as emails, texts messages, social media, etc.

Prevention Strategies:

- Anti-Bullying Strategies & Programs, such as Healthy Choices & Living and D.A.R.E.
- All students in grades K-6 will participate in the Anti-Bullying Programs
- Anti-Bullying information will be shared with the parent community



**Possible Consequences:**

*The following procedures may be superseded upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension
- Out of school suspension two to five days
- Persistent bullying behaviour will result in a five day out of school suspension with a recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**8.0 SCHOOL BUS TRANSPORTATION:**

GSSD provides bus transportation to eligible students so that they have an equal opportunity to an education. In doing so, the Division must also provide for the safety and comfort of these students. In order to facilitate this, the school bus is observed as an extension of the classroom and school, where many areas of the Student Code of Conduct apply. This section of the Student Code of Conduct considered the areas laid out in the Student Transportation Code of Conduct AP 554.

Students, who put the safety, respect, and comfort of the bus driver or other students at risk, may have their privileges removed. In most cases, other measures such as verbal reminders, alternative seating plans, and/or student discussion will have occurred, but this will not always be the situation.

**Possible Consequences:**

*The following procedures may be superseded upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- Verbal reminders
- Communication with parents/guardian
- Alternative seating arrangements
- Bus privileges removed for 1 Week (1<sup>st</sup> Offence)
- Bus privileges removed for 2 Weeks (2<sup>nd</sup> Offence)
- Recommendation for removal of privileges for the rest of the school year

## 9.0 USE OF TECHNOLOGY and SOCIAL MEDIA:

Yorkdale Central supports the appropriate use of telecommunications, electronic information services and network services by students and staff to support the provision of learning experiences. The principles of acceptable use of technology will align with the Division's AP 140. Furthermore, the following points have been recognized and discussed with staff members, SCC members, and students.

- Cell phones and iPods are viewed as entertainment, social, communicative and educational tools.
- When deemed possible, the school's telephone system will be the priority message route.
- Acceptable use of technology needs to be instructed, and it needs to be monitored so as to not infringe on education and privacy issues. Generally, the school has looked favourable on these items.
- These items are not to be utilized **within school hallways** unless supervised directly by a staff member. Students will be directed to "unplug" upon arrival.
- Devices should be stored in lockers (with a lock for security). Devices can be in a classroom, but students are encouraged to take an open approach with them. Put them out on the desk in a privacy mode.
- Teachers may permit use of cell phones/iPods at times. This will be communicated. It is **not** a default option.
- At recesses, students may access cell phones/iPods for messaging & texting. **THIS IS THE TIME TO DO IT.**
- Confiscation of cell phones may occur if above is not observed. E.g., 1-day and perhaps longer
- Interventions regarding social media issues such as Facebook, Twitter etc. may be needed. The premise will be **that if staff resources are used to serve intervention, school discipline including suspensions may be carried out.** This is regardless of social media use or posting. Students should look to not give teachers a reason to intervene.
- All students will participate in digital citizenship classes, incl. GSSD formal sessions in Grades 6-8.

### Possible Consequences:

*The following procedures may be superseded upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- Confiscation of personal device for one or more days
- Removal of access to school technology
- Communication with parents/guardian
- In school suspension
- Out of school suspension two to five days
- School Administration may recommend mediation or other intervention
- As social media can be related to bullying, persistent behaviour may result in a five days or longer out of school suspension with a recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**10.0 ALCOHOL:**

Consumption, possession or sale of alcohol

**Possible Consequences:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension
- Out of school- a suspension up to up to 10 days. Minimum 5 days.
- Referral to external agencies, where appropriate
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**11.0 DRUGS:**

Use, possession or trafficking

**Possible Consequences:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

**Use and Possession:**

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- Out of school suspension – up to 10 days. Minimum 5 days.
- School Administration shall report offences to the appropriate law enforcement agency.
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**Trafficking:**

- Communication with parents/guardian
- Out of school suspension – up to 10 days. Minimum 5 days.
- School Administration shall report offences to the appropriate law enforcement agency.
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**12.0 WEAPONS:**

A weapon is defined as:  
Anything used or intended for use to threaten, intimidate, or injure any person.

**Possible Consequences:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

**For Possession:**

- The weapon will be confiscated
- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- Out of school suspension - five days
- School Administration shall report offences to the appropriate law enforcement agency.
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**For Possession of a Restricted or Prohibited Weapon or Replica:**

- Confiscate the weapon (if the confiscation can be done safely) and turn over to the police.
- School Administration shall recommend mediation, counseling and other interventions
- Communication with parents/guardian
- Out of school suspension - minimum of five days
- School Administration shall report offences to the appropriate law enforcement agency and recommendation to the Director/Superintendent of Education for further disciplinary action (*possibly expulsion*).

**For Threats To use Weapons/Replicas:**

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- Out of school suspension - five days
- School Administration shall inform the appropriate law enforcement agency.
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**For Use of Weapons or a Replica Thereof:**

- Confiscate the weapon and turn over to the police.
- Recommendation for mediation, counseling, and other interventions
- Communication with parents/guardian
- Out of school suspension - five days
- Inform the police
- Refer incident to the Director/Superintendent of Education and recommend expulsion.
- Where expulsion is not recommended, inform the student and parent(s) or guardians(s) of the student in writing that subsequent violation will result in a recommendation to the Board that the student be expelled.

**13.0 EXPLOSIVES:**

The possession or use of a substance or chemical that may be an explosive or incendiary device.

**Possible Consequences:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion. Note that any materials confiscated will **not** be returned.*

**For explosives considered to be less hazardous to student and staff safety such as firecrackers, caps, etc.:**

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension
- Out of school suspension up to five days

**For explosives considered to be dangerous and harmful to students and staff:**

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- Out of school suspension - five days
- Inform the police
- Refer incident to the Director/Superintendent of Education and recommend expulsion.
- Where expulsion is not recommended, inform the student and parent(s) or guardians(s) of the student in writing that subsequent violation will result in a recommendation to the Board that the student be expelled.

**For a Bomb Threat:**

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- Out of school suspension - five days
- Inform the police
- Refer incident to the Director/Superintendent of Education and recommend expulsion.
- Where expulsion is not recommended, inform the student and parent(s) or guardians(s) of the student in writing that subsequent violation will result in a recommendation to the Board that the student be expelled.

**14.0 INAPPROPRIATE MATERIALS – ALL CATEGORIES:**

All print materials including magazines, books, papers, periodicals, publications, posters, signs, drawings, and graffiti.

**Possible Consequences:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- Confiscate the material
- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension
- May give an out of school suspension up to five days
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**15.0 THEFT:**

Of Division or school property, personal property, or from businesses

**Possible Consequences:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- Restitution
- In school suspension or loss of school privileges
- Report to the appropriate law enforcement agency.
- May give an out of school suspension up to five days
- A recommendation to the Director/Superintendent of Education for further disciplinary action (possibly expulsion).

**16.0 Gambling:**

Prohibited in all Division schools.

**Possible Consequences:**

*The following procedures may be superseded depending upon the seriousness of the violation and where warranted, could ultimately lead to expulsion.*

- School Administration may recommend mediation, counseling and other interventions
- Communication with parents/guardian
- In school suspension or loss of school privileges