

ADAM SCOTT CVI CODE OF CONDUCT

Adam Scott CVI and Intermediate School is a Safe, Caring and Restorative school which, along with all schools in the Kawartha Pine Ridge District Board, promotes behaviours which encourage and support student learning in a safe and nurturing environment.

Adam Scott CVI has a tradition of student participation in a wide variety of extra-curricular activities in the form of athletics, the arts, clubs and student government. The academic achievement and tone of our school is one which is to be envied. Adam Scott is a school where all students can enjoy success and have a positive learning experience. The following rules and procedures have been created in consultation with students, staff and the Board. It follows the criteria set out by the Ministry of Education to ensure that all students have the best environment and culture in which to study and work.

1. Attendance Procedures

All students are required to attend school in a consistent and responsible manner until they either graduate or attain the age of 18. This is required by law.

If a student is 18 years of age, a note must be signed by the parent/guardian giving permission for the student to write their own notes. This permission note must be provided to the office where it will be filed for future reference.

Any student who has been away from school must either bring a note from a parent/guardian explaining the absence or have a message left at the school from the parent/guardian: **phone 743-7373 extension 160.**

Notes are to be submitted to the office prior to 8:40am. **Absences for “Personal Reasons” will not be accepted without explanation.** Notes from parents to excuse their child from school to watch other school- based activities or to study for another class will not be accepted. Students are to follow their timetables as prepared on a daily basis. Co-op students must contact the employer and the school if they are going to be absent. Students who arrive late for any of the four periods are to report directly to class.

Lates

Lates are handled at the discretion of the classroom teacher and consequences include detentions, staying after class, additional assignments, etc.

If a student needs to leave the school during the day, a note must be provided to the office prior to 8:50am. The student will be provided with an excusal slip which they will share with the appropriate teacher.

If a student is unable to return to school after lunch, the parent/guardian shall call the school to inform of the absence (743-7373 extension 160).

Consequences for Unexplained Absences

May include but are not limited to lunch detentions, full day in-school study, suspensions, removal from course.

Any student wishing to leave during the school day for illness or another appropriate reason must have the permission of the parent/guardian. Students may use the phone in the Office.

It is the responsibility of the student to inform teachers of any pre-planned absences. Students who are absent for any reason are responsible for classroom work missed. It is the responsibility of the student to ensure that they have made arrangements for catching up on work missed.

All students must maintain a full course load of four courses per semester until he/she is in Grade 12 and has attained a minimum of 20 credits. Any student who wishes to take less than three courses/semester must apply in writing to the Principal for permission.

Students who wish to make a timetable change must follow their daily schedule and attend all assigned classes until a change occurs through the Guidance Department.

SynreVoice is the school's automated telephone system which calls home on all unexplained absences every evening. It is the responsibility of the parent/guardian to ensure that the phone numbers and the mailing addresses are correct in the school data base.

2. Behaviour

All students are expected to exercise self-discipline and accept responsibility for their actions, based on age and individual ability. Students are expected to show respect for themselves, for others and those in a position of authority. Students are expected to come to school prepared, on time and ready to learn. **All students must remember that as participants in extra-curricular activities, co-op and experiential education, that they are the ambassadors of our school and will act in a fashion which exemplifies Adam Scott CVI.**

- all behaviour of staff and students must allow for staff to teach and students to learn.
- physical, oral or written, sexual or psychological abuse, bullying or discrimination on the basis of race, culture, religion, gender, language, sexual orientation or any other attribute will not be tolerated.
- damage to property in the school environment (including school grounds, school buses, school trips) is not permitted.
- fighting of any kind will not be tolerated.
- student conduct outside the school environment, which negatively impacts the school and/or the school community, will not be tolerated and will be subject to consequences from school administration.
- students must refrain from bringing anything to school which may compromise the safety of others or which may be construed as a weapon.

Any student wishing to report incidents of bullying may do so confidentially at:

**The Adam Scott "Bullying Hotline"
at 743-7373 extension 499**

or:

Contact a School Administrator

or:

Go to www.kpr.edu.on.ca under "student" drop down link

Adam Scott uses a progressive discipline approach with all students who make inappropriate choices.

Consequences for unacceptable behavior may include and is not limited to the following:

- restorative practice
- detentions
- restricted privileges
- making up time with teacher or Administration
- restitution (financial and/or community service)
- suspension
- expulsion

The following infractions will result in a mandatory suspension and will be considered for expulsion:

- possession of a weapon
- using a weapon to cause or threaten to cause harm to another person
- committing physical assault on another person which causes bodily harm and requires treatment by a medical practitioner
- committing sexual assault
- trafficking in drugs or weapons
- committing robbery
- giving alcohol to a minor
- provision of tobacco to a minor

3. Lockers at Adam Scott

Each student is assigned one locker only. *Dudley* locks must be used on school lockers - they are available for purchase in the school office. Up to date locker information will be provided by all students at the beginning of the school year for school records purposes. Students are reminded that lockers are the property of Adam Scott CVI and must not be damaged or altered in any fashion. Administration at Adam Scott may choose to open and search a locker without warning or consent of a student at any time. Students are not to share lockers and are strongly advised not to provide others with their combination. Any locker damage must be reported to the Office.

4. Student Parking

Students are not to park at the front of the school for any reason. Student parking is available in the back parking lot only. Safe and respectful driving practices are expected at all times. Failure to abide by these expectations may result in the removal of parking privileges any where on school property and may involve the police. Visitors to the school may park in the front lot and must check in at the office. **Individuals parking on school property with no clearly stated business will be reported to the Police.**

5. Personal Possessions

The school is not responsible for any articles or valuables brought to school. Students are encouraged to keep valuables at home.

6. Snowballs

Throwing snowballs presents an immediate safety concern. Students engaging in such activities will be subject to any of the consequences for unacceptable behaviour.

7. Dress Code

School is a place of study and learning. Students, therefore, are expected to dress in neat, clean, modest attire, appropriate for the school atmosphere. In general, the standard for school attire should be comparable to that set for the business community. Clothing that displays body parts such as navels, cleavage and the midriff, or clothing that exposes undergarments such as thongs and boxer shorts, will be considered inappropriate for a school environment. Tops for females should have straps that are 3 finger widths wide as a general rule.

In addition, known gang attire and articles of clothing carrying recognized hate symbols or messages, obscene words or images, sexual innuendo, slogans pertaining to the degradation of race, religion or sexual orientation, or which promote intoxication or drugs, are not permitted.

Students shall not wear hoods covering their heads while in the school. Recognition of the Adam Scott School community supports our Safe Schools Initiatives.

Students who arrive inappropriately dressed will be asked to change or to make arrangements to facilitate a change, and parents will be contacted.

8. Smoking

Smoking is only permitted in the designated smoking area on the north side of the school. Smoking is not permitted anywhere on the school grounds or in the building. The Tobacco Enforcement Officer will be called if a student is found smoking on school property. Students under the age of 16 will be required to attend court with their parent if charged. Students over the age of 16 will receive a fine of \$305.00. **Intermediate students are not to be in the smoking area at any time for any reason.**

9. Drugs and Alcohol

During the school day or at any school sponsored activity, a student found to be in possession of alcohol, drugs or drug paraphernalia, or under the influence of illegal drugs or alcohol will be subject to the consequences identified under "Consequences for Unacceptable Behavior". The Administration will contact the police when deemed appropriate.

10. Visitors to the School

All visitors to the school must report and sign in at the main office. Students who wish to bring a guest to the school must request permission from the Administration prior to the visit and then follow the visitor sign-in process. Students are responsible for the behavior of their guests.

11. Electronic Devices

Cell Phones will:

- be **turned off and out of sight** during all class time. This means no silent or vibrate mode, no texting, no use of the calculator or clock. Off means Off! Out of sight means out of everyone's sight including the owner.
- Cell phones are allowed at lunch and nutrition break, before and after school for communication purposes only.
- Cell phone CAMERAS are not allowed and will not be tolerated at any time

Students not abiding by these expectations will be seen by Administration. Your parent/guardian will be required to come to the school to pick up the device.

Cell phones have become increasingly important in our world, however, there is an etiquette which must be honored and followed.

12. iPODS and other Music Devices

These devices may only be used at the discretion of the classroom teacher. Students who do not follow the directions of the teacher will have their device confiscated and be sent to the vice-principal.

Unless given permission by the classroom teacher, no student shall wear headphones in class. Even if the device is turned off, wearing earphones sends a clear message that you that you are not engaged in learning. Music can be very helpful to students doing independent work to “tune out” other noise, however, the teacher will make the decision regarding their use in class.

13. Injury

Any injury incurred on school property or during any school sponsored event, **must** be reported to the main office as soon as possible.

14. Skateboarding

Skateboards present a potential safety hazard and are **NOT** to be used on school property or in the school.

15. Student Identification

Students must immediately identify themselves to any administrator, teacher, custodian, secretary or bus driver upon request.

16. Library and Computer Facilities

Library Use Expectations

The Adam Scott Library supports the love of reading, creativity and the use of technology. Students have access to both traditional print materials including over 25,000 books on-line resources which include research databases and other new technologies. Students may access library resources through the school website (www.adamscott.ca) and there is also wireless in the whole school and the library. Students are to ensure that they return signed-out resources on time and follow and the “Computer Use Rules”. Failure to do so will result in restriction to access to the Library and computer facilities.

Computer Use Rules

- computers are to be used for educational purposes only
- computer are not to be used for any illegal activities such as cracking passwords, spoofing, uploading and downloading pirated software, media and pornographic material
- no downloading of any media or software unless required for a school assignment
- no installing or running of any software that is NOT part of the school image without TCT permission
- no hacking, cracking or probing of school systems and networks is permitted
- no altering system hardware and cables

- printing is only for school assignments. Each student can print up to 75 pages per semester for free. Students may purchase 20 pages for \$1.00 if they need more.
- no food or drinks at any computer station

17. Dances

Expectations for all school sponsored dances are posted in the classrooms and must be adhered to. The Dance Policy is also reviewed with students prior to dances.

18. Plagiarism/Cheating

Plagiarism is the misrepresentation of the origin of a piece of work. It is a serious academic offense. This unauthorized, unacknowledged or misleading use of other people's words, work and ideas will not be tolerated and appropriate actions will be taken.

Classroom teachers will review plagiarism, academic integrity and related policies at the beginning of each semester.

In case of question, the onus is on the student to provide proof of authenticity.

19. Posters

Posters may be placed on the bulletin boards and tack strips provided throughout the school. A maximum of one poster per classroom door may be placed (as per fire marshal). Posters are NOT to be placed on the hallway wall or glass windows. All posters are to be approved by Administration prior to posting.

20. Students on Spares

Students on spares must not be in the hallways of the school. A student will use the cafeteria, the library or go outside when not in class.

21. The Cafeteria

Students who are sloppy in their use of the cafeteria will find themselves banned from its use. Normally, students do make an exceptional effort to keep their own eating area clean. The cafeteria is solely for student use and they are responsible for its condition. Students are to put trash in the waste containers and recycle whenever possible. A clean cafeteria is everyone's responsibility.

22. Food in Classrooms and Hallways

There is to be no food brought to or consumed in teaching areas. There is no eating or drinking (with the exception of water) beyond the foyer and main hallway.

23. School Moratorium

Moratorium is defined as a designated period of time (e.g. 10 days) prior to the start of examinations. The moratorium is intended to give students ample time for review and study, and to minimize interruptions to classes preparing for examinations. There will be no excursions or assemblies during the moratorium. No meetings or practices for school teams or other organizations shall be obligatory for students during the moratorium.

24. School Trips

Please remember that school rules apply during these events and that you are always representing the school.

25. Trespassing

ASCVI and its grounds are private property. Please direct visitors to the Main Office. Please do not invite outside friends to visit you during the day. This will avoid embarrassment on everyone's part as outsiders will be asked to leave. Those who do not co-operate will be subject to a charge of trespass laid by the police.

26. Displays of Affection (*The Infamous Hand-Holding Clause!*)

Displays of affection past the hand-holding stage may be considered offensive and are inappropriate in school. Use discretion.

27. Assemblies

Be on your best behaviour during assemblies. We often have visitors and the first impression you create is an important one. Show respect for all who participate in assemblies. You must remain in your seat once the assembly has begun. Please respect the auditorium and refrain from putting your feet on the chairs. And remember No Hats!

28. 20/20 Rule

Students are not allowed out of class during the first 20 and the last 20 minutes of class time. Students may receive permission to leave the classroom at the discretion of the teacher during the middle 35 minutes of the period.

29. Extra-curricular Participation Policy

Code of Conduct for Adam Scott Extra-Curricular Participants

1. Open tryouts are held for some athletic teams and extra-curricular activities: you are selected on the basis of ability, dedication and reliability.
2. If you play on an Adam Scott team or participate in an extra-curricular activity, you have a responsibility to attend every practice and/or game/performance/activity. Please notify the teacher in person prior to all activities if you have a valid reason for not attending.
3. As an Adam Scott extra-curricular participant, you must fulfill the following requirements:
 - a) **Your scheduled classes must be your number one priority.** You are expected to meet the requirements of the school's attendance policy. Excessive, unapproved absences may result in removal of participation privileges in consultation with the teacher and the administration.
 - b) It is the responsibility of the student to communicate with the classroom teacher when you will be away for scheduled absences. Time given to you, as a participant, from your classes for an activity must be honored. You must catch up on lessons and assignments missed due to extra-curricular participation.
 - c) You must co-operate in all aspects of school life and be a worthy representative at all times, as per the school code of conduct.

- d) If you do not attend school or you skip any classes on “game days”, “activity days” or “practice days”, you cannot participate in the activity scheduled for that day or evening, unless the teacher has been forewarned of an exceptional reason.
- e) You must participate fully in all classes on game/performance/activity days.

4. Once the commitment to a school team or extra-curricular activity has been made, you must follow through with this commitment. It is unfair to leave a team or group in mid-season nor is it fair to other aspiring athletes or students who have failed to earn a place on that team/group. Furthermore, commitment to the current season/activity should be given priority over try-outs for an upcoming season or activity.

Therefore, if you quit a school team or extra-curricular activity during the season, you may be ineligible to play or participate on any Adam Scott team or extra-curricular activity for the remainder of the current semester and the following semester. An exception to this can be made if your departure is in the best interest of all concerned as determined by the teacher and the administration.

5. A teacher may request a deposit and/or team/activity fees before issuing uniforms and/or equipment. Outstanding monies owed from team/activity fees must be paid and all uniforms/equipment returned before you are eligible to tryout for other teams/activities.

6. Accept both victory, defeat and success with pride and compassion, never being boastful or bitter.

7. Treat opponents, teammates and parents and members of the larger school community with respect at all times.

8. Respect the official’s judgements and interpretation of the rules.

9. Conduct yourself at all times with honour and dignity. Never, under any circumstances, use inappropriate language. That includes in or around all school activities.

10. Students who are struggling academically and who are involved in extra-curricular activities will be monitored by the teacher and the administration.

30. Bus Travelers

Rules for Traveling on the Bus

- A. Just as in the family car, the driver’s job is to drive safely and this cannot be done if students are misbehaving.
- B. Ministry of Education regulations state that every pupil is responsible to the Principal of the school for his or her conduct while traveling on a school bus.
- C. Bus riding is a privilege, not a right. This privilege may be withdrawn if a student’s conduct is a threat to the safe operation of the bus or to an individual’s safety.
- D. If a student’s bus privilege is suspended, parents are responsible for the transportation of that student.
- E. Students are expected to get on and off the bus at their own stops. We are required by the Board to ensure that this is enforced. Students are not permitted to ride any other buses.