

Overall Expectations

Show Respect for Self

- **Attend school on time, every day, prepared for class and ready to work.** Bring all necessary equipment to class. Turn off and put away all electronic equipment in all instructional areas unless they are being utilized under teacher supervision. Do not bring bags to class; leave them in your locker. Do not leave valuables in the change rooms.
- **Dress for success.** Remove all head coverings when entering the school, put coats and jackets in lockers and wear clothing that is modest and appropriate for the learning environment, which is a working environment.
- **Invest in your own success.** Complete all assignments to the best of your ability and meet all set deadlines. Participate in classroom activities and in co-curricular opportunities.

Show Respect for Others

- **Be Good Citizens.** Be respectful to all members of our school community (e.g., visitors, visiting teams, co-op employers, Supply Teachers, etc.). Be honest and act with integrity. Focus on high academic achievement to determine your preferred pathway.
- **Be Allergy Aware.** We are a **scent-free** and **nut-free** school. Various members of our community (staff, students, parents, guardians, visitors) are severely allergic to scents. We ask that you do not wear any scented products to keep our environment safe for all. Do not bringing nuts, or items made with nuts to school.
- **Good Neighbour Policy:** Students are expected to be considerate of others and respect their desire for clean, quiet and safe surroundings. Loitering and littering on private property are not permitted and students are expected to follow the rules and regulations of the business establishments they frequent during the school hours.

Show Respect for Property

- **Keep the school and school grounds litter free and in good repair.** All food and drinks will be consumed in the cafeteria. Fast-food purchased outside of school is not to be brought into the building. Water may be consumed in classrooms with the permission of the teacher. Clean-up after yourself. Keep desks, walls, lockers and other property, damage free. Be sure to report damage and the abuse of school property.

Show Respect for the Environment

- **Demonstrate respect for the environment by reducing waste, re-using materials and recycling.** All food waste and paper will be recycled as appropriate. Lights in classrooms will be turned off when possible. Materials will be re-used and waste will be reduced.



Information and Procedures

Academic Resource: Academic Resource delivers programs available to students working with an Individual Education Plan. Programs include academic withdrawal, study skills, academic monitoring, and extra help.

Accident or Injuries: If a student is injured during a class, they must tell their teacher at once. If a student has an accident and is injured on school property, or during a school sponsored activity off property, they must notify the main office so that they can be assisted, and an accident form can be completed.

Announcements and National Anthem: During the National Anthem, students are expected to quietly stand at attention, and are encouraged to sing. Students are expected to listen attentively while the morning announcements are made. Students in the halls during the announcements are expected to stay still and quiet until the announcements are completed, and may then proceed to collect a late slip from the Main Office to gain access to their classroom (See **Lates**).

Attendance: Students have a responsibility to attend school. Academic success is directly correlated to school attendance. Students will be responsible to validate their absences. Notes and/or phone calls from parents/guardians will be required. Skipping on the day of a major test or assignment due date could result in a mark of zero. Students caught skipping will be subject to school consequences.

Backpacks: Backpacks, knapsacks, book bags, duffle or sports bags, and handbags must be left in the student's locker and will not be brought to class.

Bandanas: Bandanas are not to be worn or displayed at school, on the property (including the smoking area) at any time or in any form. This includes the use of bandanas worn on the head for any purpose. If they are seen they may be confiscated. It is the discretion of Administration whether any item fits the description of a bandana.

Bicycles: If a student rides a bicycle to school, they must dismount at the property line and walk their bicycle to the bicycle racks available near the northwest and southeast corners of the school. Bicycles must remain locked at the bicycle racks during school hours. Bicycles should not be brought into the building unless they are part of a Phys. Ed. activity, and there is teacher supervision. The school is not responsible for lost or stolen bicycles.

Bullying and Harassment: The Ministry of Education formally defines bullying as the following: 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 and 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. (Definition of bullying from Policy/Program Memorandum 144, Ministry of Education). Students who feel victimized should report bullying (including cyber-bullying) to a staff member or to the office. If harassment continues after due warning has been given, perpetrators will be disciplined.

Buses: Riding a school bus is a privilege, not a right. Students are expected to behave in a responsible and mature fashion. Students must obey the directions of bus drivers at all times. Students who misbehave on the bus may be disciplined.

Cafeteria: The cafeteria is open at lunchtime. Food and drink purchased in the cafeteria must remain in the cafeteria. If a student brings a bag lunch from home, they must also eat it in the cafeteria. Students are expected to clear their tables when they are finished and place their garbage in the containers provided, including use of recycling bins.

Cars and Motorcycles: Students are not permitted to park on school property due to limited parking.

Cell phones: Personal cell phone use is prohibited during instructional time. If a cell phone is visible or is heard by a staff member, during instructional time, they may ask for it to be turned over to the office and the student must comply. 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 (or school), and/or where proper consents have been obtained, as may be appropriate. The use of a cell phone for personal video or photographic use (including unauthorized images of students, staff, and visitors) is strictly prohibited. Confiscated cell phones will be returned to the student at 3:00p.m. from the Main Office only twice. On the third and all subsequent confiscations the cell phone will only be returned to parents/guardians. The school is not responsible for cell phones brought onto school property.

Cleats: Soccer, Baseball, Rugby and other sport footwear with cleats on the bottom are not allowed to be worn in the school building. They must be removed and cleaned before entering the building and carried throughout the building at all times.

Computers: The school has a number of computers and computer labs that are accessible to students, or students may choose to bring their own computing device. Students are also issued Chromebooks in grades 10 and 11 with their parent's signature on the Chromebook Program Waiver. Device use at Maxwell Heights Secondary School unequivocally includes compliance with the MHSS Acceptable and Safe Use for Computing and Information Technology Facilities and Resources form found on our website. School staff monitors the use of Internet. Students who violate the school Internet or network rules, or breach network security may face loss of network privileges, suspension, or criminal prosecution.

The following are a selection of the computer network rules:

- No food or drinks allowed in computer rooms at any time.
- No downloading of programs off the network and no uploading of programs onto the network.
- Games are not to be played on the computer.
- No escaping or shelling out to DOS at any time and no accessing independent networks.
- No use of social networking or chat lines.
- Students will never use computing technology for any illegal activity.
- Students should limit the number of devices connected to the school's WiFi as multiple devices reduce accessibility for all.

Crime Stoppers: Any student who wishes to anonymously report information about crime in the school may call the Crime Stoppers community telephone hotline, 1-800-222-8477 (TIPS). This line is answered 24 hours a day, 7 days a week. Crime Stoppers doesn't use call display. You don't have to give your name, meet with police or go to court. Callers may be eligible for a cash reward.

Dances:

- Students must present a valid student ID to purchase tickets.
- Dances start at 7:00 p.m. and end at 10:00 p.m. with everyone cleared out by 10:30 p.m. sharp.
- Students must arrive with both a valid student ID and their dance ticket.
- Guests must be pre-approved by a school administrator.
- Students may only bring one guest.
- All lockers are out of bounds.
- Coats must be left in the coat-check area; no unsupervised access to coats is available.
- Students must enter and leave by designated doors only. Doors will be locked at 7:30 pm.
- All school rules apply and school discipline will be applied.
- There is no smoking area during the dance as everyone must remain inside.
- Anybody "under the influence" of drugs, alcohol or any type of intoxicant will not be admitted, or will be removed and face school consequences.
- Once students enter the dance they may not leave and re-enter.
- Dance Contracts for student participation in a dance may be required of all students at the discretion of administration.

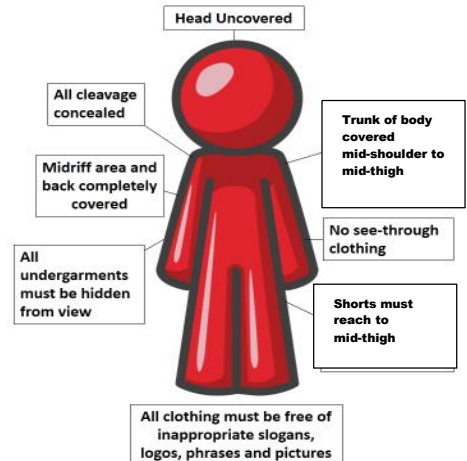
Detentions: Detentions last for 20 minutes and are served at lunch (11:10am – 11:30am). Failure to serve assigned detentions may result in a Restorative Circle and/or a suspension. No food or beverages are allowed in the detention room. Students will work quietly or the detention will need to be served again. No backpacks (etc.) will be allowed in the detention room.

Dress Code: The school dress code assists in the creation of a positive learning environment. The Maxwell Heights Dress Code was developed with the expectations of the world of work and the current Durham District School Board dress code in mind. Inappropriate dress distracts and diverts us from our primary purpose - LEARNING!

Please note that, as the Administration reserves the right to make final decisions regarding appropriate dress, students may be sent home to change if they do not comply with the Dress Code. Expectations are as follows. See the Dress Code Illustration which follows:

- All head coverings, visors and athletic sweatbands are to be removed when entering the school building, except where a head covering is required for religious reasons.
- The trunk of the body must be covered from halfway between the top of the shoulders and the armpit to mid-thigh.
- All cleavage concealed.
- All undergarments must be hidden from view (for all genders).
- See-through and skin tight clothing are not permitted.
- Midriff area and back covered completely.
- All clothing must be free of inappropriate logos, slogans, phrases, pictures and must not depict/display ethnic, religious, cultural, gender, sexual, racial slurs, or violent scenes.
- No bandanas or gang-related identifiers are to be worn in any way at any time.
- Clothing that serves to harass, belittle or intimidate others is not acceptable.
- Coats/outerwear are not permitted in class.

Appropriate Dress for Maxwell Heights Students



Electronic Equipment/Recording/Broadcasting: 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 (or school), and/or where proper consents have been obtained, as may be appropriate. Video recording, audio recording and picture-taking can only be done for instructional purposes at MHSS and on MHSS excursions, and require the consent/permission of the teacher and of the subjects. All recordings must have the authorization/permission of the subject(s) or must be deleted. Lack of authorization/permission by the subject(s) of the recording could result in consequences from MHSS Administration. Electronic music players can only be used in instructional areas with the approval of the teacher. Unauthorized use of an electronic device during class time will result in the device being confiscated. Confiscated devices will be returned at three p.m. from the Main Office only twice. On the third, and all subsequent confiscations, the device will only be returned to parents/guardians. The school is not responsible for any electronic devices brought to school.

Elevator: The elevator is only available to students with accommodation needs, or with special permission.

Field Trips: Students are expected to follow all school rules while on any trip. The student's parent or guardian must complete and sign permission forms. Students who misbehave during a field trip may have the privilege of attending future trips revoked and may be consequence by MHSS Administration. If a student misses the trip, any money paid may not be refunded. Students are responsible for all work missed on any trip.

Fire Alarm: When a fire alarm sounds, students are to follow the fire exit instructions posted in classrooms. Students must walk quickly from the building with their teacher and follow directions provided by staff or emergency services personnel. Students must stay with their teacher and remain a safe distance from the building. Students are not to re-enter the building until they are instructed by their teachers to do so. Students may not smoke during an evacuation – smoking may result in fines from Oshawa Fire Services and/or consequences from MHSS Administration.

Food/Drink: Food and drinks can only be consumed in the cafeteria or other designated lunch areas. Food and drinks are not permitted in classrooms (the exception is water). Open food or drink containers in the halls may be confiscated by a staff member and subsequently disposed of. The Maxwell Heights students and other members of the school community are expected to clean up after themselves and report any spills, which are a safety hazard, to the custodians.

Full Disclosure: All students taking Grade 11 and 12 courses will be subject to a Full Disclosure policy. If a student is in a course five school days after the midterm-reporting period, the course mark will appear on the transcript, even if it is dropped. Colleges and Universities may use this information for making admission and scholarship decisions.

Full-Time Program: Maxwell Heights Secondary School only registers students in a full-time program. Students must have achieved 24 credits before they are allowed to drop below the full course load of 4 courses per semester. Part-time schedules will be approved only on medical grounds.

Gambling: Any gambling or games of chance, including the use of dice, is prohibited.

Guidance: Counsellors are available for individual counselling about courses, careers, and personal matters. Students wishing to book an appointment can do so before or after school, or during the lunch hour.

Hall Pass: Students who leave their scheduled classes must carry their hall pass, signed by their current teacher. Staff may require students who are in the hall to show their hall pass. Failure to comply will result in a referral to the office for an unexcused late slip or other consequences from MHSS Administration.

Honour Roll: Full-time, secondary school students have the opportunity to earn a Durham District School Board Honour Roll Certificate in each of Grades 9, 10, 11 and 12. A secondary school student will have earned a Durham District School Board Honour Roll Certificate in their grade from July to June if they have achieved the following:

- Grade 9: An aggregate of at least 640 marks in their highest achieving eight credits earned
- Grade 10: An aggregate of at least 640 marks in their highest achieving eight credits earned
- Grade 11: An aggregate of at least 640 marks in their highest achieving eight credits earned
- Grade 12: An aggregate of at least 480 marks in their highest achieving six credits earned.

Note: Secondary school students excused from full-time attendance on compassionate grounds (Education Act, Reg. 374/10), Grades 9-12, will be considered for a Durham District School Board Honour Roll Certificate at the principal's discretion.

Identification: Students must correctly identify themselves when requested to do so by any staff member. Failure to do so may result in a suspension and/or other consequences from MHSS Administration. Students are encouraged to carry their identification cards, provided by the school, at all times on school property or in the school building.

Lates: Students are expected to arrive to class on time. If a student is late for any reason, they must sign-in at the main office and take their late slip to their classroom teacher. All excused lates must be reported by parents or guardians as soon as possible. All unexcused lates will be recorded and school consequences will be put into place as follows:

Number of Unexcused Lates	School Consequence
5	Letter to parents/guardians
10	Vice Principal facilitates a phone call to parents/guardians
15	Parent(s)/guardian(s) meeting may be required; detentions will be assigned
20	Students may be sent home and a parent(s)/guardian(s) meeting required

Library Student Centre: Open 8:00am – 3:30pm daily for quiet study, homework, class assignments or casual reading. Computers are available for school related work and research. Students are expected to follow all computer network rules.

Legends Centre including the City of Oshawa Library: Maxwell Heights S.S. and the Legends Centre staff will work together to ensure that students use that facility properly, respectfully, and that during school hours they are there only under the supervision of a teacher or when they are properly signed out from school. It is expected that students will not play or loiter in the parking area of Legends Centre. Students will avoid littering in our neighbouring facilities.

Lockers: Homeroom teachers will assign student lockers. Students are **not** to change lockers without administrative approval. Students must use a combination lock and are not to share their combination with other students. The locker is the property of the Durham District School Board, and is not the property of the student. Lockers must only be used to store school related materials and authorized personal items. Students are responsible for the contents of their lockers. Lockers are to be treated with respect. As a result, the inside of the locker must be kept free of inappropriate graffiti, postings or pictures. Illegal or unsafe items stored in lockers may lead to school consequences based on Progressive Discipline. In addition, following Procedure #3041 – Police/School Board Protocol, the police may be contacted. Administration have the authority, with

reasonable suspicion, to search personal property and lockers. The right to search is established to allow school administration to provide a safe and secure learning environment. Principals have the right to seize contraband material. Illegal contraband will be held by an Administrator for evidence in disciplinary proceedings, and will be turned over to a police officer. The parent/guardian of a minor student or the student, if the student is 18 years of age or older, shall be notified by the school administration if illegal or unsafe items are removed from his or her locker. The school is not responsible for lost or stolen articles.

On-Line Instruction: A variety of courses at Maxwell Heights have incorporated an on-line instructional component (e.g., Moodle). Enrollment in Maxwell Heights Secondary School unequivocally includes compliance with the Acceptable and Safe Use for Computing and Information Technology Facilities and Resources form found on our website.

Note Writing Privileges: If a student is eighteen years of age or older, he or she may apply for note writing and sign-out privileges. Please contact a MHSS Administrator for details.

Police Services: It is the policy of the Durham District School Board to cooperate with Durham Regional Police Services (DRPS) in order to maintain a safe learning environment in our school.

Prohibited Items: The Durham District School Board has banned laser pointers from all schools. If a student is found with a laser pointer, it will be confiscated and consequences may be applied by MHSS Administration. Prohibited nuisance items, such as but not limited to: water guns, cap guns, or 'nerf'-style guns; firecrackers, party snappers, finger boards, etc. are not to be brought to school. Possession of nuisance items may result in consequences from MHSS Administration and/or DRPS.

Progressive Discipline: The Ministry of Education, the Ontario Human Rights Commission and the Durham District School Board are committed to fostering a safe, caring, inclusive and accepting learning environment in our schools. In our learning communities, all stakeholders are welcome, respected and valued, and all students are fully supported and empowered to meet with success in a culture of high expectations.

"Bias-free progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports and consequences used to address inappropriate student behaviour. The disciplinary measures used in response to inappropriate behaviour are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive." (Ontario Ministry of Education, 2012)

Progressive Discipline is a means to support the Code of Conduct. Progressive Discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behavior and to build upon strategies that promote and foster positive behaviours. This approach includes building upon the level of response, intervention, and consequence with repeated occurrences of the same behaviour. All behaviour issues will be dealt with using this approach, which fosters a safe, caring, inclusive and accepting learning environment for all school community members involved and has the aim of correcting inappropriate behaviours and restoring relationships. For more information, please refer to <http://www.ddsb.ca/school/maxwellheights/Pages/default.aspx> , or <http://www.ddsb.ca>.

Prom: Participation in MHSS Prom requires that students follow the same guidelines as all dances (see **Dances**). Students must be present in first period the day of Prom and are only permitted to sign out for the remainder of the day by submitting the designated Prom information sign out sheet, which is given at the mandatory Prom Assembly.

Recycling: Students are encouraged to participate in our recycling program. Items that should be recycled include bottles, cans, fine paper, newspapers, discarded notes, and cardboard.

Reporting to the Office: When a student is instructed by a staff member to report to the office, the student must comply immediately. If a student is instructed to leave a classroom, they are to report to the office immediately (unless there are alternate specific instructions from the classroom teacher). Students who refuse to leave will be given consequences by MHSS Administration.

Restitution: Students must make financial restitution for damage they cause on school property or damage caused during off-site school-related activities.

Roller blades, Scooters, Skateboards and Longboards: Skateboards, scooters, and roller blades are not to be used anywhere on school property at any time and may be confiscated. Confiscated equipment will be returned in a timeline determined by MHSS Administration. If this equipment is used as transportation to school, student must dismount from the equipment and

carry it onto school property. This equipment must be safely stored in the student's locker, meaning all such equipment must fit in the student's locker.

Signing In or Out: If a student needs to leave school between 8:25 a.m. and 2:30 p.m., the student must bring a note from their parent/guardian and sign out at the office. If a student is signing in, they must report to the office with a note, even if they arrive during the lunch period. Students who fail to follow these procedures will face progressive discipline consequences. Students who are signed out from classes must leave the school property immediately, unless they are signed out for an event or activity and are under the direct supervision of a teacher.

Skips: Failure to attend classes will result in progressive school consequences.

Smoking: The Smoke Free Ontario Act and the DDSB Policy 5145 (does not permit holding or smoking lighted tobacco products in the buildings or on its properties at any time. Smoking includes the carrying or holding of lighted cigars, cigarettes, pipes, or any other lighted or electronic device. Examples may include but are not limited to E-cigarettes, herbal cigarettes, chew, snuff and snus. DDSB does not permit supplying/selling tobacco products to anyone under the age of 19 years in its buildings or on its properties at any time. (Associated devices, smoking equipment and electronic devices, that may contain tobacco products, or may reasonably be perceived as containing tobacco products are not permitted) restricts smoking and prohibits distributing tobacco products to others. Tobacco products are not to be used on school property at any time. Do not leave the school building or the school property between classes to smoke. Although students are encouraged not to smoke, they may smoke off school property before school, during lunch, and after school. Offenders will be referred to the Durham Regional Tobacco Enforcement Officer for further consequences and potential fines for smoking on school property and for distributing or selling tobacco products to a person under the age of 19.

Education resources are available at www.durham.ca or Durham Health Connection Line at 905-666-6241 (1-800-841-2729) Enforcement resources available at www.durham.ca or the Environmental Help Line at 905-723-3818, ext. 2188

Snow Days: If there is a severe snowstorm, listen to local radio stations for closing and transportation information, including KX96 (95.9 FM), CKDO 1580, or 680 AM.

Snowballs: Throwing snowballs is a dangerous action, which could cause injury or damage. Students are not to throw snowballs. Students who throw snowballs will be subject to consequences determined by MHSS Administration.

Special Medical Requirements: Parents must inform the school of the special medical requirements of students (e.g., use of EPIPENS). A student who requires a Medical Alert bracelet must wear it at all times. Please note that some students have severe peanut allergies. We appreciate you not bringing peanuts, or items made with peanuts, to school.

Student Activity Card: Students are encouraged to carry their student identification card at all times on the school property. Student activity cards are required in order to be able to participate in school clubs, dances, teams and other activities.

Student Council: Student Council organizes many activities throughout the school year. To take part in these activities, it is mandatory to have a Student Activity Card. Students are encouraged to become involved in the activities and to become involved with Student Council.

Study Hall: Students in study hall must sit in the area designated by the teacher in charge, work quietly on the assigned work for the duration of the period, refrain from eating or drinking, and refrain from using personal electronic/entertainment devices. The cafeteria servery and vending machines are out of bounds to students in study hall. Normal classroom behaviour expectations apply. Students are expected to remain working productively unless excused or dismissed by a staff member.

Study Periods: If a student has a study period on their timetable, they may leave the school property, go to the library or cafeteria. Students must not loiter in the halls or disturb other classes. Students in the cafeteria must work and sit in the designated area of the cafeteria.

Telephones: The telephone in the office is only available for students who are ill or injured. Classroom phones are for staff use only. Cell phones may only be used during the designated times (see **Cell phones**).

Textbooks\Library Books\Electronic Equipment: Students are responsible for all textbooks and library books issued. Students are expected to pay for their replacement if a textbook or library book is lost or damaged. Failure to return texts or make proper restitution may result in report cards, timetables, transcripts, and textbooks being withheld. Found or recovered texts that have already been paid for may be fully or partially refunded if they are in satisfactory condition for use.

Timetable Changes: If a student wishes to make a change, they must do so by the second Friday of the semester. Students are required to attend all classes on their timetable until a course has been officially changed or dropped.

Valedictorian: In order to be nominated for Valedictorian, a student must be a graduating student in good standing and have made a significant contribution to student life.

Valuables: Students are discouraged from bringing valuables to school. Students must not leave valuable items, electronic goods or money in the gym change rooms. The school is not responsible for lost or stolen property.

Video Surveillance System: Security Cameras are in operation for the safety of students, staff and visitors. Persons on school premises are subject to video recording.

Visitors and Trespassers: Maxwell Heights S.S. is private property. Students may not bring visitors to school. All visitors to the school must report to the main office, sign-in and wear an identification badge. Persons who are in the building without office permission are trespassing and, in accordance with the Trespass Act, may be prosecuted. Students are to meet friends away from the school. Spectators for events in the gym must report directly to the gym and must not loiter in halls or areas of the school beyond the gym, and must leave the school immediately after the event has concluded. Spectators must identify themselves to school staff when asked, and cooperate in respecting school policy and procedures.

Washrooms: To avoid missing valuable class time, students are expected to use the washroom before school, during lunch hour and between classes. In urgent cases, students may be excused at the teacher's discretion. Students may be asked to make up the time and work missed during the washroom break. Medical conditions need to be documented and brought to the attention of administration.

Weapons: Knives, weapons, real, replica or toy and items used as weapons are absolutely prohibited from school and will be confiscated by Staff and/or Administration. Consequences will be applied and Police involved where appropriate.

INTRODUCTION

The Code of Conduct for Maxwell Heights Secondary 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 Maxwell Heights Secondary School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. Enrollment in Maxwell Heights Secondary School unequivocally includes compliance with the Code of Conduct Agreement found both here and on our website. 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.

RATIONALE (Ontario Schools Code of Conduct)

The Durham District School Board is committed to providing a safe and secure school environment. The Safe Schools Act, 2000 required each board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. These provisions were more recently amended by Bill 212, An Act to amend The Education Act, in respect of behaviour, discipline and safety. The revised Education Act, together with the related Regulation 472/07, is effective February 1, 2008.

The Codes of Conduct for the Durham District School Board and Maxwell Heights Secondary School 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 contribute to a positive school climate and be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Ontario Schools Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards. Policy/Program Memorandum No. 145, "Progressive Discipline and Promoting Positive Student Behaviour". October 4, 2007, provides an overview of the progressive discipline approach to be used when addressing issues of student conduct. When inappropriate behaviour occurs, Maxwell Heights Secondary School will utilize a range of interventions, supports and consequences that are developmentally appropriate, they include opportunities for students to learn from mistakes, and that focus on improving behaviour.

The provincial standards of behaviour 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.

GUIDING PRINCIPLES (Ontario Schools Code of Conduct)

The Durham District School Board and Maxwell Heights Secondary School support the provincial guiding principles and endorse recognition, acceptance and sensitivity toward ethno cultural diversity.

- All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in the Ontario Schools Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.

- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol, illegal drugs and intoxicants are addictive and present a health hazard. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol, illegal drugs and/or intoxicants. (As well, smoking in school buildings and on school property is prohibited by law.)
- Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- Recognition and acceptance of, and sensitivity toward, ethno cultural diversity are expectations of and within the school community.

ROLES AND RESPONSIBILITIES (Ontario Schools Code of Conduct)

The Durham District School Board and Maxwell Secondary 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;
- empowering students to be positive leaders in their school community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and 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;
- empower students to be positive leaders in their classroom, school, and community
- 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:

- 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.

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 Maxwell Heights Secondary 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 their 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;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

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.

Alcohol, Drugs and Intoxicants- All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol, illegal drugs or intoxicants.

Aggression - All school members must:

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

CONSEQUENCES (Durham District School Board)

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case. Mitigating factors are always considered before determining consequences. Consequences may include:

- caution by teacher, support staff, administrator or adult supervisor;

- restorative practices
- temporary removal from class, activity or event;
- behaviour contracts
- problem-solving exercise;
- detentions;
- parental contact;
- community/school service;
- peer mediation and conflict resolution programs
- counselling;
- loss of privileges;
- restitution;
- support and responsibility agreements
- suspension;
- expulsion.

SUSPENSIONS

Activities Leading To Possible Suspension

A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- uttering a threat to inflict serious bodily harm on another person*;
- possessing alcohol, illegal drugs or intoxicants*;
- being under the influence of alcohol;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*;
- bullying; or,
- any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Other suspendable infractions including but not limited to:
 - a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
 - b) being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
 - c) smoking on school property;
 - d) committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
 - e) stealing property;
 - f) engaging in intimidation, extortion*, harassment*, or verbal aggression;
 - g) misusing or misappropriating school property or services, including computers and other technology systems;
 - h) engaging in hate motivated incidents*;
 - i) engaging in gang related activity*;
 - j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
 - k) committing physical assault on another person*;
 - l) engaging in or encouraging a fight;
 - m) engaging in conduct that constitutes opposition to authority;
 - n) demonstrating poor attendance that warrants disciplinary action;
 - o) engaging in behaviour that is disruptive to the learning environment of the class or school;
 - p) engaging in conduct that is detrimental to the moral tone of the school;

- q) wearing clothing/apparel that is inappropriate, offensive or violates the school dress code;
 - r) engaging in unauthorized gambling or games of chance;
 - s) engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.
- * may require police involvement as outlined in the Police/School Board Protocol.

In considering whether to suspend a pupil for engaging in an activity described in 9.1.1., a Principal shall take into account the mitigating factors:

- the student does not have the ability to control his or her behaviour;
- the student does not have the ability to understand the foreseeable consequences of his or her behaviour; or
- the student's continuing presence in the school does not create an unacceptable risk

Circumstances Leading to a Suspension, Investigation, and Possible Expulsion

A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- possessing a weapon, including possessing a firearm*;
- using a weapon to cause or to threaten bodily harm to another person*;
- committing physical assault on another person that causes bodily harm requiring treatment by medical practitioner*;
- bullying;
- committing sexual assault*;
- trafficking in weapons, in illegal drugs or intoxicants*;
- committing robbery*;
- giving alcohol to a minor*;
- any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled.
- Other suspendable infractions including but not limited to:
 - hate motivated violence*;
 - gang related violence*;
 - trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
 - uttering threats or threatening conduct intended to intimidate*;
 - engaging in harassment*;
 - ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school. (*require police involvement as outlined in the Police/School Board Protocol.)

Guidelines from the Ministry of Education direct us to place Suspension/Expulsion documents in the O.S.R. Guidelines will be established as directed by the Ministry of Education.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school related activities.

A Principal may suspend a pupil for up to 20 school days and, in considering how long the suspension should be, the Principal shall take into account the mitigating factors, as well as the other factors, set out above.

When a Principal suspends a pupil, the pupil shall be assigned to a program for suspended pupils, as established by the Board in accordance with any policies or guidelines issued by the Minister.