

CODE OF CONDUCT

Introduction (*Ontario Schools Code of Conduct*)

Henry Street High School as part of the Durham District School Board is committed to providing a safe and secure school environment. The Code of Conduct for Henry Street High School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. Provincial legislation and regulations (Bill 212), as revised, prescribe certain rights, standards, expectations and processes for determining consequences:

- A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.
- All students, parents/guardians, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.
- The Ontario Code of Conduct sets clear provincial standards of behavior. It specifies the consequences for student actions that do not comply with these standards.
- The Provincial standards of behavior apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

The Code of Conduct for the Durham District School Board and Henry Street High School reflects the provincial policy. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

Statement of Purpose (*Ontario Schools Code of Conduct*)

The Durham District School Board encourages and supports the principles of prevention and response in Codes of Conduct developed by schools. A school principal shall establish a local Code of Conduct governing the behavior of all persons in the school, and the local code shall be consistent with the Ontario and Board Codes of Conduct. When establishing or reviewing a School Code of Conduct, the principal shall consider the views of the School Community Council with respect to its content.

A student may be suspended or expelled from his or her school, expelled from attending any school in the School Board, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community, the reputation of the school or Board, or has an impact on the school climate. Police involvement will be required as outlined in the Police/School Board Protocol and noted below.

Purposes of the Code (*Ontario Schools Code of Conduct*)

The purpose of this Code of Conduct is as follows:

- To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.
- To prevent bullying in schools.

Guiding Principles (*Ontario Schools Code of Conduct*)

The Durham District School Board and Henry Street High School support the provincial guiding principles of the Ontario Code of Conduct:

- All participants involved in the publicly funded school system – students, parents or guardians, volunteers, teachers and other staff members are included in this 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
- Recognition and acceptance of, and sensitivity toward, equity and inclusiveness are expectations within the school community
- Maintaining a safe environment is the responsibility of the entire school community including students, staff and parents/guardians
- 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
- The Durham District School Board expects that Progressive Discipline will be used as a means to support the Code of Conduct
- Progressive Discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that incorporate skills for healthy relationships and promote positive behaviours
- The goal of discipline is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach his or her full potential.
- All inappropriate student behavior, including bullying, will be addressed
- Responses to behaviors that are contrary to the School's Code of Conduct must be developmentally appropriate
- Insults, disrespect, bullying and other harmful 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
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behavior 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 and illegal drugs are potentially 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 or illegal drugs. In addition, smoking or the distribution of tobacco on school property is prohibited by law

Roles and Responsibilities (*Ontario Schools Code of Conduct*)

The Durham District School Board accepts the provincial direction on individual roles and responsibilities:

School Boards

School boards provide direction to their schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- Develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety
- Establish a process that clearly communicates the provincial Code of Conduct and school board codes of conduct to all parents/guardians, students, principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support
- Review these policies regularly with those listed above
- Seek input from school councils, their Parent/Guardian Involvement Committees, and their Special Education Advisory Committee
- Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety

- Provide opportunities for all the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment

Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavor to share effective practices.

Principals

Under the direction of their school boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment
- Holding everyone under their authority accountable for his or her behavior and actions
- Empowering students to be positive leaders in their school and community
- Communicating regularly and meaningfully with all members of their school community

Teachers and Other School Staff

Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. As role models, teachers and other school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth
- Empower students to be positive leaders in their classroom, school, and community
- Communicate regularly and meaningfully with parents/guardians
- Maintain consistent standards of behavior for all students
- Demonstrate respect for all students, staff, parents/guardians, volunteers, and other members of the school community
- Prepare students for the full responsibilities of citizenship

Students

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 behavior. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn
- Shows respect for himself or herself, for 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 actions

Parents/Guardians

Parents/guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents/guardians fulfill their role 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
- Show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules
- Encourage and assist their child in following the rules of behavior
- Assist school staff in dealing with disciplinary issues involving their child

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Aboriginal Elders) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards

and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements and adhere to the Code of Conduct.

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

Standards of Behaviour

(Ontario Schools Code of Conduct and Durham District School Board Standards of Behaviour)

The Durham District School Board and Henry Street High School support the provincial standards of behaviour which include respect, civility, and responsible citizenship.

Ontario Standards of Behavior

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
- Respect and treat others fairly at all times, regardless of, for example, race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability, and especially when there is disagreement
- 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

Safety

All members of the school community must not:

- Engage in bullying behaviors
- Commit sexual assault
- Traffic in weapons or illegal drugs
- Give alcohol to a minor
- Commit robbery
- Be in possession of any weapon, including firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of behavior motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

Consequences (*Durham District School Board*)

Guiding Principles

The Durham District School Board supports a proactive approach to discipline in schools. Progressive Discipline will be the underlying philosophical approach to determining the consequences for students whose behavior is deemed to be inappropriate and requires disciplinary action. (Refer to the Progressive Discipline Chart)

- Positive reinforcement of students, parental/guardian involvement, community links, liaising with the community police officers, and modelling behaviors related to non-violence are strategies used in schools to promote acceptable behavior and maintain a safe school climate creating positive school environments.
- Consequences for unacceptable behavior may range from initial intervention strategies such as counselling and parental/guardian communication to detention, behavior contracts, Restorative Practices, Support and Responsibility Agreements, suspension and expulsion. Peer mediation and conflict resolution programs are important initiatives that support the implementation of the Code of Conduct.
- The Durham District School Board supports a restorative approach in our schools to establish positive learning environments and to support discipline issues as they arise. Within the culture of Restorative Practice, there is a continuum of interactions, including Restorative Circles that support positive relationships. When things go wrong, there is a framework for dealing with the issues.
- Each school's Code of Conduct shall be the guide for discipline in the school and the determination of consequences for inappropriate behavior. Mitigating and other factors must be considered before determining appropriate consequences.
- Where behavior is persistent or the incident is of a serious nature, suspension may result. The purpose of a suspension is to exclude the student from the learning environment.
- In situations where consideration for expulsion is appropriate the principal, after completing an investigation, may recommend expulsion of the student to the Board.
- Consequences should be appropriate to the nature of the unacceptable behavior.

Progressive Discipline

The Durham District School Board expects the use of Progressive Discipline as the 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 behaviors. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools should utilize a range of interventions, supports, and consequences that are developmentally and socio-emotionally appropriate and include learning opportunities for reinforcing positive behavior while helping students to make better choices.

Schools should focus on prevention and early intervention as the key to maintaining a positive school environment in which students can learn. Early intervention strategies will help prevent unsafe or inappropriate behaviors in a school and in school-related activities. Intervention strategies should provide students with appropriate supports that address inappropriate behavior and that would result in an improved school climate.

Progressively more serious consequences should be considered for inappropriate behavior that is repeated or for progressively more serious inappropriate behavior, taking into account mitigating and other factors.

Ongoing interventions may be necessary to address underlying causes of inappropriate behavior. Some examples of ongoing interventions are meeting with the parent(s)/guardian(s), requiring the student to perform volunteer service in the school community, conflict mediation, peer mentoring, and/or a referral to counseling.

In considering the most appropriate response to address inappropriate behavior, the following should be taken into consideration:

- the particular student and circumstances
- the nature and severity of the behavior
- the impact on the school climate, including the impact on students or other individuals in the school community

Schools are expected to actively engage parents/guardians in the Progressive Discipline approach. Schools should also recognize and respect the diversity of their parent/guardian communities and reach out to parents/guardians to partner with them in addressing complex and challenging issues.

Suspensions, Expulsions, Mitigating and Other Factors

Suspension is a consequence imposed upon a student whereby he or she is prohibited from attending at his or her school and from engaging in all school-related activities for a defined period of time. Expulsion is a consequence imposed upon a student, by the Board, for an activity that is determined to warrant that the student be excluded from his or her school, or from all schools in the Board, and from engaging in all school-related activities, for an undefined period of time.

Activities Leading to Possible Suspension

The 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 or illegal drugs*;
- 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:
 - possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
 - being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
 - smoking on school property;
 - committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
 - stealing property;
 - engaging in intimidation, extortion*, harassment*, or verbal aggression;
 - misusing or misappropriating school property or services, including computers and other technology systems;
 - engaging in hate motivated incidents*;
 - engaging in gang related activity*;
 - 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;
 - committing physical assault on another person**;
 - engaging in or encouraging a fight;
 - engaging in conduct that constitutes opposition to authority;
 - demonstrating poor attendance that warrants disciplinary action;
 - engaging in behavior that is disruptive to the learning environment of the class or school;
 - engaging in conduct that is detrimental to the moral tone of the school;
 - wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
 - engaging in unauthorized gambling or games of chance;

* require police involvement as outlined in the Police/School Board Protocol

**discretionary police involvement as outlined in the Police/School Board Protocol

In considering whether to suspend a pupil for engaging in an activity described above, a Principal shall take into account the mitigating factors, as well as the other factors.

Mitigating and Other Factors

Mitigating Factors

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

Other Factors

The following criteria shall also be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

- the pupil's history;
- whether a progressive discipline approach has been used with the pupil;
- whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment;
- how the suspension or expulsion would affect the pupil's ongoing education;
- the age of the pupil; or
- in the case of a pupil for whom an individual education plan has been developed,
 - (a) whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - (b) whether appropriate individualized accommodation has been provided, and
 - (c) whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

Nexus

Principals may consider a suspension if there is nexus to the school. Nexus is a direct and causal link between the student's conduct and a definitive impact on the school climate. Nexus may be established when any of the following circumstances exist:

- A student is afraid to come to school
- A student is worried about reprisals or retaliation
- Parents/guardians are complaining about disruption to the school environment
- School staff are worried about their physical or emotional well-being and safety

Activities 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*;
- 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 a medical practitioner*;
- assault/physical intimidation of an employee*;
- committing sexual assault*;
- trafficking in weapons or in illegal drugs*;
- committing robbery*;
- giving alcohol to a minor**;
- bullying, if,
 - (a) the pupil has previously been suspended for engaging in bullying, and
 - (b) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
- any activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, color, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor;

- committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others*;
- 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

**discretionary police involvement as outlined in the Police/School Board Protocol

Notice to Parent/Guardian of Victims

The Education Act requires Principals to inform parents/guardians of students who have been harmed as a result of any incident for which suspension or expulsion must be considered. When notifying the parent/guardian of a victim, requires a principal to disclose the following:

- the nature of the incident that resulted in harm to the student;
- the nature of the harm to the student; and
- the steps taken to protect the student's safety, including the nature of any discipline in response to the incident

Principals must not share the name of the aggressor or any other identifying or personal information with the parents/guardians of the victim beyond what is listed above.

CODE OF CONDUCT AT HENRY STREET HIGH SCHOOL

Announcements and National Anthem

During the National Anthem, students must give their complete attention to opening exercises. Students are expected to listen attentively while the morning announcements are read.

Assemblies

Performers and guests are to be treated in a polite and respectful manner at all times. Students who fail to do so will lose the privilege of attending special school sponsored functions and activities.

Attendance

Students have a responsibility to attend school. Academic success is directly correlated to school attendance. Students will be responsible to validate their absences. Please refer to the detailed policy on pages 15 – 16.

Audiovisual Recording

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.

Bicycles

If a student rides a bicycle to school, he/she should lock it securely to the bicycle rack at the front of the school. Bicycles should not be brought into the building unless they are part of a Physical Education activity, and there is teacher supervision. The school is not responsible for lost or stolen bicycles.

Bullying and Harassment

Bullying/cyber bullying is a behaviour that is unsolicited and allows one person or one group to gain power over another. Intimidation is a key component of bullying resulting in verbal, physical, sexual and/or psychological harassment of the victim or victims and bystanders. This intimidation places the victim(s) in an inferior position creating isolation, alienation, insecurity, fear and helplessness. These conditions are often created by using demeaning language, teasing, name calling, threatening (physical or otherwise), spreading rumours, gossiping, gestures, pushing, shoving, tripping, hitting and intruding on personal space to inflict harm (physical or otherwise) on the victim. 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. Discipline may result in school consequences and/or police involvement. Students may also report bullying on the school website by clicking on the "Report Bullying Now" icon.

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 will be disciplined.

Please note that the front driveway of the school will be off limits to student drop off and pick up between the hours of 8:30 a.m. and 9:00 a.m. as well as between the hours of 2:45 p.m. and 3:15 p.m. Direct door to door drop off can be done at the back of the school at any time of the day. Please use caution and appropriate speed when navigating through the parking lot. Please follow the yellow arrows for direction of traffic.

Cafeteria

The cafeteria is open all day for students to use unless the area is booked for an assembly. **Please note that the cafeteria servery will only be open before school and at lunchtime.** Food and drink purchased in the cafeteria must remain in the cafeteria or on the first floor of the school. If a student brings a bag lunch from home, they must also eat it in the cafeteria or on the first floor of the school. Students are expected to clear their tables when they are finished and place their garbage in the containers provided, including use of recycling bins. There is to be no food or drink except water in instructional areas unless otherwise authorized by the classroom teacher.

Cars and Motorcycles

If a student drives a vehicle to school, he/she must park it in the student parking area at the rear of the school and display a current parking permit. Contact the main office to purchase a permit. Permits will cost \$5.00. There are only a limited number of permits and they will be available on a first come, first served basis. Speeding in the parking lot is a safety hazard that could result in a serious injury. Students who fail to drive in a responsible and safe manner will have their parking privileges revoked and may be subject to further disciplinary action. Students are not permitted to sit in cars or to loiter in the parking lot. Cars will be towed at owner's expense if they are not parked in designated areas and/or do not have the appropriate parking permit.

Clubs and Teams

If you want to join a club or try out for a team, listen to the announcements, watch for postings around the school, and talk to staff advisors, including your homeroom teacher. Most clubs begin in the fall, while the athletics program continues throughout the year.

Note: To join a club or to participate in intramurals, school arts, or a school team, you must have a valid student card.

Some activities, such as athletic teams, require additional participation fees and/or deposits to cover the load of uniforms, equipment or tournaments

Computer Classroom Acceptable Use Policy

The school has a number of computers and computer labs which are accessible to students, but require a user identification and password. Students should store their current work on the file server with a backup copy on their own media. Students must complete the Internet User Rules Form before accessing the Internet on any school computer. Students who violate the school computer agreement and / or breach network security may face loss of network privileges, suspension, expulsion, and legal action.

All digital devices such as laptops, netbooks, ebooks, iPads etc. must adhere to computer use guidelines when they are used at Henry Street HS. These items may only be connected to the school through our wireless network. For further information about computer use, please refer to the policy as outlined on page 9 and 10.

Dance Rules

- Dances will run from 7:00 PM – 10:00 PM unless otherwise agreed upon by the administration.
- Students must present their student ID card when purchasing ticket(s) and at the door or no entry will be permitted.
- Guests must be pre-approved by a school administrator and must bring ID for entry into the dance.
- Students may only bring one guest.
- Students absent from class(es) on the day of the dance will be denied admission to the dance.
- All lockers are out of bounds.
- Coats must be left at the coat-check.
- Students must enter and leave by designated doors. Doors will be locked half hour after dance begins.
- All school rules apply and school discipline will be applied.
- There is no smoking during the dance as everyone must remain inside.
- Anybody arriving "under the influence" of drugs, alcohol or a mind-altering substance, will not be admitted.
- Once students enter the dance they may not leave and re-enter.

The consequences of these misbehaviours will include removal from the event, suspension from school and suspension from all social events for the remainder of the school year including Prom. There will be no refunds of ticket purchases for dances and Prom if you are removed due to misbehaviour or if you are in violation of the School Code of Conduct. The use and/or possession of alcohol intoxicants or drugs may also result in police involvement.

Detentions

Detentions will be assigned by the administration. Failure to serve assigned detentions may result in suspension. **Detentions are served at lunch and/or after school.** No food or beverages are allowed. Students are expected to study or work quietly during their detention.

Dress Code

Students are free to express their individuality through their apparel, as long as they dress neatly, in good taste and in a manner which is appropriate for the workplace or for a school activity. Administration will make final decisions regarding appropriate dress. Students may be asked to change, be sent home to change or be given acceptable attire by the school administration. Expectations are as follows:

- clothing is appropriate and respectable for the school;
- all undergarments hidden from view;
- no bandanas allowed;
- head uncovered when in the building (except for religious headwear);
- strapless and/or backless tops are not permitted;
- all cleavage concealed;
- midriff area covered;
- opaque clothing materials for tops and bottoms; meaning no see-through clothing;
- clothing free of inappropriate logos, slogans, phrases, and pictures that depict or promote: racism, sexism, violence, tobacco, alcohol, illegal drugs, gang activity, stupidity, euphemisms, etc.;
- shirts are worn for all physical education classes and team practices

There will be consequences for repeat offenders.

Elevator

The elevator is only available to students with permission from the office. Elevator keys are in the office, a deposit may be required. Inappropriate use of the elevator will result in a consequence.

Examinations/Summative Assignments

Final course evaluations are compulsory. Students absent from a final evaluation (i.e. examination) will receive a mark of zero unless prior permission of the appropriate Vice-Principal/Principal is obtained, or a medical certificate is submitted to the office within 24 hours. The medical certificate must state specifically that the student was not able to write an exam that day due to medical reasons. **The exam may need to be rescheduled by the appropriate Vice-Principal.**

Field Trips

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

Fire Alarm

When fire alarm sounds, students are to follow the fire exit instructions posted in classrooms. Students must walk quickly from the building with their teacher - do not run! Students must stay with their teacher and remain a safe distance from the building, until they are instructed by their teachers to re-enter the building. Students may not smoke or go to their vehicles during an evacuation.

Food and Drink

Food and drinks are not permitted in the halls, except in the cafeteria and on the first floor. Students are not to leave classes to purchase food and/or drinks from the vending machines or the cafeteria. A reminder that water is the only drink allowed in classrooms. As a consequence of littering or eating outside the designated areas, students may have their food confiscated with no payment being given for the items taken. They may also be assigned clean-up duty or detentions.

Gambling

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

Good Neighbour Policy

Students are expected to be considerate of others and respect their desire for clean, quiet and safe surroundings. Loitering on side streets or on private property is not permitted. The Town of Whitby Library is considered to be a neighbour. There is no smoking allowed other than in the designated smoking area. All students are expected to leave the school directly after school. We will exercise appropriate discipline when the behavior of our students disrupts the safety and orderliness of our surrounding geographical area.

Hallways

Students are not to be in the halls during class time. Students who do not have a scheduled class should go to the cafeteria, resource centre or they may leave the building. Students are not to obstruct traffic in the hallways or stairways at any time. Students are not permitted to play musical instruments, or stereo systems, including electronic devices such as cell phones in the hallways at any time, unless under the direct supervision of a teacher. Headphones must be used. Attached speakers are not permitted.

Halloween Costumes

Students may be permitted to wear costumes on Halloween as part of a Student Council initiative. The following rules will apply:

- no replica weapons of any sort.
- no face masks, or sunglasses; you must be recognizable.
- attire must meet the school Dress Code.
- no offensive costumes or offensive wording on costumes.
- no coloured contact lenses

Homework

Homework is a consolidation of classroom learning, and is expected to be completed outside class time. Homework is intended to reinforce and help students review content and skills presented in class, practice skills, and introduce new topics. Students can always review their notes and work ahead in the textbook. Students in grades 9 and 10 are expected to complete an average of 1 - 1 ½ hours each night. Students in grades 11 and 12 should complete an average of 2 - 3 hours per night. The parents'/guardians' role in the early years of high school is to:

- provide a suitable environment for studying
- read and discuss homework on a regular basis
- follow up on assigned homework
- support the school if there is a problem
- interactive math homework for grade 7 – 10 can be found on-line at www.homeworkhelp.ilc.org from Monday to Thursday, 5:30 p.m. – 9:30 p.m.
- Hawk Homework Haven will be open 2 days per week at lunch

Littering

Students are not to litter at any time. One goal at Henry Street HS is to work with our community to maintain a clean and safe environment. Students are encouraged to respect the property surrounding Henry Street HS. Students found littering may be required to perform community service.

Lock Down and/or Hold and Secure Procedures

If you hear the following announcement, ***“Attention all staff and students. The school is in a Lock Down and/or Hold and Secure situation. All students should report immediately to the nearest classroom. All teachers lock your doors.”*** You should go to the nearest classroom, identify yourself to the teacher, and stay there until a second announcement indicates that the Lock Down and/or Hold and Secure procedure is over. You must follow all instructions given to you by **any** school staff member. On the advice of local policing authorities, **CELL PHONE USE IS PROHIBITED** during a lock down and/or hold and secure situation as it interferes with police communications.

Lockers

Homeroom teachers will assign student lockers. Students are not to share lockers or share their combination with other students or change lockers without administrative approval. Students who fail to meet these requirements will have their locks removed at their own expense. All locker combinations must be on file in the office. Lockers remain the property of the school, and must not be damaged or defaced. Students will be held responsible for graffiti or damages.

Durham District School Board reserves the right to access lockers at any time. The school is not responsible for stolen articles.

Due Warning: Students and parents/guardians are hereby notified that school administrators have the authority to search personal property and lockers. This right to search is established under the Education Act, to assist administrators in providing for the safety and welfare of all students and staff.

Please note that lockers are to be emptied of all contents and the locks removed by the end of the day on the last formal scheduled examination in June. At this point, locks will be cut off and contents will be removed and placed in the lost and found for only 2 weeks. After which, all items will be donated to the local thrift shop.

Lost and Found

If you have lost an item, check in the box located outside the main office.

Off-Site Incidents

According to Bill 212 (Progressive Discipline and School Safety), if an incident that happens off school property, including in cyberspace; has a connection to the school and implications for the learning/working environment, the administration may apply appropriate disciplinary actions. This would reinforce the unacceptability of the behaviours of the students involved.

Opposition to Authority

If you argue with a staff member and/or show disrespect to a staff member's authority, (i.e. ignoring a request to follow school rules), you will be referred to the Vice Principal. **Refusal to give a teacher or staff member your first and last name, or if you give a false name when requested, will result in a suspension. A student will be suspended for directly swearing at or in a situation with a teacher or any staff member.**

Personal Electronic Devices/Cellphones

Personal electronic devices include cellular phones, e-readers, tablets, netbooks, laptops, smart phones, digital media players and recorders, cameras and gaming systems. Students are expected to adhere to all policy and procedures and codes of conduct when using any form of technology so that privacy and personal dignity of others is not violated and teaching and learning is not disrupted.

If a student brings a personal electronic device to school, it should be off and out of sight. Exceptions to this are:

- During non-instructional time students may text and check emails within or outside the school building. No phone calls are permitted within the school building and devices must remain on silent mode. Non-instructional time is before school, after school, at lunch, and during a student's study period. All other times are deemed instructional, including scheduled class, breaks from class, study hall, and assembly time.
- A teacher may approve the use of specific technology for purposeful instruction. In this case, the student shall use the device only in a manner that relates directly to the course work and is not distractive to others.
- Co-curricular programs, such as field trips and after-school events, are an extension of the classroom, and the expectations of the use personal electronic devices apply. Teachers may approve the use of this technology for purposes of education and communication.

In keeping with the Freedom of Information and Privacy Act, unauthorized photography/video/audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at school-related activities is prohibited unless approved by DDSB staff for educational purposes. In particular, the use of cameras filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events to the general public.

Progressive discipline approaches for inappropriate behaviour using personal electronic devices may include, but are not limited to, the following: teaching of appropriate behaviour; the device being confiscated for the remainder of the period or day; parental/guardian contact and a parent/guardian will be required to pick up the device at school; detention; suspension.

Preparation for Learning

Students are expected to attend all classes with required materials and assignments completed. Success in school is a direct result of consistent and adequate preparation. Preparation of homework and assignments is a sign that students can accept responsibility and work independently. A student who arrives for class without required materials, homework or assignments completed will be required to correct the situation with the teacher.

Detentions may be assigned by teachers for neglect of duty. Continued neglect of responsibilities will result in home contact and / or an interview with the Vice Principal and subsequent school consequences.

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. Nuisance items such as water, cap, or nerf guns, firecrackers, party snappers, spirit bombs, etc. are not to be brought to school. Hackey-sack cannot be played in the school building, but may be played at the back of the school away from the building, portables and cars.

Prom

Attendance at the Prom is a privilege, not a right. Students may be denied the privilege of attending any dance, including Prom, for inappropriate behaviour at school, poor attendance, failing to serve detentions and any other behaviour deemed as unacceptable. **The decision to approve/deny a guest pass is not subject to appeal.** Students are responsible for the behaviour of their guests.

Reporting to the Office

When instructed by a staff member to report to the office, a student must comply immediately. If a student is instructed to leave a classroom, he/she is to report to the office immediately. Failure to report is opposition to authority and will result in a consequence including suspension.

Restitution and Respect for Property

Students are expected to treat the school grounds, the school building, and everything in the school with respect. The staff and students of Henry Street HS take pride in the building and property. The school is maintained to be attractive for students and to enhance learning. Destruction of school property ultimately becomes a financial burden on the school and the community. Students will be expected to pay for damages done to school property, or during off-site school-related activities or the personal property of others. Willful destruction of property may result in suspension, and/or expulsion, and/or prosecution.

Roller blades, Scooters and Skateboards

Skateboards, scooters, and roller blades are not to be used anywhere on school property and may be confiscated. These items must be stored in a student locker while on school premises.

School Notices and Posters

All posters/notices and their location in the school must be approved by a Vice-Principal or Principal. Bulletin boards, poster areas (defined by a painted rectangle) and the cafeteria may be used for displaying approved names/posters. Only school-related/sponsored activities may be advertised. Bulletins and flyers may not be distributed to or around the school area including the smoking area. Students are responsible for the removal of the approved material they put up. **ONLY GREEN PAINTERS TAPE CAN BE USED TO PUT UP POSTERS/NOTICES. IF YOU USE OTHER TAPE THE POSTERS/NOTICES WILL BE REMOVED AND DISCARDED.**

Scent Policy

Students are reminded to be respectful in their use of personal fragrances. Strongly perfumed sprays including AXE are not allowed in the school. Many students and staff have allergies and the improper use of scents will result in a consequence.

Smoking

The Durham District School Board is responsible to work with the Tobacco Enforcement Officers to enforce the *Smoke-Free Ontario Act (SFOA)* and promote healthy lifestyle choices. The Smoke Free Ontario Act (SFOA) prohibits smoking tobacco or holding lighted tobacco anywhere on school property which includes but is not limited to school parking lots, school driveways, or inside cars located on school property. This law applies to everyone including students, staff, parents/guardians and visitors. The SFOA also prohibits the sale or supply of tobacco to anyone under the age of 19 anywhere in Ontario including school property regardless of the age of the supplier. This law is in effect 24 hours a day, 7 days a week and 365 days a year.

Expectations according to DDSB Policy #5145:

- Smoking, use of tobacco and associated devices, smoking equipment and electronic devices, that may contain tobacco products, or may reasonably be perceived as containing tobacco products, are not permitted, by any person on school property 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
- Supplying tobacco to someone who is under 19 years of age is prohibited
- There is no smoking between classes and no students are permitted in the smoking area during or between classes.

Consequences for Breaching Expectations:

- Administration will follow Progressive Discipline to address student behaviour
- The Tobacco Enforcement Officer may be involved and has the authority to issue to a summons that may result in fines.

Snowballs

Throwing snowballs is dangerous and could cause injury or damage. Students who throw snowballs will face a school consequence which may include suspension.

Study Hall

Students directed to work in study hall must sit in the north end of the cafeteria, work quietly on the assigned work first, refrain from eating or drinking, and refrain from using personal electronic/entertainment devices. The servery and vending machines are out of bounds. Normal classroom behaviour expectations apply. Students are expected to remain working productively.

Study Periods

If a student has a study period on his/her timetable, he/she may leave the school property or go to the library or cafeteria. Students must not loiter in the halls or smoking area. Students in the cafeteria must work and sit in the south end of the cafeteria.

Textbooks/Library Books

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.

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.

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

Henry Street H.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 and the smoking area.

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.**