



**CODE OF CONDUCT**  
**Norwood District High School**  
**Belief Statements**

1. Success is measured in many ways.
2. Learning is never ending.
3. Learning can be fun.
4. All students will learn outside the classroom as well as in.
5. We believe that anything is possible-strive for the best.
6. We promote a healthy lifestyle through a variety of activities.
7. Our school is an active, contributing part of our community.
8. NDHS produces tolerant and compassionate citizens.
9. All of us should be accepted for our uniqueness; our individuality is encouraged.

**Motto**

**Out of darkness into light**

**THIS AGENDA BELONGS TO:**

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## **Rationale for the Code of Conduct**



The Ministry of Education requires that all schools develop a Code of Conduct which communicates to all the members of the school community the standards of behaviour expected from them. Members of the school community include: students, staff, parents(s)/guardian(s) and others such as visitors and volunteers. The Board recognizes that all students, parents, teachers and staff have the right to be safe, and feel safe in their school community. The school code of conduct has been developed in accordance with the guiding principles of the Safe Schools Policy in order to create a common philosophy and understanding upon which safe learning and working can be maintained for all school community members.

## **Responsibilities**

In order to uphold the right of all school members to access a safe school community, there are a number of corresponding responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

## **Common School Community Member Responsibilities**

Everyone has the responsibility to:

- < contribute to making the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- < be a partner in the school community and to work co-operatively with each other; and model appropriate behaviour and to support the school code of conduct by upholding the standards of behaviour.

**Inappropriate language directed towards other students, staff, etc. will not be tolerated.**

## **Additional Student Responsibilities:**

- < exercise self-discipline, follow the established rules and accept responsibility for your actions based on age and individual ability;
- < come to school prepared, on time, and ready to learn;
- < show respect for others and for those in authority; and refrain from bringing anything to school that may compromise the safety of others.



## **Additional Teaching Staff Responsibilities:**

- < help students work to their full potential and develop their self-worth;

- < assess, evaluate and report student progress;
- < communicate regularly and meaningfully with parents;
- < provide discipline fairly and consistently in a manner in keeping with the Administrative Regulation on Discipline and the school code of conduct;
- < be on time and prepared for all classes and school activities;
- < prepare students for the full responsibilities of citizenship; and
- < safeguard students from persons or conditions which interfere with the learning process

**Additional Parent(s)/Guardian(s) Responsibilities:**

- < show an active interest in their child’s school work and progress;
- < attend to their child’s physical and emotional well-being;
- < communicate regularly with the school;
- < help their child be neat, clean, 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 (should be reported on the morning of the absence before school begins);
- < become familiar with the Code of Conduct and school rules;
- < encourage and assist their child in following the rules of behaviour; and
- < assist school staff in dealing with disciplinary issues
- < check in at office upon arrival

**Standards of Behaviour**

**Respect, Civility and Responsible Citizenship**

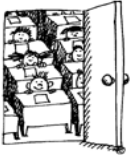
All school members must:

- # respect and comply with all applicable federal, provincial and municipal laws;
- # demonstrate the Board approved Character Attributes including 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 religion, ancestry, place of origin, colour, ethnic background, sexual orientation, age or disability;
- # respect the rights of others;
- # show proper care and regard for school property and property of others;
- # take appropriate measures to help those in need;

- # use **non-violent** means to resolve conflict;
- # dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
- # respect persons who are in a position of authority; and
- # respect the need of others to work in an environment of learning and teaching.

## **Physical and Emotional (or Psychological) Safety**

The following will not be tolerated:



### **1. Weapons**

- # possession of any weapon or replica weapon, including but not limited to firearms and knives;
- # use of any object to threaten or intimidate another person; and/or
- # causing injury to any person with an object.

### **2. Alcohol and Drugs**

- # possession of, or under the influence of, or providing others with, alcohol or illegal drugs.
- # “trafficking” means to manufacture, sell give, administer, transport, send, deliver and or distribute, or to offer to do any of the above. Usually refers to trafficking of illegal drugs or weapons.

### **3. Search and Seizure**

- Students need to be aware of the following board policy regarding all items and persons brought onto school property:
- NDHS has the right and the authority to search school and personal Property, such as lockers, desks, school bags, purses, cars, etc., without notice to or permission of any person.
- NDHS also has the right and the authority to invite the police onto school premises to conduct their own searches, as deemed necessary by school administration.

### **4. Physical Aggression**

- inflicting or encouraging others to inflict bodily harm on another person; and/or intimidation.

### **5. Non-Physical Aggression**

- emotional, sexual or racial actions that hurt an individual or a group of individuals.
- threatening physical harm, **bullying** or harassing others; and use of any form of discrimination.

## **School Rules**

School rules apply to all school related environments, activities and excursions. The principal may also apply these rules to a pupil when the pupil’s conduct outside the school environment negatively impacts on the school.

- students must be allowed to learn;



- teachers must be allowed to teach;
- physical, verbal (oral or written), sexual or psychological abuse, bullying, or discrimination on the basis of race, culture, religion, gender, language, sexual orientation, or any other attribute is not permitted; and
- damage to property in the school environment (including school grounds, school buses, on school excursions) is not permitted.

## **School Procedures**

- Signs at all entrances direct visitors to begin their visit at the office.
- During the lunch hour students are asked to eat in the cafeteria, or the spokes around the square. **Students should not sit in the square formed by the halls** nor are they allowed to loiter by the guidance office, main office, or main entrance.
- During classes, students who are on spare should be in the library or the cafeteria.

## **Personal Electronic Devices**

- As per board policy, all students are to “power-off all PEDs out of sight during instructional time, including tests, quizzes, evaluations and regularly scheduled classes, assemblies, and other school-related activities.....” PED usage must not compromise or interfere “with school security, personal safety, individual privacy, or academic integrity.”
- Students are not to use I-pods / MP3 Players, cell phones, pagers, cameras or games during the school day, nor are they to be active. It is important to discourage class interruptions. If there is an emergency, parents are asked to contact the school office so that our staff will be aware and can assist. Cell phones must be turned off and out of sight during class.

## **Dress Code**

Preparing young people for success beyond high school includes teaching students appropriate dress for the work place. The following is a list of Dos and Don'ts to assist you and your son/daughter in making suitable clothing choices for school.

### **Do Wear:**

- Skirts dresses, shorts, and pants that provide no danger of exposure of under clothing. A 3-inch inseam on shorts will ensure this;
- Spaghetti straps and strapless tops/dresses that are conservative, not revealing, with a sweater or blouse over top when in the school;
- Clothing that is prescribed for particular environments such as pants and closed shoes for Hospitality, and proper gym attire for

Phys. Ed.;

-Clothing that is neat and in good repair. Err on the side of modesty.

**Don't Wear:**

- Clothing with images or words related to alcohol, drugs or anything else that contradicts the moral tone of the building
- Tops that reveal one's mid-drift.

NOTE: Hats may be worn in school, however, teachers may request that they not be worn in their classes if they so choose. Students are expected to comply with the individual teacher's request.

**Bus Cancellation**

In the event of inclement weather, bus cancellations will be announced on the local radio stations (CKPT 1420, 980 CRUZ, Country 105, and WOLF 101.5).

Please be advised that:

- companies in co-operation with the school STSCO (student transportation services) are responsible for cancelling bus service.
- if a bus does not run in the morning due to the weather then it will not run after school. Parents who drop their son/daughter off on these days are responsible for picking them up.

**Conduct of Students Riding on School Buses**

1. The driver is responsible for the safety of the pupils. Therefore, it is important that the students follow his/her instructions.
2. Students must take their assigned seat on the bus and remain seated throughout the bus ride.
3. Aisles must be kept clear at all times. Students must keep books, back packs, and other bulky items under their bus seat. Permission must be obtained from the bus driver if it is necessary to bring larger items on the bus.
4. Students must not drink or eat, chew gum, or litter on the school bus.
5. Students must not throw objects at any time.
6. Students must not create a disturbance by yelling, using profanity, taunting other students, or by touching other students' property.
7. Firecrackers, matches, lighters, water pistols or any other dangerous or annoying objects are prohibited on school buses.
8. Students must not open windows, unless authorized by the bus driver. All body parts must be kept inside the bus at all times.



9. Students and/or their parents/guardians will be financially responsible for any acts of vandalism.
10. Emergency equipment must not be touched except in the case of an emergency. Students should be aware of bus evacuation procedures and the location of emergency equipment.

### **Consequences:**

1. Warning.
2. Bus Report (written by the driver) and a phone call to the parents
3. Suspension of bus privileges.
4. Removal of bus privileges.



<b>RIDING THE BUS IS A PRIVILEGE - NOT A RIGHT.</b>
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### **You can help:**

- Follow the bus rules
- Students are not permitted to ride other buses. Bus drivers may only transport students who are regularly assigned to their bus.

### **Parking**

Students who find it necessary to drive to school are asked to park in the designated student parking lot. During school hours, students are not permitted to loiter in cars or in the parking lot. Failure to follow these rules will result in the student not being allowed to park on school property.

### **Attendance**

§ Students who are absent from **any** class are to report to the front hall before 8:55 am the following day with an explanatory note.

§ If a note is not provided, consequences may include;

- zero on a test or assignment missed; (note must indicate parent's knowledge of missed test)
- phone call home;
- detention;
- visit to the Vice Principal.



§ **Parents cannot give permission for a student to be in school but not attend a class.** Only the school administration can approve attendance out of class activities such as sports events etc.

### **Sign IN/ Sign OUT**

§ Students who leave during the school day **must** sign -out at the main office. Students who do not sign out before leaving will receive a detention regardless if a note is brought the next day. An adult must speak with the attendance secretary to give permission for a student to sign out.

- § Students who are late to period 1 are to go directly to home form. The teacher will then inform the office if their attendance has already been sent to the office. Students are not to be sent to the office for an admit slip.

Students who are over 18 must adhere to all attendance procedures. Absences and Signing In/Out will require legitimate reasons and administrative approval.

### Absences in a Class

- Absences are closely monitored by teachers, administrators, and the Student Success Team.
- Students with severe attendance issues are referred to the Board Attendance Counsellor.



### Lates

- § Students late to class are to report directly to class and teachers are to report them late on the attendance bubble sheet. Once the attendance sheet has been sent to the office, teachers are to inform when students arrive.
- § A pattern of consistent lates may result in a detention.

### Course Expectations

1. Attend all classes. Arrive on time and be prepared.
2. If you are absent from class, it is the student's responsibility to make up missed work. Have a "buddy" in the class who can collect missed work/notes for you. If you are away for a test or presentation, be prepared to do the assignment the **first** class you are back. (at teacher's discretion)
3. You should hand in everything on the date it is due. If there is a problem you need to discuss the issues with your teacher **prior** to the due date.
4. **No food or drinks allowed in any classroom.** Water bottles will be allowed as long as they are disposed of appropriately. Students are encouraged to help maintain





the classroom as a clean and organized space. We recycle to save our environment.

5. Read all required materials and attempt all assignments.
6. Treat your teacher and classmates with **RESPECT** by:
  - ✓ Using appropriate language
  - ✓ Not bullying or putting down classmates
  - ✓ Listening to someone when they speak without interruptions
7. Participate! The class will be more positive if you join in and do your best.
8. Students will not be allowed to leave the classroom (for bathroom or locker) except in extreme emergencies. Students may be required to stay after class to make-up for time missed.



### **Homework**

Homework will be assigned after most classes. It is essential for the successful completion of any course that each student makes a good effort on the assigned questions and come prepared to discuss them the next day.

Homework is generated in a number of ways:

- ongoing weekly assignments
- projects / research assignments
- regular review to reinforce skills
- preparation for tests and exams
- work that was not completed in class



### **Evaluation Dates**

For each semester the following dates will be used for evaluation:

#### **Secondary**

1. At 6 weeks - a printed report from each teacher
2. At 9 weeks - a formal report card indicating mid-term status
3. At 15 weeks - letters will be sent home that indicate students who are in danger of failing a course.
4. At 18 weeks - a formal report card indicating the final mark for a course.

### **Examinations**

Exams and culminating activities are a series of evaluations that provide a variety of opportunities for students to demonstrate their level of achievement.

**Thirty per cent** of the grade will be based on a final examination in the

form of an examination, performance essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course. (Ministry of Education: Program Planning & Assessment 2000).

The examination period is the **last two weeks** of each semester. Students are to make every effort to attend all evaluation days, unless appropriate documentation is provided by a medical doctor. No field trips or extra-curricular activities will be planned during this time to allow students to maximize opportunities for achievement. Any absence may impede future progress. **All students will write a formal examination during the examination period.**



## **NORWOOD DISTRICT HIGH SCHOOL** **ACADEMIC POLICY**

Students are encouraged to advocate for themselves, and to communicate with their teachers. Teachers are open to discussing extensions due to extenuating circumstances. Teachers want students to meet with success...now, and in the future.

### **Evaluation**

Seventy per cent of the grade will be based on evaluations conducted throughout the course. Thirty per cent of the grade will be based on a final/summative evaluation which may consist of culminating activities, but will definitely include the exam day.

It is the student's responsibility to catch up on work missed due to an absence.

If a student knows that he/she will be absent, then that student must inform the teacher so that the teacher may assign work. If a student anticipates missing a test or due date, then he/she must make prior contact with the teacher for instructions. Students who fail to discuss a planned absence may lose make-up privileges.

### **Tests**

A make-up test is a privilege accorded to students whose absences are legitimate. Parental validation is required by the subject teacher. The phone call or note must state that the parent was aware of the missed test. Due to the nature of certain tests, some cannot be made-up- attendance is crucial.

### **Presentations**

If the student is away for an oral presentation, then he/she must call the teacher by 8:45 a.m. so that an alternate plan may be made. Failure to do so may result in a zero.

### **Assignments**

All deadlines are firm. If the student is unable to meet the deadline, then he/she must discuss the situation with the teacher in advance of the due date – not the day of. The student may request an extension, and the teacher may issue one. Many in-class activities cannot be made up. However, simply not handing in material may earn a zero. It is important to still hand in late assignments because the teacher will provide feedback and save the work for future consideration. This is especially important when the teacher is assigning final marks for the end of the semester.

### **Plagiarism**

All work submitted by a student must be his/her own. Any student who uses information in his/her essay/project without giving proper credit to the source will receive a zero on that assignment. All incidents will be reported to, and tracked by, the Principal.

I have read the above academic policy, and I understand what is expected of me in order to be successful in all my courses.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### **Library**

The goal of the LIRC is to assist students in becoming life-long and independent learners. We provide an atmosphere to read, to research, to become computer literate, to prepare for presentations, and to study quietly. We encourage equal access to all students by providing materials and resources in a variety of formats and for all levels of learning.

LIRC cards are mandatory. Initial cards are free; a fee of \$3 is charged for replacement cards. Cards are not to be shared; individual students are accountable for all materials loaned on their own card. Report lost or stolen cards immediately.

Books may be signed out for two weeks. Reference materials may not leave the library. Students are expected to pay any overdue fines incurred on their card.

The LIRC is a place for quiet study and research. Individuals causing a disruption will be asked to leave and may lose their LIRC privileges.

### **Rules of the LIRC:**



**No food**

**No games or chat on the computers**

**No coats**

**No book bags**

**No drinks**

**No E-mail unless permission has been granted by a teacher**

**Adhere to all standards of behaviour as outlined in the NDHS Code of Conduct.**

A coin operated photocopier is available to students in the LIRC. As well, there is a nominal fee for printing material from the computer.

**Computers**

It is expected that staff and students will use the network and the Internet in safe and acceptable ways. Failure to do so may result in the withdrawal of access.

1. The network and use of the Internet is to be used solely for educational purposes.

It is not acceptable to give out your login/password, share your account, use an account owned by another user, use your account to harass someone or send nuisance messages, attempt unauthorized access to any resource, or use your network privileges for

2.any illegal or unethical act.

3. You are responsible if your account is misused by another person to whom you made it available. Misuse of this account may result in the loss of your access rights.

4. The sending of messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system is prohibited.



5. Transfer of commercial software, materials protected by trade secret or other copyright protected material is forbidden. If software known as "shareware" is transferred and retained for use, the author's registration fee is to be paid by the user. It is the user's responsibility to check for copyright or licensing agreements. If there is doubt as to the copyright status of the program or material then don't copy it.

6. The placing of unlawful information on any computer system accessed through the network is prohibited.

7. Downloading or transmission of pornographic, obscene, or other socially unacceptable material is strictly forbidden.

8. Offensive material is not allowed. Private or public messages shall not include profanity, put downs, sexual, racial, religious, or ethnic slur or other abusive, threatening or otherwise objectionable language.

9. Playing of on-line games on the system is not allowed.

10. **Wilful damage done to computer hardware or software by the user will result in immediate cancellation of the user's account as well as repayment of damages by the user to NDHS.**





## **Strategies to Promote Acceptable Behaviour**

The ultimate goal of the school code of conduct is to promote self-discipline and good citizenship. These prevention and supportive intervention strategies will be used where appropriate.

### **Prevention Strategies**

- ( establish positive school climate,
- ( maintain effective classroom management,
- ( use of encouragement, reinforcement, and rewarding,
- ( promote social skills development,
- ( provide anger management programs,
- ( utilize peer counseling and conflict resolution, and
- ( use of home-school communication.



### **Supportive Intervention Strategies**

- ( use of teachable moment,
- ( use of verbal redirection, reminders and reinforcement,
- ( use of active listening,
- ( use of choices,
- ( use of problem solving techniques,
- ( use of behavioural contracts,
- ( involvement of outside agencies,
- ( use of interviews/discussion, and
- ( use of school/Board/community resources.



### **Consequences for Unacceptable Behaviour**

Consequences shall be appropriate to the individual, related to the circumstances and/or actions, and progressive where appropriate. They should be combined with Supportive Intervention Strategies. The consequences may include:

- ⚠ Warnings** - Consultation with parents. Clear explanation of the nature of the unacceptable behaviour and an expectation that the behaviour will change.
- ⏰ Time Outs** - Students may be asked to sit out of a situation as a temporary measure.
- ⏰ Time-Owed** - Students may be asked to spend extra time after class to replace learning time missed due absence/lateness or off task time.
- ⚔ Restricted Privileges** - Students may be restricted from full participation in school life where the behaviour justifies a temporary restriction.
- ⚖ Restitution** - Where damage has been caused through the student's actions he/she may be asked to make financial restitution or to complete community service where appropriate.

**⚠ Suspension** - Where behaviour is of such serious nature as to warrant a temporary removal from school suspension may be used.

**⚠ Expulsion** - In matters of extreme behaviours the Board may recommend expulsion from school.

### **Norwood Community School Council**

The Norwood Community School Council is a dedicated group of parents, staff, students, and community members working in a partnership to enhance the quality of education for our students. The council will:



1. advise the principal;
2. make policy recommendations;
3. develop strategies which foster a healthy safe and equitable teaching/learning environment;
4. participate in activities which facilitate school objectives; and
5. represent Norwood parents at other community/district events.

### **Safe School Phone Numbers**

N.D.H.S.	639-5332
N.D.H.S. (Fax)	639-1655
Emergency	911
Ambulance	743-5260
Kawartha Sexual Assault Centre	741-0260
Peterborough Regional Health Center	743-2121
Kids Help Line	1-800-668-6868
Crime Stoppers	1-800-222-TIPS



Crisis Hot Line

1-800-461-7656