

Code of Conduct and School Expectations

Fenelon Falls Secondary School

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Code Of Conduct

Expected Student Behaviour:

At Fenelon Falls Secondary School (FFSS), students are expected to strive to learn and practice the skills that will make them productive and successful citizens – at school and in our community. We expect that staff and parents will model these skills.

We are clear that in our school community that these are the skills we need to learn and practice:

All MEMBERS OF OUR SCHOOL COMMUNITY must:

- Comply with all laws
- Show honesty and integrity
- Respect differences in people and their opinions
- Treat each other with dignity and respect especially during disagreements
- Respect and treat others fairly regardless of race, ancestry, gender, sexual orientation, age, religion, citizenship or disability
- Respect the rights of others
- Show proper care for school property and property of others
- Take appropriate steps to help those in need
- Seek help from school staff if necessary to resolve conflicts
- Respect persons in positions of authority and all members of the school community
- Respect the need for schools to be a safe and healthy place where learning and teaching can happen
- Keep their language respectful – which includes not swearing at staff

In addition, all STUDENTS must:

- Attend school
- Be clean in person and habits
- Dress appropriately and follow posted school dress code.
- Show self-discipline
- Treat staff, fellow students and invited school visitors with courtesy and respect – in both actions and words.
- Follow school policies and routines
- Show respect for school property
- Return school property on time and in reasonable condition
- Reimburse school for all or part of costs for replacing or repairing damaged or lost materials or those deliberately damaged
- Behave appropriately and safely on school buses
- Be respectful of others
- Put effort into doing well academically by participating in class and completing assignments.
- Be present for tests and exams and complete honestly.
- Obey reasonable order by any school staff and all reasonable classroom policies by teachers. This includes supply teachers, educational assistants, secretaries or custodians.
- Avoid public arguments with staff about perceived unfair treatment. Instead it is expected that student will seek to resolve by private talk with teacher or school counsellor or administrator
- Accept discipline from staff that attempts to correct student behavioural mistakes
- Obey the board policy on use of internet in schools
- Be responsible for personal electronic devices in the event of loss, theft or damage.
- Turn off cell phone and electronic devices (including MP3 players, iPODS) during class times and scheduled study periods.
- Ensure that the camera function of any electronic device is not used without staff permission.
- Be personally responsible for passwords and devices as well as any activity or content on these devices – including internet accessed by their passwords.
- Be accountable for content of any memory storage devices (i.e. USB memory sticks). Staff have the right to request to see the content.
- Alert a staff member if they know of harmful or harassment types of behaviours targeting any of their classmates via use of electronic devices or internet sites
- Be accountable for off-school property use of internet sites or electronic devices which may have a negative impact on the school environment

Unacceptable Student Behaviour:

We know that certain behaviours are never acceptable in a safe and caring school community.

We agree that all of the following are unacceptable and subject to corrective disciplinary attempts by school staff in our school.

All MEMBERS OF OUR SCHOOL COMMUNITY must not:

- Use bullying
- Commit sexual assault
- Be in possession of any weapon – including firearms
- Traffic weapons or illegal or restricted drugs
- Have, be under the influence of or give to others – alcohol or illegal or restricted drugs
- Give alcohol to a minor
- Commit robbery
- Cause injury to anyone or encourage others to do so
- Use a weapon to threaten or intimidate
- Cause injury to another with an object of any sort
- Promote hate propaganda or act in any way motivated by hate or bias
- Vandalize causing extensive damage to school property or property located on school grounds
- Cause a disturbance anywhere on school property which interrupts learning or school operations.

All STUDENTS must not:

- Use profane or improper language themselves or directed at anyone else.
- Use threatening words, gestures or physical assault against a person or their property
- Use displays of affection that are inappropriate for school setting (kissing, fondling, embracing)
- Harass by any means (verbal, physical, electronic device/internet) any member of our school community
- Use drugs, alcohol or tobacco on school property or at school events
- Smoke or use any other tobacco product on school property, busses or events
- Have, use, sell or give alcohol, illegal drugs or restricted prescription drugs (sold illegally for non-medicinal purposes) on school buses, field trips or school property.
- Be on school property where the use of alcohol or illegal drugs is still detectable
- Steal or vandalize the property of others
- Use camera capable electronic devices in areas others expect to be private (washrooms, change rooms) or where there is a known objection to taking pictures
- Connect PDA's with internet capabilities to TLDSB network
- Use internet or electronic devices to threaten, harass or demean any other member of the school community especially when those actions interfere with that member's ability to function in the school
- Access inappropriate websites

Disciplinary Philosophy

We know that discipline is a training method that teaches students proper behaviour and corrects behaviour mistakes. Use of discipline demonstrates that we value a safe and caring school.

In our school, this is the philosophy and plan for corrective and supportive discipline.

- Discipline will be used when any classroom or school rules and/or routines are violated.
- Discipline will be used when student behaviour impacts negatively on the school climate of FFSS – even if that behaviour does not occur on school property.
- It is the goal of the staff to take into consideration the individual student and circumstances before making decisions about what type of discipline is most appropriate.
- While parental input is welcomed and considered, it is the responsibility of school staff and ultimately the school administration to make final decisions about discipline.

Disciplinary Practices

FFSS discipline practices will be used progressively over time based on the frequency and severity of misbehaviours.

Tier 1

Used when student behaviour error is infrequent, minor and not severe.

Examples:

- *Counselling and warnings*
- *Detentions*
- *Logical Consequences (i.e.. parent contacts, healing of ruptured relationships, loss of marks, repayment of time, loss of privilege, withdrawal from class, restitution for damages)*

Tier 2

Used when a chronic pattern is identified. Use of restorative practices and further logical consequences will be used in behaviour contract/plan.

- *Analysis of the difficulty + established expectations communicated by teacher/staff /support staff/administrator/student*
- *Detentions*

NOTE: For specific misbehaviours – suspension may or must be considered for Tier 2, 3 & 4.

Tier 3

Used when severity and frequency identify a need for more long term and targeted intervention.

- *Participation in small group sessions* (examples: small group interventions, Guidance counseling – individual or group, restorative practices/justice circle)
- *Significant restrictions/substitutions* – (examples: class or school transfers, revised timetable, reduced levels of freedom/increased allocation for supervision, loss of privilege)

Tier 4

Used when severity and type of misbehaviour means consideration of suspension. See Boxed list below.

- *Consideration of suspension* (Progressive Discipline options from tiers 1,2, and 3 may be substituted)
- *Consideration of suspension pending expulsion* (Suspension may be substituted.)

Suspension Guidelines

Suspension for the following MAY be considered by Principal.

- Uttering threat to inflict serious bodily harm on another person
- Possessing alcohol or restricted drugs
- Being under influence of alcohol and/or illegal drugs
- 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
- Any act considered by principal to be injurious to moral tone of the school
- Any act considered by principal to be injurious to physical or mental well-being of any member of school community
- Any act considered by the principal to be contrary to Board or School Code of Conduct

Suspension pending Expulsion MUST be considered by Principal

- Possession of a weapon, including possessing a firearm
- Use of weapon to cause or threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by medical practitioner
- Committing sexual assault
- Trafficking in weapons or illegal or restricted drugs
- Committing robbery
- Giving alcohol or illegal/restricted drugs to minor
- An act considered by principal to be significantly injurious to moral tone of the school and/or to the physical or mental well-being of others
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others
- Activities engaged in by the pupil on or off school property behaviours that cause the pupil's continuing presence in the school to create unacceptable risk to physical or mental well-being of other person(s) in the school or Board
- Activities engaged in by the pupil on or off property that have caused extensive damage to the property of the Board or to goods that are/were on Board property
- The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.
- Any act considered by the principal to be a serious violation of the Board or School Code of Conduct
- Conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or respect the rights or dignity of other school community members, despite having been given a reasonable opportunity to do so.

BULLY PREVENTION AND INTERVENTION

Code of Conduct – December 2008 **Note: This is part of our overall code of conduct for students.**

Rationale:

The Trillium Lakelands DSB and Fenelon Falls Secondary School recognize that providing students with an opportunity to learn and develop in a safe and respectful society is a shared responsibility in which school boards and schools play an important role. This policy, reflect the Provincial Code of Conduct and the TLDSB Code of Conduct. Our school has bullying prevention and intervention strategies that foster a positive learning and teaching environment that supports academic achievement for all students and helps student reach their full potential.

A positive school climate is a crucial component of prevention. Bullying adversely affects a school's ability to educate its students, students' ability to learn, as well as healthy relationships and the school climate.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the tone of this school.

Policy:

Bullying will not be accepted by any member of the school community while on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying has a negative impact on the school climate.

Definitions:

Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, 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.

Types of bullying:

Verbal Bullying	This is the most common form of bullying and involves name-calling, insults, threats, discriminating comments and constant teasing.
Physical Bullying	When victims are hit, kicked, slapped, choked, poke, punched, pinched, pushed, scratched, have their hair pulled, threatened or their property is taken or damaged.
Relational Bullying	The systematic diminishment of a bullied student's sense of self through ignoring, isolating, excluding, shunning, or spreading rumors. It is used to reject a peer or purposefully ruin friendships and is most common among girls.
Reactive Bullying	Involves the engagement in bullying, as well as provoking bullies to attack by taunting them.
Cyber-Bullying	Cell phone and pager text messages, email, camera phones, instant messaging, and defamatory personal websites and online personal polling Web sites are used as insidious, far reaching bullying tools.

Postive School Climate is the sum total of all the personal relationships within a school. When these relationships are founded in mutual acceptance and inclusion, and modeled by all, a culture of respect becomes the norm. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

Guidelines:

Unacceptable Behaviour

Defined as verbal, physical or electronic device/internet actions intended to inflict physical or psychological harm on targeted person(s). Examples:

- Harassment; including sexual harassment,
- Intimidation or discrimination based on:
 - Racial background
 - Ethno cultural background
 - Religion
 - Linguistic differences
 - Sexual orientation
 - Disability
 - Class/income level or occupation
 - Any other intolerance

Any unacceptable behaviour, targeting any member of the school community, will be interpreted as impacting on the moral tone of the school.

Prevention Strategies

All students should participate in bully prevention training and leadership initiative within our school. These include:

- Daily classroom teaching with curriculum links;
- Character education initiatives (catch them doing something good, foster children, charity contributions, food drives etc.);
- Mentorship programs (LINK Crew, peer tutoring, leadership classes etc.)
- Citizenship development (grade 10 civics, clubs and councils);
- Student leadership (student senate, athletic council, LINK etc.)
- Student success strategies (Room #160, SBRT, pyramid of intervention, cr. recovery etc.);
- Healthy lifestyles initiatives (intramurals, cafeteria menu options, social worker etc.)
- Social skill development (social worker, guidance, etc.);
- Clubs and councils (SAVE, BOB, GSA, Foster Parents, Girl Talk, KURE, Me to We)

Staff at F.F.S.S. will do the following things to prevent bullying and help students to feel safe:

- Follow school developed Reporting Procedures to report all bullying incidents,
- Supervise students in all areas of the school,
- Watch for signs of bullying and stop it when it happens,
- Respond quickly and sensitively to bullying reports,
- Take seriously parents' concerns about bullying,
- Look into all reported bullying incidents,
- Assign consequences for bullying based on students' Code of Behaviour and
- Provide a safe environment for students who report bullying.

Students at our school will prevent bullying by:

- Treating each other respectfully,
- Refusing to bully others,
- Refusing to let others be bullied,
- Refusing to watch, laugh, or join in when someone is being bullied,
- Trying to include everyone, especially those who are often left out and
- Reporting bullying to an adult.

Intervention Strategies

Intervention requires appropriate and timely responses and should be done in ways that are consistent with a progressive discipline approach and may include early and/or ongoing intervention strategies, such as:

- Counseling the students involved,
- Contact with parent(s)/guardian(s),
- Review of expectations,
- Written work assignment with a learning component (discipline learning packets),
- Referral to further counseling if deemed necessary and
- Justice circles to make amends.

Fenelon Falls S.S. supports the use of progressive discipline, an approach that makes use of a continuum of interventions, supports, and consequences, building on strategies that promote positive behaviour. Mitigating and other factors will always be taken into consideration.

Progressive discipline may also include a range of interventions, supports and consequences when bullying behaviour has occurred, with a focus on improving behaviour including:

- Meeting with parent(s)/guardian(s), pupil and principal,
- Detentions,
- Withdrawal of privileges,
- Restorative practices and
- School, board and community support programs.

Suspension

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning and the school climate, bullying has been added to the list of infractions for which suspension must be considered.

SPECIFIC SCHOOL EXPECTATIONS

APPEARANCE

School Dress Code must be followed.

Grooming, dress and appearance will reflect respect for the business of education. We will not wear articles of clothing, jewellery, etc. bearing sexually-suggestive, lewd, obscene, racist, illegal, drug related, violent, or sexist language or symbols.

No person should show any of the six B's – backs, bellies, bras, breast, buttocks & briefs/boxers. Boy's shirts must have a finished sleeve and girls must not have bra straps showing.

At no point may a student's identity be concealed by any item of clothing. Students will be asked to remove/change it immediately and further consequences may apply.

Coats are not to be worn in classrooms under normal circumstances. They should be secured in personal lockers during class time.

Backpacks are not to be taken to classrooms under normal circumstances. They should be secured in personal lockers during class time.

ATTENDANCE

Good academic performance is directly related to regular attendance. Students are required to attend regularly and punctually in order to achieve the maximum benefits from the school program.

Taking Care Of Business

When students are absent from school for any reason, they are required to take care of business by contacting another student in each class or the teacher to gather what was missed and by completing that work before their next return to class, health permitting.

In some cases, where this procedure for getting work has not been possible, students must make alternate arrangements to take care of business with the teacher following a return to class. These expectations may vary from course to course but will be determined by the teacher of that course and communicated to the students early in the course.

Acceptable Reasons for Absence(s)

Acceptable reasons for absence from school include

- illness,
- unavoidable dental, legal or medical appointments
- major family emergencies
- bereavement.

- ❖ **Student and parents are asked to make every effort to arrange all appointments outside of school hours.** Medical certificates for long term absences may be required. Absences for reasons other than those indicated above may be acceptable only if they are first cleared with the appropriate vice-principal. Please request appropriate form. **Absences for holiday purposes are to be avoided and under no circumstances will they be allowed during the exam period.**

Any student, regardless of age, MUST follow proper sign in/sign out procedures whenever they come into or leave building during the school day. Students may not leave or enter the school without first reporting to the office to sign in or out.

Parents/guardians should call and alert the school to a students' absence. If this is not done, a note must be presented to the appropriate secretary prior to class the next day.

Notes for appointments MUST be presented to the office prior to the beginning of the school day in which the student is schedule to leave. The student will be given an excusal slip from the attendance secretary.

Detention will be issued for truancy and for failure to follow proper sign in/sign out procedures. Detentions will be issued for each class skipped. Chronic offenders will face suspension.

Students who arrive more than 15 minutes late to class will be required to report to the office for a late slip. Teachers will not admit the student to class without one. Detentions and suspensions will be issued for students who become chronic offenders.

Students who are over 18 years of age must have a valid reason for signing out. Documentation from a practitioner may be requested for any absence.

What to Do When ...

- | | |
|---|---|
| Arriving Late to School | → Report to the office |
| Arriving Late to Class | → Report to your class |
| Returning from an Absence | → Bring a note to the office before 8:05 a.m.
→ A note must be dated, show the reason for the absence and be signed by a parent/guardian |
| Leaving School Early | → Bring a note to the office before 8:05 a.m.
→ A sign-out slip will be issued to the student to show the appropriate classroom teacher. |
| Unable to Return After Leaving at Lunch | → Have a parent phone the school that afternoon. |

Parents can leave a message outside of school hours with our attendance hot line at **887-2018**.

Participation in School-Sanctioned Out-of-Class Activities

All field trip participants, team members and team supporters are representatives of Fenelon Falls Secondary School. They have special responsibilities in representing the school community. Actions which reflect badly on our school, are subject to the full range of consequences. Students must be present on the day of the event to be eligible to participate.

Field Trip

It is expected that all students will attend any authorized trip which is deemed by the subject teacher to be an integral part of the course. If there are financial difficulties, the student should discuss the matter with the appropriate teacher before the trip takes place. Students who do not attend a field trip in one of their courses may be required to satisfactorily complete an alternative assignment and may face consequences for truancy. Work missed in other courses due to a field trip must be completed in accordance with arrangements with the teacher prior to the field trip.

Exams/Culminating Activities

All students are required to write a final exam in most subjects at the end of each semester. The dates of the examinations, as established by the TLDSB, are noted in the school calendar and may not be changed.

Students who miss an examination because of illness or bereavement must notify the appropriate Vice-Principal prior to the absence and will be required to provide documentation to validate the absence. The examination may then be rescheduled. Students who miss an examination for an invalid reason will receive a mark of "0".

Assigned Timetable

Students must attend all classes assigned on the timetable distributed on the first day of school.

Changes are only permitted for limited reasons and must be authorized by a guidance counsellor or administrator. Students are to follow their original timetable until all paperwork for the change has been completed.

Truancy

Truancy (skipping of classes) will result in the involvement of parents and the assignment of due process consequences. Absences for reasons inappropriate to the school will also result in loss of re-testing privileges and assignment penalties and may jeopardize successful completion of the credit.

BUSES

Riding a school bus is a privilege, not a right.

Students are required to comply with the bus regulations clearly printed at the front of each bus and to obey the instructions of the driver and may only be used by students attending classes. Failure to do so may result in temporary or permanent removal of bus riding privileges. The bus is an extension of the school and students must comply with the school code of conduct while on the bus and at bus stops.

CHEATING AND PLAGIARISM

Students cheating during exams, tests or assignments or those who assist with cheating, may receive a mark of "0" on that part of their evaluation. Any ideas or words that come from any source other than from personal experience must be formally referenced. Failure to do so is considered plagiarism and may result in a mark of "0".

COMMUNITY SERVICE FOR STUDENTS

Students in Grades 9, 10, 11, and 12 must complete 40 hours of volunteer community involvement during their years at secondary school as part of their requirements to graduate (**commencing the summer prior to Grade 9**). Information and the passport to document the volunteer community involvement hours are available through the school's Guidance office. **It is strongly recommended that students complete their Community Service hours before the end of their grade 10 year. Students may only accrue hours for approved activities and should check the list or with the guidance office before partaking in activities.**

CRIMINAL OFFENCES

When a student's inappropriate behaviour at school, on a school bus, or during a school sponsored activity, contravenes the Criminal Code of Canada, the school will involve the law. The result may be parallel but separate actions from those taken by the school.

CURRICULUM MATERIALS, TEXTBOOKS AND RETURN

All texts, equipment, team uniforms, library books and other school materials must be cared for and returned when requested. Otherwise, the cost of replacement will be requested. If debts are outstanding, all school privileges may be withdrawn until restitution is made.

DANCES

All students attending a dance must have attended all classes unless on school-sanctioned activities, and detention (if assigned) on the day of the dance. Requirements that apply during the regular school day apply at all school dances. Once in a dance, students may not leave the building and be re-admitted. There will be no admission to dances after 9:00 p.m.

Students who have paid their student fee and have a student I.D. card may attend a dance and sign in a visiting student at the main office with the Vice Principal prior to 11:50 am on the day of the dance. The visiting students must hold a valid I.D. card from another secondary school and show it upon entry.

DETENTIONS

Detentions are served at lunch from 11:00 a.m. to 11:30 a.m. Location will be announced at the beginning of the year. You will bring either class work or a book to read. Students are not permitted to eat or drink in detention room.

DISPLAYS OF AFFECTION

Students are required to set standards of respect and dignity for each other. Any passionate displays of affection will not be tolerated.

ELECTRONIC DEVICES

Electronic beepers, pagers and infra-red pointers are not permitted on school property. Radios, MP3 players, IPODS, Discmans, electronic games, etc. should be restricted to personal use outside the classroom. Cell phones are also not to be used in classrooms. If the use of electronic devices in the school becomes a disruption to others, the device will be confiscated and students will be directed to leave them at home. The school is not responsible for student personal electronic devices in the event of loss, damage or theft.

EXTRA-CURRICULAR ACTIVITIES

All field trip participants, team members, and team supporters are representatives of Fenelon Falls Secondary School. They have special responsibilities in representing the school community. Actions that reflect poorly on the school will result in withdrawal from school-sponsored activities, either as a participant or a spectator. Students must have paid the appropriate student fee to be eligible to participate in practices or competitions.

FIRE ALARM

A continuous sounding of the fire alarm is the signal that all students are to leave the building. Posted in each room is the exit required to be used in case of fire. As soon as students hear the alarm, they are to go outside as quickly as possible using that exit (without running). Once outside, students are to follow teachers' directions and move well away from the exits and fire routes. When the all-clear bell sounds repeatedly, students may return to their classrooms.

Drills will be conducted three (3) times per semester to reinforce these procedures. Smoking cigarettes during the fire drill practice is prohibited and subject to consequence.

CAUSING A FALSE ALARM OR MISUSING FIREFIGHTING EQUIPMENT IS A CRIMINAL OFFENCE. OFFENDERS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

FIREWORKS

The possession or use of fireworks on school property is prohibited and will result in formal suspension out of school.

FOOD AND LITTER

Students will be permitted to eat and drink in any hallway of the school. Food and beverages are not to be consumed in stairwells, athletic facilities, computer rooms or in the library.

It is expected that all areas of the school building and the surrounding school and neighbourhood properties will be kept clean. Students are expected to use the garbage receptacles provided and to recycle paper, cans and bottles.

GENERAL CONSEQUENCES

The ultimate responsibility for behaviour lies with the individual. The school aims to deal with situations using a restorative approach. Once requirements for behaviour are established and communicated, individuals who choose a pattern of behaviour in violation of those requirements must be held accountable for their actions and certain consequences or educational alternatives will apply.

Consequences and/or alternatives may include:

- a) an interview with a peer, the teacher, guidance counsellor, vice-principal and/or principal;
- b) parental contact;
- c) detention;
- d) temporary withdrawal from class;
- e) loss of privileges;
- f) informal/formal restorative conferences
- g) service to the school community;
- h) restitution (including full payment for damages);
- i) a behaviour contract;
- j) involvement of guidance/resource personnel;
- k) involvement of other support agencies;
- l) in-school suspension;
- m) parent-to-school alternative;
- n) informal suspension out of the school setting;
- o) formal suspension from school under the terms of TLDSB Policy;
- p) additional suspension;
- q) expulsion from school under the terms of TLDSB Policy.

HALLS

While classes are in session, all hallways of the school are to be empty of students. Senior students with spares can congregate in the library or in the cafeteria.

Teachers are to have students use a hall pass when students ask to leave the classroom for any purpose.

Reminder: “20-minute rule” - Students are expected to use their breaks and lunch to take care of business and will not be permitted to leave the first 20 or last 20 minutes of class.

HOMEWORK

The teachers at Fenelon Falls Secondary School support the assignment of homework as a means of reinforcing and furthering classroom instruction and learning. Each department at FFSS has homework expectations for students.

Each teacher will communicate these expectations at the beginning of each semester. It is a school-wide expectation that all homework assigned will be completed and submitted on time as requested by the subject teacher.

We will continue to enforce our not done is not acceptable process. Students are expected to complete all assigned work and submit that work as required by the teacher.

IDENTIFICATION

Students must immediately and correctly identify themselves to any teacher, custodian, secretary, educational assistant, bus driver, parent, community volunteer or administrator upon request. Refusal to do so will result in immediate consequences up to and including suspension

ILLEGAL DRUGS AND ALCOHOL

Students are required to be free from the influence of alcohol or illegal drugs and must not be in possession of or influenced by such substances on school property. If students come on school property under the influence of or in possession of illegal drugs or alcohol, parents will be contacted immediately, the student will be formally suspended out of school, and the police may be contacted to assist.

INTERNET

At registration every student and their parents/guardian (for students under 18) reviewed and completed the TLDSB's "Information and Communication Technology – Acceptable Use Policy" (BU-3035; BU-3036). Students who do not have a signed form will not be able to access the Internet at school and will be ineligible for computer and/or communications technology courses.

Students who do not adhere to the guidelines set out in the policy will be subject to the full range of consequences outlined in the Code of Conduct.

LANGUAGE

At all times, the use of appropriate language that respects the rights and dignity of self and others is expected. Profane, sexually suggestive, racist, violent, sexist or language that harasses will not be tolerated.

LATE SUBMISSION OF ASSIGNMENTS

Teachers will continue to apply a not done is not acceptable process to ensure all work is submitted. This process will include notification of parents, referral to Student Success or Resource, opportunities to complete the work and a referral to or consultation with a vice-principal where necessary.

LIBRARY

The library is open for student use between 7:45 a.m. and 2:45 p.m. At all times, students using the library are expected to be working on assignments and making use of library materials. Food and beverages are not permitted in the library at any time. The loan period for most books is two weeks. Some titles are short loans and have loan periods of overnight, three days, or one week. Fines are levied on late returns unless the student has been absent from school. A book drop box is located at the main entrance to the library.

LOCKDOWN DRILLS

In consultation with staff from the City of Kawartha Lakes Police Services and in accordance with the TLDSB Procedures for Violent Emergency Response Plan (LOCKDOWN), specific school procedures have been developed to deal with any major violent incident at Fenelon. These specific procedures will be shared with students prior to the first LOCKDOWN drill of the school year. LOCKDOWN drills will be held three times yearly.

LOCKERS

All assigned lockers must be secured with an approved combination lock and the combination must be on record in the main office. Students may purchase locks from the school (\$5.50). For their own protection, students are strongly encouraged not to disclose their locker combinations to anyone and not to keep anything of great value in their lockers. Absolutely no sharing of lockers is expected at F.F.S.S.

Students will be held financially responsible for any damage or vandalism incurred during their use of the locker.

Lockers - Due Warning:

Lockers are owned by the school. Students and parents are hereby notified that the school administration has the authority to open and remove the contents of any locker if it is considered to be in the best interests of the school. This right of search is established to help school administrators ensure "the safety and welfare of all students and staff" under the Education Act.

MEDICAL DRUGS

The school is not permitted to dispense any medications including non-prescription drugs such as aspirin, Tylenol, Advil, etc. Students who must take prescribed medication on a regular basis during the school year are to contact their vice-principal.

PARKING AND DRIVING PRACTICES

While limited parking has been provided for student use, the school and TLDSB accepts no responsibility for damage to any vehicle parked on the school property. All student vehicles must be parked in the student parking lot west of North Street. Students are prohibited from parking on any fire routes/access roadways. This includes the entrance to the athletic field.

The front school parking lot is not available for student parking.

It is expected that proper driving habits will occur. Cars being driven recklessly on all neighbouring streets will have their licence plate numbers reported to the police.

Excessive volume of car radios during class hours, sitting and socializing in cars parked on school property, and smoking in vehicles on school property are activities that are prohibited. Failure to comply with any of the above rules will result in removal of parking privileges.

PARENT INVOLVEMENT

School policy encourages parental involvement in their children's education. Contact will be maintained with the home through phone calls, letters, emails, newsletters, and progress reports. Parents are encouraged to contact the school any time at 887-2018. Voice mail messages can be left for school staff at any hour. In addition, the automated calling system will keep parents updated.

Fenelon Falls School Council meets regularly. All parents are welcome. The names and phone numbers of the council members are available at the school.

PARENT/TEACHER INTERVIEWS

Parents' Nights are held once per semester from 4:00 p.m. to 6:00 p.m. Parents are strongly encouraged to attend. This will result in stronger communication which will result in student success.

PERSONAL PROPERTY AND THEFT

Students are advised not to bring valuables or large amounts of cash to school. If it is necessary, students should bring them to the main office for storage in the school safe. The loss of personal property must be reported to the main office immediately. The school will make every effort to recover lost or stolen property **but will not be responsible for replacing it or making restitution for its loss.**

Theft is considered a serious offence and will be met with serious school consequences as well as contact with the Police Services.

RECKLESS BEHAVIOUR

Students will refrain from any reckless behaviour at the school that is dangerous to self and others, such as throwing snowballs, spitting, throwing food, firing projectiles, tripping others or pushing/shoving. Skateboarding and the use of in-line skates are prohibited on school property.

SEXUAL HARASSMENT

The Board has a policy to deal with sexual harassment. Incidents of sexual harassment will be dealt with on an individual basis and any of the full range of consequences can be applied depending on the severity of the incident. One of the main goals of the policy is to educate staff and students about sexual harassment. A brief synopsis of the policy follows:

Sexual harassment includes:

- sexist jokes causing embarrassment or offence;
- leering;
- the display of sexually offensive material;
- sexually degrading words used to describe a person;
- sexually suggestive or obscene comments or gestures;
- unwelcome comments about an individual's sex life;
- unwelcome sexual flirtation, advances, propositions;
- persistent, unwanted contact after the end of a consensual relationship;
- unwanted touching such as patting or pinching.

SICKNESS AT SCHOOL

Students who become ill while in class or at school should report to the main office immediately. Contact will be made with a parent. When a parent cannot be reached, students will be offered assistance.

SMOKING

Smoking and tobacco products are not permitted anywhere on Trillium Lakelands District School Board property (except in designated and monitored area), on school buses or field trips. Second offences will result in the Public Health Officer issuing a summons or a ticket.

STUDENT FEE

The student fee (\$10) is designed to help subsidize the programs and services we offer outside the standard curriculum. This includes:

- student I.D. cards (necessary for signing out library books, attending dances and proof of student status in the school community);
- assisting the Student Council;
- providing funds for students in need;
- lockers
- attending assemblies when course timetable permits

We expect all students registered at F.F.S.S. to pay the annual student fee.

VANDALISM

Vandalism of school or personal property is a serious offence and will result in severe school consequences. In most cases the Police Service will be notified.

VIOLENCE

The Trillium Lakelands District School Board recognizes that violence in schools impedes educational progress and endangers the health and welfare of students and staff. Fighting on school property, on buses or in the school's neighbourhood will not be tolerated and will in most cases result in a formal suspension. The TLDSB will not tolerate violence in schools. In all situations involving violence, the O.P.P. will be notified.

HOW WILL FENELON RESPOND TO ABUSE AND VIOLENCE?

Schools are places of learning. Students, their families, school staff and the community have the right to expect schools to be safe and free of abuse and violence.

F.F.S.S. Secondary School will not tolerate the following behaviours by students, staff, parents or community members:

- physical, verbal (oral or written), sexual or psychological abuse;
- harassment & intimidation, including threats and threatening gesture in person or via electronic or other means;
- discrimination or degradation on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute;
- damage to property in the school environment (including school grounds and school buses);
- possession or use of any object that could be interpreted as a weapon.

Staff and students must report any such behaviour to administration immediately. In all situations involving violence or weapons, parents will be immediately informed, the offender will be removed from the school immediately and the O.P.P. will be involved.

At Fenelon Falls Secondary School, we will work together to teach all students how to handle conflict and manage anger in non-violent ways.

VISITORS IN THE SCHOOL/TRESPASSING

The school building and grounds are deemed to be private property under the authority of the Trillium Lakelands District School Board. Except for registered students, school and board staff, all visitors, including parents, must report directly to the school office to state the reason for their visit. Approved visitors will sign in and receive a visitor pass. While in the school, all visitors must comply with the school's Code of Behaviour. **Unauthorized visitors will be charged with trespassing.**

Students are asked not to invite friends to visit them at the school during the school day. Students may not bring their children into the school without prior arrangements with administration.

WEAPONS

The Trillium Lakelands District School Board recognizes that the presence and/or use of weapons in schools impedes educational progress and endangers the health and welfare of students and staff. The TLDSB will not tolerate the possession or use of weapons in its schools.

In all situations involving weapons, suspensions and potential expulsions will be issued and the O.P.P. will be involved.

WEATHER - SEVERE CONDITIONS

The Board of Education's Manager of Transportation and the Bus Operators are responsible for all bus cancellations.

Bus cancellation notices for F.F.S.S. are broadcast on two local stations: **Lindsay Y92 – 91.9 FM and Peterborough WOLF 101.5 FM.** and are posted on the board website: tldsb.on.ca.

All cancellations or bus changes are referred to by bus numbers. You must know your bus number when inquiring about possible bus route changes or cancellations.

Occasionally, when weather is severe during the day, individual bus runs may be cancelled or changed to run on main roads only. Have a back-up plan for this contingency: know an alternate bus route number that will get you close to home; arrange an alternate location at a friend's or relative's; know your parents' work phone numbers.

IMPORTANT TELEPHONE NUMBERS

EMERGENCIES

Ambulance 911
Fire 911
Police 911

HELP LINES

O.P.P. 1-888-310-1122
O.P.P. 705-324-6741
City of Kawartha Lakes Police 705-324-5252
Crimestoppers 1-800-222-8477

Kids Help Phone 1-800-668-6868
Telecare Life Line 705-878-4411

Ross Memorial Hospital 705-324-6111
Health Unit 705-324-3569

Drug/Alcohol Help Line 1-800-565-8603
Depression Hotline 1-888-557-5051
FourCast Addiction 705-878-5547
Addiction Research 1-800-463-6273
Alcoholics' Anonymous 705-324-9900

Victoria Women's Shelter 705-878-3662 or 1-800-565-5350
Women's Resources 705-878-4285

Community Counselling Service 705-878-8900
Family & Youth Services 1-705-876-5114
Salvation Army Family Services 705-887-1408
Big Brothers / Big Sisters 705-324-6800
Lindsay Boys and Girls Club 705-324-4493
Children's Aid Society 705-324-3594
Canada Employment Centre 705-324-5151
Social Services 705-324-9870
Fenelon Falls Public Library 705-887-6300