



O.D.S.S. Student/Parent Information and Code of Conduct

www.ugdsb.on.ca/odss

Important Student Information for the 2023/2024 School Year

STUDENT SUPPORT CENTRE

Counselors can be reached Monday - Friday from 8:00 a.m. to 4:00p.m in The Student Services Department. Students are encouraged to submit a “Student Support Form” located in their Grade Classroom on UGCloud. Counselors are available to assist students and parents in making educational, career and personal decisions. At times, counselors will be meeting virtually with students to discuss academic progress and future plans. However, we emphasize that when questions or concerns arise, students should request an appointment.

HEALTH SERVICES

The Wellington-Dufferin-Guelph Health Unit is pleased to provide the following services to students of ODSS through the Teen Clinic:

- A counselor from Community Alcohol and Drug Services is available by virtual appointment.
- An Attendance Counselor and Social Worker is available daily.
- Days and times these services are available are posted in the Student Services Area.
- All counseling and clinic services are confidential.

LEARNING COMMONS

ODSS VIRTUAL LIBRARY Open 24/7
www.ugdsb.on.ca/odss/department/Library.htm

ATTENDANCE

Philosophy: It is expected that students will attend all classes every day, on time. Consistent class attendance and punctuality shows self-discipline and is important to be successful. Attendance and punctuality will be expected in your future career and personal relationships. We expect each student to take responsibility for their attendance.

Excusing Absences: A student may only be excused from attendance at school if they are unable to attend by reason of sickness or other unavoidable cause (Education Act). Parents/guardians need to supply a note, phone call or email verifying that the absence is legitimate. Phone calls may be made to the ODSS Attendance secretary at 519-941-0491, ext. 258.

E-Mails should be directed to
Orangeville.DSS@ugdsb.on.ca
Notes may be dropped off to the Front Office.

Lates: Students are expected to arrive at all classes before the class begins. Subject teachers will address late arrivals with student when necessary. If lateness persists, students may be referred to a Vice Principal.

Procedure: Parents/Guardians can send an email, call or send a note in order to excuse a student’s absence. A missed class is automatically a skip until an acceptable email, phone call or note is received from the parent/guardian. Phone calls or emails should be received as soon as possible.

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Please call or send a note before the start of school the day following the absence(s). If the student is going to be away for more than one day, the school should be notified as soon as possible. Notes can also be dropped off to the front office before the start of the school day.

School Attendance Email:

orangeville.dss@ugdsb.on.ca

Attendance Phone: (519) 941-0491 ext. 258. Please leave a message.

In the event of an unexcused absence:

Teachers may assign consequences for skipped classes. These could include:

- A phone call home
- Detention
- Make up time, etc.
- Other consequences assigned by the teacher

Those who habitually miss classes will be referred to a Vice Principal or Admin Teacher to discuss the issue and create a plan for improved attendance.

Parent/Guardian Strategies to Ensure Good

Attendance: Our goal at ODSS is to help students achieve success throughout their high school experience. It is recognized that in order to meet this goal, we must establish a partnership with our students and their guardians. We believe that we need to work together in order to ensure all students attend classes regularly.

Parent/Guardian Tips

At home

- Talk about the importance of daily attendance
- Encourage good attendance practices
- Ensure that students have a way to get to school on time

Communicate with the school and teachers:

- Monitor your child's daily attendance
- Maintain contact with teachers regarding the performance and attendance of your student
- Provide updated and accurate contact information to the school
- Provide a secure email address to the school
- Attend parent/teacher/student conferences
- Play an active role in the education of your student
- Let school personnel know if you become aware of problems at school

DID YOUR CHILD ATTEND CLASS TODAY?

- Login to our website -
- www.ugdsb.ca/odss
- Click on the **Student Login** (located under Quick Links at the right side of the page)
- Student Login is the first 5 letters of the student's last name, and the first 3 letters of their first name (examples: Julie Smith would be smithjul and Katelyn Robinson would be robinkat)
- The password is the student's OEN number - this can be found on the student's report card to the right of their name or on their student card - the OEN number is 9 digits).
- If you have security concerns about your password, contact the school to have it changed.
- Click on the tabs to access information -

Attendance - check today's attendance (it will appear as soon as the teachers report it - all attendance should be reported by 2:30 p.m. daily.)

Past attendance is available in history.

Codes for attendance:

A	- Unexcused absence/skip
E	- Excused by Parent (school has received note or phone call excusing absence)
F	- Field Trip or Sporting event
G	- General Abs (No Bus Day, extended Medical absence, Bereavement, Cultural
L	- Late
N	- Non-Instructional
O	- Office/Guidance, Other
P	- Present
S	- Suspension

Timetable - shows your child's timetable, with room numbers and teacher's names for this year.

Transcript - shows courses completed, summary of credits and community service hours.

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ODSS ASSESSMENT and EVALUATION POLICY

E-MAIL ADDRESSES (PARENT)

If you would like us to make an e-mail address available to your child's teachers as a way to contact you, please send an e-mail to us at orangeville.dss@ugdsb.on.ca - questions and messages to teachers or the school may also be directed to this address (we will forward them for you). The e-mail address that you provide us should be secure and able to be accessed only by parents/guardians. We will continue to send the automated call-home message for daily attendance.

ACADEMIC HONESTY

Real learning is enhanced when you think independently and honestly. It is expected that you will demonstrate respect for the intellectual property rights of others and adhere to a code of honour in all evaluated activities.

- A student must not submit work that was written, built, created or manufactured, in whole or in part, by someone else.
- A student must not submit an assignment or part of an assignment for credit in a present course that he or she has submitted in a previous course.
- A student must not quote or paraphrase from another source without reference to the original author.
- A student must not intentionally allow someone to copy and present their work as their own.
- A student must not submit an assignment that contains material copied from another source without giving credit to the original author.

Plagiarism is a **SERIOUS OFFENCE AND WILL NOT BE TOLERATED**. If any part of a student's work shows evidence of plagiarism or a student aided in plagiarism, the student will be referred to an administrator.

CHILD CUSTODY

Usually, unless otherwise directed by a court of law, both natural parents have full access to students and their records. If for some reason, these rights are restricted, legal documentation must be on file at the school. Occasionally, parents may wish their child to assume a name other than that on the birth certificate. If this is the case, we must have a court order or a written request for this to be done.

The primary purpose of assessment and evaluation is to improve student learning.

- If there are circumstances that will prevent you from handing in an assignment on time, or attending a test on the day scheduled, you are responsible for speaking to your Teacher prior to the due date or test date.
- In order for a student to successfully obtain a credit, they must successfully complete and submit all mandatory assignments.
- Teachers will evaluate all assignments so that they accurately reflect student's achievement.
- Teachers may deduct up to 10% off late assignments, tests, presentations, and projects. The manner in which these marks are deducted will be defined on the first day hand-out/course outline.
- Teachers may assign students to an extra help room at lunch to assist in the completion of late work.

FREEDOM OF INFORMATION

In September, a letter explaining the Municipal Freedom of Information and Protection Act is sent home. Parents are asked to read this letter carefully. If you have any objections to your child's name, photo, student's work, etc., being disclosed in ways such as displays of student work, school and Board newsletters, (including the school digital magazine), videos, media news coverage (newspapers, radio and television), drama and musical productions, academic and sports awards and team lists **please contact the Principal of the school in writing as soon as possible**. Otherwise, we will assume your approval.

Student Dress Code:

UGDSB philosophy on Student Dress Codes:

It is the policy of the Upper Grand District School Board to ensure a safe and inclusive learning and working environment for all students, staff and the community, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation (Policy 504 Equity and Inclusive Education).

The UGDSB's student dress code philosophy is one way that we are working to ensure safe, inclusive and equitable learning environments for all of our students. Schools need to be able to focus on teaching and learning without undue emphasis on monitoring dress code infractions. Dress codes must be presented in a manner that does not reinforce stereotypes. We believe that students have a right to learn in a safe and caring

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space that is free of bias and discrimination, and that students have a right to respectfully express their individuality. To ensure that our learning environments are safe and respectful spaces, our board has adopted a shared set of guidelines for student dress (listed below).

UGDSB school principals, in consultation with their school council, staff and students, shall determine a dress code for their students. Schools are encouraged to create a dress code that is based on the board's dress code philosophy, values, and guidelines.

Our values and beliefs:

- All students should be able to dress for school without fear of unnecessary discipline, body shaming, bias or discrimination.
- Individuals are responsible for managing their own personal biases and or perspectives/ opinions (distractions) related to others' choices of clothing.
- All students are treated equitably regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.
- Students have a right to wear clothing of their choice that expresses their self-identified gender.
- Students have a right to wear religious attire without fear of discipline or discrimination.

Guidelines for school dress codes:

- Dress codes must avoid using language that reinforces stereotypes.
- Student dress code enforcement must not result in unnecessary barriers to school attendance.
- Courses that include attire as part of the curriculum (for example, public speaking and job readiness) may include assignment-specific dress. Schools need to be aware that there may be diverse culturally-specific attire that would also meet the requirements of a course.
- Schools must maintain a safe learning environment in classes where protective or supportive clothing is required. For example, activity-specific shoe requirements are permitted (e.g., athletic shoes for Physical Education).
- Dress codes must prevent students from wearing clothing or accessories that display (but are not limited to) the following: Images, logos or language that portray, ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech, and/or pornography.
- Dress codes must prevent students from wearing clothing

or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia, or other illegal conduct or activities.

- Dress codes must prevent students from wearing clothing that exposes genitals, buttocks, and breasts.
- School staff need to be able to explain the dress code and address dress code infractions without using body-shaming language.

Orangeville District Secondary School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Students have a right to learn in a safe and caring space that is free of bias and discrimination, and have a right to express their individuality respectfully. It is an expectation that student dress choices respect the UGDSB's intent to promote a community that is inclusive of a diverse range of identities.

Students must wear:

- A shirt or the equivalent (e.g., sweater etc) with fabric in the front, back and on the sides under the arms, AND
- Pants or the equivalent (e.g. skirt, sweatpants, leggings, dress, shorts), AND
- Shoes or the equivalent (e.g., boots, sandals, etc.). Clothing must fully cover genitals, buttocks, midriffs and breasts with opaque fabric.

Students cannot wear:

- Clothing or accessories containing violent language or images
- Images, logos or language depicting drugs, alcohol or any illegal item or activity
- Images, logos or language that portray: ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech, and/or pornography
- Images, logos or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon (with the exception of religious accessories or articles of faith such as a Kirpan)
- For safety considerations, clothing items must not obscure the face or ears, except as a religious observance.

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EQUITY AND INCLUSIVE EDUCATION

It is the policy of the Upper Grand District School Board to ensure a safe and inclusive learning and working environment for all students, staff and the community, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation.

SKATEBOARDS

The use of skateboards, longboards, scooters or running shoes containing rollers is prohibited on Board property and on buses.

SMOKING & VAPING

Provincial laws prevent smoking and vaping on school property at all times.

- Smoking offences will result in a report to Public Health and a possible fine of \$320.00 - \$600.00 plus a suspension.
- Counseling and smoking cessation programs are available for those who wish to stop smoking.

TEXTBOOKS and WORKBOOKS

- Textbooks are loaned to students at no cost.
- If not returned in good condition, a fee for damage or loss may be charged.
- Some courses require the purchase of workbooks or materials.

IMMUNIZATIONS

Provincial law requires that all students have up-to-date vaccinations. Please consult your family doctor or local Health Unit for more information.



EMERGENCY PROCEDURES

Fire Alarm:

- Move quickly and quietly out of the school.
- Move to the closest sidewalk or parking lot.
- Exits are designated by signs in each classroom.

Note: Tampering with the fire alarm system is a very serious offence punishable by a heavy fine and a suspension.

Lockdown:

A major threat of violence **within** the school or related to the school.

- **DO NOT ATTEMPT TO EXIT THE BUILDING**
- **In classrooms** – teachers will check halls and encourage students to enter the classroom
- Remain quiet
- Students should move to a secure location within the classroom and stay out of sight until an “all clear” announcement is made
- Turn cell phones off – do not use them
- **In Hallways** – go to closest office or classroom
- **Outside the School** – move away from the school and go to the arena if possible. Do not enter the school.

Hold and Secure:

There is an event outside the school that is not related to us

- Outside doors will be locked
- Classes continue as usual
- No one can enter or leave the school until authorized by police/authorities

Shelter in Place:

Environmental or weather situation

- Everyone remains inside

Tornado Warning Procedures:

- Sit on the floor with your back against the wall
- Draw knees up towards chest, elbows resting on knees and forearms covering head
- Sit close to the person next to you to protect each other

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HONOUR ROLL

You are encouraged to work to your maximum potential. ODSS presents certificates to Honour Roll students.

Criteria for Honour Roll

Grade 9 - 10 - 80%

Grade 11 - 80%

Grade 12 - 80%

Ontario Scholar - 80% (the average in best six grade 12 courses over the past two years)

Certificate of Merit - 75-79%

Note: Other programs outside of ODSS may calculate averages differently.

INTERNET ACCESS

The internet is a dynamic, educational resource which dramatically expands the classroom by delivering current information, data and images from around the world. The internet offers unique opportunities to educate, inform and communicate. Students and staff using the resources of the internet will develop the ability to access, analyze, evaluate and manage information - essential skills in today's rapidly changing society.

We believe that the valuable information and interaction available to users through the resources of the Internet far outweigh the possibility that users may access material that may be inappropriate and inconsistent with school and community values. While teachers will monitor the use of computers by students, ultimately, it is the responsibility of the student to guard against unacceptable information. The complete Upper Grand District School Board Acceptable Use Policy for Computer Network and Internet Use, which includes the information summarized below, is available on the Upper Grand School Board website at www.ugdsb.ca. School Administrators will deem what is inappropriate use and their decision is final. Failure to observe these guidelines may result in loss of computer privileges and/or other consequences consistent with Board/School policies and procedures.

USER RESPONSIBILITIES

Each user will comply with the following conditions:

- Using e-mail and Internet access in support of education and research, and in a manner consistent with the educational beliefs and objectives of the School and the Board.
- Accepting full responsibility for his/her own exploration of the Internet.
- Respecting the privacy of others.
- Adhering to school standards of courtesy and behaviour.
- Promptly reporting to staff any inappropriate email or Internet data.

UNACCEPTABLE PRACTICES

These include but are not limited to:

- Accessing or distributing inappropriate material
- Using the network for any unauthorized, illegal, inappropriate or obscene purposes
- Using the network for financial gain or commercial activity
- Plagiarizing or violating copyright
- Violating network security
- Accessing, vandalizing, damaging or disabling the property of another user
- Engaging in any form of harassment on the network
- Allowing others access to personal passwords or accounts
- Posting personal contact information
- Reposting or forwarding personal communications without the approval of the author

LOST and FOUND/PERSONAL ITEMS

Bring found items to the office to be placed in the Lost and Found. Small items such as glasses and watches will be kept separately.

Student's personal property/effects are not covered under the Board's insurance. Students/parents are reminded that if they choose to bring valuable personal items to school, the Board's insurance will not cover loss or damage.

PERSONAL INFORMATION

Personal information about your child is kept on file. This information is confidential, kept secure and is only available to Board staff. It is important that this information be kept up to date. Home and work telephone numbers, email addresses, mailing addresses, medical information, and emergency contacts are vital in emergencies. Please make sure that you inform us

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when changes occur. In September, we will send home a pre-printed form. Please check all information on this form carefully and sign and return it to the office as soon as possible. The school does not release personal information without parental consent. We are unable to share the names, addresses or telephone numbers of other parents in the school community.

PARENT COUNCIL

The Orangeville District Secondary School Council extends a warm welcome to all new students and their parents. The Parent Council consists of parents, students, staff and community members. Its mandate is to assist in the development of excellent communication among all the partners. The members of Parent Council shall: place the interests of the school and students first; participate in information and training programs; act as a link between the Parent Council and the community; encourage the participation of parents and others within the school community; and seek to reach consensus in the decision-making processes of the Council. Please plan on attending and learning about the school that your student attends - meet the teachers, learn about the programs and become involved! The Parent Council usually meets virtually about once a month – usually on the last Wednesday during the school year. Watch for notices on twitter (www.twitter.com ODSS_News) or register to receive emails from the school at www.ugdsb.ca/CASL to get notices of the meetings.

SIGN-OUT PRIVILEGES

Students 18 years or older have the right to sign themselves out.

STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

The term Information and Communication Technology (ICT) is often the reference for a number of existing and emerging technologies used in schools. The list includes interactive whiteboards, storage devices, personal digital entertainment devices (PDEs), cell phones, MP3 players, personal digital assistants (PDAs), mobile phones, laptops, desktops, tablet PCs, gaming devices, assistive and adaptive technologies, digital cameras, scanners, smart cards, Ipad and a range of content delivery methods.

At Orangeville District Secondary School, it is expected that students will respect the learning

environment that is determined by their teachers. It is also clear the ICT devices are expensive and valuable items. As such, students are responsible for the care, maintenance and security of their personal devices. No personal ICT device should be left unattended. It is recommended that all personal ICT devices be safely secured in lockers. Orangeville District Secondary School is not responsible for damage, loss or theft of any personal ICT devices.

Student expectations related to the use of personal ICT devices include:

- Students will power-off personal ICT devices as requested by their teacher during classes and put them away so they are not visible.
- Permission may be granted to students by teachers to power-up personal ICT devices. Permission will not be granted during written examinations and tests including provincial mathematics and literacy tests, assemblies, drama presentations, and morning announcements.

STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) (Continued)

- To respect individual privacy, permission must be obtained from an individual if over the age of 18, and from an individual's parents if under the age of 18, before digital images or videos are taken. Failure to do this may result in charges being laid by the police.
- Cameras or other devices that record digital images are not permitted in washrooms and change rooms.
- In the case of a school emergency, students will power-off all ICT devices.

TELEPHONE

Except in emergencies, the office cannot take telephone messages.

TRANSPORTATION *Transportation Services* www.stwdsts.ca

Buses will leave their regular departure points in the afternoon no earlier than 3:15 p.m. For safety and insurance reasons, students are NOT allowed to ride buses other than their assigned bus, except in emergency situations.

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General Expectations: To ensure everyone's safety, respect and good service, students are expected to accept the following responsibilities:

- Remain in seats approved by the driver throughout the trip.
- Refrain from loud, distracting, inappropriate behaviour.
- **Respect the driver, fellow passengers and the property of the bus company.**
- Pay for intentional damage.
- Keep aisles clear and the bus free from litter.

Transportation Problems: On the bus, the driver is in complete charge of the passengers. Video surveillance equipment is installed on most school buses.

- Speak about transportation concerns to the driver only when the bus is stopped. Should the situation warrant, meet with an Administrator.
- When student infractions occur, the driver will issue a warning and, depending on the severity of the incident the students may be interviewed by an Administrator.
- If violations continue, parents will be notified by the school that further offences may result in the loss of riding privileges.
- Bus riding privileges may be suspended by a driver for one trip if, in his or her opinion, the safe operation of a vehicle has been threatened. The school will be notified.

Inclement Weather Procedures:

The UGDSB has procedures in place to deal with inclement weather. These include canceling bus transportation on days when it is not safe to operate school buses (due to snow, sleet, fog, ice, extreme cold temperatures, etc.) and in cases when severe weather requires, the closing of schools to all students.

In the event of inclement weather, the Director of Education will make the decision to close schools or cancel transportation.

- Announcements are made by local radio stations and posted to the Board's website www.ugdsb.ca
- Unless otherwise announced, the school will remain open and teachers will be available to students.
- Town students who do not take a bus are expected to attend school on days when buses are cancelled.

UGCLOUD

Google Apps is a suite of products including document (word processing, presentations, spreadsheets), sites, mail (limited to staff and students at UGDSB schools), calendar, and more. All products are available in an Internet-based format via the UGCloud; a secure, monitored site for UGDSB staff and students.

Strict privacy controls are in place to ensure safety and security.

Terms and Conditions of Use

The Upper Grand District School Board provides and manages access to Google Apps for Education service for staff and students. This service, UGCloud, access and the use of UGCloud including students email is a privilege provided by the Board. The Board maintains the right to immediately withdraw the access and use of these services including email at their sole discretion when there is reason to believe that violations of law or Board policies/procedures have occurred. In such cases, the alleged violation will be referred to an Administrator for further investigation and adjudication. The decision of Board Administration with respect to service withdrawal is final.

School Code of Conduct will be adhered to and followed at all times.

Users of UGCloud agree to comply with the Google Apps for Education Agreement and the Laws of Ontario.

Digital respect will be used at all times, by all users.

Users will be held accountable and responsible for any and all content that they load and that is stored on the Board Google Application Workspace.

Use of the Board Google Apps environment is restricted to current staff and students of the Board only. All other access is strictly prohibited. As much as possible, the Board will control access and will monitor students' activity. However, information created and/or stored on Google Application Workspace is done so at the user's risk. The Board cannot be held responsible for data stored on Google Application Workspace as it is outside of the care and control of the Board. All users of the Upper Grand District School Board Google

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Application Workspace will indemnify and save harmless the Board, its employees, officers, trustees and agents from and against any allegations, claims, costs, damages, expenses, suits, settlements, awards or proceedings (including without limitation, legal expenses) penalties or fines arising out of any injury to persons (including injuries resulting in death) or loss of, or damage to property of others which may be or be alleged to be caused by or suffered as a result of the provision of or as a result of the use of this service.

Personal and/or confidential information is not to be stored or disclosed on Google Applications Workspace.

The Board reserves the right to access the data stored on the Board Google Application Workspace, regardless of ownership, including current and archival files of users accounts when there is reasonable suspicion that illegal or unacceptable use has occurred.



VEHICLE PARKING

Students must register at the office in order to receive a parking permit. Parking privileges are granted by ODSS and may be revoked due to inappropriate behaviour or use. Application forms are available from the front office.

No Parking is permitted in the drive at the front of the school. This area must be kept clear for emergency vehicles. Parking permits must be clearly visible on vehicle windshields. parking lot. Infractions of the ODSS parking policy will result in loss of parking privileges.

Students without permits may park vehicles in the last two single rows on the WEST side of the arena.



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CODE OF CONDUCT

GOAL

It is the policy of the Upper Grand District School Board to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct which promotes responsibility, respect, civility and academic excellence, and sets clear standards of behaviour for all members of the school community. The goal is to create a positive school climate where all members of the school community feel safe, included and accepted.

INTRODUCTION

Our school Code of Conduct is based upon the provincial Code of Conduct and the Upper Grand District School Board Code of Conduct (Policy 213), which apply to all members of the school community; students, administrators, staff, parents and guardians, community users, visitors, volunteers, etc. while on all school and board property, school buses, at school-authorized events, and off site at school-sponsored activities.

RIGHTS

Student rights include:

- to be treated with dignity and respect
- to be provided with activities that are success oriented and build on individual strengths
- to receive a quality education

Parent rights include:

- to be treated with dignity and respect
- to be heard and to have concerns addressed
- to communicate with the school

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Staff rights include:

- to be treated with dignity and respect
- to have a safe working environment
- to expect parents and students to be involved in creating a positive school environment

STANDARDS OF BEHAVIOUR

A) Respect, Civility and Responsible Citizenship

All members of the school community will:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and their opinions
- treat one another with dignity and respect at all times, and especially where there is disagreement
- respect and treat others fairly, regardless of age, sex, gender identity, gender expression, sexual orientation, race, colour, place of origin, culture, citizenship, ancestry, origin, religion, creed, family status, marital status, socio-economic status, employment, housing, disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek school staff assistance, if necessary, to resolve conflict peacefully
- respect all members of the school community, especially persons who are in a position of authority
- respect the needs 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

B) SAFETY

All members of the school community will not:

- engage in bullying behaviours, including cyber bullying

Definition of bullying:

As defined in section 1 of the [Education Act](#), bullying means aggressive and typically repeated behaviour by a pupil where,

- a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or*
 - ii) creating a negative environment at a school for another individual, and**
- b) The behaviour occurs in a context where there is a real or perceived power imbalance between pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education*
- c) Cyber-bullying as defined in section 1 of the [Education Act](#), is bullying by electronic means including,
 - a) creating a webpage or a blog in which the creator assumes the identity of another person*
 - b) impersonating another person as the author of content or messages posted on the internet; and**

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c) *communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals*

- commit sexual assault
- traffic in weapons or illegal drugs
- give alcohol or cannabis 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, alcohol, illegal drugs, or cannabis (unless the individual has been authorized to use cannabis for medical purposes)
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes)
- inflict, or encourage others to inflict, bodily harm on another person
- engage in hate propaganda and other forms of behaviour motivated by bias, prejudice or hate
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of a school

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STUDENT ROLES and RESPONSIBILITIES

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour and adherence to the board and school codes of conduct.

All students will:

- come to school prepared, on time and ready to learn
- show respect for themselves, and for others, and for those in positions of authority
- refrain from bringing anything to school that may compromise the safety of others
- follow the established rules and accept responsibility for their own actions

STAFF ROLES and RESPONSIBILITIES

The Principal

Under the direction the school board, 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 student achievement and well-being in a safe, inclusive, and accepting learning environment
- holding everyone under their authority accountable for their own behaviour and actions
- empowering students to be positive leaders in their school and community
- communicating regularly and meaningfully with all members of the school's community
- ensure that a school Code of Conduct, based on the provincial Code of Conduct and board's Code of Conduct, is developed and communicated annually to the school community

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- review the school Code of Conduct at least once every three years, and seek input from school councils, staff, students, parents and guardians, and the school community on the review

Teachers and School Staff

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

- help students work to fulfill their 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 and guardians
- maintain consistent and fair standards of behaviour for all students
- demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- prepare students for the full responsibilities of citizenship

PARENTAL ROLES and RESPONSIBILITIES

Parents 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 fulfill their role when they:

- demonstrate respect for all members of the school community
- support the efforts of school staff in maintaining a safe and respectful learning environment
- are engaged in their child's schoolwork and progress
- communicate regularly with their child's school
- help their child be 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

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- become familiar with the provincial Code of Conduct, the board's Code of Conduct, and the school's Code of Conduct
- encourage and assist their child in following the board and school codes of conduct
- assist school staff in dealing with disciplinary issues involving their child

APPROPRIATE DRESS

Appropriate dress shall be free of images, logos or language that portray ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech or pornography, or reference alcohol, drugs or related paraphernalia, or other illegal conduct or activities.

Dress code implies a range of approved apparel and/or general dress protocols that are deemed appropriate for students regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.

Please refer to the [UGDSB Student Dress Code guidelines](#).

POLICE SERVICES ROLES and RESPONSIBILITIES

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the guidelines established in the [Police/School Board Protocol](#).

COMMUNITY PARTNERS ROLES and RESPONSIBILITIES

Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols and collaborative agreements 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.

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IMPLEMENTATION OF THE SCHOOL'S CODE OF CONDUCT

Safe Schools Policy 503 (Student Discipline, Bullying Prevention and Intervention, Suspension and Expulsion) provides direction to the school Code of Conduct in order to support and maintain a positive school climate for all students, staff, and community. The school Code of Conduct supports the use of positive practices, including prevention and early intervention, as well as consequences for inappropriate behaviour. This includes Progressive Discipline, and suspension and expulsion where necessary. Before applying disciplinary measures, the discriminatory and disproportionate impacts of disciplinary decisions on students protected by the Human Rights Code shall be considered.

PROGRESSIVE DISCIPLINE

Progressive Discipline is a whole school approach that makes use of a continuum of prevention programs, interventions, supports, and consequences to promote positive behaviours. In developing a Progressive Discipline approach, preventative practices, corrective and supportive strategies are used to reinforce positive behaviours. These approaches build skills for healthy relationships and promote positive behaviours.

CONSEQUENCES

The school will use a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

In addressing inappropriate behaviour by students, schools will:

- utilize appropriate and consistent action to address inappropriate behaviours within the practice of Progressive Discipline
- ensure the degree of disciplinary action is in proportion to the severity of the behaviour exhibited, and that a student's previous history and other relevant factors are taken into account

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- provide students with experience using conflict resolution, anger management and communication skills
- document incidents requiring disciplinary measures
- consider mitigating factors
- make contact with parents and guardians of students under the age of eighteen, or students over the age of 18 or those 16 or 17 years old who have withdrawn from parental control (adult students), early in the disciplinary process and involve them in a plan to improve the student's behaviour until the behaviour is acceptable; and/or
- utilize consequences such as short-term suspension, and respond as required with long-term suspension or expulsion

The application of consequences, supports and interventions are determined by the incident and the individual students involved. Consequences, supports and interventions used include and are not limited to:

Examples of Consequences:

- verbal reminder
- warning
- review of expectations/rules
- written or verbal apology
- phone call home
- student contract sheet
- restitution
- in-school community service
- loss of in-school privileges
- loss of field trip privileges
- suspension from the bus
- suspension
- expulsion

Examples of Supports/Interventions:

- problem solving discussion with P/V/P
- conflict mediation
- social stories
- discussion with parents (next steps, solutions)
- restorative justice with others involved
- Child and Youth Counsellor support
- positive reward system
- Attendance Counsellor support
- Student/teacher parent meeting
- case conference with school staff and/or Board consultants
- referral to outside agencies
- Suspension/Expulsion Program

SUSPENSION AND EXPULSION

To maintain a safe and effective learning environment, suspensions and expulsions may be imposed not only to deter inappropriate behaviour, but also to remove individuals who pose a threat to the safety and well-being of others. The provincial Code of Conduct specifies that for student actions that do not comply with the provincial Standards of Behaviour, suspension and expulsion may be considered. The board's Safe Schools Policy (Policy 503) sets out the process for suspension and expulsion. This policy specifies the student actions that **may** result in the principal imposing a suspension, as well as the student actions that **will** result in the principal imposing a suspension and considering an expulsion pending an investigation of the incident.

MITIGATING FACTORS

The principal will consider the following mitigating factors when considering the length of a suspension:

- whether the student has the ability to control their behaviour
- whether the student has the ability to understand the foreseeable consequences of their behaviour
- whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school

The principal will also consider the following factors:

- the student's academic, discipline and personal history
- whether other Progressive Discipline has been attempted with the student, and if so, the Progressive Discipline approach(es) that has/have been attempted and any success or failure
- whether the infraction for which the student might be disciplined was related to any harassment of the student because of race, colour, ethnic origin, place of origin, religion, creed, disability, gender or gender identity, sexual orientation, socio-economic status, citizenship, marital status, age, culture or harassment for any other reason
- the impact of the discipline on the student's prospects for further education

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- the student's age

INFRACTIONS THAT MAY LEAD TO A SUSPENSION

Police may be involved, and a suspension **may** be imposed for one of the following infractions which has occurred on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate:

- uttering a threat, either verbal or written, to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs or, unless the student is a medical cannabis user, cannabis
- being under the influence of alcohol or, unless the student is a medical cannabis user, cannabis
- 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, including cyber bullying
- any activity that contravenes the board's or school's Code of Conduct
- committing physical assault on another person that does not require treatment by a medical practitioner
- habitual neglect of duty
- not having an up-to-date medical/immunization record

INFRACTIONS FOR WHICH A PRINCIPAL SHALL IMPOSE A SUSPENSION, AND MAY CONSIDER RECOMMENDING TO THE BOARD THAT A STUDENT BE EXPELLED

Police may be involved, and a student **will** be immediately suspended, an investigation will occur and **may** lead to a recommendation of expulsion to the board's Student

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Discipline Committee for one of the following infractions which has occurred on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate:

- possessing a weapon, including 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
- committing sexual assault
- trafficking in weapons or illegal drugs
- committing robbery
- giving alcohol or cannabis to a minor
- persistent bullying, if the pupil has previously been suspended for bullying, and the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person
- an activity that is motivated by bias, prejudice or hate based on race, colour, national or ethnic origin, language, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or another similar factor

Please review [Policy 503](#) for additional information.