



**Code of Conduct Table of Contents**

Code of Conduct Rationale & Progressive Discipline.....2

**List of Policies:**

1. Assessment & Evaluation .....3-4

2. Attendance (Absences & Lates) .....5

3. Bus Behaviour .....5

4. Cafeteria & Food Services .....5

5. Co-curricular Activities & Field Trips .....6

6. Dances & Prom .....6

7. Dress Code .....7

8. Out of Class (hallways, washrooms etc.).....8

9. Personal Property, Vandalism, & Lockers.....8

10. Personal Safety, Bullying & Harassment.....9

11. Smoking, Vaping, Alcohol, & Drugs.....9

12. Technology: Cell Phones & Computers (Chromebooks).....10

13. Transportation.....10



### **Introduction**

The Code of Conduct for Eastdale CVI is intended to promote the safety of staff, students, parents and community members in school. All staff, students, and parents have the right to be safe, and feel safe, in the school community. With this right comes the responsibility to follow the expectations in the School Code of Conduct, and to be accountable for actions that put the safety and dignity of others at risk. As such, the Code of Conduct establishes clear standards of behaviour, as well as consequences for student actions that do not comply with these standards.

Eastdale CVI is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment, and the Code of Conduct recognizes, accepts, and is sensitive to equity and inclusivity. It establishes and promotes Progressive Discipline that is bias-aware to promote and reinforce positive behaviour, and to help students make good choices. A whole school approach is essential in developing and sustaining a positive school climate. Students, staff members, and parents need to be actively engaged in helping to encourage and demonstrate respect, fairness and kindness in their interactions at the school.

### **Progressive Discipline**

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

Consequences may include:

- Caution by teacher, support staff, administrator or adult supervisor
- Restorative Practices
- Temporary removal from class, activity, or event
- Behaviour contracts
- Problem-solving exercise
- Detentions
- Parental contact
- Community/school service
- Peer mediation and conflict resolution programs
- Counselling
- Loss of privileges
- Restitution
- Support and responsibility agreements
- Suspension
- Expulsion



### Assessment & Evaluation

#### **Calculating a Final Grade:**

- A student's final grade will be determined based on the following breakdown of assessments:
  - o **70% Formative Assessments, 30% Summative Assessments**
- Teachers will also take into account student conversation, observation, and product with an emphasis on **most recent and most consistent results** in determining a final grade.
- Assessments may include quizzes, tests, exams, oral presentations, practical applications, audio-visual projects, written reports, labs, research assignments etc.
- Each assessment will include some or all of the following achievement categories:
  - o [K/U] – Knowledge & Understanding                      [T/I] – Thinking & Inquiry
  - o [A] – Application    [C] – Communication
- Students should refer to individual course outlines to identify the weighting of specific curriculum expectations: units, assignments, and learning strands.

#### **Missing & Late Assignments:**

- Students are encouraged to negotiate extensions PRIOR to the due date!
- Teachers may grant extensions in extenuating circumstances, usually requiring a doctor's note.
- Teachers may implement a number of strategies and consequences to address late and missed assignments. These may include:
  - o Encouraging the student to access extra support (e.g., parent/guardian contact, special-education, or student success services)
  - o Establishing a student contract to encourage better time-management skills
  - o Providing alternate assignments where, in the teacher's professional judgement, it is reasonable to do so.
  - o Deducting 5% per day for assignments submitted late
- NB - Late mark deductions will not "fail" an assignment. For example, a major assignment handed in five weeks late will receive a grade of 50% provided it is of a passing standard.
- Teachers will implement any assessment accommodations listed in a student's individual education plan when assessing student work.
- Assignments not submitted by the last instructional day of the course will be marked as zero.

#### **Missed Tests:**

- Students who miss a quiz/test without a legitimate reason will receive a mark of zero.
- Students may rewrite a missed quiz/test if they provide a note from the parents/guardians that indicates a valid reason to excuse the absence, or if they negotiate an exception with the teacher beforehand.

#### **Exams:**

- Students absent from a final examination must prove to the satisfaction of administration that the absence was unavoidable or a mark of zero will be assigned. Formal documentation (e.g., medical, court orders, etc.) will be required in as much advanced notice as possible.

#### **Plagiarism:**

- Plagiarism occurs when a person "takes and uses (the thoughts, writings, inventions, etc. of another person) as one's own" (Canadian Oxford Dictionary).
- Plagiarism of print or internet sources is forbidden. Consequences for plagiarism may include:
  - o Referral to administration, parent contact, a mark of **zero** on the plagiarized task



**University Preparation (3U/4U) & University/College Preparation (3M/4M) Expectations**

Eastdale CVI’s university preparation (U-Level) and university/college (M-Level) courses are designed to prepare students for the rigorous expectations of university, both in terms of content and work habits/time management. As such, in addition to Eastdale CVI’s regular assessment policy, students in a U/M-Level course must adhere to the following standards:

**Assignment Submission:**

- All assigned work must be submitted on the due date.
- Assignments submitted late will be subject to a penalty of 10% per day.

**Communication Regarding Absences:**

- Students in the U & M Level stream need to demonstrate responsible communication and self-advocacy with their teachers to ensure success. Therefore, student and/or parent/guardian notice is required if a student is unable to attend a class when an assignment is due or a quiz/test/lab is scheduled. If the teacher is not notified ahead of time regarding an absence (including for a legitimate absence such as an extra-curricular activity, illness etc.), the student may be given a mark of zero on the assessment task.
- Teachers will use professional judgement in exceptional circumstances (e.g., medical absences, family emergencies), but students must demonstrate a higher standard of time management and responsibility at the senior academic level.

---

**Eastdale CVI – U/M Level Assessment Contract**

All students in a University Preparation (U) or University/College (M) course must read, initial, and sign the following contract regarding assessment expectations at this level.

\_\_\_\_\_  
[Student name]

- I have read the Eastdale CVI assessment policy and the additional standards for a U/M-Level course.
- I understand how my final grade will be calculated and how teachers will assess my work.
- I recognize my responsibilities to submit assigned work on time and to attend class for all quizzes and tests. I will communicate my absences to the teacher ahead of time.
- I understand the potential consequences for failing to meet these expectations.

\_\_\_\_\_  
[Student signature]

\_\_\_\_\_  
[Date]



**Attendance (Absences & Lates)**

**Absences/Skipping:**

- Students have a responsibility to attend school. Academic success directly correlates to good attendance.
- Parents must communicate student absences with the main office by written note or by contacting School Messenger in order to validate the absence.
- Students are responsible for completing and submitting any work that is missed due to absence. Students who skip class may face academic and/or administrative consequences (refer to assessment policy).
- Students that are signed out by a parent or guardian are expected to leave school property within a reasonable amount of time.

**Lates:**

- Students are expected to arrive in class on time. Punctuality is an important habit, which promotes academic success. It is also an important employability skill.
- Parents or guardians should contact the school within twenty-four hours to excuse a student's late arrival.
- Students must report to the main office for a late slip if they are late for class. Students must then proceed directly to class after acquiring a late slip, or they may be required to return to the office to receive an updated late slip.
- Excessive, cumulative, and unexcused lateness will be addressed by administration.

**Bus Behaviour**

- Riding a school bus is a privilege and not a right. Students are expected to behave in a responsible and mature fashion and to obey the directions of bus drivers at all times.
- The safety of all passengers is the prime concern. Students who demonstrate unsafe or disruptive bus behaviour will face administrative discipline, which may include suspension of bus privileges.

**Cafeteria & Food Services**

- Cafeteria service is available before school and at lunch. Service is not available during the exam period.
- Students are not to bring their backpacks into the cafeteria service area.
- Food and beverages (purchased in the cafeteria or brought from home) must remain in the cafeteria. No food or drink (with the exception of water) is to be consumed in the hallways.
- Students are not to have food in the classroom except in certain situations with teacher approval.
- Students are expected to clear their tables after eating and place their garbage and recycling in the appropriate receptacles. Students must be responsible for their litter whether eating in the cafeteria or outdoors.
- Access to cafeteria services or vending machines is prohibited during class time with the exception of students on spare.
- Students are prohibited from ordering food from restaurants or online delivery services.



### Co-Curricular Activities & Field Trips

- Eastdale CVI values student participation in co-curricular activities and encourages all students to get involved with some of the many sports, clubs, and activities that are available outside of the classroom.
- However, participation in co-curricular activities and field trips is a privilege. Students must follow the guidelines below in order to participate in co-curricular activities or field trips:
  - o Students must inform teachers of absences. Students are responsible for acquiring and completing all missed work due to co-curricular absence.
  - o Students must attend class on the day of the scheduled activity/event
  - o Students must demonstrate a good work ethic and respectful attitude in class to participate in co-curricular activities. Staff will determine suitability for continued participation in co-curricular activities. All athletes and co-curricular participants are students first.
  - o All other school rules apply while participating in co-curricular activities or field trips (e.g., dress code, behaviour expectations etc.)
  - o Students must have a valid parental permission form and/or team/club recurring trip form. Please note that no financial reimbursement is available if a student misses a field trip. Extenuating circumstances should be discussed with administration.

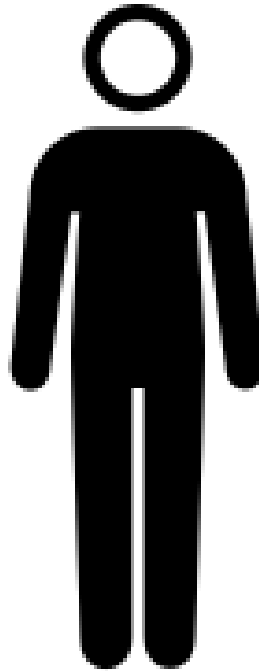
### Dances & Prom

- Students attending any school dance must follow the rules below:
  - o Students must present a valid student ID card to purchase tickets for a school dance, and they must present both the ticket and student ID to enter the dance.
  - o Guests are permitted only with pre-approval from administration.
  - o Students must arrive at the dance within one hour of the dance beginning. No re-entry is permitted.
  - o Students are not allowed locker access at the dance – there will be a coat check available. All bags and coats will be checked by administration before students enter the dance.
  - o Students under the influence of drugs or alcohol will be refused admittance or will be removed from the dance. Students will not be able to attend any dance for the remainder of the year.
  - o All school rules regarding behaviour, dress code, and personal safety are in effect at a school dance.
- In addition to the above rules for school dances, students attending prom must also follow these additional procedures:
  - o Photo ID is required for all students (e.g., health card, driver's licence, student card)
  - o Only students in Grade 12 and their guests are allowed to attend prom – students can bring one guest from a different grade/school with administrative permission
  - o Students must complete a behaviour contract and a guest form (if required). Attendance at the pre-prom assembly and information session is mandatory.
  - o There is no re-entry to prom.
  - o Students are not permitted to bring bags to prom, and purses will be checked at the door.
  - o Students are expected to dress in formal attire that adheres to the school's dress code.



Dress Code

Head uncovered



All clothing must be free of inappropriate or offensive language and images.



Torso and midriff covered (from armpit to mid-thigh)  
No undergarments visible

- A student's head should be uncovered, except where a head covering is part of religious, creed attire, or for medical purposes. Head coverings should be removed when entering the school building.
- Clothing must cover the body from armpit to mid-thigh.
- All undergarments must be concealed.
- Clothing must be free of drug and alcohol related references.
- Clothing must not depict ethnic, religious, cultural, or racial slurs; students must not wear any type of clothing that serves to harass or intimidate others, or that depicts violent scenes or slogans.
- Any apparel and accessories that could be deemed as gang related such as chains, badges, mouth pieces and/or bandanas are not acceptable.
- Backpacks and outer wear (jackets etc.) are not permitted in the classroom.

- **This policy helps to promote a positive school climate within the Eastdale CVI learning environment.**
- **Removing a hat (or other head covering) indoors is a sign of respect.**
- **Wearing appropriate clothing reinforces Eastdale's core values of courtesy and civility.**



### Hallways (Out-of-class) Policy

#### **Hallways:**

- Students are not permitted to eat or drink in the hallways (with the exception of water).
- Students on spare must not be in the hallways. They may be in the library or cafeteria during spare.
- Students are prohibited from entering out-of-bounds areas (e.g., drama hall behind the theatre) unless accompanied by a teacher.
- If asked by a staff member/adult in the building for their name and destination, students are required to stop and respond respectfully.

#### **Dismissal From Class (washroom, locker visits etc.):**

- Students are not to be excused from class during the first 15 minutes and last 15 minutes of class.
- Students are required to sign out when leaving class – a standard sign-out template will be posted in each class where students can identify their destination, time of departure, and time of return.
- Only one student is permitted out of class at a time (this excludes students leaving to go to AR, Student Success, Office, etc.)
- Students are expected to go straight to their destination and to return to class within a reasonable amount of time (typically 5 minutes or less).

### Personal Property, Vandalism, & Lockers

- Students are discouraged from bringing anything valuable to school. The school is not responsible for lost or stolen articles (including bikes, cellphones, computers etc.). Students should protect their belongings from theft through careful storage in locker.
- Valuables should never be left in the phys ed change room.
- Administration may involve police in dealing with issues of theft or robbery.

#### **Vandalism:**

- Vandalism is the destruction or defacing of school property (including in classrooms, hallways, lockers etc.), whether through a malicious act or indirectly caused by violent behaviour (e.g., horseplay). Vandalism will be addressed by administration and/or police.

#### **Lockers:**

- All students will be assigned a locker – students must use only the locker that is assigned to them and not share with other students. Students must attach a combination lock to their locker: the combination will be recorded and kept on file at the school. Students must keep their locker combination private.
- Students are reminded that a locker is on loan for the duration of the year. Lockers are the property of the Durham District School Board, which reserves the right of access at any time.
- Students are responsible for the contents of their lockers. With reasonable suspicion, administration has the right to search lockers and personal property. Administration has the right to seize contraband material, which will be held for evidence, and may be turned over to police. Parents/guardians (or the student, if student is 18 years of age or older) shall be notified by administration if items are removed from a student's locker.





**Personal Safety, Bullying, & Harassment**

- All staff and students at Eastdale CVI have the right to be safe, and feel safe in the school community. Students must demonstrate responsible, respectful, civil, and safe behaviour at all times in the teaching and learning environment.
- Any form of violent behaviour (including horseplay, play fighting etc.) is prohibited. Intimidation, harassment, extortion, profane or improper language, and assault will not be tolerated. In addition to potential school consequences and suspensions, police may be involved and charges laid. Students must not participate in or encourage violent behaviour, and they must not record any violent or inappropriate behaviour: they should report these issues immediately to a staff member.
- Students must not bring weapons to school. Administration may deem any item to be a weapon if it is used or intended to be used for the purpose of injuring, threatening, or intimidating any person. Such items are forbidden in the school.

**Bullying & Harassment:**

- Bullying is “a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause, fear and distress and/or harm to another person’s body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance” (Policy/Program Memorandum 144, Ministry of Education).
- Bullying will not be tolerated on school property, at school-related activities, or in any other circumstances (including in online/digital forms).
- Students who feel victimized should report bullying (including cyber bullying) to a staff member or to the office. Students are encouraged to use the “Report Bullying Now” button on the school’s website.
- Eastdale CVI values equity, diversity, and inclusivity. Any form of harassment will not be tolerated. Harassment may include threats or abuse regarding an individual’s race, gender, sexuality, disability, physical condition, ethnicity, or religion.
- Eastdale CVI will provide support to any students who are impacted by incidents of bullying or harassment.

**Smoking, Vaping, Alcohol, & Drugs**

- The Smoke Free Ontario Act and the Durham District School Board does not permit smoking on school property at any time. Smoking includes the carrying or holding of lit cigars, cigarettes, pipes, or any other lighted or electronic device. E-cigarettes, vaping, herbal cigarettes, chew, snuff, and snus are prohibited on school property.
- Offenders will be referred to the Durham Regional Tobacco Enforcement Officer for further consequences and potential fines for smoking on school property and for distributing or selling tobacco products to a person under the age of 19.
- Students must not possess, consume, or be under the influence of alcohol or illegal drugs on school property at any time.



**Technology**

- Students are responsible for reading, signing, and complying with the Durham District School Board's acceptable and safe use of technology policy.
- Students are responsible for bringing their DDSB Chromebooks to class, fully charged, as required or directed by the teacher. If students leave the school board, they are responsible for returning their Chromebook to the school.
- Cellphones and smart devices are only permitted in the classroom at the teacher's discretion when they are used to enhance the learning experience. Students must store their cellphones at the front of the class or in their lockers if directed by the classroom teacher. Any disrespectful or inappropriate use of cellphones will result in progressive discipline.
- Students are prohibited from recording (audio and/or video) any student/teacher on school property without clearly expressed consent. Recording individuals without permission is a violation of privacy and a human rights issue.

**Transportation**

- Students must use transportation safely and responsibly on school property. Bicycles, roller blades, scooters, skateboards etc. may not be used inside the school building, and may only be used as a mode of transportation on school property. Students are not permitted to loiter in the parking lot or in parked cars.
- Students must lock their bicycles in the locked racks. Roller blades and skateboards must be stored in the students' lockers.
- Drivers must follow all traffic flow markers on school property and use the Kiss & Ride behind the cafeteria as designated.
- Any unsafe use of a vehicle (e.g., reckless driving) may be referred to police or reported to the DRPS traffic "Road Watch" online.