

# Code of Behavior

The basis for the discipline policy is the Code of Conduct of the Hanover School Division and the four pillars of Landmark Collegiate, as found in the Bill of Rights and Responsibilities in the front of the handbook.

The discipline policy addresses behaviour which keeps a student or his/her fellow students from learning, or teachers from teaching effectively, or which makes others feel bad about themselves or unsafe in their environment.

## Disciplinary Procedures

Classroom teachers are generally responsible for day-to-day discipline and will use a variety of incentives as well as disincentives to ensure appropriate student behaviour. Teachers will be in contact with parents where necessary.

In the case that a student does not respond well to the teacher's efforts, that student will be referred to the principal for further counselling and discipline. Parents will be contacted where necessary.

# Hanover School Division Code of Behavior

## Parents expect that...

- teachers, as role models for students, will exhibit excellent language usage, display enthusiasm for learning, show respect for others and property, and take pride in their appearance;
- staff will enforce the rules in the Code of Behaviour;
- staff will communicate promptly with the home whenever there is a significant problem with respect to discipline;
- administration will exhibit leadership, provide support, and monitor instruction in the school;
- students will receive fair and consistent treatment;
- the school will give clear directions concerning extra-curricular activities;
- staff will cooperate to create an atmosphere that is conducive to a positive learning environment;
- teachers will plan and teach assigned courses.

## Parents should...

- be role models in the home in order to establish in their son or daughter positive values and respect for fellow students, school personnel and property;
- maintain regular communication with their son or daughter about school matters;
- encourage their children to attend regularly and punctually, and to complete all school assignments;
- attend their school's events and meetings, and give positive input and support to their school;
- maintain open communication with all staff.

## **Staff expect that ...**

- students will attend classes regularly and on time, appropriately dressed, with homework assignments completed, and with appropriate materials (text, notebook, pen);
- students will behave appropriately on school property and at school activities, so as not to interfere with the learning and rights of others;
- fighting, physical or verbal assaults on students or staff will be dealt with according to the severity of the offence;
- school administration will provide leadership and support;
- they will have the positive assistance and cooperation of students, parents and colleagues in the performance of their duties;
- everyone associated with the school will be treated with courtesy and respect; appropriate language should be used;
- parents will communicate openly with them about matters that might affect the performance of the student.

## **Staff should...**

- establish and maintain a safe, secure, non-threatening school environment conducive to learning;
- evaluate student achievement and explain the evaluation procedures to be used in each course;
- communicate information about student progress, attendance and behaviour to students, parents and administration;
- provide positive role models;
- establish and maintain an orderly, safe environment while traveling on the bus;
- maintain open communication with the home and the school;
- take personal responsibility for continuous professional growth;
- treat students fairly, consistently and with respect.

## **Students expect that...**

- they will be treated consistently and fairly;
- clear, relevant lessons are presented, along with explanations for the evaluation procedures to be used in each course;
- they will be able to work in a school atmosphere which is safe, secure, non-threatening and conducive to their satisfaction in learning;
- school personnel will be accessible to students for extra help concerning courses, assignments, remedial assistance, personal and career decisions, and other school matters;
- teachers will maintain order and discipline in their classrooms and will provide explanations for any disciplinary action;
- teachers will prepare for class and mark and return assignments promptly;

- school administration will ensure that students receive proper instruction in the school;
- they will be able to participate in the wide range of activities offered in the school;
- staff will treat them in a courteous and respectful manner;
- support staff will help create a positive learning environment.

## **Students should...**

- attend school regularly and punctually;
- be prepared for all classes by bringing required materials and completing homework assignments;
- complete work missed in classes due to absence;
- develop self-discipline and show courtesy for all people in the school and in the community; students should use appropriate language;
- make the most of educational opportunities through active classroom participation and involvement in other school activities both in and out of class;
- take pride in their work, their appearance and what they have accomplished;
- resolve interpersonal conflicts and difficulties through discussions with the other person or through seeking assistance from school personnel;
- take pride in their respective schools within Hanover and help foster this feeling in other students;
- show respect for school property and the personal belongings of others.

# **Behaviour Expectations**

## **Harassment**

Students who feel they are being harassed by another student should report this to a staff member or to the principal immediately. The harasser will be given a verbal warning to stop. Another report will result in a meeting with parents. A third report will result in a harassment form being signed, stating that if this harassment continues it could become a police matter. Suspension of the harasser may occur at any point in the process, depending on the severity or nature of the harassment. Staff members will take any required steps to ensure the ongoing safety and security of the harassment complainant. Where desired or requested, staff members will make necessary arrangements to provide appropriate counselling.

## **Hazing**

Initiation activities or Hazings which involve bullying will not be tolerated. Hazing involving physical assault will result in a minimum 5 day suspension issued by the school's principals and a police report will be filed. This suspension may be extended by the Superintendent or raised to an expulsion by the Board and charges may be laid.

## **School Dress**

Students are expected to dress appropriately with respect to personal health, hygiene, respect for self and others, and within the appropriate guidelines of the local community culture. The intent of the guidelines listed is to help develop and protect the safety, self confidence, self respect and self-esteem of all people who attend Landmark Collegiate. Students in violation of any of the following policies will be asked to change their dress accordingly:

1. Students will be dressed in some appropriate form of footwear, as bare feet are a health hazard in a public building.
2. Clothing should be free of images or writing which may be offensive or degrading to others. e.g., profanity, lewdness, obscene pictures and racial slurs.
3. The lower part of the shirt is expected to meet the belt-line of the pants. Naval displays, as well as cleavage, are not acceptable.
4. Shirt sleeves must cover the shoulders and shorts and skirts must reach mid thigh.
5. Clothing must be clean.

These guidelines are representative but not exhaustive. Teachers and administrators will make the final determination on what constitutes appropriate attire. Students who come to school dressed inappropriately will be asked to remedy the situation by changing into different attire. If the problem persists, parents or guardians will be contacted by the administration.

## **Use of Alcohol or Drugs**

Possession, use of or being under the influence of alcohol or drugs are not permitted under any circumstances for anyone while under the authority of the school, in attendance or upon returning to school, or during school related extracurricular participation or attendance. Violation could result in police involvement, suspension from school and a recommendation to the school board for expulsion from school.

## **Smoking**

Landmark Collegiate's building and school grounds are smoke free. In accordance with provincial and federal laws, students under the age of 16 are not to possess or use tobacco at any time. Violators will face disciplinary action and may be suspended from school.

School smoking rules apply on field trips or any school sponsored event or sports activity. In addition, any smoking regulations of the host site must be adhered to. Lighters or matches should not be used or displayed in the school or on school grounds or they will be confiscated.

## **Bringing a Motor Vehicle to School**

Bringing a motor vehicle to school is a privilege and operating it during school hours falls under the following guidelines:

1. Students who take their cars to school must be aware that all traffic laws apply to the school parking lot and that driving here requires even a greater degree of prudence than elsewhere. Reckless or careless driving in sight of the school will be reported to the police.
2. Students who do not respect these safety rules or parking regulations may lose their privilege to bring a car to school. Reckless driving may result in a suspension and/or police report.

## **LC Parking Lot**

No cars should be moving on the parking lot while buses are loading or unloading. It is a serious offense for any vehicle to pass a bus with its warning sign out. Leave before the buses or wait until they are gone.

The parking lot is one-way due to bus patterns and congestion. Do not enter the parking lot by the entrance nearest Highway #206 at any time.

## **Vandalism and Damage**

It is expected that students will take pride in their school and assist in maintaining an attractive and inviting atmosphere. Accidental damages to school property may be billed to the student, either in whole or in part, depending on the circumstance surrounding this situation. Vandalism will result in total restitution being required and disciplinary action will be taken. In some cases of vandalism, the matter may be reported to the RCMP.

## **Lockers and Locks**

Locks for corridor lockers are provided by the school for students to keep belongings safe. Students are required to use their school locks at all times to reduce theft and loss of belongings. Failure to do so will lead to loss of locker privileges. Combinations must be kept confidential. Only school locks are allowed on corridor lockers. Students who lose or damage their school lock will be assessed a replacement charge of \$5. Also, students failing to turn in their lock at year-end will be assessed a debit of \$5 on their caution fee card. The school cannot be held responsible for lost or stolen articles. Lockers are subject to inspection.

## **Bicycles**

All bicycles brought to school must be parked in the racks provided. While at school, all bicycles should be locked to the bicycle racks. The school is not responsible for damage or theft of bicycles or their parts while they are parked in the racks. Students riding their bikes on school property are required to wear helmets.

## **Open Campus**

- Junior students are expected to remain on school grounds during breaks or at noon hour except to go home to eat. Permission to leave the grounds for specific events or occasions must be arranged in advance in writing by a parent or guardian.
- Senior students are allowed to leave the school grounds when they do not have scheduled classes. However, they may lose this privilege if it is abused or if the student arrives late for scheduled classes.
- Seniors who remain in school for their study periods must be in the multipurpose room or library. Senior students who are in the hallways during classes on a regular basis will be assigned to a study area.

## **Home Economics / Industrial Arts - Busing**

- Students should be aware that they are representatives of our school and present a positive image of our school.
- When in the host school, all rules of the school and the authority of the host principal and teacher apply. Discipline referrals from the host school will be dealt with when the student returns to the home school. In the case of a serious offense, the student may need to be picked up at the host school and returned to the home school.
- Inappropriate behaviour on the bus or in the host school will result in suspension of privileges. Students will stay back in our school and work on their other academic subjects.

## **Extra-curricular Transportation**

If a bus has been requisitioned, all students are expected to take the bus to and from the activity, unless arrangements have been made in advance with the teacher. Students are not allowed to transport other students to or from a school event. In rare circumstances, a parent or guardian can give written permission in advance for a student to drive themselves. At no time are they allowed to give another student a ride, even in the case of parental consent.

## **Volunteer Drivers**

Any parent or guardian that is transporting students in a private vehicle to or from a school event must complete a child abuse registry form, pledge of confidentiality and volunteer driver form.

## **Personal Music Devices and Cell Phones**

Cell phones and personal devices have a role in education and learning however the use of these devices must be done with the permission of the teacher with the purpose of meeting learning objectives.

If a student is observed having or using a personal device or cell phones in class when unauthorized by the teacher, the device will be taken by staff and given to the principal. The personal music device will only be returned to the parents/guardians of the student under conditions set by the principal. Parents who need to contact their child during school hours should do so by calling the school.

## **Digital Cameras**

Use of electronic communication devices or digital cameras to record video, still shots or sound must be done with the express permission of the supervising staff member and with full advance knowledge and permission of any individual or group being recorded. Cameras must be kept out of sight and not activated in washrooms, change rooms or other private areas. Sharing, distributing or broadcasting of any such material must be done with full permission of every individual being recorded. Recording made secretly and/or used maliciously will result in disciplinary action and a police report.