



Waterloo-Oxford District Secondary School Code of Conduct



The intent of this Code of Conduct is to promote responsible behaviour that creates a safe and orderly school environment. It is the belief of WODSS that everyone in our community must strive toward contributing to this goal. The objective is to develop a school community of:

- ⇒ *Personal excellence*
- ⇒ *Responsible behaviour*
- ⇒ *Mutual respect*
- ⇒ *Concern for others*
- ⇒ *Co-operation with others*

Students have a right to public education, but with this right comes personal responsibility. Students have a responsibility to know and to respect the rules and regulations of the school. Students are responsible for conducting themselves in an appropriate manner. Students are accountable for any inappropriate conduct whether in the school building, on school property, at a school-related event or activity, or while in transit to or from school. Persons who disrupt any teaching, administrative, or extracurricular activity shall be subject to such disciplinary measures determined by WODSS Administration.

Student Responsibilities:

- ⇒ Be respectful of all individuals and property.
- ⇒ Bullying is **NOT** acceptable under any circumstance in any form.
- ⇒ Attend all classes daily, and be punctual in attendance.
- ⇒ Come to class prepared, and have appropriate working materials.
- ⇒ If a student has a spare period, he/she will be in the library or cafeteria, NOT in the halls.
- ⇒ Conduct himself/herself in a safe and responsible manner.
- ⇒ Be responsible for his/her work and behaviour.
- ⇒ Abide by the rules and regulations of the school and each classroom teacher.
- ⇒ Students are expected to choose appropriate dress and use proper language. T-shirts containing inappropriate messages or graphics are unacceptable.

A. WODSS Good Neighbour Policy

- School-community relations are an important part of all our lives. The perception of our school depends on how we interact with our neighbours.
- Respect for our neighbours and the communities on which we depend is an expectation of all of us.
- Please remember to respect and to be courteous to all of our partners in education, including neighbours, bus drivers, business owners and law enforcement officers.

B. Personal Appearance and Dress - All clothing must be appropriate for a working and learning environment, and deemed so by WODSS Staff and Administration. Students in violation of the following rules will be asked to make their clothing acceptable or be sent home to do so.

While students are encouraged to dress casually and in clothes that they feel comfortable wearing, it is important to keep in mind that some fashion trends and style choices may not always be appropriate for school. Contributing to a positive learning environment should be your top-most priority in choosing what (not) to wear. Please respect the following guidelines:

- No gaping tank (muscle), strapless or backless tops permitted.
- Tops must meet bottoms.
- All clothing and accessories must have appropriate language, graphics and pictures.
- No spikes, long chains, or any accessory that may cause injury.
- In the winter, keep bulky coats and boots in your locker.

For school safety and security, sunglasses and bandanas may not be worn inside the school.

B. Attendance (ATTENDANCE LINE – 519- 634-5441 – Dial 1)

What do I do if I have an appointment in the morning?

If you are absent for any portion of the day, you must sign-in and out with the office when you arrive. For example, if you have an appointment in the morning and arrive at school during the middle of lunch, you must proceed to the attendance office to sign-in before going to your period three class. Provide a note, email or parent phone call to validate the absence.

What do I do if I'm late for class?

- Go directly to class and let your teacher know you are present.
- Your late arrival will be recorded by your teacher and you may be assigned a detention or other consequence by your teacher.
- If a teacher continues to have concerns about the nature or frequency of a student's late arrival to class, detentions will be assigned, parents will be contacted by the teacher, and the student's vice-principal will be informed.

What do I do if I'm absent?

The easiest way to validate an absence is to have a parent/guardian call or email the school on the day of the absence. Voice mail and email messages can be left with the attendance secretary 24 hours a day. Add the following attendance information to your contacts list:

(519) 634-5441 - Dial 1
wodssatt@wrdsb.ca

Alternatively, bring a written note, signed by a parent or guardian to the main office before you go to class on the day you return to school.

Please Note: For absences longer than 5 consecutive days, a doctor's note is required.

Absences are **valid** when they are necessitated by illness, dental/medical reasons, family emergencies, school-sponsored activities, or religious holidays. Whenever possible, arrangements with teachers and the office are to be made in advance. If you have given your

student permission to miss a class, they **must** sign out at the Attendance Office and leave the building. **Students are not allowed to be in the library or cafeteria during instructional periods once they have signed out.**

One detention, twenty minutes in length, will be given for **each** skipped class. Detentions will be served during the first part of lunch from 10:55 am to 11:15 am.

Procedures for Students to Validate Absences

If a student misses a class, he/she is responsible for validating the absence before attending that class again.

When an invalid absence occurs, the student must report to the office and validate the absence.

Staff can determine whether an absence is valid by viewing web attendance for the date in question. If an absence is invalid, the student is to be sent to the office.

Students are accountable for each and every absence. The onus is on the student to validate his/her absence and make up work for any missed class and to contact the teacher before any known absence.

Students Aged 18 and Over

Students who are 18 years of age or older can validate their own absences and lates. Students over the age of 18 must sign an Adult Status Waiver Form to allow parents to access academics, attendance and behavior. Students over the age of 18 years may choose not to share their academic record, attendance or behaviour with their parents/guardians.

Parents may legally withdraw a student from school for a short period of time (5 or more days) by completing the **Temporary Student Withdrawal On Short-Term Basis Parent/Legal Guardian Request Form** at least three days before the absence.

Parents/Guardians are advised to carefully consider the impact of absences, such as holidays, as missing significant classroom instruction may impact student learning and achievement in all subjects.

D. Bereavement

W-O is a caring community. If you experience a loss in your family, please contact the school to let us know.

E. Lates

At Waterloo-Oxford, we have a late policy in an attempt to reduce the number of students arriving late to class and therefore to improve student learning.

We ask staff and parents for assistance in discussing with students the importance of punctuality. This is important for academic success and it is valued by employers as a workplace standard; moreover, lateness interrupts classroom teachers and students.

Late Policy:

- Students are to be in their classrooms by the appropriate starting time or they will be considered late.

- Students arriving late with a valid reason must sign in at the Attendance Office and receive an admit slip.
- For students repeatedly and continually late (without a valid reason), despite teacher intervention (speaking to student, calling parent/guardian), students will be referred to the Vice Principal.
- If a student has an appointment with Guidance, Nurse, Administrator, Child and Youth Worker or Social Worker they must receive a note from this person prior to returning to class.
- Students who are kept after class by a teacher, causing them to be late for their next class, will receive a note from the class teacher to provide to the teacher of their next class.

F. Leaving School During the Day

- All students who need to be excused from class during the day must come to the Attendance Office to sign out unless they are involved in school-sponsored activities. For students under 18, a note or phone call from a parent or guardian is required in order for a student to leave the building. Once signed out, students are to leave the premises immediately.
- Students have the option to bring notes to the Attendance Office prior to their appointment time. They will then be given an excuse slip to give to their teacher to excuse them from class.
- If a student becomes ill while at school, the student must report to the Attendance Office immediately.

G. National Anthem

If you are in the hallways during the National Anthem, you are to stand at attention without talking. Once the National Anthem is completed you may continue on to your classroom.

H. Non-Tolerance Policy:

All schools within the Waterloo Region District School Board will strictly enforce consequences related to the following prohibited activities.

- The use, possession or sale of alcohol or illicit drugs
- The possession or use of weapons or items which are intended to be used as a weapon
- Any physical assault, threat of assault, or intimidation
- Any gang/youth group displaying a pattern of delinquent or disruptive activity
- Any sexual, ethno-cultural and/or racial abuse, slurs or harassment (as defined in the **harassment policy** below)

I. Harassment Policy

The Waterloo Region District School Board will not tolerate expressions of racial, religious, sexual or ethno-cultural discrimination in any form by its students or staff.

Harassment is a form of discrimination that is humiliating, degrading and hurtful to individuals and groups. It can take a variety of subtle or overt forms that involve **comments or conduct that are known, or ought reasonably to be known, to be unwelcome (Ontario Human Rights Code, 9.1f).**

The following are examples of harassment and will not be tolerated;

- Racial, religious, sexual, or ethno-cultural jokes based upon negative stereotyping
- Name calling, insults, slurs or the use of names or titles which demean or degrade

- Graffiti, written or electronic communication, notes, pictures, pin-ups, or graphics that demean, degrade, or portray messages that are, or reasonably known to be, unwelcome
- Threats, bullying and physical intimidation
- Sexual advances, comments, or touching that is, reasonably known to be, unwelcome

Consequences: Specific consequences may include any of the following:

- Detentions
- Exclusion from extra-curricular activities or field trips
- Contact the parent/guardian (when the student is under 18 years of age)
- Confiscate the weapon, drug or alcohol
- In the case of physical assault, drugs, alcohol and weapons, contact the police
- Conference with Vice-Principal, student, and parent
- Meeting with Child Youth Worker
- In-School suspension
- Out-of-school suspension
- Student contract
- Expulsion

J. Final Evaluations and Examination Responsibilities

Attendance during exams and final evaluations is mandatory. A medical certificate must document any absences due to illness. ***Examinations will not be rescheduled to accommodate summer jobs, family plans/activities and/or vacations.***

Students having two exams scheduled at the same time are to contact their Vice-Principal to reschedule one of their exams.

K. Drop and Add Deadlines

Ministry of Education rules dictate that student transcripts must indicate marks for courses not dropped within 5 days of the November and March report card.

L. Assemblies

Assemblies are an extension of the classroom; therefore, students are expected to attend and be attentive, respectful and courteous. Students exhibiting inappropriate behaviour will have to accept the consequences as established by Administration. Please note backpacks are not permitted at assemblies.

M. WCSSAA Requirements

WCSSAA regulations state that students eligible to participate in high school athletics must be registered as full time equivalent students as defined by the Ministry of Education and Training. This means that students must take at least 3 courses each semester. If a 5th student is returning for one or two semesters, in order to be eligible to participate in athletics, they must be taking 2 courses in each semester.

N. Privileges

Students attending Waterloo-Oxford are provided privileges in many areas. Students who on occasion abuse a privilege may have that privilege removed permanently or for a set period of time.

a) Lockers

It is the student's responsibility to have an approved combination lock on their locker. Locks may be purchased at the Main Office. Lockers must be locked when unattended. All students must use the lockers assigned to them by the Administration. If a change of lock or locker is requested, contact the Main Office. Students are **NOT** to share their locker or lock combinations with friends. Lockers are school property and can be entered at any time by Administration.

If your locker does not close easily, don't force it—see a custodian immediately. **Students choosing to leave valuables in their locker do so at their own risk.** W-O cannot be held responsible for items that are lost or stolen. Students who damage lockers will make monetary restitution.

b) Parking

Although most students have busing provided for them, occasionally some students bring vehicles (autos, trucks, snowmobiles, motorcycles) to school. Parking permits are required for all students who wish to park at W-O. Applications are available in the office. Student parking is in un-numbered spots only. Note that students are neither allowed to sit in/on their vehicles during the school day, nor are vehicles to be used as smoking/vaping areas. Drivers parking in unauthorized areas may be ticketed under the Wilmot Township Bylaw and/or lose their privilege to park at WODSS.

Student Drop-Off

All students arriving by car must enter using the back parking lot. Students will either park or be dropped-off in this area. Students are not to be dropped off in the front of the school as it is a designated fire route for emergency vehicles only.

c) Friends of Students Visiting the School

Friends will not be given permission to visit the school.

d) Books and Materials

Books and materials lent to students must be returned to the appropriate teacher immediately upon notice. Students who officially drop a course must have a drop sheet signed by the subject teacher. Final school documents will not be issued until all equipment, books or materials have been returned or until payment has been received.

e) School Bus Transportation

Parents and students are able to login and view their transportation details. www.stswr.ca To login you will have to enter the following information:
Ontario Education Number (from report card)
Student's birthdate (day, month, year)
Street Number (street # from student's home address)
School (select school from the drop down)

RIDING THE BUS IS A PRIVILEGE. All rules of conduct applying to the school apply to conduct on school buses. Students are required to obey all instructions given by the bus driver. Rules governing school bus conduct are posted on all buses.

A student who does not respect the rights of others or endangers the safe operation of the bus may be subject to all consequences previously listed including the removal of bus privileges. Restoration will be at the discretion of the school officials after consultation with the student, parent or guardian, and bus driver.

Bussed students wishing to ride on an alternate school bus **must** obtain a bus pass from a Secretary in the Attendance Office, outside of class time. Only students eligible for busing may ride on a school bus. *Note: No passes will be issued the first 6 weeks of school.*

O. Student Dismissal/Bus Cancellation/School Closure

During severe weather, please monitor the Board web site at www.wrdsb.ca or the transportation website at www.stswr.ca for school closure and/or bus cancellations. You may also listen to the local radio stations.

Parents have the option of keeping their children at home or picking them up before regular dismissal time when concerned about the weather conditions. It is the specific responsibility of parents to arrange alternative accommodation for their student if it is not possible for him/her to return home during an unscheduled school closure.

P. Public Health Nurse

The school nurse will be in the school on a scheduled basis. Appointments are to be made with the Guidance Office. Health emergencies must be reported to the Main Office.

First aid is available in the Phys. Ed. Office, or the Main Office. Eye wash locations are in the following rooms: 102,104, 202, 204, 208, 508, 537 and 538

Q. Safety on the Highway

Students are not permitted to congregate on or near the highway—for their own safety and for the safety of the public using the highway.

R. Student Use of Cell phones

Cell phones and other personal communication devices must never disrupt the learning environment. When in class, your cell phones should be turned off and out of sight, unless otherwise directed by your teacher.

Cell phones must never be used to take photos or videos in class without a person's knowledge and consent. This is a violation of privacy

WODSS is not responsible for any lost, stolen or damaged cell phones or electronic devices.

S. Smoking/Vaping Policy

Smoking/vaping is not permitted for staff or students on any WRDSB school property. The use of chewing tobacco is not permitted for staff or students on any WRDSB school property.

The Waterloo Region District School Board's policy states that smoking/vaping will not be permitted in any school or Board facility or on Board property. The Board endorses, in principle, a total smoke-free environment.

The only smoking/vaping permitted at W-O will occur in the Smoking Area located at the back of the parking lot. Students require a smoking pass (available in the Main Office) to use this area. For students under 16 years of age, parents must sign a permission form available in the Main Office.

Smoking/vaping at the front of either WODSS or Sir Adam Beck Public School is strictly prohibited.

Smoking/vaping on WRDSB property is a violation of the **Ontario Tobacco Control Act**. The purpose of this legislation is to reduce smoking/vaping, especially among young people, and to limit people's exposure to second-hand smoke in public places. This legislation also calls for students to respect the privacy of those homes and businesses near the school by not smoking/vaping on their premises. As such, students choosing to smoke/vape off school property in the "vicinity of the school" or on school property (including smoking/vaping within a vehicle located on school property) and not in the designated Smoking Area will be considered to be in violation of the act. Infractions will result in consequences including suspension, notification to Provincial Offences Officer, and possible charges and fines.

T. Misuse of the Cafeteria, Gallery and or Hall

Consequences;

- Removal of cafeteria privileges
- Suspension
- Pay for damages and labour to clean
- Losing privileges for attending prom/dances/etc.
- Losing the privilege to attend Commencement

U. Responsible Use Procedure

<http://www.wrdsb.ca/our-schools/school-year-information/responsible-use-procedure-rup/>

V. Plagiarism Policy

Some students will knowingly or unknowingly commit academic offences. It is the expectation that students will submit their own, original work for the purpose of demonstrating their learning. If a student is suspected of committing an academic offence, the teacher will inform administration and will meet with the student to determine the nature and extent of the incident and the student's understanding of the situation and intent. Students who commit an academic offence will face one or more of the following consequences:

- Re-doing part or all of the assessment under direct supervision, or completing an alternate assignment.
- Limited access to academic recognition, school awards and scholarships.
- Additional consequences related to the student's behavior, including, detentions and/or suspensions.
- Parent/guardian phone call or meeting.

Academic Integrity: Missed Work

- It is expected that students complete all assigned work in a timely manner. Students who are absent on the day of an assessment (e.g. test or presentation) or when an assignment is due, must speak with their teacher when they return to make arrangements to complete the required work. Whenever possible, students will inform their teacher in advance of their absence.
- Each assessment will have a final date of submission after which it will no longer be graded. This date will be clearly communicated to students by the teacher. Work that

has not been submitted by the final due date will be deemed “incomplete” for the purposes of grade reporting. Failure to complete all required work will negatively impact a student’s final grade, and may prevent successful attainment of the credit.

W. Financial Assistance

Students/families requiring financial assistance should contact any staff member. The staff member will ensure that the student’s issue is dealt with in an appropriate, sensitive and confidential manner.”