

## BROCK HIGH SCHOOL CODE OF CONDUCT – OVERALL EXPECTATIONS

It is the policy of the Durham District School Board to support practices that ensure a safe and positive environment that is inclusive and accepting of all individuals in schools. Appropriate discipline practices acknowledge the responsibility of individuals to exercise self-discipline, self-regulation and compliance with the Code of Conduct. In the event of a serious incident, school staff will work in partnership with the school community and emergency services in order to ensure the safety of all parties.

The Code of Conduct at Brock High School is intended to ensure that we can work and learn together in a safe and welcoming environment. We want our students to feel like they belong here and that we will support them in their own journeys. To that end, there are several general concepts regarding respect which we will all strive for:

### Show Respect for Self

- **Attend school on time, every day, prepared for class and ready to work.** Bring all necessary equipment to class. Turn off and put away all electronic equipment in all instructional areas unless they are being utilized under teacher supervision. Do not bring bags to class; leave them in your locker. Do not leave valuables in the change rooms.
- **Dress for success.** When entering the school, put coats/jackets in lockers. Wear clothing that follows the dress code.
- **Invest in your own success.** Complete all assignments to the best of your ability and meet all set deadlines. Participate in classroom activities and in co-curricular opportunities. Make healthy choices for your future self.

### Show Respect for Others

- **Be Good Citizens.** Be respectful to all members of our school community (e.g., visitors, visiting teams, co-op employers, supply teachers, etc.). Be honest and act with integrity. Focus on high academic achievement to determine your preferred pathway.
- **Be Allergy Aware.** We are a scent-aware and nut-aware school. Various members of our community (staff, students, parents, guardians, visitors, etc.) are severely allergic to scents. We ask that you do not wear any scented products to keep our environment safe for all. Avoid bringing nuts, or items made with nuts, to school.
- **Abide by Good Neighbour Policy.** Students are expected to be considerate of others and respect their desire for clean, quiet and safe surroundings. Loitering and littering on private property are not permitted and students are expected to follow the rules and regulations of the business establishments they frequent during the school hours.

### Show Respect for Property

- **Keep the school and school grounds litter free and in good repair.** All food and drinks will be consumed in the cafeteria or other designated lunch areas. Water may be consumed in classrooms with the permission of the teacher. Clean-up after yourself. Keep desks, walls, lockers and other property, damage free. Be sure to report damage and the abuse of school property.
- **Access/Use technology appropriately.** When online, access legitimate content, avoid hacking and illegal downloading, and obey copyright restrictions, including appropriately citing your work to avoid plagiarism issues.

### Show Respect for the Environment

- **Demonstrate respect for the environment by reducing waste, re-using materials and recycling.** All food waste and paper will be recycled as appropriate. Lights in classrooms will be turned off when possible. Materials will be re-used and waste will be reduced.

## INFORMATION AND PROCEDURES

**Academic Resource:** The Academic Resource Room at Brock High School is called *Skills (see p.20)* .

**Accident or Injuries:** If a student is injured during a class, they must tell their teacher at once. If a student has an accident and is injured on school property, or during a school sponsored activity off property, they must notify the main office so that they can be assisted, and an OSBIE accident reporting form can be completed.

**Announcements, Land Acknowledgement and National Anthem:** During the National Anthem, students are expected to quietly stand at attention and are encouraged to sing. Students are expected to listen attentively while the Land Acknowledgement and morning announcements are made.

**Attendance:** Students have a responsibility to attend school. Academic success is directly correlated to school attendance. Students will be responsible to validate their absences. Notes and/or phone calls from parents/guardians will be required. Skipping on the day of a test or assignment due date could result in a mark of zero. Students caught skipping will be subject to school consequences.

**Backpacks:** Backpacks, knapsacks, book bags, duffle or sports bags, and handbags should be left in the student's locker and not brought to class.

**Bicycles:** If a student rides a bicycle to school, they must dismount at the property line and walk their bicycle to the bicycle racks available near the entrances of the school. Bicycles must remain locked at the bicycle racks during school hours. Bicycles should not be brought into the building unless they are part of a Physical Education activity, and there is teacher supervision. The school is not responsible for lost or stolen bicycles.

**Bullying and Harassment:** The Ministry of Education formally defines bullying as the following: bullying is typically 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). Students who feel victimized should report bullying (including cyber-bullying) to a staff member or to the office. If harassment continues after due warning has been given, perpetrators will be disciplined.

**Buses:** Buses are provided for student transportation. Riding a school bus is a privilege, not a right. Students are expected to behave in a responsible and mature fashion. Students must obey the directions of bus drivers at all times. Students who misbehave on the bus may be disciplined. We expect students to remain seated when the bus is moving. No horseplay or fighting on the bus is tolerated. No smoking or vaping is allowed on the bus. No objects can be thrown from the bus, no appendages or body parts can be outside of the windows when the bus is moving. Students are only to ride their assigned busses.

**Cafeteria:** The cafeteria server is open at lunchtime. All food and drinks will be consumed in the cafeteria or other designated lunch areas. If a student brings a bag lunch from home, they may also eat it in the cafeteria or other designated lunch areas. Students are expected to clear their tables when they are finished and place their garbage in the containers provided, including use of recycling bins.

**Cars and Motorcycles (Parking):** Student parking is a privilege and can be revoked at any time. The student parking area is at the west side of the school. Students are not permitted to sit in cars or to loiter in the parking lot. Cars will be towed at owner's expense if they are not parked in designated areas. Bus and fire routes and fire exits must not be blocked. Parking restrictions are posted on the school website and must be obeyed. Drivers must obey Ministry of Transportation rules of the road on school property. Please note that any vehicle, parked on school property, is subject to searches if the administration has safety concerns. Students will be required to register their vehicles with the main office.

**Cell phones:** Personal cell phone use is prohibited during instructional time. If a cell phone is visible or is heard by a staff member, during instructional time, they may ask for it to be turned over to the office and the student must comply. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper written consents have been obtained, as may be appropriate. The use of a cell phone for personal video or photographic use (including unauthorized images of students, staff, and visitors) is strictly prohibited.

Confiscated cell phones may be returned to the student at the end of the day. On subsequent confiscations the cell phone may only be returned to parents/guardians. The school is not responsible for cell phones brought onto school property.

**Cleats:** Soccer, Baseball, Rugby and other sport footwear with cleats on the bottom are not allowed to be worn in the school building. They must be removed and cleaned before entering the building and carried throughout the building at all times.

**Computers:** In addition to each student having a Chromebook, the school has a number of computers and computer labs that are accessible to students, or students may choose to bring their own computing device. Device use at Brock High School unequivocally includes compliance with the [DDSB Acceptable and Safe Use Procedure for Computing Technology](#), found on the DDSB website. School staff monitors the use of Internet. Students who violate the school Internet or network rules, or breach network security may face loss of network privileges, suspension, or criminal prosecution. Please note that students and families will be financially responsible for lost and damaged tech devices.

The following are a selection of the computer network rules:

- No food or drinks allowed in computer rooms or around computing devices at any time.
- No downloading of programs off the network and no uploading of programs onto the network.
- Games are not to be played on the computer.
- No accessing independent networks or circumventing the firewall.
- No use of social networking or chat lines.
- Students will never use computing technology for any illegal activity.
- Students should limit the number of devices connected to the school's WiFi as multiple devices reduce accessibility for all.

**Crime Stoppers:** Any student who wishes to anonymously report information about crime at school may call the Crime Stoppers community telephone hotline, 1-800-222-8477 (TIPS). This line is answered 24 hours a day, 7 days a week. Crime Stoppers doesn't use call display. You don't have to give your name, meet with police or go to court. Callers may be eligible for a cash reward.

**Dances:**

- Students must present a valid student ID to purchase tickets.
- Dances typically start at 7:00 p.m. and end at 10:00 p.m. with everyone cleared out by 10:30 p.m. sharp.
- Students must arrive with a valid student ID, check in with dance organizers, and present their ticket (if applicable).
- Guests must be pre-approved, using the Guest Contract, by a Brock High School administrator.
- Students may only bring one guest.
- All lockers are out of bounds during a dance.
- Coats must be left in the coat-check area; no unsupervised access to coats is available.
- Students must enter and leave by designated doors only. Doors will be locked at 7:30 pm.
- All school rules apply and school discipline will be applied.
- There is no smoking area during the dance as everyone must remain inside.
- Anybody "under the influence" of drugs, alcohol or any type of intoxicant will not be admitted, or will be removed and face school consequences.
- Once students enter the dance they may not leave and re-enter.
- Dance Contracts are required of all students and must be approved by administration, prior to the dance.

Note: Participation in BHS Prom requires that students follow the same guidelines as all dances.

**Detentions:** Detentions typically last for 20 minutes and are generally served at lunch. Failure to serve assigned detentions may result in a Restorative Circle and/or a suspension. No food or beverages are allowed in detention. Students will sit or work quietly or the detention will need to be served again.

**Dress Code:** The school dress code assists in the creation of a positive learning environment. The Brock High School Dress Code aligns and changes with direction from (including but not limited to) the Ontario Ministry of Education, Durham District School Board and Durham Region Public Health.

Please note that, as the Administration reserves the right to make final decisions regarding the dress code, students may be sent home to change OR provided with alternative clothing if they do not comply with the dress code. Expectations are as follows:

**A) Appropriate Dress**

Students must wear;

- Clothing which includes both a top and bottom layer
- Footwear

**Students may wear;**

- Any clothing that supports a human rights related need or accommodation
- Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples
- Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks
- Any headwear that does not obscure the face, subject to human rights related needs and accommodations

**B) Inappropriate Dress**

Students may not wear;

- Clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use
- Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
- Clothing (tops) that exposes nipples
- Clothing (bottoms) that expose groin and/or buttocks
- Clothing (mask/scarf) that obscures the face (unless required to meet human rights, or health and safety related needs or accommodations)
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear unless required for curricular or co-curricular approved activities

**C) Health and Safety Dress Code Requirements**

Students must comply with Health and Safety requirements for specific courses and/or co-curricular programs. Specialized dress requirements including personal protective/safety equipment occur in many classes/programs including science, physical education, technology and cooperative education.

Parents, guardians, and students must be informed well in advance, and individual needs will be accommodated by the school short of undue hardship.

In some special circumstances, students may be required (or choose) to wear personal safety clothing (e.g. surgical mask) for medical reasons. Communication between the student, parents, and guardians and administration must occur for these situations. For some special events, the school may allow students to wear a costume. The costume must not promote racial, gender, cultural or other negative stereotypes based on Human Rights Code grounds. Students still need to comply with the dress code requirements.

***Electronic Equipment/Personal Electronic Devices/Recording/Broadcasting:*** “It is the practice of the Durham District School Board that the use of personal electronic devices is prohibited during the school-day on school property. Unless deemed appropriate by the school administration for educational purposes and permission is granted by staff, a student who brings a personal electronic device to school, should turn it off and keep it out of sight. Personal electronic devices may be utilized off school property or in designated areas and during times assigned by the school.

Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, activities such as personal communication, game playing and social media use during class time may distract students from the teaching and learning unless it is part of the teacher’s lesson.” (C.F.-19/20 – 007, June 19, 2019)

Brock High School abides by the policy as outlined above. Specifically, the administration team and teachers have adopted the procedures below as clarification for both students and parents:

Online activity by staff, students and parents/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB, and/or where proper consents have been obtained, as may be appropriate. Video recording, audio recording and picture-taking can only be done for instructional purposes at BHS and on BHS excursions, and require the consent/permission of the teacher and of the subjects. All recordings must have the authorization/permission of the subject(s) or must be deleted. Lack of authorization/permission by the subject(s) of the recording could result in consequences from BHS Administration. Electronic music players can only be used in instructional areas with the approval of the teacher. Unauthorized use of an electronic device during class time will result in the device being confiscated. Confiscated devices will be returned at 3:30 p.m. from the main office only twice. On the third, and all subsequent confiscations, the device will only be returned to parents/guardians. The school is not responsible for any electronic devices brought to school.

**Elevator:** The elevator is only available to students with accommodation needs, or with special permission.

**Field Trips:** Students are expected to follow all school rules while on any trip. The student's parent or guardian must complete and sign permission forms. Students who misbehave during a field trip may have the privilege of attending future trips revoked and may be consequence by BHS Administration. If a student misses the trip, any money paid may not be refunded. Students are responsible for all work missed on any trip.

**Fire Alarm:** When the fire alarm sounds, students are to follow the fire exit instructions posted in classrooms. Students must walk quickly from the building with their teacher and follow directions provided by staff or emergency services personnel. Students must stay with their teacher and remain a safe distance from the building. Students are not to re-enter the building until they are instructed by their teachers to do so. Students may not smoke or vape during an evacuation – smoking may result in fines from Durham Fire Services and/or consequences from BHS Administration.

**Food/Drink:** We request that food and drinks only be consumed in the cafeteria or other designated lunch areas. Food and drinks are permitted in classrooms, at the discretion of a staff member (water is always allowed). Students consuming food or drink may be redirected to a more appropriate area by staff. Brock students and other members of the school community are expected to clean up after themselves and report any spills, which are a safety hazard, to teachers, staff or custodians.

**Full Disclosure:** All students taking Grade 11 and 12 courses will be subject to a Full Disclosure policy. If a student is in a course after five school days following the midterm-reporting period, the course mark will appear on the transcript, even if it is dropped subsequent to that time. Colleges and universities may use this information for making admission and scholarship decisions.

**Full-Time Program:** Brock High School registers students in a full-time program. Students must have achieved 24 credits before they are permitted to have a spare. Part-time schedules must be approved by administration.

**Gambling:** Any gambling or games of chance, including the use of dice, is prohibited.

**Gang Identifiers:** Gang identifiers are not to be worn or displayed at school, on the property (including the smoking area) at any time or in any form. It is the discretion of Administration whether any item fits the description of a gang identifier.

**Guidance:** Counsellors are available for individual counselling about courses, careers, and personal matters. Students wishing to book an appointment can do so before or after school, or during the lunch hour. These appointments are booked through the main office. Guidance is located within the Student Services area along with Skills.

**Honour Roll:** Full-time, secondary school students have the opportunity to earn a Durham District School Board Honour Roll Certificate in each of Grades 9, 10, 11 and 12. A secondary school student will have earned a Durham District School Board Honour Roll Certificate in their grade from July to June if they have achieved the following:

- Grade 9: An aggregate of at least 640 marks in their highest achieving eight credits earned
- Grade 10: An aggregate of at least 640 marks in their highest achieving eight credits earned
- Grade 11: An aggregate of at least 640 marks in their highest achieving eight credits earned
- Grade 12: An aggregate of at least 480 marks in their highest achieving six credits earned.

**Note:** Secondary school students excused from full-time attendance on compassionate grounds (Education Act, Reg. 374/10), Grades 9-12, will be considered for a Durham District School Board Honour Roll Certificate at the principal's discretion.

**HUB:** The Brock Community Youth Hub is a youth-centred and community-supported safe, inclusive, non-judgmental, and welcoming space where ALL youth feel supported and valued. Partnerships with various community groups provide activities, programs, services, and an environment that are co-developed with youth in response to their expressed and identified needs/interests. The HUB will be available and accessible by Brock High School students during lunch and after school from Monday to Thursday, with specific times and programming posted by our Community Youth Partners. When open, students may eat their lunch in the HUB.

**Lates:** Students are expected to arrive to class on time. If a student is late for any reason, they must sign-in at the main office and take their late slip to their classroom teacher. All excused lates must be reported by parents or guardians as soon as possible. All unexcused lates will be recorded and lunch time detentions will be assigned, at the discretion of Administration. Patterns of lates which impact success will be discussed with Administration.

Number of Unexcused Lates	School Consequence
3 +	Meeting with administration; possible detentions
5	Notification to parents/guardians, detentions
10 +	Vice Principal facilitates a phone call to parents/guardians; a meeting may be required, detentions

**Library/Learning Commons Student Centre:** Open daily for quiet study, homework, class assignments or casual reading. Computers are available for school related work and research. Students are expected to follow all computer network rules.

**Lockers:** Homeroom teachers will assign student lockers. Students may speak with Administration to request a change of locker location. Students must use a combination lock and are not to share their combination with other students. The locker is the property of the Durham District School Board, and is not the property of the student. Lockers must only be used to store school related materials and authorized personal items. Students are responsible for the contents of their lockers. Lockers are to be treated with respect. As a result, the inside of the locker must be kept free of inappropriate graffiti, postings or pictures. Illegal or unsafe items stored in lockers may lead to school consequences based on Progressive Discipline. In addition, following Procedure #3041 – Police/School Board Protocol, the police may be contacted. Administration have the authority, with reasonable suspicion, to search personal property and lockers. The right to search is established to allow school administration to provide a safe and secure learning environment. Principals have the right to seize contraband material. Illegal contraband will be held by an Administrator for evidence in disciplinary proceedings, and will be turned over to a police officer. The parent/guardian of a minor student or the student, if the student is 18 years of age or older, shall be notified by the school administration if illegal or unsafe items are removed from his or her locker. The school is not responsible for lost or stolen articles.

**Note Writing Privileges:** If a student is eighteen years of age or older, he or she may apply for note writing and sign-out privileges. Please contact a Brock HS Administrator for details.

**On-Line Instruction:** A variety of courses at Brock have incorporated an on-line instructional component (e.g., Moodle; Google Classroom; D2L). Enrollment in Brock High School unequivocally includes compliance with the DDSB Acceptable and Safe Use Procedure for Computing Technology form found on our website.

**Physical Education Uniforms:** The staff members of the BHS Physical Health Education Department believe that all students should be evaluated on their individual performance and participation in class. This uniform policy promotes the idea of "TEAM" within the class environment. All students (Grades 9-12) must change into appropriate gym clothes. Gym uniforms may be purchased from your teacher during the first week of class. If you have questions or concerns about purchasing a physical education uniform, please contact the school office or your student's physical education teacher. Weather appropriate clothing may be worn when class is outdoors. Only non-marking running shoes are allowed in the gym and weight room.

**Plagiarism Policy:** From Durham District School Board procedure 'Cheating and Plagiarism Prevention and Intervention' the Durham District School Board defines cheating as any attempt to give or obtain unauthorized assistance in a formal academic exercise (the use of unauthorized materials during a quiz, test, summative assessment etc., including using notes, copying from other students, use of information from print, electronic devices or other sources). Plagiarism is a form of cheating involving the use of the thoughts or ideas of another individual by a student, without crediting the sources. The use of part or all of any other person's book, essay, magazine article, chart, drawing, diagram or any other piece of work in an assignment, without proper acknowledgement, is considered plagiarism. Cheating and plagiarism will result in consequences being administered in accordance with Procedure 'Cheating and Plagiarism, Prevention and Intervention' and Durham District School Board procedure 'Code of Conduct and Discipline for Students'.

Additionally, school consequences will be applied in a situation where a student has shared or distributed their work (electronically or otherwise) with the purpose of providing assistance to another student in any way.

**Police Services:** It is the policy of the Durham District School Board to cooperate with Durham Regional Police Services (DRPS) in order to maintain a safe learning environment in our school.

**Prohibited Items:** The Durham District School Board has banned laser pointers from all schools. If a student is found with a laser pointer, it will be confiscated, and consequences may be applied by BHS Administration. Prohibited nuisance items, such as but not limited to water guns, cap guns, 'nerf'-style guns, firecrackers, party snappers, etc. are not to be brought to school. Possession of nuisance items may result in consequences from BHS Administration and/or DRPS. Administration will make final decisions regarding the identification of and consequences for prohibited and nuisance items.

**Progressive Discipline:** The Ministry of Education, the Ontario Human Rights Commission and the Durham District School Board are committed to fostering a safe, caring, inclusive and accepting learning environment in our schools. In our learning communities, all stakeholders are welcome, respected and valued, and all students are fully supported and empowered to meet with success in a culture of high expectations.

***"Bias-free progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports and consequences used to address inappropriate student behaviour. The disciplinary measures used in response to inappropriate behaviour are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive."*** (Ontario Ministry of Education, 2012)

Progressive Discipline is a means to support the Code of Conduct. Progressive Discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behavior and to build upon strategies that promote and foster positive behaviours. This approach includes building upon the level of response, intervention, and consequence with repeated occurrences of the same behaviour. All behaviour issues will be dealt with using this approach, which fosters a safe, caring, inclusive and accepting learning environment for all school community members involved and has the aim of correcting inappropriate behaviours and restoring relationships.

**Prom:** Participation in BHS Prom requires that students follow the same guidelines as all dances (see **Dances**). A mandatory Prom assembly will occur prior to Prom. Students will be asked to present their Prom tickets at the door.