

INGERSOLL DISTRICT COLLEGIATE INSTITUTE

STUDENT CONDUCT & RESPONSIBILITIES

General Information

The IDCI community is committed to providing a safe, supportive and positive learning environment which fosters excellence, equity and personal development for all students. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law abiding citizens and to be accountable for actions that put at risk the safety of others or themselves.

The *TVDSB Code of Conduct* and our school code of conduct include the provincial standards of behaviour. The provincial code of conduct may be found at: [Ontario's code of conduct for the education sector: parent's guide | ontario.ca](http://ontario.ca)

It specifies the mandatory consequences for student actions that do not comply with these standards.

Failure to meet the expected behaviours requires firm and fair discipline. Regular discipline should be consistent, progressive and respect due process. IDCI and its administrators have been granted the authority under the Education Act to impose certain requirements on students for academic diligence and proper behaviour. The following consequences may occur as a part of the discipline process at IDCI:

- Interview with the student/parents
- Loss of student privileges
- Detention
- Exclusion of student from class
- Involvement of Student Services
- Referral to special services
- Suspensions or expulsion

All students under the age of 18 must be registered in full-time studies unless approved by the administration. It is the duty and responsibility of each student to attend all assigned classes.

All students are required to:

- Promote a safe, respectful learning environment; foster positive social relationships; and, nurture a positive community image for IDCI.
- Be courteous; use respectful language; not participate or promote verbal or physical harassment; solve problems peacefully.
- Promote self-respect by developing healthy personal values; demonstrating self-discipline; and exhibiting appropriate communication skills.
- Respect the authority of all teachers, cafeteria staff, office staff, custodians, educational assistants, bus drivers, community volunteers, and school administrators at all times.

All members of the school community must:

- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cell phones and other personal mobile devices are used only during instructional time (as directed by an educator), for health and medical purposes and/or to support special education needs.

Maintaining Privileges

Students who have paid their student fees and have no outstanding academic, attendance, or materials owing issues enjoy many privileges at IDCI. These include being able to:

- Participate on sports teams or in extracurricular activities.
- Attend IDCI dances.
- Participate in buy-ins, excursions, coffee houses, school clubs, and councils.

Photographs

ALL students are required to have their photograph taken for school records and for your student card. A package of colour photographs may be purchased when a student has their photo taken. There is no obligation to purchase a package. Grad Photos will be taken in the winter. Listen for announcements.

Bullying

Everyone has a right to go to school and feel safe. It is everyone's responsibility to maintain a safe school. If you know of someone being bullied, don't be a passive bystander – report this to a teacher or administrator. The school environment must have an atmosphere of trust, respect and acceptance. The following are unacceptable and not tolerated:

- Physical, verbal (oral or written), sexual or psychological abuse or harassment.
- Bullying including cyber-bullying.
- Discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or any other attribute.

The TVDSB Safe School Policy and Procedures will be followed.

An anonymous report can be made on the IDCI Website: www.tvdsb.ca/ingersoll (IDCI Cares)

Stay Free of Drugs and Alcohol

Students must arrive at each class drug-free and alcohol-free. The use of these substances is prohibited on school property and at all school-sponsored functions. Students consuming drugs or alcohol at school or at school functions or who arrive at school or at school functions "under the influence" of drugs or alcohol will be suspended. Parents and police (if appropriate) will be notified.

No Smoking

Students, staff and visitors are prohibited from smoking or vaping on school board property and within any point of the perimeter of any school board property. This includes the smoking or holding of lighted tobacco and cannabis (marijuana), and includes a ban on the use of e-cigarettes and electronic smoking devices. The Smoke Free Ontario Act, 2017 indicates that is unlawful to smoke or vape on school property or in school buildings. Failure to comply with the code of conduct may result in internal student discipline (e.g., warning, notification to parents/guardians, withdrawal of privileges, suspension, etc), and/or charges and fines issued by an officer of a Provincial Enforcement Agency.

Textbooks, Library Books, Musical Instruments, and other School-Owned Property

Textbooks, library books, musical instruments, and other items are the property of the school. Students who lose or damage school property will be required to pay a replacement cost.

Musical instruments borrowed for at-home practice are the responsibility of the student. Theft or damage to an instrument on loan will require student to pay for repair or replacement costs.

Electronic Devices

The use of electronic devices is at the discretion of each classroom teacher. Cell phone conversations must take place outside the building. Electronic devices should never be used for photography/video at the school without permission of the subject and the approval of a teacher and/or school administrator. Laser pointers and other similar devices are not permitted. Parents are requested not to text students during class.

Food & Beverages

It is expected that all students show respect and responsibility by cleaning up after themselves; recycling items appropriately, and placing garbage in the proper containers.

Lockers

All students are assigned a locker. They must provide their own combination lock. Only the assigned student to the locker shall use the locker. **The combination must be provided to the office.**

- Do not share your locker with anyone else.
- Keep your locker locked when away from it.
- Keep lock combination confidential.
- Keep your locker neat, organized and clean.
- Respect school and personal property.

Lockers are the property of the school. They may be subject to search at any time. Report any damage to the Main Office immediately.

The school is not responsible for any lost or stolen items. Valuables should be kept at home, where that is not possible, valuables should be kept in the student's locked locker.

Dress Code

IDCI is a place of business and learning. Students are to dress in a manner that promotes a safe and respectful learning environment.

- Clothing that refers to alcohol, drugs, violence, profanity, or has racist or sexist comments, or offensive words or images is not permitted.
- Clothing or style of dress that indicates gang affiliation is strictly forbidden.

Students who do not meet Dress Code standards may be asked by a teacher or a school administrator to remove/reverse offensive items or borrow an alternate piece of clothing from a friend to use as a cover up. Failure to comply with the request or persistent opposition to the Dress Code may result in school suspension, among other consequences.

Physical Education Uniforms

Gym uniforms are required for physical education classes for hygiene and safety reasons. This includes a t-shirt, shorts, socks and proper athletic shoes. Students are required to provide appropriate clothing acceptable to the school.

Bicycles

Students wishing to ride their bicycles to school are to use the bicycle rack located by the library parking lot of the school. Students must supply their own locking devices and lock bicycles. Bicycles are not allowed in the school. The school does not accept responsibility for losses or damages to bicycles.

Skateboards, Longboards, & In-line Skates

Skateboards, longboards, and in-line skates are not permitted to be used on school property.

Parking

Students are to park all personal vehicles in the back lot to the north of the school only and do so **at the students' own risk**: Parking tags are required for all students using our parking lot. Tags may be obtained in the attendance office. If you do not have a parking tag your vehicle may be towed at the students' expense. While on school property, cars may be subject to search at any time and if parked in an unauthorized area may be towed at the student's expense.

Posted Items

Permission and initials are required from the Principal or Vice Principal before notices may be posted in the school.

Assemblies

At various times during the year, school-wide assemblies will be planned for students. By approving an assembly, school administration has decided that the topic of the assembly is of value that students, therefore, attendance at all assemblies is mandatory. Students are expected to behave in a manner that is appropriate to the occasion.

Fragrance and Scent Sensitivity

In consideration of the needs of others and making our school a healthy place for all, students and staff should minimize the use of scented products.

School Facilities and Property

Respect for property demonstrates respect for the student body and the appearance of IDCI. Respecting property reduces costs paid for by the community, reduces health and safety concerns, and creates a positive learning atmosphere. School property includes school grounds, buildings and equipment, textbooks, lockers, cafeteria, parking areas, locations of school sanctioned events, and computers and their use.

Behaviour in the Community

Students are ambassadors of IDCI. They are expected to be good citizens: courteous, polite and helpful. Students will not trespass on the property of neighbours and will not litter.

Accidents

Students and staff must cooperate to avoid accidents. If an accident occurs, report it to a teacher and/or main office immediately.

Student Concussion Policies

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum.

Since concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Questions can be directed to the school principal.

Physical Education Change Rooms

Please do not leave valuables in the change room when the room is not secured. After changing at the end of class please return to the gym until you are dismissed.

Crime Stoppers

If a student sees a crime in the school or community, he or she can call Crime Stoppers at **1-800-222-TIPS**. This information is taken in strict confidence and the caller's anonymity is guaranteed. Please see the Vice Principal or Community Resource Officer for further details. Website: www.helpsolvecrime.com

