
Title of Policy: S002 Rockway Code of Conduct

Date Approved: July 2019 (formerly P401)

Approved By: Principal

Purpose:

All students, parents, and teachers and other school staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.

This code of conduct, which reflects and builds upon standards set out in the provincial code of conduct, is intended to set clear standards of behaviour for all members of the Rockway school community.

The purposes of this code of conduct are as follows:

1. To ensure that all members of the school community are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the school.
6. To discourage the use of alcohol, marijuana, and illegal drugs.
7. To prevent and address bullying in schools.

Note: S004 – Progressive Discipline and Promoting Positive Student Behaviour is our policy document that outlines strategies for promoting positive behaviour and steps that we will take to respond to negative behaviour.

Scope:

These standards of behaviour apply to students whether they are on school property, on school busses, at school-related events or activities (including international trips), or in other circumstances that could have an impact on the school climate. They also apply to all individuals who are part of our school community – principals, teachers, other school staff, parents, volunteers, and community groups using the school.

Applicable regulation(s):

Private Schools Policy and Procedures Manual (Ontario, 2013)
Policy/Program Memorandum No, 128, December 5, 2012
Education Act – Part XIII, subsection 301

Related Policies:

S001 – Safe School Policy

S003 – Progressive Discipline and Promoting Positive Student Behaviour

S004 – Bullying Prevention and Intervention Policy

Policy:

It is our expectation that all persons who work and study at Rockway will be courteous, considerate and respectful in their interactions with others. The *Safe Schools Act* sets out the conditions for all schools to maintain a positive learning environment. Students are assisted in the growth and development of self-discipline, as well as to act in ways that respect the needs, feelings, heritage, and rights of all.

Part of becoming a responsible contributing citizen of the world is demonstrating respect for self, peers, and adults. This includes being sensitive to the feelings of others, treating others as we wish to be treated, being courteous, and being positive when communicating with others ~ both verbally and in written form. It is important that we all put our values into action through respect, peace-making, and service within the wider community.

Friends demonstrate friendship by being considerate, supportive and thoughtful of each other. Teachers demonstrate commitment to students by helping them to learn in many ways, by listening to their questions, by guiding their journey of faith as well as academic endeavor, and by providing a variety of opportunities for service.

Standards of Behaviour:*Respect for Learning*

Students are expected to conduct themselves with integrity, respect, and courtesy. In partnership with teachers and fellow students, we all create the atmosphere conducive to learning, and to healthy personal and spiritual growth. Students are encouraged to generate an attitude of respect on campus and during school events by using language that is considerate and courteous.

All students are expected to:

- come to school every day and each class, on time;
- *act in a manner that will help you and others fully engage in learning opportunities;*
- live your values, and help to build a cooperative, cohesive school community;
- always speak with good purpose, and consider the effect of your words;
- *be responsible each day for your own learning, participating cooperatively and conscientiously in class and school activities.*

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;

- treat one another with dignity and respect at all times, and especially when there is disagreement;
- work to generate an attitude of good purpose and kindness on campus as well as during school event by using language that is considerate, respectful, and courteous;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, including persons in positions of authority;
- not swear at a teacher, staff member, or at another person in position of authority;
- respect and comply with all applicable federal, provincial, and municipal laws.

Safety

All members of the school community must not:

- Engage in bullying behaviours (see P309 Bullying Prevention and Intervention Policy);
- Commit sexual assault;
- Traffic in weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon including knives of any kind (knives can include, pocket, folding, hunting/fishing, whittling, survival, utility, collector, blade on corkscrew device, etc), and firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to another person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol, marijuana, or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Electronic Devices

Students are not allowed to use their electronic devices in school chapels/assemblies, testing situations, change-rooms or washrooms within the school. Students may use their electronic devices in class if deemed appropriate by the teacher. This means that expectations for electronic device usage in classes will vary from teacher to teacher/class to class. Expectations

for each class will be explained by the teacher at the start of each semester and reviewed from time to time throughout the semester. If used inappropriately, these devices will be confiscated by the teacher and turned in to the main office. The receptionist will inform the vice principal of the situation. Students may pick up their cell phone at the end of the day, following a conversation with the vice principal. If inappropriate use continues, Rockway's Discipline Policy will be implemented, including contact with the parents.

Responsible Use of Technology

The use of technology has become prevalent as part of a students' learning experience and commitment to responsible use of digital resources is necessary for maintaining a positive and safe digital culture. Rockway's technology resources have been established first and foremost for educational purposes with the recognition that school related social activity and personal use occurs on a regular basis. This commitment to responsible use of technology applies to all uses of Rockway IT resources.

While the majority of students have their own devices, in some cases, devices are provided by the school for use on site or at home. In addition all students are provided with a Rockway Google account for the duration of their enrolment at Rockway. Those who use Rockway's computers, internet connection and/or use personal devices at school must abide by the conditions stipulated in the Rockway Code of Conduct.

Rockway uses a number of methods in the IT environment to promote healthy boundaries and responsible digital citizenship. To promote a positive digital culture, Rockway uses a blend of content monitors and filtering on network and WiFi traffic. These tools help with creating a safe space but on their own they are insufficient. All users must act responsibly and exercise good judgement when accessing the internet or using Rockway information and devices.

Student Acknowledgements

- My Rockway Google account, computer equipment and Wi-Fi are provided mainly for educational purposes.
- I will be fully responsible for use of devices (school or personal), my accounts and internet access.
- Any misuse of accounts or devices by anyone is my responsibility. This means that I will keep my password private at all times, and log off whenever my computer is unattended and handle devices carefully.
- I will respect the work of other people. I will not present the work of others as my own. I will not change someone else's work without their permission.
- I agree to work only in those areas permitted by the teacher or supervisor. I will not make any attempt to explore the network or any system without express consent of the supervising teacher, cohort counsellor or librarian.

- I will communicate respectfully using appropriate language at all times.
- I will use social media respectfully. Sharing, viewing or contributing material of a violent, racist, sexist or pornographic nature is unacceptable.
- I agree to respect measures put in place to protect the integrity and security of computer systems and networks and will be cautious about malware, viruses, and password breaches. Additionally, I will refrain from actively seeking to bypass internet filters or use the network for illegal activities and will report such activities to my teacher.
- I am aware that Rockway has the right to monitor all activity on its technology and systems and is responsible for ensuring communications and data are secure and that systems are functioning properly. Staff may from time to time, on a need-to-know basis, access content created by users for the purposes of troubleshooting, network management, or other investigations related to security, privacy, or student conduct issues.
- I agree to follow the Online Learning Guidelines, as outlined in the *Responsible Use of Technology Commitment* document, for appropriate remote learning practices in the case that the Ministry of Education and Public Health require a shift to online learning.

Disregarding any of the above stipulations will result in disciplinary action deemed appropriate by school administration including the possible loss of computer account privileges. Signing this agreement indicates that you, the student, have read and will abide by the stipulations above.

Dress Code

At Rockway, one way that we strive to reinforce a sense of responsibility to self and others is by encouraging all students, faculty, and staff to dress in a manner that promotes a positive and productive learning. We believe that fashion industry and trends do not necessarily dictate what is appropriate at school, and we recognize that clothing that is appropriate in some social settings may not be appropriate for a school environment.

We acknowledge that it is difficult to precisely define exactly what is and what is not appropriate attire for school, so faculty and administration will continue to work with students to help develop a shared understanding. The following non-exhaustive list describes some general guidelines that are intended to set a baseline for what we consider to be appropriate school attire:

Appropriate school attire:

- is comfortable and allow students to focus on learning and developing positive relationships with peers;
- promotes safety across the school and follows safety guidelines of art, design and technology, physical education, and science classes (this includes appropriate footwear being worn at all times in all areas of the school, and class-appropriate clothing for specialized classes);
- is worn so that underwear (boxers, briefs, bra straps) are not visible;

- does not include muscle shirts, low-cut shirts, off the shoulder tops, halter tops and spaghetti straps unless they are covered with a sweatshirt, sweater, shrug or shirt;
- includes shorts or skirts that are of an appropriate length – a general guideline for this could be that hem line of shorts or skirts should be to the height of a student's fingertips when their arm placed at their side;
- is consistent with Rockway's Mission and Four Pillars so it does not include inappropriate words, phrases, or graphics;
- is respectful of our Chapel space so hats, hoods and ear plugs/headphones are removed during chapel;
- is always responsive to the culture set by teachers in their classrooms, so that students respect the direction of their individual teachers with respect to clothing, hats, hoods, and ear plugs/headphones in their classes.

Attendance

Our assumption is that regular and punctual student attendance is vital to student learning and a significant factor in academic achievement. Students who habitually miss classes miss learning experiences that cannot be entirely regained. Student absences hinder complete evaluation because participation and achievement cannot be fully assessed.

We also assume that parents/guardians want to know whether their child is regularly and punctually attending all classes. As a school we expect their interest, concern and support to assist in student attendance and learning.

- If a student is to be absent from school or arriving late in the day, parents/guardians must contact the school by telephone or email before 8:00 a.m. if possible:

Attendance Phone: 342-0007 ext. 3334

Attendance email: attendance@rockway.ca.

- All students must sign out in the main office if they are leaving campus before the end of the school day. Parents are asked to contact the attendance office by phone, email or via a written note before the student is expected to leave.
- Chapel attendance is mandatory for all students.
- Students are responsible to make up ALL work covered during an absence from class. Tests missed during unexcused absences may or may not be made up, depending on the discretion of the teacher. It is the responsibility of the student to check with teachers regarding missed learning and assignments due to absences.
- When a student has five unexcused absences from any class, the vice principal will be notified. Administration, the teacher and the student in question will meet to discuss the concern and establish a plan for regular class attendance. Parents will be contacted. Students may be withdrawn from the course and forfeit the credit if

unexcused absences from class puts the required 110 hours of instruction in jeopardy.

- All visitors to the school must report to the Office, and student guests must receive permission through the Office prior to their visit.

Students Over 18 Years Old

In keeping with the Municipal Freedom of Information & Protection of Privacy Act, no calls will be made to report absences/ trancies for those 18 or over. Unless permission is granted by the student to share information regarding attendance and academic progress with their parent or guardian, the student is viewed as an adult. Those students who have extended absences are required to provide the school with a doctor's note to cover absences.

Off-Campus Sign-Out

All students in grades 7-9 are not allowed to leave the school campus at any time during the school day except with prior written parental and teacher permission.

All students in grades 7-12 must sign out (and back in) at the main office when leaving school for any reason during the school day. This provides the office with awareness of where students are, in case of emergency or should there be need for parents or others to be in contact.

Spares for Grade 11 and 12 Students

Students in grades 11 and 12 are strongly encouraged to use their spare periods wisely in the library or other designated space. Use of the student lounge area is only for quiet conversation, catching up on homework, reading, etc. Any senior students who are leaving school property during their spares must sign out (and back in) at the main office and ensure that they return in time for their next class.

Students are not permitted to play ping pong, foosball or cards in the main foyer or lounge during any academic periods, as these are disruptive to the learning environment of other classes in progress. At no time is gambling (ie. poker or other related games) allowed on campus.

School Parties

A school party is one which is collectively planned by students and teachers, uses a school class list to determine participation, or which extends a school event off campus. Faculty and/or parents assume full responsibility for supervision of such parties.

When faculty become aware of other parties that may pose concern, and which are not considered "school events," faculty will inform administration accordingly. The principal or vice principal will make contact with parents to share appropriate information. The school does not assume responsibility for supervising these events that occur in the context of the home or off- campus, and which are not officially organized by the school.

Smoking and Vaping

We strongly discourage students from smoking and vaping or use of e-cigarettes because it is harmful to health. Tobacco, e-cigarettes, or other vaping devices (including the cartridges) should not be brought to school and will be confiscated if seen. Guidance and Administration will offer details with reference to a cessation program. Be aware that in order “to protect youth from the damage of tobacco smoke, the Ontario Government has legislated that smoking is not allowed in any school, both inside the building and on school grounds”.

Smoking or vaping on campus, or within the sightlines of the school, or at any school function contravenes Rockway’s guidelines for community living and responsible behaviour.

Skateboards And Rollerblades

Students are expected to leave skateboards or rollerblades at home. There is considerable traffic on and around our school property and we want to avoid injuries and risks, as well as respect the rights of our neighbours. (If you use your board for getting back and forth from school with permission from administration, it **MUST** be kept in your locker at all times during the school day and may not be used at all on school property or surrounding private property.)

Driving of Vehicles on School Property

Personal vehicles may be driven on school property for purposes related to school attendance and programs only. This privilege may be withdrawn for inappropriate driving behaviour or vehicle use.

Students may not drive vehicles they do not own, including school owned vehicles, on school property under any circumstances. Unlicensed vehicles may be driven on school property by Rockway faculty or staff only. Unlicensed vehicles may not be driven by a student, even if the vehicle is owned by the student or his/her family.

Vehicles that are being used as part of the Design and Tech program can be driven by the vehicle owner’s licensed children, or by Rockway faculty or staff. If vehicles are driven by licensed children, the vehicle owner will be responsible for any damages.