

Rockway Mennonite Collegiate

Expectations of Students

2015-2016

CODE OF LEARNING and BEHAVIOUR

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 endeavors, and by providing a variety of opportunities for service.

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.

1. **Come to school every day and each class, on time.**
2. ***Act in a manner that will help you and others fully engage in learning opportunities.***
3. **Live your values, and help to build a cooperative, cohesive school community.**
4. ***Show respect for personal and school property. Help care for texts, supplies, and the belongings of others.***
5. **Always speak with good purpose, and consider the effect of your words.**
6. ***Be responsible each day for your own learning, participating cooperatively and conscientiously in class and school activities.***

DISCIPLINE POLICY

At Rockway, we believe that a healthy, safe and inclusive learning environment where all students feel accepted is a necessary condition for student success. Furthermore, we understand that students cannot be expected to reach their full potential in an environment where they feel insecure or intimidated. Students need to be equipped with the knowledge, skills, attitude and values to engage the world and others critically.

Progressive Discipline is used to improve student behavior, is based upon correction rather than punishment, and respects the dignity of those involved. It may include a variety of interventions, supports, considerations, and consequences when a specific behavior has occurred, with the focus on improving behavior and restoring relationships, including but not limited to:

- a. time-outs from class
- b. withdrawal of privileges
- c. possibility of suspension from school/classes/activities
- d. restorative justice practices.

Meetings with parents/guardians, pupil (s) and Principal or Assistant Principal will be initiated throughout the Progressive Discipline Process.

Restorative Justice aims to restore relationships. It moves away from a straight-forward discipline process, which responds to an incident only with a determined consequence. By requiring those who have caused harm to face their victims, to consider the impact of their behaviour, and to come up with a way to make amends, it holds them accountable for their actions, and gives victims a voice.

The focus is on long-term healing for all affected and reintegrating those who have caused harm back into the school community. It uses peer mediation, circles and possibly group conferences. Restorative justice can address a wide range of issues, such as bullying and harassment, vandalism, fighting, assault, theft, etc.

Serious Discipline Issues

Serious discipline issues are those which run contrary to our school's code of conduct and which may violate laws applying to all young people in our wider community. Serious discipline issues include:

- a. **Alcohol:** Possession, use, sharing or trafficking of alcohol (possession, use and sharing are illegal for anyone under the age of 19 in Ontario)
- b. **Illegal Drugs:** Possession, use, sharing or trafficking of illegal drugs
- c. **Bullying / Assault:** Physical / cyber / psychological intimidation or assault
- d. **Harassment:** Sexual or racial harassment
- e. **Theft / Vandalism:** Stealing or damaging property

In these instances the school will respond with consistency and fairness. Students will be accountable for their choices outlined in the behavioural and policy expectations of the school's discipline policy.

Alcohol and Drugs:

- 2.1 **Alcohol or Drug Use:** Students are forbidden from using alcohol and illegal drugs during the time confines and context of any school day, on or off campus; **or** anywhere on school property; **or** during any portion of a school sponsored or school-initiated activity at a location removed from the property of the school.
- 2.2 **Consequences for Alcohol Use:** Students who possess or use alcohol will be suspended for between 5 - 15 school days; parents will be involved in processing the concern; police involvement will be considered; student/s involved will commit to appropriate conditions for re-entry.
- 2.3 **Consequences for Drug Use:** Students who possess or use illegal drugs will be suspended for between 10 - 25 school days; parents will be involved in processing the concern; police involvement will be mandatory; student/s involved will commit to appropriate conditions for re-entry.
- 2.4 **Excessive or Repeated Use:** In cases in which alcohol or drug possession or use is deemed to be excessive in the judgment of administration and Board Executive, and / or in cases where students are involved on a 2nd time basis with alcohol or illegal drugs, school administration and Board will give consideration to removing the student permanently from the school.
- 2.5 **Trafficking of Alcohol or Illegal Drugs:** In cases where a student is selling or trafficking alcohol or illegal drugs an immediate suspension will be followed by an investigation leading to a formal expulsion hearing at the Board of Directors. No allowance will be given for completion of course credits or the writing of final exams in a case where a student has been expelled from the school.

Bullying, Assault, Sexual Harassment, Theft, Vandalism:

In cases where bullying (includes cyber), assault, sexual harassment, theft or vandalism are not resolved through progressive discipline or restorative justice practices, school suspensions may occur. Depending on the severity, school suspensions can range from 1-15 days. Police involvement may be considered for serious incidents in which the behaviour involves actions deemed contrary to the school's code of conduct and which may violate laws within our community.

In cases in which bullying (includes cyber), assault, sexual harassment, theft or vandalism are deemed to be excessive, in the judgment of administration and Board Executive, or in cases where students are involved on a repeated basis with these issues, school administration and the Board will give consideration to increasing the suspension length beyond the parameters identified and/or removing the student permanently from the school.

ATTENDANCE AND LATES

- 3.1 **Chapel:** Chapel attendance is **mandatory** for all students.
- 3.2 **Missed Classes and Absences:** Students must report absences to the office as soon as possible. Arrangements are to be made with specific teachers when a student must miss a class. Whenever possible, parents are encouraged to notify the office in advance of any absence.
- 3.3 **Classwork Missed:** 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.
- 3.4 **Leaving Campus:** Students must sign out at the office when they need to leave campus, and sign in upon their return. ***Students in grades 7-9 are not to leave campus during the school day without parental and teacher permission.***
- 3.5 **Guests on Campus:** All visitors to the school must report to the office, and **student guests must receive permission** through the office prior to their visit.

DRESS CODE

At Rockway, we stress the principles of **personal cleanliness, self-respect, and good taste** when determining guidelines for appropriate school attire. We strive to reinforce in all students a sense of responsibility to self and others, by encouraging all to dress in a manner which promotes a positive and productive learning environment, rather than in a manner that detracts from it. We believe that fashion industry and trends do not necessarily dictate what is appropriate at school, so Rockway's expectations for appropriate school attire are as follows:

- 4.1 Briefs and boxers should not be visible.
- 4.2 Muscle shirts, low-cut shirts, off the shoulder tops, halter tops and spaghetti straps should not be worn unless they are covered with a sweatshirt, sweater, shrug or shirt.
- 4.3 Shorts must cover the entire bum with an additional 1½ or more inches of length below the bum.
- 4.4 Skirts and dresses need to reach to the mid-thigh, so when the student bends over, their bum will not be exposed.
- 4.5 Footwear must be worn at all times for health and safety reasons.
- 4.6 Clothing with inappropriate words, phrases, or graphics that do not align with Rockway's Mission and Four Pillars are not to be worn.
- 4.7 Hats, hoods and ear plugs need to be removed during chapel. Students are asked to respect the direction of their individual teachers regarding this expectation in their individual classes.

Consequences:

Students who choose to disregard these guidelines will be sent to the office and asked to change their clothing (with clothing from their locker, from the school clothing box, or from home) before proceeding to their next class. Repeated reminders will result in further conversation and contact with home.

SPARE PERIODS

Students are encouraged to use their spare periods wisely, either in the library or other resource areas. Students may not play cards, ping pong or foos ball in the main foyer or student lounge during any academic periods. **All students are required to be respectful of the learning environment for others during spares, so loud conversation and disruptive activity in common areas is not acceptable behaviour.**

SCHOOL PARTIES

- 6.1 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.
- 6.2 When faculty become aware of other parties that may pose concern, and which are not considered "school events," faculty will inform parents accordingly. 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.

- 6.3 Administration and faculty encourage parents to be aware of the parties their children attend.

SMOKING

- 7.1 We strongly discourage students from smoking because it is harmful to health. Tobacco 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”.
- 7.2 The use of E-cigarettes and selling E-cigarettes (including the cartridges) on campus is also prohibited. Electronic cigarettes look a lot like cigarettes, are battery powered and often (but not always) contain liquid nicotine from tobacco plants. When the user inhales, the cigarette emits a vapor that is absorbed through the lungs. E-cigarettes come in a variety of flavors that are attractive to students, including apple pie, banana split and chocolate, to name a few. While research is still inconclusive about the harmful effects of the use of the E-cigarette, Rockway is erring on the side of caution, taking a pro-active approach in banning them, while studies are still underway about the health risks surrounding their use.
- 7.3 Smoking cigarettes or E-cigarettes on the campus, or within the sightlines of the school, or at any school function contravenes Rockway’s guidelines for community living and responsible behaviour. Students choosing to smoke cigarettes and/or E-cigarettes will be disciplined appropriately, and suspension is a consideration for disregard of this school policy.

ELECTRONIC DEVICES

- 8.1 Students are not allowed to use their electronic devices in school chapels /assemblies, testing situations, change-rooms or washrooms within the school.
- 8.2 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.
- 8.3 If used inappropriately, these devices will be confiscated by the teacher and turned into the main office. The receptionist will inform the Assistant-Principal of the situation. Students may pick up their cell phone at the end of the day, following a conversation with the Assistant Principal. If inappropriate use continues, Rockway’s Discipline Policy will be implemented, including contact with the parents.

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.)*

LIGHTERS, KNIVES AND WEAPONS

Under no circumstance may students bring lighters, knives or weapons of any kind to school. Possession of any weapon will result in its confiscation, possible suspension or termination of enrolment and notification of law enforcement authorities.

ATTENDANCE

The purpose of our attendance policy is to facilitate:

- **Student success in learning.** 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.
- **Clear communication with parents/guardians.** Our assumption is that parents and/or 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.

Process:

Teachers will inform all students at the outset of each semester, and reinforce during the semester, that regular class attendance is an essential expectation.

In order to provide accurate and immediate data with reference to student attendance, we use a computerized attendance system. The following policy guidelines provide the framework within which student attendance will be dealt with:

1. Period attendance will be taken by all teachers. In addition to their own records, teachers will process attendance sheets which are returned to the office each afternoon.
2. The computerized attendance system enables us to note the reason for the absence. A student is considered present when he/she is participating in a school related activity (i.e. field trips, sports, music, Student Services, etc.).
3. Parents/guardians must contact the school with regard to any absence of their son/daughter. The school office staff will keep a daily list of all absences indicating the reasons.
4. Students who come to school **late** must go to the main office to sign in and to pick up a late slip. Students will not be permitted into class without a late slip.
5. Contact with parents/guardians:
 - 5:1 Parents/guardians **must** contact the school by written note, telephone or email if and when their son/daughter is going to be absent or leave the school early. Whenever possible, parents are encouraged to contact the school prior to 8:00 a.m. by calling the **Attendance Mailbox at 342-0007, ext. 3334** or by emailing **attendance@rockway.ca**.
 - 5:2 Parents/guardians will be contacted by telephone prior to 11:00 a.m. of each day if their son/daughter is absent **and no notification has been received.**
6. **When a student has five unexcused absences from any class, administration 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.**