

Code Of Conduct

Do your share to make your school and community better.

RESPONSIBILITY

- Do what you are expected to do.
- Persevere: Keep on trying!
- Always do your best.
- Use self control; be self-disciplined.
- Think before you act—consider the consequences.
- Be accountable for your choices.

RESPECT

- Treat everyone with respect; treat everyone as you would want to be treated.
- Accept differences in others; be considerate of the feelings of others.
- Use polite manners; use language that does not offend community standards (ie. no obscenities, no profanities, etc.).

TRUSTWORTHINESS

- Have the courage to do the right thing.
- Be honest; don't lie, cheat or steal.
- Be reliable—do what you say you'll do.

FAIRNESS

- Act according to the rules.
- Be open-minded; listen to others.
- Be fair; don't take advantage of others.
- Take responsibility for your own actions.

CARING

- Be kind; be compassionate and show you care.
- Express gratitude (say thank you).
- Forgive others.
- Help others in need.

COMMUNITY MEMBERSHIP

- Respect authority.
- Stay informed; get involved.
- Be a good neighbour.

Students are required to meet the Community Membership expectations as outlined. Students who do not meet the expectations shall face consequences ranging from an interview with school authorities to expulsion.

GEDSB Code of Conduct Policy (SO131)

GEDSB Policy on Progressive Discipline and Promoting Positive Student Behaviour (SO130)

GEDSB Policy regarding Bullying Prevention and Intervention

Student Suspensions (SO127)

Student Expulsions (SO7)

Attendance

STUDENT/PARENTAL RESPONSIBILITY

"All pupils in Ontario are required by law to be engaged in educational activities until they meet the requirements of graduation or reach the age of 18."

Education Act: Regulation 29C, Section 23 (2)

re: Absences "...a parent of the pupil, or the pupil where the pupil is an adult, shall give the reason for the absence orally or in writing as the principal requires."

Please note: For Ministry audit purposes, an explanation for all absences is required.

Planned extended absences should be discussed with school administration.

The Attendance Officer of the Board may be notified if you are absent often and notes are not received. This may result in a home visit, and official letter, or a court appearance and a fine.

A pupil's absence from school under the conditions of the Education Act, Regulation 298 S.23(2) will be either a "legitimate excuse" or "truancy" depending on the Principal's evaluation of the reason given for the absence. Legitimate excuses for the purpose of the section include failure of transportation arrangements due to inclement weather, inclement weather, sickness, medical/dental appointments, other unavailable causes, a day regarded as a Holy Day by the church or religious denomination to which the child belongs.

SCHOOL RESPONSIBILITY

A phone call by the computerized call-home system will indicate an absence for a part of or a whole day. The Attendance Secretary or the Vice-Principal may also call home when the cause for the absence is unknown or needs substantiation. In cases where the student is an adult, communication will be made with the student unless a waiver has been signed.

SIGNATURE WAIVER FORMS

Students who have reached 18 years of age may fill out a waiver form to allow continued contact with parents. These are available in the Main Office and at pre-registration.

ATTENDANCE PROCEDURES

To avoid a computerized call being sent home, please follow the procedures outlined below:

If the parent (guardian)/adult student is aware there will be an absence for the day/part day, then the parent (guardian)/adult student is responsible to call the school (519-426-4664) in the morning before 8:45 a.m. to make the school aware of the absence and the reason for the absence.

A parent (guardian)/adult student can also use the SafeArrivals app to report absences, early departures, or late arrivals. This app can be downloaded on both apple and android devices.

If the parent/guardian is not aware of a son's/daughter's legitimate absence i.e. stayed home due to illness, they should call the school as soon as possible to provide a reason for the absence. Please leave a message with a secretary or on the answering machine.

If the school is not informed of a student's legitimate absence by a parent/guardian or an adult student, it will be recorded as an unexplained absence, which will be considered a truancy.

Notes will not be required, if a phone call by a parent/guardian or an adult student has been made to the school regarding legitimate absences.

SIGNING IN

All students who miss part of a day are to sign in at the office upon their return to school. Students will receive an admit slip to present to their teacher. Co-op and students without a Period 1 class are required to sign in at the office upon their arrival at school.

SIGNING OUT

Students who leave school during the day must have a parent/guardian contact the office to give permission to leave. The student will report to the Main Office where he/she will sign out. Students under 18 will not be allowed to leave unless parents have notified the school (phone call or note). Students who leave at lunch and are not returning must call the school immediately, if they are 18 years old, or have a parent/guardian call to explain the absence.

LATES

School begins promptly at 9:00 a.m. All students are to be in their homerooms by that time. All students (including those still in the halls) must stand at attention during the playing of the national anthem. Prompt arrival at school should be the personal responsibility of the student and not his/her parents. Students who arrive to any class late, without a legitimate reason, may be sent to the office for a late slip and assigned a lunch detention.

ILLNESS DURING THE DAY

Students who become ill during the school day must report immediately to the office or send someone on their behalf to explain the circumstances. The office will attempt to contact a parent or guardian. Students under 18 will not be allowed to leave until parental contact has been made. Please sign out before leaving.

15 DAY ATTENDANCE POLICY

High achievement is clearly related to good attendance.

Marks earned in courses taken at the year 3 and 4 level are frequently used as criteria for entrance to programs at the post-secondary level or the world of work.

After 15 days/classes of absence, a student's continued registration in a course and/or at Simcoe Composite School will be reviewed. This will involve parents of students under 18 years of age.

Exceptional Circumstances

The policy may not apply if absence is due to exceptional circumstances relating to:

1. serious illness
2. medical emergency
3. special circumstances as determined by the Principal or Vice-Principal.
Prior notification is strongly recommended when possible.

Note that, by Ministry of Education policy, 15 consecutive absences in any class, regardless of the age of the student, will result in removal from the class(es). Parent/guardian will be notified in writing unless the student is 18 years or older.

HOW CAN PARENTS/GUARDIANS HELP?

- Encourage and support your child and contact the classroom teacher to discuss any questions or concerns.
- Call the school if your child is going to be absent or send a note explaining the absence on the day they return to school

- Permit absence only when necessary - question your child about assignment due dates, tests to be written, before permitting absence
- Discourage your child from working long hours at a part-time job - except in emergencies, students should not miss school in order to work
- Make sure the school has your correct contact information where you can be reached
- Schedule appointments outside of school hours
- Make vacation plans that will coincide with the school calendar if at all possible

Inclement Weather

SCS is in Zone 1

In the event that buses do not operate because of weather conditions, the school will be closed. Listen to local radio stations for announcements regarding school closures or visit our transportation website for up to date delays and cancellations. You can also even follow them on X!

Regular Day Bell Schedule

| | |
|----------|--|
| Homeroom | 8:50 - 9:00am (warning bell at 8:55am) |
| Period 1 | 9:00 - 10:15am |
| Period 2 | 10:20-11:35am |
| Lunch | 11:35am - 12:15pm |
| Period 3 | 12:15 - 1:35pm |
| Period 4 | 1:35 - 2:50pm |

Students' Council & Student Activity Fees

The Students' Council supports and organizes many worthwhile activities at SCS. In order to support these efforts, all students at SCS are encouraged to pay a student activity fee of \$45.00 at pre-registration. Payment of this fee will entitle students to the following: join sports teams, clubs, attend dances, and various other functions both on and off campus.

Extracurricular Activities

SCS has a wide variety of clubs, committees, and sports teams. Students are encouraged to get involved the extra-curricular activities at SCS. Announcements will be made throughout the year to indicate when these activities are taking place.

SABRES ATHLETICS

- Cross Country
- Football
- Tennis
- Basketball
- Volleyball
- Cheerleading
- Hockey
- Badminton
- Swimming
- Soccer
- Junior Football
- Track & Field
- Baseball

CLUBS & COMMITTEES

- Yearbook
- Blue & White
- Environmental
- Fair
- Prom
- Health Council
- Students' Council
- Dungeons & Dragons
- White Pine Book Club
- Games Room
- Cookie Club

Academic Policy Around Extracurricular Participation

It is the expectation that all SCS students participating on school clubs and teams are passing all courses. Teachers of students who are not fulfilling academic responsibilities will notify administration who will make the coaches or club advisers aware. We believe student success is connected to student involvement and thus we want to encourage student growth in all aspects of high school life. As a result, the first step in getting students on track will involve giving students a two-week probation period to get class work and assignments completed to at least a passing grade. During this time, the student may continue to participate in extracurricular activities. After the probationary period, if the student is not passing all classes or making significant progress towards that goal, they will be required to focus all time at SCS on their academic success.

and will not be permitted to participate in extracurriculars until administration notifies the student and coach otherwise.

Want a New Team or Club?

If you want to organize a new activity you should get verification of student interest, obtain a staff adviser, and outline clearly to administration and the Students' Council the anticipated functions of the activity and the facilities, supplies and financing needed.

Guidance, Resource & Student Success

Our Student Services Department is located on the second floor and can provide students with:

- Career counselling
- Information on post-secondary education
- College and University application support
- Information on the Ontario Student Assistance Program (OSAP)
- Study Tips and suggestions
- Assistance in personal conflict resolution or providing referral to other professionals
- Student transcript information
- Graduation planning

SCS Learning Resource Centre

The Resource Room is in A30 and is designed to give identified and referred students the opportunity to enjoy optimum progress in the regular classroom. Resource teachers work closely with classroom teachers to adapt and modify the existing curriculum to suit the needs of these students.

Student Success Room

Located in the Learning Commons (Library), the Student Success room is open to students in the afternoons when referred by their classroom teacher. The Student Success teacher will work with students to help them catch up on work, complete assignments, and provide organizational support.

Course Load Requirements

The normal course load for all students in Grades 9, 10, and 11 will be eight courses per year.

The normal load for Grade 12 students will be seven courses unless they are in a position to graduate.

Only in very unusual circumstances will less than a full course load be allowed by administration.

Assessment, Evaluation & Reporting

The school reports on each student's achievement three times each semester. All reports are sent home via email to the parent/guardian on file.

Parents are encouraged to arrange to speak with classroom teachers, guidance counselors, or administration if there are any concerns.

Examination dates are clearly set out in the school calendar - students must schedule family appointments, holidays, employment opportunities, and other personal plans around these dates in order to avoid issues. Please avoid plans for the weeks leading up to exams, as in-class culminating activities and practical exams will be taking place. Medical notes will be required for any missed culminating assessments or exams.

In all courses, evaluation is a daily, ongoing process. A variety of information will be collected by teachers throughout each lesson so regular attendance is a must for success in school.

Evaluation Policy

Since September 2010, assessment, evaluation and reporting in Ontario schools have been based on the policies and practices described in *Growing Success - Assessment, Evaluation, and Reporting in Ontario Schools 2010*. The policy states that the primary purpose of assessment and evaluation is to improve student learning and is based on seven fundamental principles.

Teachers will obtain assessment information through a variety of means. They will ensure that students' demonstration of their achievement is assessed in a balanced manner with respect to the four categories of the achievement chart.

Learning Goals clearly identify what students are expected to know and be able to do, in language that students can readily understand and should be shared at or near the beginning of a cycle of learning.

Success Criteria describe in specific terms what successful attainment of the learning goals looks like. Teachers need to identify the criteria they will use to assess students' learning and develop specific corresponding assessment tools.

Descriptive Feedback helps students learning by providing them with precise information about what they are doing well, what needs improvement, and what specific steps they can take to improve.

Learning Skills

The development of learning skills and work habits is an integral part of a student's learning. To the extent possible, however, the evaluation of learning skills and work habits should not be considered in the determination of a student's grades. It is expected that teachers will work with students to help them develop the learning skills and work habits identified (responsibility, organization, independent work, collaboration, initiative, self-regulation).

Determining a Report Card Grade

Teachers will take various considerations into account before making a decision about the grade to be entered on the report card. Interpretation of evidence should reflect the students' most consistent level of achievement, with special consideration given to more recent evidence. Seventy percent (70%) of the final grade will be based on evaluation throughout the course. Thirty percent (30%) will be based on a final evaluation administered at or towards the end of the course. This comprehensive evaluation will be based on evidence from a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. All courses will have a final examination during the formal schedule each semester.

For information on Cheating and Plagiarism, Late and Missed Assignments, and Lower Limits of Marks on Report Cards, please see [GEDSB Policy SO20](#)

Community Service Hours

A reminder that one of the requirements for earning your diploma is completion of 40 hours of eligible community service. The links below provide important information along with the form to fill in and submit to get your hours counted.

General Information

Eligible vs. Ineligible Activities

Community Service Hours Form

Community Involvement Brochure

Visit the GEDSB site for more information about earning your **Community Service Hours** and insurance requirements. If you are not sure whether a particular activity is eligible, ask guidance or administration before you participate.

Grade 12 students are reminded several times throughout the year that they still owe documentation of hours. Diplomas will not be granted without meeting this requirement so get your hours in asap!

Computer Use Policy

The student shall not engage in unacceptable computer behavior such as:

- Use an account given to another student or attempt to gain access to another student's account.
- Use the network computer to disrupt the access/use of the computer facilities by other users.
- Physically damage the computer equipment.
- Use the computer network for illegal activity such as software piracy, illegal access.
- Waste school network or valuable Internet access time (eg. playing of games, downloading excessively large files).
- Use the network to access inappropriate material or information (eg. pornography, hate literature, etc.).
- Send e-mail correspondence over the Internet which is inappropriate to educational purposes.
- Use the school network or your Internet account for any other inappropriate behavior not specifically noted above.

Moral Code of Conduct

The granting of a school network count and/or Internet access is based on good educational and ethical usage by its students and staff.

Consequences of Misbehavior

Computer facilities are costly to acquire and maintain. Personal privacy and safety are fundamental rights of all students. By engaging in inappropriate behavior, the student may jeopardize both. Hence, should a student break any of the above rules, the student will be subject to disciplinary action by the teacher, school, or board administration, and/or appropriate outside legal bodies. Improper use of computers, software programs or the Internet will include loss of computer use, possible loss of course credit and/or up to a 20-day suspension. Compensation for damaged equipment or files will be expected.

Smoking/Vaping

At all times, smoking will only be allowed in the approved smoking area just east of the school driveway entrance. Students must not block the driveway. Students who smoke on school property will be subject to the prosecution and fines of the Tobacco Control Act, Bill 119 and school disciplinary action.

Smoking or loitering on neighbouring and adjacent residential properties is disrespectful and highly discouraged. We expect all students to respect our neighbours and town properties so that SCS can continue to exist harmoniously with the Simcoe community.

Please note that these expectations also apply to all vaping devices.

Detentions

Office detentions will be served in room B28 during lunch. Subject teacher's detentions take precedence over office detentions and must be verified with a note from the teacher.

When students are present at school during the day but do not serve an assigned detention, they may be assigned additional detentions. Continued refusal to serve assigned detentions may result in suspension.

Lockers, Lost & Found, Library (and much more)

SCS Learning Commons

The library is located on the first floor in the east wing and is open from 8:30am through 3:15pm, Monday to Friday. In addition to loaning books for use outside of the library, the library also offers access to vertical files, encyclopaedias, reference books, periodicals and much more. There are also computers available for students to use at lunch for academic purposes.

Student Photographs

Pictures for student cards and yearbooks will be taken during September. Retakes will be done in October. Graduate photos are typically done during a one-week period in December. Students are under no obligation to purchase picture packages but should still be photographed for the yearbook and student card.

Textbooks

You are responsible for your own textbook(s). Any lost or misused/damaged texts will be replaced at the student's expense. All borrowed items must be returned before the student writes their final exam.

Lockers and Locks

Lockers are issued to students at the beginning of each semester but are the property and responsibility of the school. All backpacks and coats must be stored in lockers during class time. Students must provide a combination lock for their lockers and keep their locker clean. Students must use only the locker which has been assigned to them. Using an unauthorized locker may result in having the lock cut off and contents confiscated. Lockers without locks will also have contents confiscated. Do not share lockers. Do not, under any circumstances, leave any valuables, including money, in your locker.

Change Rooms

These are provided for physical education classes and extra-curricular sports. DO NOT LEAVE VALUABLES IN CHANGE ROOMS AT ANY TIME. SCS will not be responsible for lost or stolen items.

Cafeteria

The cafeteria is open for snacks before school and for meals during lunch each day. Students may, of course, bring their own lunches or leave the campus, provided they return on time for afternoon classes.

Yearbook

A school yearbook for the upcoming year can be purchased at pre-registration. The yearbook is an item whose value increase with time. Do not miss out on these lifetime memories!

Lost and Found

Items which have been retrieved in the school are usually taken to the main office or phys ed office. Please visit these locations if you have lost a valuable item

Telephones

Office phones may not be used for student calls, except in an emergency. Students should avoid having personal messages left for them.

Announcements, School News & Website

Announcements are made over the P.A. during homeroom each morning at 8:58am. Announcements must be signed by a staff advisor and be in the office by 8:40am on the day they are to be said. Information regarding upcoming events and what is happening in the school can be accessed through our school website calendar or follow us on Twitter @SimcoeSabres.

Visitors to SCS

All visitors to the school must report to the main office upon entering the school; this includes former students. Guest passes will be issued if the circumstances warrant. Students are advised to make arrangements to meet friends who are not SCS students off the school property before or after school hours. The cafeteria is for the use of SCS students and staff only. Any unauthorized person who is on SCS property may be prosecuted under the Trespass to Property Act.

Use of School Facilities During the Regular Day

Students who have spares are expected to be in the library, cafeteria, senior lounge, or out of the building. No one should be loitering in the hallways during class time.

Parking

Parking spaces are in short supply at SCS. Students may only park in the designated student parking area at the beginning of the driveway entrance on the east side of the gym. Students are not allowed to drive or park behind the gym or beyond the gym behind the school. Students may also park on the south side of Wilson Avenue and nearby streets where local bylaws permit. Parking in the back lots is for staff only with a valid parking tag clearly displayed.

Emergency Procedures

Fire drill Procedures

SCS is required to run six fire drills each year; three each semester. All class are to evacuate the school according to the directions posed in each classroom. Know your fire exit and the alternate exit wherever you are!

When the fire alarm sounds:

- close all windows
- do NOT turn the lights off
- last person to leave the room must close, but not lock the door
- students must walk quickly to the designated exit
- do not take books
- do not visit washrooms
- when outside, move away from the building to where your teacher is
- students in wheelchairs or with limited mobility should move to the designated area (centre staircase on second and third floor, auto shop on B floor, outside exit on A floor) where staff will meet them to help with evacuation

Lockdown Procedures

SCS does one lockdown drill each semester to ensure that staff and students know what to do in case of an emergency.

In the event of a danger to students in the building or immediate area, or when instructed by local authorities to do so, a lockdown will be signaled by the administration or other person in authority indicating that the school is in a lockdown. A repeating recorded message will play over the P.A. system for the duration of the lockdown if possible.

Students in the halls need to get to a classroom or other secured room in the first minute of the call. After that time no doors will be opened for anyone.

If you are out of the building during a lockdown do not enter the building and get far away from school sightlines.

In the event of a real lockdown do NOT call the school or use cell phones to contact your children. The local media will be made aware of next steps as soon as information is available to the public.

It is our hope that we never have to endure a real lockdown but being prepared is the best way to ensure student and staff safety.