

# Bowmanville High School

## Student/Parent Handbook – 2020 2021



49 Liberty St. N.  
 Bowmanville, ON L1C 2L8  
 905 – 623 – 4416  
 Website: <http://bowmanvillehigh.kprdsb.ca>  
 Twitter: @BowmanvilleHS  
 Instagram: @BowmanvilleHS  
 Office Hours: 7:30am – 3:45pm Monday - Friday

### Welcome

Welcome to Bowmanville High School. At BHS we strive to provide a world class, well rounded education, that promotes inclusivity, community, and is sensitive to the needs of every student. We provide a high school experience that is rich in academics, including Specialist High Skills Major and Dual Credit programs, but also provides a wide range of co-curricular opportunities through athletics, clubs, teams and student government. With high expectations in everything we do, BHS graduates will be well prepared for life after high school, including work, apprenticeships, college and university.

### Timetable

This year, in order to limit direct and indirect student contacts, all students will be assigned to 1 of 3 Cohorts which will follow a unique schedule:

	COHORT 1	COHORT 2	COHORT 3
8:30			
8:40			
8:50			
9:00			
9:10			
9:20			BREAK (9:20-9:30)
9:30			
9:40	Break (9:40-9:50)		
9:50			
10:00		BREAK (10:00-10:10)	
10:10:00			
10:20			BREAK (10:20-10:30)
10:30			
10:40			
10:50			
11:00			
11:10	Lunch (10:45-11:25)		
11:20			
11:30			
11:40			
11:50			
12:00		Lunch(11:35-12:15)	
12:10			
12:20			
12:30			
12:40			
12:50			Lunch(12:25-1:05)
1:00			
1:10			
1:20	BREAK (1:20-1:30)		
1:30			
1:40		BREAK (1:40-1:50)	
1:50			
2:00			
2:10			
2:20			

## Important Dates: 2020 / 2021

Date	Semester 1	Date	Semester 2
September 14	Quadmester 1 Begins	February 2	Quadmester 3 Begins
October 11	Thanksgiving	February 15	Family Day
October 15	Civ/Car Switch (Period 1)		
October 21	Civ/Car Switch (Period 2)		
October 26	Mid-Term Reports - Q2		
October 30	Maintain Mark Date - Q1	March 12-19	March Break
November 23	Quadmester 2 Begins		
November 26	Final Reports - Q1	April 2-5	Easter Long Weekend
November 27	PA Day		
December 21 – January 1	Winter Break		
January 4	Civ/Car Switch (Period 3)		
January 5	Mid-Term Reports - Q2		
January 11	Civ/Car Switch (Period 4)	May 14	PA Day
January 12	Maintain Mark Date – Q2	May 24	Victoria Day
February 1	PA Day	June 29	Last Day of School
February 3	Final Reports – Q2	June 30	PA Day

## School Procedures

### Student Responsibilities

The Kawartha Pine Ridge District School Board firmly believes that everyone has the right to take part in a learning / working environment which is inviting, safe and conducive to the provision of a quality education. To achieve this goal, Clarke High School has clarified the following:

#### Students will:

1. Arrive on time for all classes.
2. Not be in the halls during class time. Students with a study period are expected stay at home for the 2020/21 school year.
3. Arrive to class prepared to learn with all required materials.
4. Complete all assignments on time and to the best of their ability.
5. Show respect to staff, fellow students and visitors as well as respecting the property of the school.
6. **Follow ALL COVID-19 School/Board Protocols to keep each other safe.**

**Academic Assistance:** Teachers are available by appointment at your request for assistance at lunch or after school.

**Accidents / Student Insurance:** Accidents of any nature must be reported promptly to the Main Office by student or teacher. It is recommended that students carry accident insurance, which is made available in September. All students involved in athletic programs are responsible for purchasing this insurance protection. The school provides the application forms, which are NOT to be returned to the school, but are to be mailed to the insurance company directly.

**Announcements:** All announcements for the day **MUST** be submitted to the appropriate Staff Advisor by 8:15 am on the day the announcements is to be broadcast. Announcements will be broadcast as

part of the opening exercises at 8:30 am. Additional important announcements will be made over the PA at lunch and the end of the school day. All announcements will also be posted to the school website (<http://bowmanvillehigh.kprdsb.ca>) under "Announcements".

**Assemblies:** Assemblies are held on a regular basis. Students are expected to **attend** and **respect visitors** to our school assemblies. Staff are expected to attend, sit with and supervise their students during assemblies.

### **Attendance**

Students under the age of 18 are required by law to attend school. Students over the age of 18 years who register to attend school have made a commitment to attend classes and to actively pursue their studies. Regular attendance is a key factor in school success. Everyone must follow the proper attendance procedures (e.g. sign in/sign out through the office with a note from a parent) and attend all classes.

#### Regular attendance encourages success by:

- allowing students to be current with their notes and materials.
- providing an opportunity for continuous evaluation.
- giving students an opportunity to participate in all aspects of the school's curricular and extra-curricular programs.

#### When Absent:

- If students are under 18 years of age, PARENTS must enter the absence into Edsby or contact the school.
- Students 18 years of age and older must enter absences directly into Edsby or contact the school. Reasons for signing out or for absence will be monitored and a doctor's note may be requested at student's expense. A doctor's note must be provided for absence on Examination days.

#### Legitimate reasons for absence from school are:

- Illness or other unavoidable cause
- Music instruction not exceeding one-half day in any week
- Suspension or expulsion
- Holy Day for religious denomination to which student belongs

***A student who has signed out must leave the school property.***

***A student may not be signed out from class in order to work in another area of the school.***

**Education Act – School Attendance - <https://www.ontario.ca/laws/statute/90e02#BK23>**

#### Lateness

- If a student is late and referred to the office, there will be consequences at the discretion of the vice-principal. If a student is late for a legitimate reason, parents (or student if over 18) must call the attendance office or send a note to the office to avoid consequences for the student.

#### Signing In/Out Procedures:

- Students who must be late or leave school during the school day must have a Preplanned Absence recorded in Edsby or they must report to the Attendance Office with a note from their parent or guardian before homeroom period, at lunch or during breaks. Alternatively, parents may call or email the attendance office to excuse a student. A call may be made to confirm notes.

- If students do not return to school after lunch, a parent/guardian (or the student if over 18) will need to call to excuse the student. Failure to do this or to sign out of school is treated as an unexplained absence and will result in consequences as set out by administration.
- Students 18 years of age or older will be required to verify the time and person with whom appointments are being made if they sign-out repeatedly to attend appointments during class time.

#### Consequences for Truancy / Habitual Lateness:

A policy of progressive discipline is in place at Bowmanville High School. A student who is truant will meet with a Vice-Principal and appropriate consequences will be assigned. Consequences for truancy may include but are not limited to: contact with home, issuing of truancy packages, detentions (lunch and/or after school), referral to student support services and/or an attendance counselor, alternative classroom assignment, suspension, and/or removal from school. Please note that a student will normally be suspended for habitual neglect of duty and/or opposition to authority once having been truant after intervention. Students who are caught forging notes may be suspended.

**Bulletin Boards:** All posters and advertisements placed on bulletin boards **must** be initialed by the principal or Vice-Principal.

#### **Buses:**

In order that the Board may provide transportation in an efficient, economical and safe manner, students are required to observe the following guidelines:

- expect transportation from their own designated bus stop to school and return only

### **Bus Conduct**

Student Rights – All students on a school bus have the right to:

- safe passage from home to school and from school to home or co-op placements
- timely pick-up and drop-off at a designated stop and at the school
- to be warned verbally and/or in writing when their behaviour is unacceptable to the driver and be given the opportunity to remediate their behaviour before further action is taken by the driver and consequences are put in place by administration.

Student Responsibilities – All students have a responsibility to:

- behave in a safe manner at all times while on a bus or while waiting for a bus
- be polite to the bus driver and their fellow riders
- ride the bus assigned to them - **Note:** Bus students are not allowed to switch stops or bus routes or buses.
- be at the pick-up point prior to the arrival of the bus;
- follow the recommended procedures when crossing the roadway;
- refrain from pushing or shoving when boarding or leaving the bus;
- inform the driver if anyone is known to be absent;
- remain seated and not distract the driver while the bus is in motion or during loading and unloading procedures of other students;
- keep feet under the seat, and back packs, etc. out of the aisles;
- open a window only with driver permission;
- refrain from tampering with the emergency door or equipment;
- keep head, hands and arms inside the bus;
- refrain from throwing anything in, out, or at the bus, at any time;

- not use non-prescribed drugs or alcohol, or consume food or beverage on any school bus at any time;

### **Backpacks / Bags / Purses**

For security reasons, bags, purses and knapsacks may be searched prior to entering a school activity, dance and or prom, or at any time it is deemed necessary.

### **Computers**

Deliberate and inappropriate use of computers is prohibited and will result in consequences ranging from withdrawal of computer privileges for a period of time to suspension.

### **Dances**

School dances are restricted to students of Bowmanville High School and their guests. All students and guests

- Any guests who are interested in attending a Bowmanville High School dance, must complete a “Guest Pass Application Form” which is available in the main office. These must be signed by an administrator at the student's current school and then brought to the vice principal at BHS. The hosting Bowmanville High School student will be held responsible for the conduct of their guest.
- Elementary school students are **not** allowed to attend dances at Bowmanville High School.
- Subject to the approval of the Principal or VP, graduates of BHS may be added to the guest list.
- School administration reserves the right to refuse admission of anyone to a dance.
- If a student or guest leaves the school after coming into the dance, they will **not** be re-admitted.
- Students will NOT be admitted after 9:00 p.m. unless previous arrangements have been made

### **Dress Code**

Clothes worn to school should be neat, clean, and appropriate for a learning environment. Messages or pictures on clothing must be in good taste. It is our goal to assist students in developing self-respect and knowledge of what constitutes appropriate dress for different occasions. Students are required to wear clothing that is not revealing, and that which is free from any offensive reference to sex, race, gender, profanity, violence, alcohol or illegal substances.

Should a member of Bowmanville High School community not be meeting this dress code, one of the following choices will apply:

- An additional layer of clothing may be required
- Offending words, slogans or images will be covered or the clothing turned inside out
- A change of clothing may be offered (if available and appropriate)
- Parent/guardian contacted to bring a change of clothing
- Student may be sent home

In all matters of appearance, the administration will determine what is appropriate. The dress code will be reviewed annually by students, staff, and the School Council.

### **Drugs and Alcohol**

During the school day or at any school-sponsored activity, a student found to be in possession of or under the influence of illegal drugs or alcohol, or who is observed by a staff member using drugs/alcohol, will be suspended and police will be contacted where appropriate.

**Fire Alarm**

When the fire alarm sounds, assume that a fire has broken out and leave the building according to the directions posted at the entry way to each room. Remain outside and at least 20m from the building until instructed by school staff to return to the building.

**Food and Drink**

For the 2020/2021 school year, students are required to eat their lunch in their assigned classrooms or outside of the building.

Students are not permitted to bring food or drinks (other than water) into classrooms, including the Library, Gymnasium and Computer Labs. Students are not to bring any food or drinks, including water, into a Science classroom. Students are required to pick up all their food items and garbage and put it in a garbage receptacle. Failure to do this may result in further consequences.

**Hallways**

Hallways are to be clear when classes are in session. For the 2020/21 school year, students assigned to a study period are not to be in the school.

Students assigned to a Study period or eLearning are to work in the library, guidance area or cafeteria.

**Hackie Sacking**

Hackie sacking is not permitted inside the school building.

**Health Concerns**

If students are ill, they must inform their teacher(s). For the 2020/2021 school year, students who are ill will be admitted to the designated Sick Room and parents will be contacted.

They will be admitted to the office and / or sent home if parents can be contacted. Students must report back to the Attendance desk if they need to leave the office area.

**Inclement Weather**

In the event of inclement weather, students are advised check the STSCO website at [www.stsco.ca](http://www.stsco.ca).

Alternatively, please listen to the following local radio stations for bus cancellations: 101.5 FM (Peterborough), KX95.9 FM (Ajax), 980 AM (Peterborough), or 1350 AM (Oshawa). If parent(s)/guardian(s) choose to transport their child to school when a bus is cancelled, the parent(s)/guardian(s) are also responsible for picking their child up from school.

**Injury**

Any injury on school property must be referred to the Attendance Office immediately.

**Language**

Vulgar or profane language is not acceptable at anytime. There will be consequences for use of inappropriate language.

**Laser Lights**

Laser lights/pointers are not permitted at school. Use of these devices will result in discipline.

**Lockers**

For the 2020/2021 school year, the use of lockers is not permitted. Students are required to bring all of their belongings with them to the classroom.

Each student is assigned one locker only. Dudley locks are available in the Attendance Office. Locks must be on lockers by Friday of the first week of school. Students are not to share lockers. Students are expected to vacate lockers before the final examination day of the year. (The school will not be responsible for property left in the lockers). Note: It is the policy of Kawartha Pine Ridge District School Board that all school lockers are the property of the Board and may be accessed and searched at any time by the principal or vice principal if deemed necessary.

### **Office Referral**

Students must report to the office when directed to do so by school staff. Failure to do so will result in a school consequence including detention or suspension. Once in the office, students will be required to complete an online office referral form.

### **Parking**

All vehicles are parked entirely at owner's risk, and the school assumes no responsibility for them. Unauthorized parking may result in a vehicle being removed.

Student parking is only in the North parking lot and requires a student parking pass. Parking in any other area is prohibited. Students are not allowed in vehicles during school hours. The speed limit on school property is 15 km/hr. Accepted driving practices are expected. Failure to comply with any of the above can mean withdrawal of privileges and involvement of the police. **Note:** For safety reasons, students must not congregate or loiter in the parking area. All vehicles are parked entirely at owner's risk, and the school assumes no responsibility for them. Unauthorized parking may result in a vehicle being removed.

### **Personal Electronic Devices (PEDs)**

The Kawartha Pine Ridge District School Board maintains a safe and caring environment which promotes and supports the educational benefits of technology use, while reducing the negative impact of this same technology. Teaching and modeling the appropriate use of technology are the most effective methods of helping students to understand both the positive and negative impacts of technology. To support this, the following guidelines are in place for PED's:

- Personal Electronic Devices must be powered off and be out of sight during instructional time, including tests, quizzes, evaluations and examinations, regularly scheduled classes, assemblies, and other school-related activities, with the following exceptions:
  - when being used by teaching staff for instructional purposes;
  - when, in consultation with the student and in the professional judgment of the classroom teacher, or principal or designate, it is being used by the student as an educational resource, support or aid for learning;
  - when identified as an appropriate accommodation in student individual education plans (IEPs) or in the professional judgment of the classroom teacher, Special Education Resource Teacher (SERT), psychological specialist, speech pathologist or principal or designate;
  - when being used at school-sanctioned events, performances and ceremonies, unless otherwise prohibited, or when being used for school or personal archival purposes such as yearbook photographs, school trips and excursions. Photos taken under these circumstances are not to be posted on the Internet (e.g. YouTube, Facebook etc.), in the public domain or via any other medium accessible to the public, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- PEDs may be used during regularly scheduled breaks

- PEDs may not be used in areas that violate a person’s reasonable expectation of privacy, such as washrooms or change rooms;
- Students must seek the express permission of the principal or designate when extenuating circumstances warrant the limited, time-specific use of a PED.

**Note:** The Board and its schools are not responsible for lost, stolen or damaged personally owned PEDs.

Consequences for the inappropriate or prohibited use of PEDs will follow progressive discipline guidelines and, depending on the nature of the infraction, may result in a range of responses, in accordance with School Codes of Conduct, Ontario Safe and Caring Schools legislation and Board Policy No. ES-1.1, Safe, Caring and Restorative Schools, and as outlined in the administrative regulations supporting this Board policy. It is at the discretion and authority of the principal or designate whether PED usage compromises or interferes with school security, personal safety, individual privacy or academic integrity.

### **Personal Possessions**

The school is not responsible for articles brought to school (i.e. iPods, PEDs, etc.). Students are expected to leave valuables and large quantities of money at home.

### **Plagiarism and Cheating**

Academic honesty is a cornerstone of student learning. Cheating and plagiarism are academic dishonesty; both are forms of lying and they are a serious academic offense. Cheating is dishonest behaviour or attempted dishonest behaviour during tests, examinations or in the creation of assignments for evaluation. Plagiarism is using words, numbers, graphics, photos, music, ideas, or any work of another as your own without proper referencing. Students must always acknowledge others' work (writing, ideas, graphics, data, music, etc.) by citing sources, even those from the internet, correctly (KPRDSB 8). Plagiarism will result in an academic consequence ranging from a mark of zero to failure of a course. Refer to the Clarke Style Guide on the Clarke Webpage for help with sourcing.

*KPRDSB. “Cheating and Plagiarism.” Assessment, Evaluation and Reporting. KPRDSB, 2015.*

### **Skateboarding and In-line Skating**

Skateboards, in-line skates and scooters present a possible safety hazard and are not permitted on school property.

### **Smoking**

The Smoke Free Ontario Act prohibits smoking or holding lighted tobacco anywhere on school property, which includes but is not limited to school parking lots, school driveways, or inside cars located on school property. This law applies to everyone including, students, staff, parents and visitors. The Durham Region Health Department has adopted a zero-tolerance policy with respect to smoking or holding lighted tobacco or electronic cigarettes for any person on school property. Smoking, use of tobacco and associated devices, including, but not limited to, e-cigarettes, water pipes, hookahs, etc., are prohibited by any person on school property at any time. Supplying tobacco to someone who is under 19 years of age is prohibited. Smoking / holding lighted tobacco, or smoking an e-cigarette, on school property carries a minimum fine of \$305. Selling / supplying tobacco to a person who is less than 19 years of age carries a minimum fine of \$490.

### **Snowballs**

Throwing snowballs presents a safety concern. Students engaging in such activities may be suspended.

### **Textbooks**



Textbooks are issued to students each semester and are on loan from the school. Failure to return the textbook to your teacher at the end of the semester may result in a restitution payment.

### **Vandalism**

Damage to any school property, including textbooks, computers, lockers, instructional equipment and materials as well as school busses, is unacceptable. Students will be responsible for costs associated with such damages.

### **Visitors to the School**

All visitors to the school must report to the Attendance Office. Students from other schools or previous students are not permitted on Bowmanville High School property unless approved by the Principal.

## School Code of Conduct

### **1. Rationale**

The Kawartha Pine Ridge District School Board (KPR) believes that everybody has the right to be safe, and to feel safe, welcome and included, in the school community. This School Code of Conduct reflects the guiding principles of the Board's Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct. It supports a common understanding for safe learning and working environments, where everyone is treated with respect, fairness and dignity. It also helps to prevent bullying in schools. The School Code of Conduct applies to students while they are at school, engaged in a school-related activity, or in other circumstances where the activity affects the school climate.

### **2. School Code of Conduct Responsibilities**

#### *2.1 Common School Community Member Responsibilities*

- safety is everyone's responsibility.
- everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- everyone is responsible for preventing harm.
- students, staff, parents and guardians have additional responsibilities unique to their roles.

#### *2.2 Additional Student Responsibility*

- exercise self-discipline, follow the established rules and accept responsibility for their actions, based on age and individual ability
- come to school prepared, on time, ready to learn and support a positive learning environment
- show respect for themselves, for others and for those in authority
- refrain from bringing anything to school that may compromise safety, inclusion or respect for the dignity of another member of the school community.

#### *2.3 Additional Staff Responsibilities*

- help students achieve their full potential and develop their self-worth
- assess, evaluate and report student progress
- communicate regularly and meaningfully with students, parents or guardians
- discipline fairly and consistently, taking any mitigating factors into account, as required by school board regulations on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the School Code of Conduct
- be on time and prepared for all classes and school activities
- prepare students for full responsibilities of membership in their community/society

- safeguard students from persons or conditions that interfere with the learning process
- understand and minimize any biases that may affect student-teacher relationship

#### *2.4 Additional Parent/Guardian Responsibilities*

- attend to their child's physical, social, academic and emotional well-being
- show an active interest in their child's school work and actively support student progress
- communicate regularly with the school
- help their child be neat, clean, appropriately dressed and prepared for school
- ensure their child attends school regularly, is on time, and gets to and from the school or bus stop safely
- promptly report to the school their child's absence or late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues for their child

### **3. Standards of Behaviour**

#### *3.1 Respect, Dignity, Civility, Equality and Responsible Participation in School Life*

We value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community member who protect everyone's physical, social, academic and emotional well-being.

Everyone in the school community must:

- respect differences among people, their ideas, opinions, experiences and perspectives
- treat one another with dignity at all times, especially when they disagree
- respect and treat everyone fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or language
- respect and comply with federal, provincial and municipal laws
- demonstrate the character attributes set out by the school board
- respect the rights of individuals and groups
- show proper care and regard for school and student property
- take appropriate measures to help one another
- address behaviours that are disrespectful, unwelcoming or that exclude anyone
- use non-violent means to resolve conflict
- dress appropriately with regard to exposure, cleanliness and message
- respect persons who are in a position of authority
- respect the common goal to work in a positive environment of learning and teaching

#### *3.2 Physical and Emotional (Psychological) Safety*

To protect the physical and psychological safety of everyone at school, we will not tolerate:

##### **Weapons**

- possession of any weapon or replica weapon, such as firearms
- use of any object or means to threaten or intimidate another person
- causing injury to any person with an object

##### **Alcohol and Drugs**

- possessing, being under the influence of, or providing others with, alcohol or restricted drugs

##### **Physical Aggression**

- inflicting or encouraging others to inflict bodily harm on another person

#### Non-physical Aggression

- emotional, sexual, homophobic, racist, sexist, faith-based, ability-based or social status-based actions that hurt an individual or group, whether intentional or not
- threatening physical harm, bullying or harassing others
- using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act.

Further to these standards of behaviour, all school members are expected to seek staff assistance, if necessary, to resolve conflict peacefully.

Bullying and harassment in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful relationships.

Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.

Bullying, by definition: is aggressive and typically repeated behaviour by a pupil where:

- the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would likely to have the effect of:
- causing harm, fear, or distress to another individual, including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property; or
- creating a negative environment at a school for another individual
- the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.
- the behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying includes bullying by electronic means including:

- creating a web page or blog in which the creator assumes the identity of another person
- impersonating another person as the author of content or messages posted on the Internet
- communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more individuals.

Bullying, in any form, has negative effects on:

- a student's ability to learn
- healthy relationships and the school climate
- a school's ability to educate its students
- We will not accept bullying on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying has a negative effect on school climate.

#### 4. School Code of Conduct Rules

- students must be allowed to learn.
- teachers must be allowed to teach.

The following behaviours are not acceptable for anyone in the school community:

- physical, verbal, electronic, written, or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
- assault
- bullying
- actions motivated by hate, bias or discrimination (e.g., on grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability).
- damage to property in the school environment (including school grounds, buses, trips.)
- The principal may apply these rules when the pupil's conduct outside school negatively impacts the school.
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## **5. School Code of Conduct Procedures**

### *5.1 Signage*

- Signs will be posted directing visitors to begin their visit at the office

## **6. Strategies to Promote Positive Student Behaviour**

### *6.1 Prevention Strategies*

Schools in the KPR Board promote academic excellence through the character attributes of respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage and optimism, to enable all students to reach their full potential. Schools also use restorative practice, an approach that manages conflict by repairing harm and strengthen relationships. It holds the individuals causing harm accountable for their actions, and it allows everyone – the person harmed, the person causing harm and others affected – reintegration, while preventing future harm. It may include responses ranging from informal conversations or meetings, to formal restorative conferences.

In addition, the Board's Code of Conduct sets clear standards of behaviour that are firm and fair. These standards apply to everyone in the school system – students, parents, guardians, volunteers, and employees – whether on school property, on school buses, at school- related events or activities, or in other circumstances that could affect school climate. Prevention strategies are designed to:

- establish a positive school climate
- maintain effective classroom management and discipline
- encourage, reinforced and reward positive behaviour
- promote social skills development
- provide information regarding anger management programs
- use peer counselling and conflict resolution
- use effective, respectful home-school communication

### *6.2 Supportive Intervention Strategies use:*

- "teachable moments" (using a current situation or news story to teach students a valuable skill or lesson)
- verbal reminders, redirection and reinforcement
- interviews, discussion and active listening
- offering positive choices to support positive behaviour /citizenship
- problem solving techniques including restorative practices
- contracts for expected behaviour
- appropriate outside agency support
- school/board/community resources

- understanding of individual and group interactions and power imbalances within society
- learning and information-sharing to better understand people and situations

### *6.3 Community Threat Assessment Protocol*

The KPR school board also has a Community Threat Assessment Protocol (CTAP) in place with many local agencies and police services. When student behaviours pose a potential threat to safety or risk of serious harm, the CTAP helps principals take immediate steps to protect student well-being and respond to threatening incidents. Please speak with the principal for further information on this protocol.

## **7. Consequences for Unacceptable Behaviour**

Consequences for unacceptable behaviour are appropriate to the individual, circumstances and actions. Schools use progressive discipline, with a range of responses, supports and restorative practices that promote positive behaviour and inclusive school cultures. Consequences are firm, fair, clear and appropriate to the student's age and development. They include learning opportunities, to reinforce positive behaviours and help students make good choices. For students with special education needs, consequences and supports are consistent with the student's Individual Education Plan (IEP). The Board, principals and vice-principals consider all mitigating and other factors, as required by legislation. Progressive discipline and restorative approaches are outlined in detail in the Safe, Caring and Restorative Schools Manual for administrators.

### *7.1 Consequences may include one or more of the following:*

- warnings
- time-outs
- time-owed
- restricted privileges
- apology
- restitution (e.g., paying for damage, doing community service)
- suspension
- expulsion

### *7.2 The Principal, or their designate, will consider suspending a student if they believe that the pupil has participated in any of the following infractions:*

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- Bullying

Bullying, by definition, is aggressive and typically repeated behaviour by a pupil where:

- the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of causing harm, fear, or distress to another individual including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property, or creating a negative environment at a school for another individual.
- the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, or the receipt of special education

- behaviour includes the use of any physical, verbal, electronic, written or other means
- Cyber-bullying includes bullying by electric means including:
  - creating a web page or blog in which the creator assumes the identity or another person,
  - impersonating another person as the author of content or messages posted on the internet, and
  - communicating inappropriate material electronically to more than one individual or posting material on a website that may be accessed by one of more individuals
  - bullying adversely affects a student's ability to learn
  - bullying adversely healthy relationships and the school climate
  - bullying adversely affects a school's ability to educate its students
  - bullying will not be accepted on school property, at school related activities, on school buses, or in any other circumstances (e.g. on-line) where engaging in bullying will have a negative impact on the school climate.
- Persistent opposition to authority.
- Habitual neglect of duty
- The willful destruction of school or Board property
- The use of profane or improper language
- Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or other in the school.
- Being involved in a physical altercation

*7.3 As required by law, a student shall be suspended and considered for expulsion on the following grounds:*

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking weapons or illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Bullying, if:
  - The pupil has previously been suspended for engaging in bullying
  - The pupil's continued presence in the school creates an unacceptable risk to the safety of another person.
  - Any incidents including bullying, that is motivated by bias, prejudice or hate based on race, nationality or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any similar factor (e.g. socio-economic status, appearance).

*7.4 In accordance with provincial directives, a student may be suspended, and expulsion may be considered, if:*

- The pupil commits an infraction in the school community, which has an adverse effect on the school
- The pupil's pattern of behaviour is so "refractory" (unmanageable) that they pupil's presence is harmful to the learning environment
- The pupil has taken part in activities that:
  - Cause the pupil's presence to be harmful to the physical or emotional well-being of others in the school
  - Cause extensive damage to property at the school or to property located on the premises of the pupil's school

- The pupil's pattern of behaviour has shown the pupil has not prospered by the instruction available, and the pupil persistently resists changing their behaviour.
- Where illegal activities – including those noted above – take place, school also involve their local police service. The School Board- Police Protocol guides police involvement in the schools.
- KPRDSB SAFE, CARING AND RESTORATIVE SCHOOLS: Discipline/Promoting Positive Student Behaviour/Code of Conduct (Regulation Code: ES-1.1.1A)  
POSTIVITE STUDENT BEHAVIOUR/ Policy (Code Reference: ES-1.1)

NOTE: The Principal may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts the school.

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## Appendix A: Computer Use

The use of computer equipment and other technology at Bowmanville High School is exclusively for educational purposes. In accordance with the Safe Schools Policy, all users must be aware of their responsibilities for appropriate use of technology. The guidelines that follow establish these parameters for acceptable use.

Each student will have their own account on the computer network. This account will be accessed by a Board-generated user name and password. It is very important that each student understand that ***a computer account is a privilege for a student***. Teachers, Administrators, and technical staff have the ability to monitor any student account and consequences may apply if an account is not being used in an appropriate way. Furthermore, since students are responsible for their own account and the protection of their personal password, inappropriate actions committed by others who have been allowed into a student's account are the responsibility of the account owner. All students are expected to use technological resources in a responsible manner that respects the rights of all users.

### Students will not:

1. log in to another user's account
2. accept access rights to another user's account
3. attempt to find out another user's password
4. work in a teacher's account
5. attempt to secure a higher level of privilege on the network
6. attempt to navigate the server directory
7. make unauthorized use of network utilities
8. "shell out" or "crash out" to the command prompt
9. in any way, access the local hard drive (C:) of a workstation
10. alter the boot sequence of a workstation
11. use boot disks or CDs without permission from a teacher
12. willingly introduce a virus or other disruptive program into the network
13. attempt to use any form of hacking software to gain access to restricted areas or information
14. cause the network to behave in a manner that is disruptive to other users
15. broadcast messages to others

16. copy or use executable files, such as games or utilities, to or from the network
17. damage hardware in any way, including defacing equipment
18. bring food or drink into computer areas
19. waste paper by printing unnecessary or non-educational material

### **Safe and Acceptable use of the Internet**

Students and their parents must sign the Kawartha Pine Ridge District School Board's "Safe and Acceptable use of the Internet Agreement" in order for a student to have open access to the Internet.

As mentioned, students on a network are part of a community. Inappropriate use of the Internet can affect other users. For example, constant downloading of non-curricular streaming video can slow down the entire network for all users.

#### **Students will:**

1. use the Internet only to acquire appropriate academic materials.
2. always use the Internet in keeping with all Federal and Provincial statutes and regulations.
3. refrain from downloading illegally reproduced video and music files
4. refrain from using streaming video (or torrent software) other than those approved by a teacher for curricular purposes.
5. appropriately cite any materials downloaded from the Internet for assignment purposes.

***Be safe on the internet!*** Never give out any personal information such as your whole name, your address, or your telephone number, to someone you meet online. Never meet in person with anyone that you have met online or through an email. If someone online suggests setting up a meeting in person, tell a parent / guardian, a teacher or an administrator.

### **Consequences for Unacceptable Use**

Students who abuse either their network or Internet privileges will be disciplined in accordance with the Code of Conduct established by the Ministry of Education and under the terms of the school's own Code of Behaviour that meets the requirements of the Board's "Safe Schools Policy". In the case of frequent or severe violations, Parents/Guardians will be contacted. Consequences as a result of an offence may range from loss of computer privileges to suspension or police involvement.