CODE OF CONDUCT

RESPECT FOR SELF AND OTHERS

Show Respect for Self

- Attend school on time, every day, prepared for class and ready to work. Bring all necessary equipment to class.
 Turn off and put away all electronic equipment in all instructional areas unless they are being utilized under teacher supervision.
- Dress for success.
- **Invest in your own success.** Complete all assignments to the best of your ability and meet all set deadlines. Participate in classroom activities and in co-curricular opportunities.

Show Respect for Others

- **Be Good Citizens.** Be respectful to all members of our school community (e.g., teachers, visitors, visiting teams, co-op employers, supply teachers, etc.). Be honest and act with integrity. Focus on high academic achievement to determine your preferred pathway.
- Good Neighbour Policy: Students are expected to be considerate of others and respect their desire for clean, quiet and safe surroundings. Loitering and littering on private property are not permitted and students are expected to follow the rules and regulations of the business establishments they frequent during the school hours.

Show Respect for Property (Personal and School Property)

- Keep the school and school grounds litter free and in good repair. All food and drinks will be consumed in the cafeteria. Fast food purchased outside of school is not to be brought into the building. Water may be consumed in classrooms with the permission of the teacher. Clean-up after yourself. Keep desks, walls, lockers and other property damage free. Be sure to report damage and the abuse of school property.
- Do not bring large items to class; leave them in your locker. Do not leave valuables in the change rooms.

Show Respect for the Environment

• Demonstrate respect for the environment by reducing waste, re-using materials and recycling. All food waste and paper will be recycled as appropriate. Lights in classrooms will be turned off when possible. Materials will be re-used and waste will be reduced.

	CODE OF CONDUCT	
EXPECTATIONS	RATIONALE	CONSEQUENCES
STUDENT CONDUCT In school and school-related activities, students are expected to be courteous and considerate and to show respect for everyone at Sinclair and other schools (including, but not limited to, fellow students, teachers, parents, invited guests, supply teachers and support staff).	"Leaders always practice the three R's: Respect for self, Respect for others, and Responsibility for all of their actions." - anonymous The rules, policies and procedures are designed to create a safe, welcoming, and orderly environment	In the classroom, or on any school activity, inappropriate behavior is dealt with following Bias – Aware Progressive Discipline. Interventions will result in any combination of the following: • counseling by a teacher • referral to the Vice-Principal or Principal
Students are expected to comply with school rules, policies, procedures, and the DDSB Harassment Prevention Policy as well as all laws. Inappropriate displays of affection are not acceptable.	for learning. Compliance with people in positions of authority in the school is required for the safe and orderly operation of our school.	 parental notification detentions restorative conversation/conference exclusion from class, class excursions and/or activities suspension expulsion
Communicate in a respectful way. Students asked to identify themselves or report to the office by a person in authority (any educator or employee), will do so immediately without question. Misrepresentation of identity or information (e.g. by forging a note, etc.) is unacceptable.	Inappropriate verbal and non-verbal exchanges and physical abuse are unacceptable conduct both in school and in society.	
Please communicate in a respectful way. The use of profane or improper language, conduct detrimental to the moral tone of the school, or to the		Consequences will align with <i>Bias- Aware Progressive Discipline.</i>

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
STUDENT CONDUCT (continued) physical or mental well-being of others is forbidden (e.g. verbal or physical assault is not acceptable).		
Questionable items used in theatrical or other presentations must be cleared by the office.		
Interact with peers in a positive and polite way. Students must not engage in activities that put the safety of staff and students at risk. No horseplay, play fighting or nuisance items are allowed.	Unsafe behaviors and items detract from the personal safety of all school community members.	
No knives, or other weapons, are allowed.		May include suspension or expulsion.
Drug paraphernalia is not allowed, including vapes.		
No gambling of any kind is permitted.		
Please be mindful of noise levels. Students may not obstruct doorways, halls or stairwells, or make excessive noise in these areas.	Students on spare must be in the Library or Cafeteria to keep hallway noise down during class time.	May include detentions or suspensions.

CODE OF CONDUCT		
EXPECTATIONS STUDENT CONDUCT (continued)	RATIONALE	CONSEQUENCES
Students are encouraged to use time wisely; using time before school, at lunch, and after school to study.		
Students are not to loiter anywhere in the building at the end of the school day.		
ASSEMBLIES Expectations for behaviour in school assemblies/meetings and other student gatherings are the same as for the classrooms.	Disruptions hinder other students' learning and enjoyment of activities.	Students who do not behave appropriately at assemblies may lose the privilege of attending special school sponsored functions.
At assemblies, respectful behaviour is expected.		
COMMITMENT TO SOCIAL HARMONY Sinclair Secondary School will not tolerate behaviour by students, staff, parents, community members or invited guests which insults, degrades, discriminates or stereotypes against any race, gender, sexuality, physical condition, ethnic group or religion. Staff and students must report any such behaviour to administration immediately.	Everyone has the right to be treated with dignity and respect. A student's personal rights end when they violate the rights of another person. A student has the right to make a formal complaint if he or she has been harassed either subtly or blatantly. Speak to your teacher, administrator and/or student services.	The principal of any school may recommend expulsion to The Durham District School Board for any student who persists in unacceptable conduct. Penalties will be determined by the severity of the offence and the previous record of offences.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
CELL PHONES AND OTHER PERSONAL ELETRONIC DEVICES The use of personal electronic devices is prohibited during the school-day on school property, unless deemed appropriate by the school administration for educational purposes and permission is granted by staff. A student who brings a personal electronic device to school, should turn it off and keep it out of sight.	As of September 1, 2019, the Ministry of Education has banned cell phones in classrooms unless approved by the classroom teacher.	 Referral to Vice-Principal Confiscation of device for school day Parent notification
Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. Activities such as personal communication, game playing and social media use during class time distracts students from the teaching and learning unless it is part of the teacher's lesson.	Communication through personal electronic devices during class time interferes with teaching and learning. An exception to this occurs when the teacher has approved the use of specific technology for purposeful instruction.	Note: This list of devices is not exhaustive; it is subject to regular updates based on emerging trends.
The use of personal electronic devices is permitted to support students with special education needs who require digital tools to support their learning and/or self-regulation. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.	 Theft Inappropriate use (cheating, coordinating of illegal activities) Inability to respond to directions Safety and security 	Police may be contacted if warranted.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES (continued) Consent must be obtained before taking video or photos of students or staff. The Durham District School Board does not assume liability for lost, damaged or stolen personal electronic devices. Cell phones and other electronics devices will only be used in the classroom when the teacher has instructed students to do so.	Cell phone use may disrupt focus in the classroom learning environment. Taking videos or photos without permission is against the Privacy Act and may create an unsafe environment for the subject of the video or photo.	Students will be given a warning. Students who repeatedly use their phones and electronic devices during class time may be directed to the office. Students will give their phone to their Vice-Principal. Parents will be notified. May include detention/suspension; possible police involvement.
SCHOOL INVESTIGATIONS Students must cooperate fully with all school investigations. Administrators have the legal right to search.	Safety/Security	May include detention/suspension; possible police involvement.
SKATEBOARDS AND ROLLER BLADES The use of skateboards/roller blades are not allowed on Sinclair and/or Education Centre property. While on school property, skateboards/roller blades are to be stored in lockers.	All students are expected to maximize their own safety and the safety of others.	Skateboards and roller blades may be confiscated.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
The Student Dress Code honours the diverse identities and needs of the school community. The updated policy reflects a wider paradigm shift in education that recognizes the connection between well-being and achievement, as well as the essential role of relationships, human rights and well-being. -Student Dress Code Updates 2020		
DRESS CODE Dress must be appropriate for a school activity.	For reasons of health and safety, students must be appropriately dressed. Appropriate attire creates a positive image and attitude as well as increased personal safety.	Students who are inappropriately dressed may be directed to the office. Parents may be notified.
Appropriate footwear must be worn at all times. In shops, personal protective equipment including safety googles and closed-toed shoes are required.	Safety/Security.	Students who do not wear personal protective equipment will receive warnings, and will be directed to see their Vice-Principal. Parents may be notified.
All private parts must be covered. Undergarments must be concealed, at all times. No swimsuits.	For reasons of health and safety, students must be appropriately dressed. Appropriate attire creates a positive image and attitude as well as increased safety.	Students who are inappropriately dressed will be directed to the office. Parents may be notified.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
DRESS CODE (continued) Clothing or personal items (e.g. backpacks, binders, socks, Confederate flag, belts, jewelry) which display discriminatory, homophobic slurs, or racist symbols, words or images that promote bullying, violence or substance use are not to be worn. (e.g. advertising drugs, violence, alcohol, sex, profanity, negative images of gender, race, ability, etc.)	The list is not exhaustive. It is subject to regular updates based on emerging trends. These images and personal items create an unwelcoming environment.	Students who do not follow this expectation will receive a consequence (detention or suspension). Parents will be notified. Students may be sent home.
Please remove sunglasses unless they are being worn due to extenuating circumstances.		
Racist, problematic costumes that reinforce stereotypes about diverse students / groups of people for Halloween are not permitted (e.g. blackface, Pocahontas, Geisha).		
Any clothing or symbols worn that contains or suggests racist and/or gang-related and/or inappropriate content are not allowed.		When a student fails to follow the reasonable request of teachers, the student will be referred to the Vice-Principal.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
DRESS CODE (continued) For Field Trips or other school related activities, students must follow School Code of Conduct and dress in appropriate school attire or as stated on the trip permission form.	Students on field trips are representatives of our school. As such, they will dress and conduct themselves in a professional manner.	Failure to comply will result in the student remaining at school and missing the trip.
ATTENDANCE		
EXPECTATIONS	RATIONALE	CONSEQUENCES
ATTENDANCE Students are expected and required to attend all classes. It is the STUDENT'S responsibility to be present by attending Homeroom, being on time for his or her classes and signing in or out in the Main Office according to the procedures outlined in the Code of Conduct. Parents/Guardians should call the school to report absences. Students must remain in class for the lesson.	Good attendance is essential for academic success. The development of critical thinking skills, group interaction, and good work habits depends upon the regular attendance of all students. Prospective employers are concerned about attendance records.	Failure to comply will result in the student being considered truant. The same consequences will apply as for classes missed for unacceptable reasons. Note: Excused and valid absences do not release the student from the responsibility of learning the details of, and of completing the work missed. In the case of prolonged absences, special arrangements may be made with the school to assist the student in his/her attempt to keep up with the work missed.

	CODE OF CONDUCT	
EXPECTATIONS	RATIONALE	CONSEQUENCES
ILLNESS A note or phone call from a parent/guardian is required for any absence, or prior to "signing out" during the day.		
Notes concerning ILLNESS ABSENCES are to be given to the main office the day you return. The school will not excuse a student who cannot produce appropriate reasons for her/his departure.		
A student who has taken ill must report to the office. The receptionist will either contact the parents for their decision regarding the illness or consult with a Vice-Principal if a parent is unavailable.	It is important that the school and a parent know that the student is unwell.	
For missed tests and assignments, please refer to the section on "Assessment".		
Exams missed due to illness require a medical note.	Exams are mandatory.	The exam will be written when the student is well.
LATES Students are expected to be on time for all classes and school functions. "Sleeping in" or "working on assignments", etc. are not considered valid reasons for lateness.	Punctuality is expected in careers and personal relationships. Punctuality shows consideration for others, accountability, responsibility and dependability. Lateness can disrupt the learning process.	Parent contact and interviews will be required to alter habitual lateness. If behaviour persists, suspensions may follow. Lates Consequence 5 See Vice-Principal 10 See Vice-Principal, possible suspension

	CODE OF CONDUCT	
EXPECTATIONS	RATIONALE	CONSEQUENCES
LATES (continued) If a significant portion of a class is missed, due to lateness, detentions may be assigned.	Students must be responsible for their own punctuality.	
MISSED CLASSES Students are expected to attend all classes.	Regular attendance contributes to success.	Any work missed due to an unexcused absence may receive a mark of zero. Missed classes will result in detentions, Vice-Principal
SIGNING IN OR SIGNING OUT Students are expected to obtain a Sign Out Slip in the office before classes begin. The time and reason for the excuse must be clearly stated in a note from a parent/guardian. Students with partial day absences are expected to sign in at the office immediately upon return. Late students must go directly to the office. Once signed out, students must leave school property immediately.	The school is responsible for maintaining accurate attendance records.	consultation, parent meeting. Failure to sign-in or out properly is considered truancy and the consequences for classes missed for unacceptable reasons will apply (e.g. detentions).
ATHLETIC EVENTS AND SCHOOL TRIPS Students must be present, in classes, on the day of the event to participate.	If students are too ill to attend school, then they are too ill to participate in co-curricular activities.	The student will not be allowed to participate in the co-curricular activities for the day.
Students are responsible for all personal belongings. It is recommended that students not bring anything of value with them.	Theft deterrence.	

	CODE OF CONDUCT	
EXPECTATIONS	RATIONALE	CONSEQUENCES
VACATIONS Parents are asked to make every effort to avoid withdrawing their children from school for vacations. Should this be unavoidable, students are still responsible for all work missed and academic achievement may be negatively affected. Students must inform their Vice-Principal at least two weeks in advance and complete required paperwork, obtained from the main office.	Missing school disrupts the learning process. Evaluation and assessment are on-going. Not everything learned in class is on paper or on-line. Missing multiple classes puts the student at a disadvantage by not being part of the lessons.	Students are responsible for any work missed due to vacations. It may not be possible to permit a student to make up all assignments because of the nature of the work missed. School policy regarding summative assignments and exams is found under "Assessment".
Students cannot miss final examinations due to vacations.		
VISITORS Anyone who is not a registered student or a staff member must first report directly to the main office via the front doors to sign in and obtain a visitor identification lanyard.	School and Education Centre property is private property.	Visitors not following procedures will be asked to leave school property. Any person who is on the property without permission may be charged with trespassing.
Students and staff who notice people who do not belong on the property should immediately notify the main office. All of us have a responsibility to keep Sinclair safe.	Trespassers can be disruptive to the learning environment and compromise safety.	
Student visitors are not allowed. <i>Please</i> do not invite friends to visit you at school during the day.	Student visitors can be disruptive to classes. Student visitors are not covered under the Board's liability insurance.	

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
HOMEWORK Teachers will assign homework and it is the student's responsibility to complete it on schedule.	Completion of homework is essential for understanding and for reinforcing all aspects of course curriculum.	Failure to meet homework responsibilities will negatively affect student achievement.
It is the student's responsibility to arrive prepared for class with all required materials.	Good work habits are critical to success. Lack of materials hinders participation and student success.	Persistent offences may result in: use of out-of-class time to complete assignments parental notification by teacher
All student work must reflect good judgement and the moral tone of the school.		
OFFICE DETENTIONS Detentions will be determined by Administration.	Detentions serve as a deterrent for students who fail to uphold their responsibilities with respect to school policies regarding Code of Conduct	Missing an assigned detention will increase the consequence.
Teachers may assign detentions to be served with the Teacher.	and attendance.	

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
SUSPENSIONS Students under suspension are prohibited from attending school and all school related activities. During this time period, students must not be on school property or be visible from school property.	A principal may suspend a student for reasons stated in the "Code of Conduct".	Suspended students appearing on school property during their suspension will be charged with trespassing. Students are responsible for the completion of the work/programming provided during their suspension. The student accompanied by his or her parent/guardian will be interviewed prior to re-admittance after the suspension.
	HEALTH AND SAFETY	·
SMOKING/VAPING There is NO SMOKING, holding lit tobacco products, and/or use of ecigarettes/vapes on Sinclair or Education Centre property. For students who smoke, the new law states that the distance must be 20 metres from the School/Board property (approximately 3 car lengths)	The law states that students are not allowed to smoke/vape on school property. All tobacco and nicotine products are harmful to your health.	Students who break this rule may be suspended from school. Programs may be offered to students who wish to stop smoking, through the Guidance department.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
Smoking/Tobacco (continued) Tobacco products shall not be visible anywhere on School or Board property.	Students and staff have the right to a safe, clean and healthy environment. We are all responsible for a respectful	Visible tobacco products can be confiscated. Consequences under the Tobacco
 In Ontario, the Smoke-Free Ontario Act, 2017 prohibits the sale or supply of tobacco products or vapour products to anyone who is less than 19 years old. E-cigarette vaping, and cannabis smoking or vaping is banned in all places where smoking cigarettes is prohibited including school grounds and within 20 metres of school property. It is also illegal to sell tobacco and vapour products on public school and private school property to anyone less than 19 years old. 	relationship with our neighbours.	Control Act may apply. These may include significant fines from the Department of Health. The minimum fine for supplying tobacco/vape products on school property is \$490.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
SAFETY Students will conduct themselves according to safe working procedures in the school and in the work place. Students' general attire will be appropriate to the learning situation (e.g. hair styles, clothes, rings, jewelry and footwear must not present a safety hazard).	A safe environment benefits everyone, both in the school setting, and other school activities. By law, our school follows the rules and regulations of the Occupational Health and Safety Act and the Education Act. The former is the same Act that applies to Industry and to Construction settings.	Inappropriate behaviour will result in referral to a Vice-Principal. This may result in parental notification, removal of privileges and/or suspension from school. Students who refuse to follow accepted safety practices as outlined in the Occupational Health and Safety Act will be excluded from doing practical work and may be removed from classes as required.
Students participating in Technological Studies and Science Labs shall wear protective devices wherever and whenever applicable to the specific class. Medical Alert bracelets are to be worn at all times.	Working and learning to prevent injury to self and others. Following the appropriate requirements means: • eliminating accidents • staying healthy	Students may return to practical work areas only after completion of the consequences to the satisfaction of their teachers.
special medical requirements of students (e.g. Epi-Pen). Medication must be stored in original containers. No snowballs are allowed.		May include suspension.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
STUDENT I.D. CARD All Students must purchase a student photo I.D. card.	The card shows that the student attends Sinclair S.S., which is necessary to be on teams, attend events, borrow materials, etc.	
R	ESPECT FOR PROPERTY	
TEXTBOOKS Students must use school property (e.g. lockers, textbooks and equipment) with care.	Students have the right to a safe, clean and healthy environment and have the responsibility to keep it so.	Students who willfully deface or destroy school property will compensate the Durham District School Board and may face suspension and possible legal action.
Students are responsible for any materials signed out from the Resource Centre with a Student I.D. Card.	It is expensive to replace lost or damaged books and equipment. Students must take care of the property assigned to them.	Students must pay for lost or damaged textbooks, library books or equipment. Students will not be reissued school resources until payment is received.
LOCKERS All Students will be assigned a locker which must be secured with an approved Dudley lock. The lock combination must	Lockers are the property of the school and, as such, must not be damaged or defaced.	Students who damage or deface lockers will be required to clean the lockers and/or pay for the damage.
be on record in the office.	Inexpensive locks tend to break.	Students who do not comply may be required to do additional clean-up, or
Valuables should not be brought to school. The school is not responsible for lost or stolen articles. Due Warning: Students and parents are h		may be referred to the office for further disciplinary action.

Due Warning: Students and parents are hereby notified that school Principals have the authority to search personal property and lockers. This right to search is established to assist Principals in providing a safe and orderly environment for all staff and students under the Education Act.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
LITTER Students are expected to recycle and share in maintaining a litter-free environment.	It is everyone's duty to have a share in maintaining a clean, healthy and safe environment.	The Administration will exercise appropriate discipline when the behavior of our students disrupts the safety and orderliness of our surrounding geographic area.
Students must clean up after themselves in all areas of the school and property and respect the surrounding geographic area.		
Thank you for keeping our school clean.		
POSTERS Must be placed on tracks/clips. Posters taped to walls will be removed.	Tape removes paint and makes a mess on the wall.	
All posted or distributed material must be approved by Administration.	All posted or distributed material must be approved by administration. All posters must be removed from walls immediately following the advertised	
Remove posters after the event has taken place.	event.	

	CODE OF CONDUCT	
EXPECTATIONS	RATIONALE	CONSEQUENCES
VEHICLES AND PARKING Students must apply for a parking permit at the school office in order to park on school property. (first come/first served) Students are to enter and exit from the student parking lot via the Anderson	Parking at the school is limited. Staff, visitors and students will use designated parking areas, only. There are numerous Staff and visitors to the Board Office, daily, who enter	Student vehicles without parking permits and student vehicles parked in areas other than those designated for their use, may be ticketed and/or towed at the owner's expense. Students will be subject to disciplinary action.
Street access only. Students must park in designated student parking only. Emergency routes shall not be blocked. Students will operate motor vehicles in a safe and responsible manner.	off Taunton. Serious collisions and personal injury may result from unsafe driving	
During the school day, the parking lot is	practices. Students loitering in the parking area	Students will lose the privilege of
out-of-bounds. Students are not to loiter in vehicles at any time or sit in their cars.	present concerns regarding safety and property (e.g. damage to other vehicles).	bringing a motor vehicle to school property.
Students must enter and exit the school property in an orderly manner.	Emergency vehicle routes shall not be blocked.	Parking privileges may be removed and disciplinary action will follow, which may include suspension.

CODE OF CONDUCT		
EXPECTATIONS	RATIONALE	CONSEQUENCES
BICYCLES Bicycles must be locked at the North side of the school.	Minimize loss or damage to student property.	
Wear approved helmets.	Sinclair students and staff support preventative safety measures.	
BUSES (Note: riding a school bus is a privilege, not a right)	Safety of all those on the bus is our prime concern. If a driver's attention is diverted from the road, a serious	Bus privileges will be temporarily removed for a first offence.
Students are expected to behave in a responsible and mature fashion, respecting safe bus riding practices. Students must obey the directions of bus drivers at all times.	accident can occur.	Persistent unsafe behavior will result in permanent suspension of bus privileges and possible suspension from school. Parents will be notified. In addition, bus privileges for school activities (e.g. field trips, sports events) will also be
For school functions, students must leave and return on the designated bus(es).		re-evaluated.