

# CODE OF CONDUCT

## RESPECT FOR SELF AND OTHERS

EXPECTATIONS	RATIONALE	CONSEQUENCES
<p><b>STUDENT CONDUCT:</b> 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.</p> <p>Students are expected to comply with school rules, policies, procedures, and the DDSB Harassment Prevention Policy as well as all laws.</p> <p>Inappropriate display of affection is not acceptable.</p> <p>Students asked to identify themselves or report to the office by a person in authority, will do so immediately without question.</p> <p>Misrepresentation of identity or information (e.g. by forging a note, etc.) is unacceptable.</p>	<p>The rules, policies and procedures are designed to create a safe and orderly environment for learning.</p> <p>Compliance with people in positions of authority in the school is required for the safe and orderly operation of a school.</p> <p>Verbal and physical abuse is unacceptable conduct both in school and in society.</p>	<p>In the classroom, or on any school activity, inappropriate behavior may result in any combination of the following:</p> <ul style="list-style-type: none"> <li>• counseling by a teacher</li> <li>• referral to the Vice-Principal or Principal</li> <li>• parental notification</li> <li>• detentions</li> <li>• restorative conversation/conference</li> <li>• exclusion from class, class excursions and/or activities</li> <li>• suspension</li> <li>• expulsion</li> </ul>



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<p><b>ASSEMBLIES</b> Expectations for behaviour in school assemblies/meetings and other student gatherings are the same as for the classrooms.</p> <p>At assemblies, behaviours such as whistling and calling out are not acceptable.</p>	<p>Disruptions hinder other students' learning and enjoyment of activities.</p>	<p>Students who do not behave appropriately at assemblies may lose the privilege of attending special school sponsored functions.</p>
<p><b>COMMITMENT TO SOCIAL HARMONY</b> 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.</p>	<p>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.</p> <p><b>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.</b></p>	<p>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.</p>
<p><b>PERSONAL ELECTRONIC DEVICES</b> The school is not responsible for lost, stolen or missing items of value, including electronic devices.</p>	<p>Personal electronic devices that are used inappropriately in the classroom during the normal school day are disruptive to the teaching and learning environment unless directed by the teacher.</p>	<ul style="list-style-type: none"> <li>• Referral to Vice-Principal</li> <li>• Confiscation of device for school day</li> <li>• Parent Notification</li> </ul>

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<p><b><u>PERSONAL ELECTRONIC DEVICES (continued)</u></b></p> <p>The use of recording devices (audio or visual) are not allowed without school permission. (Please refer to wireless technology code of conduct).</p> <p>Cell phones, smart watches, personal music devices, ear phones, portable media players and gaming systems are not to be visible or turned on in instructional areas, including the Resource Centre unless it is permitted by the classroom teacher. In non-instructional areas, volume must be set so that directions from staff and announcements can be heard.</p> <p><b><u>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.</u></b></p> <p><b>Consent must be obtained before taking video or photos of students or staff.</b></p>	<p>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.</p> <ul style="list-style-type: none"> <li>• Theft</li> <li>• Inappropriate use (cheating, coordinating of illegal activities)</li> <li>• Inability to respond to directions</li> <li>• Safety and security</li> </ul>	<p>Note: The list of devices is not exhaustive; it is subject to regular updates based on emerging trends.</p> <p>Police may be contacted if warranted.</p>

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<p><b>SCHOOL INVESTIGATIONS</b> Students must cooperate fully with all school investigations.</p>	Safety/Security	May include detention/suspension; possible police involvement.
<p><b>SKATEBOARDS AND ROLLER BLADES</b> The use of skateboards/roller blades are not allowed on Sinclair and Education Centre property.</p> <p>While on school property, skateboards/roller blades are to be stored in lockers.</p>	All students are expected to maximize their own safety and the safety of others.	Skateboards and roller blades may be confiscated.
<p><b>DRESS CODE</b> Dress neatly, in good taste and in a manner which is appropriate for the workplace or for a school activity.</p> <p>Appropriate footwear must be worn at all times.</p>	<p>For reasons of health and safety, students must be appropriately dressed. Appropriate attire creates a positive image and attitude as well as increased safety.</p> <p>Safety/Security</p>	<p>Students who are inappropriately dressed will be directed to the office. Parents may be notified.</p> <p>Repeat offenders may be sent home.</p>

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<p><b><u>DRESS CODE (continued)</u></b>                      Skirts, dresses and shorts should be no higher than mid-thigh length. Gym shorts may be worn, but not beach wear.</p> <p>Shirts and tops with appropriate necklines and adequate coverage, including mid-drift, for the workplace. Undergarments must be concealed at all times.</p> <p>Clothing or personal items (e.g. backpacks, binders) which display offensive symbols, words or images (e.g. advertise drugs, alcohol, sex, violence, gender or ethno cultural disregard, etc.) or which are of a distracting nature (e.g. unusual contact lenses, sunglasses, etc.) are not allowed.</p>	<p>For reasons of health and safety, students must be appropriately dressed. Appropriate attire creates a positive image and attitude as well as increased safety.</p>	<p>Students who are inappropriately dressed will be directed to the office. Parents may be notified.</p> <p>Repeat offenders may be sent home.</p>

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<p><b><u>DRESS CODE (continued)</u></b> Any clothing or symbols worn that contain or suggest racist and/or gang-related and/or inappropriate content are not allowed (e.g. grills, etc.).</p> <p>Hats are to be removed when entering the building at any time of the day.</p> <p>For <b>Field Trips</b> 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.</p>	<p>The list is not exhaustive. It is subject to regular updates based on emerging trends.</p> <p>Hats are often worn by intruders to our school. Intruders may be in our halls to cause problems for our staff and students. Quick identification of intruders can prevent these problems.</p> <p>Students on field trips are representatives of our school. As such, they will dress and conduct themselves in a professional manner.</p>	<p>Students who are seen wearing hats by staff at any location inside the building will surrender their hats to the teacher. The hat will be labeled and stored in a Vice-Principal's office.</p> <p>When a student fails to follow the reasonable request of teachers, the student will be referred to the Vice-Principal.</p> <p>Failure to comply will result in the student remaining at school and missing the trip.</p>

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### ATTENDANCE

EXPECTATIONS	RATIONALE	CONSEQUENCES
<p><b>ATTENDANCE</b> Students are expected and required to attend all classes.</p> <p>It is the STUDENT'S responsibility to have him or herself counted 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.</p>	<p>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.</p>	<p>Failure to comply will result in the student being considered truant. The same consequences will apply as for classes missed for unacceptable reasons.</p> <p><b>Note:</b> 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.</p>
<p><b>ILLNESS</b> A note or phone call from a parent/guardian is required for any absence, or prior to "signing out" during the day.</p> <p>Notes concerning 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.</p>		



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<p><b><u>ILLNESS (continued)</u></b>                      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.</p> <p>For missed test, exams and assignments please refer to "Assessment".</p>		
<p><b>LATES</b>                      Students are expected to be on time for all classes and school functions.</p> <p>"Sleeping in" or "working on assignments", etc. are not considered valid reasons for lateness.</p> <p>If a significant portion of a class is missed, due to lateness, detentions may be assigned.</p>	<p>Punctuality is expected in careers and personal relationships. Punctuality shows consideration for others, accountability, responsibility and dependability. Lateness can disrupt the learning process.</p> <p>Students must be responsible for their own punctuality.</p>	<p>Parent contact and interviews will be required to alter habitual lateness. If behaviour persists, suspensions may follow.</p> <p><b>Lates    Consequence</b></p> <p>5        Interview with Vice-Principal</p> <p>10       Interview with Vice-Principal, detention, parent notification</p>

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EXPECTATIONS	RATIONALE	CONSEQUENCES
<p><b>CLASSES MISSED FOR UNACCEPTABLE REASONS</b> Students are expected to attend all classes.</p>	Regular attendance contributes to success.	<p>Any work missed due to an unexcused absence may receive a mark of zero.</p> <p>Missed classes will result in detentions, Vice-Principal consultation, parent meeting.</p>
<p><b>SIGNING IN OR SIGNING OUT</b> 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.</p>	The school is responsible for maintaining accurate attendance records.	<p>Failure to sign-in or out properly is considered truancy and the consequences for classes missed for unacceptable reasons will apply (e.g. detentions).</p>
<p><b>ATHLETIC EVENTS AND SCHOOL TRIPS</b> Students must be present on the day of the event to participate.</p> <p>Students are responsible for all personal belongings. It is recommended that students not bring anything of value with them.</p>	<p>If students are too ill to attend school, then they are too ill to participate in co-curricular activities.</p> <p>Theft deterrence.</p>	<p>The student will not be allowed to participate in the co-curricular activities for the day.</p>

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<p><b>VACATIONS</b> 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. <b>Students must inform their Vice-Principal at least two weeks in advance and complete required paperwork, obtained from the main office.</b> Students cannot miss final examinations due to vacations.</p>	<p>Missing school disrupts the learning process. Evaluation and assessment are on-going.</p>	<p>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".</p>
<p><b>VISITORS</b> 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.</p> <p>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.</p> <p>Student visitors are not allowed. <b>Please do not invite friends to visit you at school during the day.</b></p>	<p>School and Education Centre property is private property.</p> <p>Student visitors can be disruptive to classes. <b>Student visitors are not covered under the Board's liability insurance.</b></p> <p>Trespassers can be disruptive to the learning environment and compromise safety.</p>	<p>Visitors not following procedures will be asked to leave school property.</p> <p>Any person who is on the property without permission may be charged with trespassing.</p>

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<p><b>HOMEWORK</b> Teachers will assign homework and it is the student's responsibility to complete it on schedule.</p> <p>It is the student's responsibility to arrive prepared for class with all required materials.</p> <p>All student work must reflect good judgement and the moral tone of the school.</p>	<p>Completion of homework is essential for understanding and for reinforcing all aspects of course curriculum.</p> <p>Good work habits are critical to success.</p> <p>Lack of materials hinders participation and student success.</p>	<p>Failure to meet homework responsibilities will negatively affect student achievement.</p> <p>Persistent offences may result in:</p> <ul style="list-style-type: none"> <li>• use of out-of-class time to complete assignments</li> <li>• parental notification by teacher</li> </ul>
<p><b>OFFICE DETENTIONS</b> Detentions must be served at the assigned time from 11:30 to 11:50 am Tuesdays and Thursdays in Room 229 or at other times as specified.</p>	<p>Detentions serve as a deterrent for students who fail to uphold their responsibilities with respect to school policies regarding Code of Conduct and attendance.</p>	<p>Failure to serve detentions may result in suspension.</p>

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<p><b>SUSPENSIONS</b> 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.</p>	<p>A principal may suspend a student for reasons stated in the “Code of Conduct”.</p>	<p>Suspended students appearing on school property during their suspension will be charged with trespassing.</p> <p>Students are responsible for the completion of the work/programming provided during their suspension.</p> <p>The student accompanied by his or her parent/guardian will be interviewed prior to re-admittance after the suspension.</p>
<b>HEALTH AND SAFETY</b>		
<p><b>SMOKING/TOBACCO</b> The staff at Sinclair Secondary School discourages smoking and the use of any tobacco or nicotine product. There is <b>NO SMOKING</b>, holding lit tobacco products, use of chewing tobacco and/or use of e-cigarettes/vapes on Sinclair or Education Centre property.</p>	<p>The law states that students are not allowed to smoke on school property. All tobacco and nicotine products are harmful to your health.</p>	<p>Students who break this rule may be suspended from school.</p> <p>Programs may be offered to students who wish to stop smoking, through the Guidance department.</p>

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<p><b><u>Smoking/Tobacco (continued)</u></b></p> <p>Students are not to loiter on neighboring lots and driveways or on Sinclair and Education Centre property.</p> <p>Tobacco products shall not be visible anywhere on School or Board property.</p>	<p>Students and staff have to right to a safe, clean and healthy environment.</p> <p>We are all responsible for a respectful relationship with our neighbours.</p>	<p>Visible tobacco products can be confiscated.</p> <p>Consequences under the Tobacco Control Act may apply. These may include significant fines from the Department of Health.</p>
<p><b>SAFETY</b></p> <p>Students will conduct themselves according to safe working procedures in the school and in the work place.</p> <p>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).</p> <p>Students participating in Technological Studies and Science Labs shall wear protective devices wherever and whenever applicable to the specific class.</p>	<p>A safe environment benefits everyone, both in the school setting and on work education programs.</p> <p>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.</p> <p>Working and learning to prevent injury to self and others.</p>	<p>Inappropriate behaviour will result in referral to a Vice-Principal. This may result in parental notification, removal of privileges and/or suspension from school.</p> <p>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.</p> <p>Students may return to practical work areas only after completion of the consequences to the satisfaction of their teachers.</p>

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<p><b><u>SAFETY (continued)</u></b>                      Medical Alert bracelets are to be worn at all times.</p> <p>Parents must inform the school of special medical requirements of students (e.g. Epi-Pen). Medication must be stored in original containers.</p> <p>No snowballs are allowed.</p>	<p>Following the appropriate requirements means:</p> <ul style="list-style-type: none"> <li>eliminating accidents</li> <li>staying healthy</li> </ul>	<p>May include suspension.</p>
<b>RESPECT FOR PROPERTY</b>		
<p><b>TEXTBOOKS</b>                      Students must use school property (e.g. lockers, textbooks and equipment) with care.</p> <p>Students are responsible for any materials signed out from the Resource Centre with a Student I.D. Card. Do NOT sign for others! Your photo I.D. prevents loaning your card.</p>	<p>Students have the right to a safe, clean and healthy environment and have the responsibility to keep it so.</p> <p>It is expensive to replace lost or damaged books and equipment. Students must take care of the property assigned to them.</p>	<p>Students who willfully deface or destroy school property will compensate the Durham District School Board and may face suspension and possible legal action.</p> <p>Students must pay for lost or damaged textbooks, library books or equipment. Students will not be re-issued school resources until payment is received.</p>

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<p><b>LOCKERS</b> Lockers must be secured with an approved Dudley lock and the combination must be on record in the office.</p> <p><b>Valuables should not be brought to school. The school is not responsible for lost or stolen articles.</b></p>	<p>Lockers are the property of the school and, as such, must not be damaged or defaced.</p> <p>Inexpensive locks tend to break.</p>	<p>Students who damage or deface lockers will be required to clean the lockers and/or pay for the damage.</p> <p>Students who do not comply may be required to do additional clean-up, or may be referred to the office for further disciplinary action.</p>
<p><b>Due Warning:</b> 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.</p>		
<p><b>LITTER</b> Students are expected to recycle and share in maintaining a litter-free environment.</p> <p>Students must clean up after themselves in all areas of the school and property and respect the surrounding geographic area.</p> <p>Note: Posters must be placed on tracks/clips. Posters taped to walls will be removed.</p>	<p>It is everyone's duty to have a share in maintaining a clean, healthy and safe environment.</p> <p>All posted or distributed material must be approved by administration. All posters, tape, etc. must be removed from walls immediately following the advertised event.</p> <p>Tape removes paint and makes a mess on the wall.</p>	<p>The Administration will exercise appropriate discipline when the behavior of our students disrupts the safety and orderliness of our surrounding geographic area.</p>





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<p><b>BICYCLES</b> Bicycles must be locked and stored in the designated area only. North side of the school.</p> <p>All cyclists must wear approved helmets.</p>	<p>The bicycle rule is in place in order to minimize loss or damage to student property.</p> <p>Sinclair students and staff support preventative safety measures.</p>	<p>Students will lose the privilege of bringing their bicycles onto school property.</p>
<p><b>BUSES</b> <i>(Note: riding a school bus is a privilege, not a right)</i></p> <p>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.</p> <p>For school functions, students must leave and return on the designated bus(es).</p>	<p>Safety of all those on the bus is our prime concern. If a driver's attention is diverted from the road, a serious accident can occur.</p>	<p>Bus privileges will be temporarily removed for a first offence.</p> <p>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. fieldtrips, sports events) will also be re-evaluated.</p>