

CODE OF CONDUCT

The Code of Conduct is the result of consultation with the shareholders of the school including students, faculty, staff, parents, senior administrators, and the Board of Trustees. The purpose of the Code is to provide clarity and to assist in providing a safe learning environment.

PROGRESSIVE DISCIPLINE POLICY

In accordance with the Education Amendment Act (Progressive Discipline and School Safety), 2007, a principal shall consider suspension or expulsion for certain activities engaged in by a student while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate. Our focus is on changing inappropriate, destructive and/or unsafe conduct within a progressive framework.

At Assumption College School, a number of interventions are used to change behaviour. These include, but are not limited to, a teacher-student conference, teacher-parent contact, and reparation for damages, restorative justice, counselling, detention, and suspension.

BEHAVIOUR	INTERVENTIONS / CONSEQUENCES
<p>CELL PHONES, EARBUDS, AND OTHER ELECTRONIC DEVICES</p>	<ul style="list-style-type: none"> • Cell phones / electronic devices are not to be used in class unless provisions for use have been made by the teacher. Cell phones are not to be a distraction in the classroom. • Some teachers allow the use of cellphones for educational purposes. • Improper cell phone / electronic device use may result in confiscation by a teacher. • The phone will be brought to the office & returned to the student at end of the day. • 2nd offence-same as above but a parent will be contacted. • 3rd offence-discretionary discipline by administration which may include a suspension. • Cell phones / electronic devices may be collected prior to exams / tests to ensure the integrity of the assessment.
<p>OPPOSITION TO AUTHORITY & RESPECT TO AUTHORITY</p> <p>i.e. failure to comply, failure to give your name to a staff member, refusing to report to the office, not following the directions or instructions given by a staff member</p>	<ul style="list-style-type: none"> • If a student is oppositional or defiant to a staff member, administration will be involved immediately. Discipline and consequences will be up to the discretion of the administrator. • Consequences can range from “in school” discipline to the possibility of suspension. • “In school” discipline can include detentions, loss of privileges, apology to the staff member, etc. • A student’s refusal to give his or her name to a teacher will result in a suspension. • A student’s failure to report to the office when directed will result in a suspension.

<p>TRUANCY</p>	<ul style="list-style-type: none"> · Students must attend all assigned classes. All assemblies and liturgies are an integral part of our Catholic educational curriculum and attendance is expected. · Consequences for truancy can range from “in school” discipline to the possibility of suspension. · “In school” discipline can include detentions, loss of privileges, etc. · A student’s failure to serve “in school” consequences will result in a suspension.
<p>PROFANE LANGUAGE</p>	<ul style="list-style-type: none"> · Profane/inappropriate language (in classroom or hallway) will be addressed by a staff member. The student will be referred to the administration. Discipline and consequences will be up to the discretion of the administrator. · “In school” discipline can include detentions, loss of privileges, apology to teacher, etc. · Profane/inappropriate language directed towards a staff member by a student will result in a suspension.
<p>BULLYING/ HARASSMENT</p> <p>This includes: Cyber-Bullying and any forms of social media, i.e. Twitter, Snapchat, Instagram</p>	<ul style="list-style-type: none"> · All bullying will be referred to administration. · School consequences may apply to incidents that occur outside of school hours that influence the atmosphere of the school. · The administrator will investigate the incident. Consequences and discipline will be left to the discretion of the administrator. · Discipline can range from “in school” consequences to possible suspension and police involvement. · The victim and perpetrator may be referred to the school’s social worker. · The victim and perpetrator may be asked to participate in a restorative justice session.
<p>HALLWAYS</p>	<ul style="list-style-type: none"> · During classes, students should not be in halls. Teacher permission is required for leaving the classroom. · Students on spare should be in the library or cafeteria. · No food or drink in halls. · Students who are oppositional or defiant to a staff member in the hallways will be referred to administration immediately. Discipline and consequences will be up to the discretion of the administrator.
<p>VANDALISM</p> <p>i.e. intentional damage to school property.</p>	<ul style="list-style-type: none"> · The following are possible consequences for students caught vandalizing school property <ul style="list-style-type: none"> · Restitution- pay/repair/clean up · Suspension · Police Involvement
<p>THEFT</p>	<ul style="list-style-type: none"> · Students caught stealing will be suspended. The police may also be involved. · The student will be responsible for full restitution/payment or the return of the stolen item. · Students are strongly encouraged not to leave valuables in the change rooms. · Students are required to lock their lockers with an ACS lock.

<p>PARKING ISSUES</p> <p>i.e. unsafe driving in the parking lot, unsafe interactions with vehicles, loitering in the parking lot, improper parking, parking in cross-hatched sections, improper use of vehicle on school property (squealing tires, honking, etc.)</p>	<ul style="list-style-type: none"> · All students must register the vehicles that they drive with the school (all license plates of vehicles driven must be registered). ACS Parking passes will be issued upon registration. Parking passes must be visible on all cars in the ACS parking lots. · Parking of student vehicles at Assumption College is a privilege. The following are possible consequences for students who drive unsafely in the parking lot, engage in unsafe interactions with vehicles, improper parking, or loiter in the parking lot: <ul style="list-style-type: none"> · Removal of parking privileges · Police involvement · Suspension · All accessible parking spaces are to be observed and only those with accessible parking permits may use them. · Assumption College School is not responsible for lost, stolen items, or for damaged incurred to vehicles.
<p>SMOKING or VAPING ON SCHOOL PROPERTY</p>	<ul style="list-style-type: none"> · Smoking or vaping is not permitted on school property. Cigarettes and vape pens should not be visible in the school. · Anyone caught smoking or vaping on school property will face discipline consequences with a suspension from the school and may include a \$300 + fine from the Health Unit.
<p>ALCOHOL AND ILLEGAL SUBSTANCES AT SCHOOL OR WHILE INVOLVED IN A SCHOOL RELATED ACTIVITY</p> <p>(i.e. Dances, Retreats, Field Trips)</p>	<ul style="list-style-type: none"> · The abuse of drugs and alcohol is a threat to our educational community. Specifically, distribution and sale, possession and being under the influence of either will result in discipline consistent with Board policies. · The minimum consequence will be a three-day suspension. Repeat offenders will face severe discipline. · Despite the legalization of marijuana, it is still prohibited to distribute, to possess, or be under the influence of marijuana while at school or while representing the school. · Offending students may be required to enter a counseling program as part of their return to school. · Counseling services are available for students seeking personal help in the area of substance abuse.

ATTENDANCE

The Ministry of Education states that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. It is our strong belief that parents should only excuse an absence when absolutely necessary. Consistent attendance is essential to student success.

All missed class work and assignments must be completed. **NOTE: These practices are essential to effectively monitor student attendance and to provide accurate attendance information on which to base the daily automated phone calls.*

GENERAL INFORMATION

1. Students are to be in homeroom at **8:50 am**
2. Absences must be reported by a parent or guardian, prior to 8:45am
3. **In a situation where a student does not provide parent contact or a note, or parent has not called, the student will be required to call home before the student will be permitted to resume classes. Any uncleared absences will be marked as TRUANT until a parent has cleared the absence.**
4. An automated phone message will be sent to the home to advise the parent/guardian of an unexplained absence.

ABSENCES FROM SCHOOL

Parents are expected to inform the School of an intended absence **prior to 8:45 am**

1. Phone: 519-751-2030 ext. 14227 (this line is available 24 hours a day, 7 days a week)
2. In the event that a parent has not reported the absence, a note must be provided upon student return.
3. Students who are 18 years of age may excuse themselves by signing out or calling in their absences. However, absences will be recorded as "Truant" (if unexplained absence) unless the student can provide proof of a valid reason for missing classes (i.e. Appt. slip) especially on assessment days.

NOTE: The student will be recorded as unexcused, until the absence has been explained.

SIGNING OUT DURING THE DAY: (for illness or appointments only)

1. Provide notice in writing or by phone to the attendance office before 8:45 am
2. Students must record their name and departure time on the "**Sign-Out Sheet**" in the attendance office. A Release Slip will be issued.
3. Students must be off school property immediately after sign out time or wait in the office until parent arrives.

NOTE: Absences not handled in this manner will be recorded as "Truant"

SIGNING IN DURING THE DAY: (for illness or appointments only)

1. Provide parental consent in writing or by phone to the attendance office
2. Student must record their name and arrival time on the "**Sign-In Sheet**" in the attendance office immediately upon arrival. An Admit Slip will be issued.

LATES: Late-to-class is defined when the student does not arrive on time and prepared for class. Seven (7) lates may result in administrative discipline, including, suspension.

EXTENDED ABSENCES FOR STUDENTS

1. While we fully support quality family time, taking students out of school for extended absences during school time is greatly discouraged.
2. Research shows that students who miss several classes over a semester often seriously compromise their success in school.

A Request for Temporary Absence form is to be completed if a student is going to be absent for 5 days or longer. The form must include the departure date, the end date, and the reason for the absence, and be delivered to the Vice Principal for signature.

UNIFORM

The uniform we wear at Assumption College School is a vibrant symbol of “our Catholic learning community where we strive for excellence” as outlined in our Mission Statement. Therefore, the manner in which we wear our uniform indicates how authentic we are in our commitment to be both respectful and responsible.

THE EXPECTATIONS ARE:

- **IN SCHOOL = IN UNIFORM...INCLUDING LUNCH HOUR**

Consequences for uniform infractions – students will not be admitted to class.

If a student is missing a uniform part, the following options are available:

- **Call home** to have the missing uniform part delivered, or
- student is **sent home** to replace the missing uniform part, or
- select an item from the **used uniform** supply of Assumption College School (if available – note this supply is very limited)

Consequences for persistent uniform infractions – may include not being admitted to classes, loss of spirit wear and/or casual dress days, or suspension for opposition to authority.

Out of uniform pieces may be confiscated until the end of that school day. Excessive opposition to the school uniform policy may result in parent/guardian requirement to pick up the non-uniform items.

- Hats/bandanas should be removed immediately upon entry to the building
- Theme jewelry that challenges our values is unacceptable (jewelry that suggests domination, promotes violence, alcohol or drugs is unacceptable).
- Non uniform sweaters and jackets may not be worn in the building. A direct route and timeliness is expected for their removal. They should be stored in the student’s locker.
- No backpacks or bags are permitted in any classroom or in cafeteria. Female students may bring a small purse to class. (No larger than 25 cm x 25 cm.)
- Black shoes are part of the uniform and must be worn in the building at all times (ie: during the school day includes lunch hour).

Casual Dress Days:

Theme days and Casual Dress days clothing must be clean, modest and appropriate. No bare mid-drifts, undergarments must not be visible, shorts/skirts must be a modest length. This policy is in effect for school dances, trips, and dress down days. Failure to comply with guidelines for non-uniform days will result in the student calling home to remedy the situation. If a remedy cannot be found, the student will not be permitted to class. **Clothing and theme suitable attire is at the discretion of the Administration team.**

Spirit Wear Days

Every Friday throughout the school year students may wear ACS Spirit clothing, hoodies and/or track pants and running shoes. Students can replace uniform pieces with ACS spirit wear. If a student is wearing an item of spirit wear on Fridays, they do not need uniform shoes. Spirit Wear can be ordered through the ACS website under “Student Life”. ACS Spirit Wear is not to be worn Monday through Thursday.

NOTE Spirit Wear Days are not a paid Casual Dress Day.

Uniform Policy Table

*items purchased through McCarthys

Options: Uniform Basics	Description
*White oxford shirt	<ul style="list-style-type: none"> - monogrammed (ACS) - may be worn alone or under pullover, cardigan or vest - plain white undershirt only (worn under shirt). No visible logos.
*Navy golf shirt (long or short sleeve)	<ul style="list-style-type: none"> - monogrammed (ACS) - may be worn alone or under pullover, cardigan or vest - layering of golf shirts is NOT permitted (i.e. long sleeved shirt under a short sleeved shirt)
*Rugby shirt	<ul style="list-style-type: none"> - striped, embroidered with ACS crest
*Dress pants	<ul style="list-style-type: none"> - grey, hemmed, unmodified, not rolled as capris or tucked in socks - waistband worn at the waist
*Kilt	<ul style="list-style-type: none"> - no shorter than 4 inches (10 cm.) from the knee - waistband worn at the waist - absolutely no rolling up of kilt - may be worn with tights or socks (socks must be worn below knee) - black shoes, low black boots (e.g. Blundstone style) or sandals must be worn with kilt
*Shorts	<ul style="list-style-type: none"> - navy, no shorter than 4 inches (10 cm.) from the knee - waistband worn at the waist - tights may be worn with shorts - black shoes, low black boots (e.g. Blundstone style) or sandals must be worn with shorts - NO rolling of shorts
*V-neck pullover, 1/4 Zip-up sweater (knitted or cotton), Full Zip mockneck sweater (knitted or cotton)	<ul style="list-style-type: none"> - navy, knitted, monogram (ACS)
*Uniform hoodie	<ul style="list-style-type: none"> - navy, monogram (ACS)
*Vest (knitted)	<ul style="list-style-type: none"> - navy, monogram (ACS) - must be worn over oxford shirt or golf shirt only
Undershirt and/or turtleneck	<ul style="list-style-type: none"> - plain white undershirts only with no visible logos or writing - can be worn under oxford shirt, golf shirt, or rugby shirt - undershirt may not be visible below cuff or hem of uniform shirt
Belt	<ul style="list-style-type: none"> - solid black or dark brown - through all loops at waist, worn with pants or shorts only - no logos on belt buckles
Accessories	<ul style="list-style-type: none"> - small, in good taste, not detracting from the uniform nor drawing undue attention to the accessory, no scarves, no head bandanas, head bands must not exceed max of 2.5 cm wide - no chokers, no gloves
Tights/nylons	<ul style="list-style-type: none"> - white, navy, grey, black, maroon, or flesh tone, solid colours only - must have feet (no footless leggings) - may be worn with kilt
Socks	<ul style="list-style-type: none"> - any coloured socks are permitted. Logos/images on socks must align with the moral tone of the school - must be worn below the knee
Shoes	<ul style="list-style-type: none"> - <u>solid</u> black shoes worn in good repair with black laces - low black 2" boots (e.g. Blundstone style)
Sandals	<ul style="list-style-type: none"> - solid black or dark brown dress or Birkenstock-style sandals - may be worn with or without hosiery - NO slides, flip-flops or plastic styles - NO Crocs