



Kingston Secondary School Code of Conduct, 2023/2024

At KSS, our mission is to create a culture of inclusion and high expectations fostering wellness and risk-taking, and empowering students to accept all community members as critical, creative thinkers and effective communicators who will skillfully pursue their aspirations as citizens of the world.

This code of behaviour sets out the standards of behaviour which are expected of all members of the KSS community in order to provide a safe, effective learning environment in a positive school climate, and is consistent with the [Limestone District School Board Codes of Conduct](#).

Schools need to be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. Respect, responsibility, civility and academic excellence are promoted so that all members of the school community will feel safe, comfortable, and accepted. The purpose of this code of behaviour is to:

- ensure that all members of the school community are treated with respect and dignity;
- promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- encourage the use of non-violent means to resolve conflict;
- promote the safety of people in school; and
- discourage the use of tobacco, alcohol and drugs,
- Prevent bullying in schools.

All members of the school community must comply with the behaviour expectations while on school property, at school-related activities, or in other circumstances where engaging in the activity will have an impact on the school climate.

Respect, Civility and Responsible Citizenship

Expectation for Behaviour	Reasoning	Consequences
<p>1. Respect for Self and Others</p> <p><i>You are responsible for:</i></p> <ul style="list-style-type: none">• respecting the opinions, ideas and work of others;• expressing yourself to all staff and students in a polite and considerate manner; and,• exercising self-discipline at all times with respect to language and conduct.	<p>All staff and students have the right to learn and work in a friendly, supportive environment where they are trusted with responsibility and treated with respect.</p>	<p>If you choose to practice behaviour which disrupts the learning environment of yourself or others, you will be counselled by your teacher to make other choices. Continued infractions will lead to a meeting with the Administration and may result, where appropriate, in counselling, detentions and/or possible suspension.</p>

<p>2. Dress and Personal Appearance</p> <p>The Limestone District School Board continues to update their Dress Code. The most recent version is available here.</p> <p><i>You are responsible for:</i></p> <ul style="list-style-type: none"> ● dressing in clothes which are appropriate to the school setting, i.e. clothing that reflects respect for the public nature of the school environment. All members of the school community must dress in a manner that represents a respectful tone, reflects personal pride and regard for others. Members of the school community must not display in any way or wear clothing or accessories that: <ul style="list-style-type: none"> ○ has content which is deemed to be offensive or demeaning to any individual group. ○ promote unlawful activities, including but not limited to, material which features alcohol or illicit drugs or disrespect. ○ are unhealthy, unhygienic or unsafe ○ are reflective of violent or anti-social culture. 	<p>Your appearance reflects your respect for yourself and for others. Wearing inappropriate clothing demonstrates insensitivity and lack of respect for others. Such behaviour interferes with the best interests of the school, which seeks to provide educational opportunities for all students in a positive, respectful and non-threatening environment.</p>	<p>Staff will respond to student clothing violations in a consistent, fair, and sensitive way that is inclusive and non-gender specific, avoiding reinforcing gender and other stereotypes.</p> <p>Violations will not interfere with the student’s access to their education and related activities <u>unless the violation has occurred multiple times, or is a violation under the Safe Schools Act or the Ontario Human Rights Code.</u></p> <p>Staff will offer a variety of choices to remedy any inappropriate clothing such as asking the student to wear additional clothing of their own to obscure the inappropriate clothing choice, to borrow additional clothing from a peer, contact a family member to bring extra clothes, or to wear new clothing provided by the school.</p> <p>Students who refuse to comply with choices provided to remedy inappropriate clothing and/ or who repeatedly violate this administrative procedure may be subject to progressive discipline.</p>
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3. Respect for the School Environment

You are responsible for:

- keeping your school premises clean and free from litter;
- using the recycle bins and waste receptacles provided under our recycling program;
- taking proper care of your textbooks, locker, chromebooks and equipment which are the property of the Board;
- refraining from engaging in any type of theft or vandalism;
- not using skateboards, scooters, bikes or rollerblades in the school

Staff and students have the right to feel safe in a healthy environment which is neat, clean, safe, litter-free, smoke-free, and free from crime.

- If you litter, you will be directed to clean up the litter.
- If you lose or damage equipment, you may be expected to pay to replace the equipment.
- Serious vandalism or theft will result in police involvement and/or possible suspension.
- If you violate computer guidelines, you could lose access to the computers and could be suspended.

4. Technology Use

You are responsible for:

- being accountable for your online behaviour during school hours, as well as off school property, such that your actions do not have a negative impact on the school environment;
- ensuring the security of your Limestone account by not sharing your password with other users;
- seeking permission from the appropriate staff member to use recording devices (eg: cell phone, camera, video/DVD recorder, etc.) at school or a school event.

As technology continues to advance at an astounding rate, so have the implications related to your safety, privacy, and intrusion into your school and community. You are expected to use the network responsibly and follow “Net Etiquette” as it appears in the [Limestone Acceptable Use Policy \(AUP\)](#) [and in Administrative](#)

If you use technologies to threaten, harass or demean another member(s) of the school community, and where this action interferes with the member(s)’ safety or ability to function in the school, you will be subject to the school’s Code of Conduct, Board policies and procedures, and Ministry of Education Safe Schools protocols, as determined by school administration. Your access to school computers, networks and the Internet may be revoked until an appropriate time as determined by administration. You may be suspended and/or expelled under the above named policies. When necessary, police will be involved.

<p>5. Cell Phones & Other Electronic Devices (any cell phone or device with communication capabilities):</p> <p>There is no cell phone use in class unless permitted by the teacher.</p> <p>Cell phones</p> <ul style="list-style-type: none">• must be turned off and not be seen/heard during class time and assemblies. Phones can be used in the halls, cafeteria, etc. only during scheduled breaks and at lunch,• are not permitted during examinations and/or other summative assessments,• and other electronic devices cannot be used in changerooms, washrooms, etc.	<p>With the prevalence of cell phones, rules and guidelines are needed to encourage the courteous and responsible use of such devices and to ensure that their use does not disrupt the learning environment for students.</p>	<p>Consequences may include a phone call home and/or a referral to a vice-principal.</p>
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<p>6. Attendance</p> <p>613-544-4811 ext. 11120</p> <p>kings.attendance@limestone.on.ca</p> <p>A parent/guardian may notify the school of a <i>Parent/Guardian Approved Absence</i> through SchoolMessenger or by phone number or email address listed above.</p> <p>When you feel sick and wish to go home, you may call your parent/guardian from attendance in the main office as the attendance clerk needs to speak to them as well to have you sign out of the school.</p> <p>When you are leaving early, you need to sign out (parental permission must be given via phone call/note/text.)</p> <p>Anytime you have arrived at school after 8:35 AM, or are more than 15 minutes late for any period, you need to sign in with the Attendance Secretary.</p>	<p>Ontario provincial law requires that “a pupil shall attend class punctually and regularly and is excused from attendance ... if he or she is unable to attend by reason of sickness or other unavoidable cause.” Regular attendance offers you the opportunity to achieve your credits.</p> <p>In the event of an emergency, it is imperative that the school has an accurate list of all occupants of the building. For this reason, students must sign in if they arrive at school late or are returning from an appointment. If a student signs out, they must leave the building.</p>	<p>Each day unexplained absences are reported to parents using SchoolMessenger, an automated telephone messaging service and e-mail. If truancy is discovered, you will be reported to the Vice-Principal.</p> <p>If the truancy persists, the following are potential consequences:</p> <ul style="list-style-type: none"> - Detentions - Parent meetings - Vice-Principal referral - Attendance contracts - Removal from a course - Referral to our attendance counsellor - Suspension from school. <p>As part of our ongoing focus on student success, you should expect your student’s teachers to contact you to discuss their progress when your student has unexplained absences or your student’s achievement is being impacted by poor attendance, even if the absences have been approved. Persistent attendance issues will be referred to the appropriate Vice-Principal for follow-up.</p>
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<p>For planned extended absences, please contact the Principal in writing at least one month prior to the extended absences and complete the extended absence form, prior to departure.</p> <p><u>Please note:</u> Students are not permitted to sign themselves out or call in absences until they reach the age of 18.</p>		
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<p>7. Safe Environment</p> <p>No student may be in possession of any item, whether “Prohibited” or “Non-Prohibited” under the Criminal Code, that could be classified as a weapon. A weapon is any other device or instrument used to intimidate, threaten or inflict harm.</p> <p>Possessing or displaying weapons of any kind, including real, toy or replica, and all other objects that could inflict or threaten bodily harm, including all types of knives, are not permitted at the school, on any Limestone Board property, or at any school-related event or activity at any time.</p>	<p>You, along with other students and staff, have the right to a safe learning environment. Any conduct which threatens our safe learning environment and the mental, emotional or physical well-being of our staff and students will not be tolerated. Ensuring the safety of all students and staff is of utmost concern.</p> <p>The use of force or threatened use of force is an assault and is a criminal offence. Intimidation for the purpose of compelling someone to do something they do not want to or should not do or preventing someone from doing something which they are entitled to do is also an offence under the criminal code.</p>	<p>Individual cases involving this type of behaviour will be dealt with under the guidelines of the LDSB Safe Schools Policy. Disciplinary actions could include suspension, police involvement and expulsion from school.</p> <p>Possession of a weapon(s) will result in suspension pending expulsion, as well as police involvement and possible criminal charges.</p>
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<p>8. Tobacco Products, Vaping, Alcohol and Drugs</p> <p>By law, the use of smoking, vaping and e-cigarette products are not permitted at the school, on Board property, on school buses or while attending any school-related activity. School property includes cars that are on school grounds and all property to the edge of the street. Furthermore, the Smoke Free Ontario Act prohibits smoking within 20 metres of school property. Other tobacco products may not be used on school property. Providing tobacco products to anyone under 19 years of age is illegal.</p> <p>Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol is illegal and is unacceptable at the school, on Limestone property or at any school-related event or activity at any time. Lighters and drug-related paraphernalia that can be used for substance abuse are not permitted on school property.</p>	<p>The school recognizes the benefits of a tobacco-free environment to all persons.</p> <p>Alcohol and restricted drugs may be addictive and represent a health hazard.</p> <p>A student under the influence of, or in possession of illicit drugs or alcohol negatively impacts the school environment.</p>	<p><u>First time offences for smoking/vaping will automatically result in a one-day suspension</u> and could result in a fine from the Tobacco Enforcement Officer. Repeated offences may result in longer suspensions.</p> <p>Students found to be under the influence of drugs or alcohol will be subject to the LDSB Drug and Alcohol policy and will be referred to Administration. Suspension and KAIROS referral will be considered for instances of possession/impairment/ consumption. Penalties increase with further infractions to include: increased duration of suspensions, police involvement, or expulsion.</p>
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<p>9. Bullying Awareness, Prevention, and Intervention</p> <p>Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate.</p>	<p>Bullying is typically a form of repeated, persistent and aggressive behaviour directed at another person that is intended to cause (or should be known to cause) fear, distress and/or harm to that person's body, feelings, self-esteem or reputation. Bullying occurs when there is a real or perceived imbalance of power. Bullying can be physical, verbal, social, or occur through electronic (cyber) communication.</p>	<p>When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately.</p> <p>Bullying behaviour will be addressed using a progressive discipline approach with a range of interventions and consequences.</p>
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10. Academic Honesty

A breach of academic honesty is the theft of intellectual property and is treated with the utmost seriousness.

Submitting work or parts of work that are not your own, or intentionally allowing another student to use your work and present it as their own is academically dishonest and not permitted.

To avoid this, your teachers will help students to plan their work. If you find that you require assistance in order to complete the assignment properly, see your teacher well in advance of the due date. Your teacher can help you to establish a reasonable timeline to complete an assignment and/or strategies to do your research and write your final submission.

Plagiarism means that a student has not shown that they can demonstrate the curriculum expectations.

You will be referred to administration and serve an academic detention where a paper on academic ethics may be assigned. A record will be kept centrally in the main office and consequences will be more severe for subsequent infractions, which may include suspension from school.

Human Rights, Equity, and Inclusion

The [Limestone District School Board](#) is committed to upholding human rights, and creating an equitable, inclusive, and accessible school climate that ensures all students, staff, and members of the broader school community feel safe, comfortable, and accepted. We want everyone who learns, works, or volunteers in LDSB to value diversity, demonstrate respect for others, and commit to establishing a just, caring society. We know that diversity enriches the educational and employment experience of everyone. A positive school climate is necessary to support an inclusive, responsive learning environment for all students and to maximize student success. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions.

Intruders/Trespassers on School Property

All visitors to the school are required to report to the Main Office. The presence of unfamiliar/suspicious persons on school property poses a personal threat to students and staff. Since the possible motives/responses of such persons are unknown, it is important that students report the location of the intruder to the first staff member available and not approach or try to communicate with intruders. Following this procedure will help ensure the safety of all members of the KSS learning community.

Progressive Discipline

The school encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies which promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include one or more of the following: oral reminders, warning, review of expectations, contact with parent(s)/guardians(s), written reflection, remedial assignment, detention, changing inappropriate clothing, formal interview with administrator, volunteer services in the school community, conflict mediation and resolution, peer mentoring, and/or referral for support services, meeting with school resource police officer, making restitution (including full payment for damage/vandalism), suspension, expulsion, referral to police.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his or her Individual Education Plan and their demonstrated abilities.

Suspension and Expulsion

As part of progressive discipline, the school may also use suspension and/or expulsion for serious incidents as outlined in the [Limestone District School Board's Safe Schools Policy](#). Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal must consider mitigating and other factors. A principal or vice principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Being under the influence of drugs
- 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
- Engaging in another activity that, under a policy/procedure of the Board, is one for which a suspension may be considered
- Discriminating against another person's race, sexuality or religion
- Persistent truancy
- Opposition to authority
- Habitual neglect of duty
- The willful destruction of school property
- Conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school
- Smoking on school property
- Bullying
- Medical/immunization
- Profanity/swearing
- Fighting/violence
- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board 2007, c. 14, s.4

A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate. For the following incidents the principal will suspend and will also consider recommending to the Board's Discipline Committee that a student be expelled:

- 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 in weapons or in illegal drugs
- Committing robbery
- Bullying, if, the pupil has previously been suspended for engaging in bullying, AND the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person
- Any activity listed in subsection 306(1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor
- Giving alcohol to a minor
- Giving drugs to a minor
- Behaviour that is so refractory that the pupil's presence is injurious to the effective learning and/or working environment of others
- The student has engaged in activities that cause the student's continuing presence in the school to be injurious to the physical or mental well-being of others in the school
- The student has engaged in activities that cause extensive damage to Board property or to goods that are on school Board property
- The student has demonstrated through a pattern of behaviour that he/she has not prospered by the instruction available to him/her and that he/she is persistently resistant to making the changes in behaviour which would enable him/her to prosper
- Any other activity that under a policy of the Board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this part, conduct an investigation to determine whether to recommend to the Board that the pupil be 2007, c. 14, s. 4; 2012, c. 5, s. 14