

School Code of Conduct

Posted September 24th 2008

Mission Statement:

Caribbean International Academy is committed to promoting a caring goal-oriented environment that fosters academic excellence, personal growth and a love for life long learning. It is the goal of CIA to prepare students for post secondary education to the best of their potential.

The CIA School Code of Conduct reflects the expectations of the Ministry of Education of Ontario. CIA is required to have a written Code of Conduct available to parents, students and staff. CIA wants to reflect the high expectations of parents, staff and students attending CIA. The following Code of Conduct applies to all individuals who are involved with Caribbean International Academy, including students, parents/guardians, staff members, volunteers and partners, whether on school property, school buses, or at school authorized events or activities. The Code of Conduct has been revised during the past school year. Input has been contributed by Teaching Staff, Student Council, and the CIA Parent Council

The Code of Conduct will continue to evolve as the school and its experiences grow and it may continue to change with input from staff , parents, students and other stakeholders who have a commitment to the safety, health and well being of all those who are involved with the school.

The Code of Conduct is in effect from the first day of school in its current form. A periodic review of the code will occur when deemed necessary. As expectations are added to the code to meet new and emergent issues, students, parents and staff will be notified.

CODE OF CONDUCT

CIA will:

- Ensure that all members of the CIA community are treated with respect and dignity.
- Promote responsible citizenship.
- Maintain environments where conflict and difference can be addressed through respect and non-violent means.
- Promote the safety of all persons in school.
- Discourage the use of illegal drugs and the abuse of alcohol.

School staff members will:

- Support the Principal in maintaining the order and consistent disciplinary practices of the school.
- Hold everyone to the highest standard of respectful and responsible behavior and model such behavior.
- Demonstrate care and commitment to academic excellence within a safe learning/teaching environment.
- Help students work to their full potential and develop self worth.
- Communicate regularly with parents and seek feedback from parents for achieving and maintaining good communications.
- Demonstrate respect for all students, staff and parents.

CIA Students will:

- Come to school prepared, on time, and ready to learn.
- Become familiar with the Code of Conduct and school rules. Co-sign the Code of Conduct form and return the form to the school at the beginning of the school year.
- Exercise self-discipline, be courteous and accept such discipline as would be exercised by a kind, firm and judicious parent.
- Exhibit cleanliness in person and habits.
- Show respect for school property and the property of others.
- Show respect for all others including those in authority.
- Refrain from bringing anything to school that, in the judgment of the Principal may compromise the safety of others.
- Follow the existing rules and take responsibility for personal actions.
- Be honest in all aspects of school life.

Parents and Guardians will:

- Show an active interest in the child's school work and progress.
- Communicate regularly with the school.
- Help the child be neat and appropriately dressed, and prepared for school.
- Ensure that the child attends school regularly and on time.
- Work with the school as appropriate to address a child's attendance, behaviour or academic problems.
- Report promptly to the school, the child's absence or late arrival.
- Become familiar with the Code of Conduct and school rules and sign and return the form to the school at the beginning of the school year indicating that the Code has been read and understood.
- Encourage and assist the child in following the rules of behavior.
- Assist school staff in dealing with disciplinary or academic issues.

Volunteers will:

- Abide by the School Code of Conduct.
- Respect and model the behavior consistent with the beliefs of the Academy.
- Refer issues that arise to teachers or the Principal.
- Refrain from disciplining students.

The School Code of Conduct upholds the Mission, Beliefs and Values of Caribbean International Academy as written in the School Course Calendar. School Guidelines and Procedures reflect daily application of the Code of Conduct. Support the Code of Conduct, live by the School Guidelines and Procedures.

SCHOOL GUIDELINES AND PROCEDURES

Dress Code Policy and Rules

All students attending the Caribbean International Academy will be expected to comply with the school uniform policy.

The uniform to be worn daily is the uniform and its designated components purchased through the designated supplier or in the school store. Adherence to the styles and colors designated by the Caribbean International Academy will be strictly enforced.

General Dress Code Policy:

1. Students will be expected to be dressed neatly and in the appropriate school uniform **when they enter the school's property**. Students will also be expected to maintain their uniforms in neat and proper fashion **until the time they are off school property**. Students arriving or departing outside of regular school hours will be required to comply with dress code regulations.
2. All clothing worn by students must be specified as appropriate by school administration. Any deviations in clothing must be approved by administration. Jeans of any color are not allowed at any time. All clothing should be appropriately buttoned as is appropriate to conform to the school uniform policy. Clothing is to be clean and neat at all times.
3. **There will be no exposure of mid-riff or hips.**
4. **All shirts** are to be tucked in at all times other than during physical activity limited to the sports court. The entire school approved belt and buckle must be visible at all times.
5. The dress code policy is in effect at lunch unless a student is actively engaged in a sports activity. Immediately after the activity the uniform must be made acceptable.
6. School designated **belts and buckles** must be purchased through the designated school uniform supplier and worn at all times.
7. **Pants** on both boys and girls will be worn **above** the hips and **below** the navel.
8. **All clothing must be fitted appropriately.** Over sized clothing worn loosely and undersized clothing worn tightly is not acceptable, tolerated, or allowed. Students with ill-fitting clothing will be considered out of uniform and appropriate corrective action will be taken following the school uniform policy procedures.

9. Slacks are to be of such a length that hem of the pants will fall straight to the top of the shoe. Slacks "**bagging**" or "**bunching**" at the shoe will not be tolerated.
10. **Shoes** must be all white or all black and low cut with no other colouring. Shoes are available at the designated supplier. Any shoe that is not all white or all black will not be acceptable.
11. All shoes will be "**traditionally**" **laced in a diagonal pattern** with a **visible bow** at the top of the shoe. All laces must be the laces purchased with the shoe, or a close match.
12. Good grooming is expected of all students. Hair is to be clean, trimmed, and of a length deemed appropriate by administration. Other decorative head accessories are not allowed.
13. **Ties** are to be worn on Mondays or days designated as formal dress days. Ties will be worn, knotted correctly with the knot **tight at the throat**, and in terms of length sit above the belt between one–three inches. Only school uniform ties will be deemed appropriate for the school uniform.
14. Hats may not be worn in classrooms. Hats for the purpose of sun protection are allowed outside at lunch. Permission to wear hats during physical education classes will be at the discretion of the teacher. No stockings, bandanas, or head coverings will be allowed for boys or girls. Hats are to be worn with the peaks facing forward squarely over the eyes and face.
15. **Earrings:** Earrings may be worn by both boys and girls. **The only** authorized earring will be the **stud** earring or **small hoops**. There will be no other type allowed.
16. **Jewelry:** Chains and medallions must be worn inside the shirt. Students will be allowed **one ring per hand** and **one** bracelet. Students may also wear a watch of traditional style with a face no larger than 2 inches in diameter.
17. Make-up may be used in moderation by girls. Make up that is deemed distracting or overdone will not be allowed.
18. School authorized physical education uniforms including shorts, t-shirts, and swimsuits must be worn to all physical education classes. Personal sports clothing is not allowed. **Any student not in the official school Physical education uniform will be in violation of the school's uniform policy.**
19. The school dress code policy is in effect during examination periods, school functions, and at all times other than when indicated by administration.

- 20. Each Monday will be a formal dress day. Tuesday through Friday students will wear the school uniform from the choices selected from the authorized school uniform supplier or the school store. Dress code is in effect anytime a student is on school grounds or is a member of a school function off campus.**

The expectation is that while students are in uniform, they will abide by the dress code, whether they are at school, or in the community. Any deviation from the school uniform prescribed above will be a violation of the Caribbean International Academy Dress Code Policy and will be dealt with appropriately according to the procedures outlined in this code of conduct packet.

School Dress Code Enforcement Policy:

A teacher or administrator who witnesses a uniform infraction should immediately call a student away from his or her peers. The teacher should politely point out the uniform infraction and explain the school's policy on uniform infractions.

The teacher will fill out the uniform infraction ticket clearly filling in all the information. The student will be asked to review the information then sign and date on the bottom. The student will be given the top copy to take home and have a parent sign. The second copy will be placed in the administrator's mailbox by the end of the day. The third copy will remain in the teacher's ticket book as a backup for documentation purposes.

The following school day, the students with uniform infractions will be called to the office. Those with existing disciplines will be checked to verify they are in compliance with the action. Students with new uniform infractions from the previous day will be checked on the database for previous infractions. The appropriate consequence will be applied.

The Authority of the School Administration

Acknowledging that fads and fashions change quickly in society, and accepting the difficulty of anticipating fashion changes, administration maintains the right and authority to ban any article of clothing or accessory not mentioned in the general dress code policy deemed to be inappropriate to the good of the school.

Access to School Premises

Persons who are permitted on school premises include:

- Students who are enrolled in the school.
- Parents and guardians of enrolled students.
- Persons employed or retained by the school.
- Persons engaged in lawful purposes such as deliveries.
- Persons invited by the owners, Principal or designate for a purpose or an event.

Authority to be on school premises does not entitle a person to have access to all areas of the school premises.

All visitors to the school are requested to report to the office to identify themselves before proceeding with their business.

Opening Exercises

First period each morning will begin with a moment of silent reflection and a reading followed by morning announcements. Students will be asked to stand for the duration of the silent reflection.

Daily Conduct

To protect the safety and welfare of all, and to maintain a positive school environment, CIA students will:

1. Co-operate and demonstrate mutual respect for all members of the school community at all times.
2. Refrain from hazing or any other forms of initiation of students new to the school.

3. Respect school property and that of teachers, students, and the community.
4. Be in compliance with the school uniform policy and dress code.
5. Refrain from using tobacco products, alcohol or illegal drugs while on school property, or within sight of the school or while involved in any school related activity.
6. Refrain from being under the influence of alcohol or illegal drugs while on school property or involved in any school sponsored activity.
7. Conduct themselves at all times, including when participating in any authorized school trips or co-instructional activities, in accordance with all school rules.

Consequences:

Individual cases are carefully assessed so that the school's response is appropriate to the age, actions and circumstances of the students and the goal of developing self discipline and awareness of responsibilities.

Consequences for inappropriate behavior may include:

- Reminder or warning.
- Problem solving sequence.
- Detention.
- Verbal or written apology.
- Loss of privileges.
- Assignment (extra work or clean up duties).
- Call home.
- Behaviour report or behaviour plan.
- Student contract.
- Confiscation of inappropriate items until the end of the day when they are to be taken home.
- Appointment with Principal.
- Interview with parents and student.
- In-school suspension from class for whole or part of the day.
- Restitution.
- Suspension from school.
- Expulsion from school.

Attendance

Students are expected to be in class each day other than when excused for illness or for a school related activity. Attendance is taken in Home Room classes everyday and reported to the office.

For any discrepancies of student attendance of any kind, the following notes apply:

- a) Parents are to inform the office about absences due to illness by phoning the school (545-3871).
- b) All students returning from illness are required to bring a signed note to give to their Home Room teacher.
- c) Students who forget notes will be asked to bring one on the next day.
- d) Students leaving school for any reason during the day must bring a note for their teachers and before they leave, write their name and requested details in the Sign In/Sign Out book in the academic office. Students signing out must speak to the principal or vice principal. Parents are asked not to call the office in lieu of a note.
- e) If students become ill during the day, they should report to the office and someone there will help.
- f) Regular attendance at school is required. *Prolonged absence from secondary credit courses may result in student withdrawal from a course, or failure, or the inability to assess a student adequately.*
- g) All students are required to attend assemblies as part of the school day.
- h) Students in grades 7-12 are expected to be in Home Room class by 8:25am in the morning. Students in grades 5-6 are expected to be lined up outside their classroom door or in the cafeteria ready to enter by 8:15 am. Grades 1-4 students meet their teacher in the cafeteria.
- i) Any student who is asked to leave a class by a teacher for any reason (dismissal from class) must report immediately to the *office*.
- j) All exams are to be written on the day and the time they are scheduled on the exam timetable. Do not schedule vacations during these dates. Exceptions will be made for bereavement and illness. A doctor's certificate will be required for missed exams due to illness. Parents should call the school before the exam to inform the office of a medical problem.
- k) Students who miss tests or class presentations for legitimate reasons are required to write make up tests or do the presentation upon their return to school or as directed by the teacher.

Plagiarism

According to Webster's New World Dictionary, to plagiarize is to "take the ideas, writings, etc. from another and pass them off as one's own" (570). When you do this, you are committing a form of academic dishonesty. In actuality, plagiarism is a type of stealing. The person whose ideas or sentences you are passing off as your own has worked hard to write down his or her ideas. If you just copy another's work, you are not really working at all, you are not learning anything, you are not processing the information in any way. In fact, you are just copying. Teachers want you to do more than that in your research papers. They want to know that you have processed the information in some way. To show them that you understand the material, you want to put the ideas that you are learning into your own words. You can do this by summarizing or paraphrasing the material. To further avoid plagiarism, you will also want to document where you found your information.

Examples of plagiarism are;

- Buying a paper from a research service or term paper mill.
- Turning in another student's work without that student's knowledge.
- Turning in a paper a peer has written for the student.
- Copying a paper from a source text without proper acknowledgment.
- Copying materials from a source text, supplying proper documentation, but leaving out quotation marks.
- Paraphrasing materials from a source text without appropriate documentation.
- Turning in a paper from a "free term paper" website

Please refer to the article "How Not to Plagiarize" @ <http://www.utoronto.ca/writing/plagsep.html>

The penalties imposed:

1. All cases of suspected plagiarism will be investigated, and, where the work of one student clearly has been used by another in an attempt to deceive the teacher, both the student who does the copying and the person whose work is copied will receive **ZERO MARKS** for that item of assessment.
2. Similarly, any submitted work that contains unacknowledged blocks of text from published works (including web-based sources) in an attempt to deceive will receive **ZERO MARKS**.
3. In all cases above, we will consider invoking CIA disciplinary procedures, which can lead to the plagiarism being recorded on a student's academic record, and, in extreme cases, to withdrawal from the course and loss of credit.

If you have any questions about a specific paper, sources, foot notes, references, etc please discuss it with your teacher before handing anything in for assessment.

Late policy

You are late if you are not in class when the bell sounds. Persistent lateness will result in disciplinary action. If you arrive late for school, you are required to enter your name and requested details in the Sign In/Sign Out book in the academic office.

Computer Policy and Computer Use

The use of the school's computers, computer networks, computer software, Internet access, electronic mail, and related resources is a privilege and is intended for educational purposes only. Routine maintenance and monitoring of the network may lead to discovery of violations to this policy. Parents and staff have the right to see contents of a student's school e-mail files at any time.

Acceptable Computer Network Use

It is the responsibility of the person using school computers and systems to abide by the following rules:

1. Recognize and honour intellectual property of others.
2. Comply with legal restrictions regarding plagiarism and citation of information resources. Plagiarism is defined as taking ideas or writings from another person and offering them as one's own. Credit should be given to the person who created the article or idea.
3. The schools Code of Conduct applies also to technology use.
4. Make responsible use of school resources.

Unacceptable Computer Network Use

1. The network may not be used to annoy, threaten, or offend other people.
2. Non-educational activities, such as games, chat, or unauthorized file sharing are prohibited.
3. Files may not be downloaded without permission of the teacher in charge.
4. Vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with the hardware or software will be subject to disciplinary action.
5. Passwords should not be shared.
6. Users may not use the computers to view or send offensive messages, files or pictures. Any accidental access to such material must be reported to the teacher.
7. The initiation or continuation of chain letters is prohibited.

On-line Safety Considerations

1. Never provide personal information on line.
2. Never agree to meet in person with people you have met on line.

Consequences of Violations

Violations of the computer policy will include but not be limited to:

1. Suspension of computer privileges.
2. School suspension.
3. School expulsion and legal prosecution by the authorities.

Expectation Sheets

Students should receive from teachers in the first few days a set of expectations for their courses. You are requested to share that information with your parents.

Homework

Homework includes not only assignments from teachers but also constant review of work covered. It should be noted that because of the length of instructional periods, some time will be provided for homework. However parents should expect students to bring work home most evenings. Homework is also available from each teacher's web pages on our website, www.carib-international.org. Use the Faculty and Staff link to access the relevant teacher.

Library

The library is open and supervised from 7:45am until 2:30pm each day, including the lunch hour. The use of the library is intended for research, study, and quiet reading. The use of the library computers is for research only. Depending on demand, individual use may be limited to a specific amount of time.

Lockers

Lockers should be kept neat and tidy and locked. Do not keep valuables in your locker. Students are to use only the locker assigned to them. Your lock combination must be kept on file in the office. Students who deface lockers will be required to clean or repair them or pay to have it done. Lockers are the property of the school and may be opened at the discretion of Administration.

The School Day

Grades 7-12: The school day begins with period 1 classes at 8:25am and ends at 2:30pm followed by extra curricular activities. Classrooms will be open by 8:20am for students.

Grades 1-6: The school day begins at 8:15am and ends at 2:15pm.

Because we are running a junior school and a senior school, we discourage students from loitering on the property unless they are in organized after school and extra-curricular activities.

Lunch Hours

Students are not allowed to leave the campus during lunch hour. Students may purchase lunches in the cafeteria or bring their lunch from home.

Smoking

The CIA campus is a smoke free campus. Students are requested not to smoke within sight of the school. We ask those students who do smoke to consider not smoking at any time while in school uniform. There will be no smoking during school sponsored activities or events.

Student Health Insurance

All students are required to have health insurance. Coverage may be through SVB or similar, private coverage. or through the school. Proof of health insurance coverage is requested when a student first registers at the school. If it is not supplied, then the student will be excluded from any field trips arranged.

Teacher Names

Students will address teachers by Miss/Mrs./Ms or Mr. and the surname as requested by the teacher.

Cell phones

Cell phones must be turned off in class rooms and are only to be used at school for emergency purposes. Due to cell phone theft in the school it is recommended that cell phones not be brought to school. The school will accept no responsibility for lost or stolen cell phones. The continued use of cell phones at school during non instructional times will be at the discretion of administration.

Walkmans, Ipods & Electronic Equipment

Electronic equipment of any kind other than that authorized by the teacher is not allowed in instructional classrooms. It is recommended that you leave all such equipment at home. When you enter a classroom or in the hallways, ear phones should not be in your ears, music must be turned off. The school is not responsible for the loss of this property.

Zero tolerance

CIA has a zero tolerance towards violence of any kind, towards the selling of drugs, towards any instrument deemed to be a weapon and a threat to staff and students. Violent physical behavior against another, the possession of illegal drugs for purposes of selling or consumption, the possession of a weapon on school property or while on a school related activity will result in immediate expulsion.

Note:

The CIA School Guidelines and Procedures is policy in development. The sections outlined to date are intended to make life enjoyable and safe for everyone. We will all learn by working and learning together in the coming year.