

GMS Handbook 2022-2023

Goulbourn Middle School

R.R. #3 · 2176 Huntley Road · Stittsville · Ontario · K2S 1B8

Attendance Line: 613-836-1311

School Line: 613-836-1312

Fax: 613-836-3558



Student Name: _____

Computer: ID. _____

Homeroom Centre Teacher: _____



School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

Welcome Students, Parents, and Guardians:

Opened in 1967, Goulbourn Middle School is home to over 430 students in Grades 6, 7 and 8. We offer a Regular English Program, Early French Immersion, Middle French Immersion, a General Learning Program and a Specialized Gifted class. At the grade 7 and 8 level, our Middle Immersion and Early Immersion programs are blended.

At GMS you will find a wonderful community of learning. Staff, students and parents work together towards common goals – academic excellence, social and emotional development, and positive attitudes. Our students are encouraged to become life-long learners and responsible citizens. Creating a safe, caring and compassionate learning community is at the heart of all that we do. The work we do focuses on the OCDSB Community of Character and the OCDSB Exit Outcomes.

Our middle school is a special place to learn and grow. Goulbourn staff members are tireless in their efforts to offer wonderful experiences for students both within and beyond the walls of the classroom. We value our supportive and involved parent community and welcome volunteers! Students are engaged in their learning and are excited to participate in the variety of extra-curricular experiences that are offered at Goulbourn – from sport teams, Student Council, fine arts, band and a wide variety of clubs and activities.

We are proud of Goulbourn and are delighted to share it with you!

This handbook contains important information about protocols and procedures in place at Goulbourn Middle School for the 2022-23 school year. The safety, health and well-being of our students and staff is our highest priority, and we thank you in advance for your cooperation, patience and support in this area.

We ask that all parents/guardians please read through the document thoroughly and keep it in a safe place for easy reference.

School Hours

7:40 a.m.	Buses begin to arrive	12:20 - 12:45 p.m.	Recess
7:55 - 9:55 a.m.	Instructional Block 1	12:45 - 1:05 p.m.	Nutritional Break
9:55 - 10:20 a.m.	Recess	1:05 – 2:25 p.m.	Instructional Block 3
10:20 - 10:40 a.m.	Nutritional Break	2:25 p.m.	Dismissal
10:40 - 12:20 p.m	Instructional Block 2		

COVID-19 SELF ASSESSMENT: The daily COVID-19 self assessment screening tool continues to be available and students and visitors are encouraged to use it and follow its guidance. For the health and safety of all GMS students and staff, we respectfully request that **if your child is ill in any way, PLEASE DO NOT SEND THEM TO SCHOOL!**

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GMS is a mask friendly environment. Students and staff who choose to wear a mask are able to do so free of any harassment. AT THIS TIME, MASK WEARING BY STUDENTS AND STAFF IS OPTIONAL.

Yard Supervision: As no supervision is provided before 7:40 a.m. or after 2:30 p.m., students should not arrive at school before 7:40 a.m. and must leave the school grounds promptly at 2:30 p.m., unless taking part in a supervised activity.

Attendance and Punctuality: Good attendance is the basis for academic achievement and success at school. The Ontario government requires that all students attend classes punctually and regularly. Arriving on time is an important life skill; arriving late disrupts the learning of all students in the class.

Absences: If a child will be absent (or late), parents are asked to call the school on the absentee line (613-836-1311), or email AbsentGOUL@ocdsb.ca before 8:00 a.m. The answering machine is on overnight. When students are reported absent by the classroom teacher and no reason for the absence has been received, parents will be contacted as a matter of routine.

Arriving Late or Leaving School During the Day:

Students arriving after the entry bell are to sign in and receive a late slip at the office. Lates will be closely monitored and chronic lates will be addressed.

Students who leave school early are to be picked up by their parent(s). When parents arrive to pick up their child, please buzz the office at the front door, and the office staff will either send your child outside for pick up if they are ready to leave or grant you access to the main office while you wait for your child. We respectfully ask that, as much as possible, students leaving early be picked up during the recess/nutrition breaks so as not to interrupt instructional time.

Students cannot be sent home as the result of a telephone call. Parents who wish their child to be in the office for faster pick-up should send a note to the teacher indicating so. Please ensure that your child is aware of scheduled appointments so that they can come to the office at the required time. It is very disruptive to other students when a page is required to summon a student to the office.

If there are court-ordered restrictions as to parental or other access, please ensure that we have an up-to-date copy of this documentation in your child's school Ontario Student Record (OSR).

Inclement Weather-School Transportation Cancellation

On mornings when weather and road conditions make transportation unsafe, please listen to local radio stations for transportation cancellations or school closures. Information is also posted to the:

- OCDSB website [www.ocdsb.ca]
- Ottawa Student Transportation Authority's website [www.ottawaschoolbus.ca]
- OCDSB Facebook page

- OCDSB Twitter page
- Twitter: @gmsgreyhounds
- Website: <https://goulbournms.ocdsb.ca/home>

Please note that when school buses are cancelled this applies to the whole day, although schools remain open for students. **Parents who choose to drive their children to school must also pick them up at the regular 2:25 pm dismissal time.** The safety of students is always the first consideration when the Ottawa Student Transportation Authority (OSTA) makes the decision to cancel transportation services.

Emergency Closure Destination: In the event that the school has to be closed early, parents/guardians are requested to complete the **Emergency Closure form, which indicates where the student is to go. A hard copy of this form will be sent home from the office at the beginning of September.** The OCDSB may close a school for a number of reasons (e.g., broken water mains, no hydro, inclement weather). This will also be announced on the radio. It is essential that students know the content of their Emergency Closure form and what to do if there is no adult at home.

Change of Personal Information: Parents are reminded of the importance of informing the school of any changes in home address, cell and work telephone numbers, as well as emergency contact and email address changes. It's no fun for us or your sick child if we are unable to contact you!

Medication: Board regulations require that all student medication being administered at the school should be kept in the office.

PLEASE NOTE: Should a student require medication during school hours, an Oral Medication Authorization form must be completed by the family doctor. Please contact the office if you would like a hard copy of the form. School staff will administer medication **ONLY** to students with a completed medical form, signed by the parent/guardian and the physician, and maintained in the school office. Verbal permission will unfortunately not suffice. The Medical Officer of Health has directed that no internal medication, including aspirin, is to be dispensed to a student without a medical doctor's order. Your cooperation will ensure that we keep your child safe.

Life-threatening allergies: If your child has a life threatening allergy, we ask that you submit a completed Life-threatening Medical Condition form as soon as possible. The form may be completed online and can be found in the parent portal section of the OCDSB website. Your child's picture and name will then be posted in the health room, staff room, and classroom for quick identification in the event of an emergency. Information about the life threatening allergies will also be maintained in the Occasional Teacher Handbook, given to the bus driver, and sent to the OSTA Transportation office as well.

Allergies: Anaphylaxis-Smart and Air-Aware School

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Please be aware that some of our students have severe and often life-threatening allergies to certain food products, especially peanuts and other nuts. Anaphylaxis is an emergency medical condition that can result in death. While it is impossible to create a risk-free environment, we can take important steps to minimize potentially fatal allergic reactions. In the spirit of caring and to ensure consistency at GMS, nuts/peanuts should not be brought to school. This includes products that may contain nuts.

Goulbourn is also an air-aware school. All visitors, including parents, students, and employees are asked to refrain from wearing scented products when entering the school building, or to bring these products to school.

Extra-Curricular Sport Consent: The OCDSB has developed an Extra-Curricular Sport Consent and Physical Health Information Form. In order for your child to participate in any and all extra-curricular sports either before school, during recess or after school, a completed form is required. An additional form will also be required if your child is interested in trying out and playing on a GMS sports team (e.g., football).

Managing Concussions: We are fortunate to raise our children in an era with a growing understanding about concussions and the impact a concussion can have on learning. A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. It can cause changes in how the brain functions, leading to symptoms that can be physical, cognitive, emotional, overall health and/or related to sleep. You do NOT need to lose consciousness to have a concussion. The school district has adopted a new policy and procedure to increase awareness about concussions, to identify the signs and symptoms of concussion, and to develop return to learn and return to play strategies. Effective concussion management is a partnership between home and school.

If an injury occurs at school, paperwork will be completed by a staff member.

Once a medical note has been received by a physician to confirm a concussion diagnosis, the following plan has been developed:

- Step 1: Rest at home with limited cognitive and physical activity. This continues until the student's symptoms /signs begin to improve.
- Step 2-a: Return to Learn - symptoms improving - individualized strategies and accommodations adjusted as recovery occurs.
- Step 2-b: Return to Learn - symptom free - accommodations are withdrawn and regular learning activities resume.
- Step 2-c: Return to Physical Activity - individual, light aerobic activity (walking, etc.).
- Step 3: Return to Physical Activity - Individual activity related to specific sports - NO body contact.
- Step 4: Return to Physical Activity - activities where there is NO body contact (passing ball drills, progressive resistance training).

Clearance by a medical doctor must occur at this point before moving on to Step 5 and 6.

Step 5: Return to Physical Activity - Full participation in regular physical activity in non-contact sports.

Step 6: Return to Physical Activity - Full participation in contact sports.

For more information, please visit:

<http://www.ocdsb.ca/com/SupportingourYouth/ConcussionManagement/Pages/default.aspx> or speak with our office staff for the necessary paperwork.

Bus/School Vehicles Behaviour: Riding on a school bus is a privilege, not a right. It is also an extension of the school setting. Improper conduct may result in withdrawal of this privilege.

For their own protection, students must observe the following safety rules of conduct when on or around school vehicles (School Board Procedure PR.556.TRA).

Students are to remain seated, facing forward, talk quietly, refrain from eating or drinking, and act in a manner that does not harm other students, or distract the bus driver.

In the interest of safety, only certain equipment is allowed on school vehicles and under the following conditions: musical equipment must be transported in cases only, and should be kept on the student's lap whenever possible; ice skates must be kept on the floor at the student's feet and carried in a sports bag or tied together with the blades covered.

Emergency exits, or any school vehicle equipment, must not be touched except in the case of emergency.

Students are to follow the driver's instructions at all times. All bus reports will be followed up by the school and consequences will be issued when necessary.

At the Bus Stop

Students must:

- A. recognize the importance of being mindful of potential danger when in the immediate vicinity of school vehicles
- B. wait until the school vehicle driver directs them to cross the road or board the vehicle

Bus reports are given to students who are not following the rules of the bus, depending upon the severity of the situation. Students may receive a warning or a suspension from the bus or school depending on the severity of the incident. If three behaviour infractions occur and are reported to the office, students will **lose their bus privileges for three days**.

According to OSTA regulations, **students are not permitted to ride on any bus other than their designated route.**

School Safety- Emergency Procedures

In order to ensure the ongoing safety of all our students and staff, each year we review, revise and practice our emergency planning systems such as fire and lockdown drills. A "Secure School" status is when students remain in classrooms and teachers continue teaching but the halls remain

clear for emergency purposes (i.e., medical emergencies). A “Lockdown” requires students and staff to remain in their classrooms and ‘get down, get quiet and get small’ while police and/or emergency services determine when it is safe to continue operations as normal. “Shelter in Place” requires students to remain inside the school with exterior doors locked when situations outside of the school building such as extreme weather, environmental situations (i.e., chemical spills, power failure), or potentially dangerous wildlife may pose a threat to the safety of students or staff. In the event that our school must be evacuated, our emergency evacuation site is the Goulbourn Municipal Building at 2135 Huntley Rd. If that site is unavailable, we move to the Stittsville United Pentecostal Church at 2031 Stittsville Main St (at the corner of Main and Flewellyn). Studies have shown that the success of emergency procedures depends very much on having repeatedly practiced emergency drills. Should you be in the school when fire drill or lockdown practices occur, please follow the instructions from staff members.

Care of Personal Property: Neither the school nor the Board can accept responsibility for loss or damage to any personal property. Students should avoid bringing fragile or expensive items and/or large sums of money to school.

Field Trips/Extracurricular activities: Field trips are an extension of the school curriculum. Students will receive a field trip permission form for every activity off school property. Without written parental consent on the appropriate form, the child cannot participate in the activity. In accordance with the procedures set out by the Ottawa-Carleton District School Board, we are unable to accept hand-written notes or telephone calls. Your cooperation in submitting the forms as promptly as possible is appreciated. Field trips are run on a cost recovery basis but financial support is available if necessary. Please contact the principal in confidence.

Lunch Policy: All students remain at school for lunch. Please pack food for both the nutrition break and the lunch period in a litterless container that helps the school reduce its garbage output. **Due to safety concerns, microwaves will not be available to students at lunch.** Students eat in their homerooms, stay in their seats, and do not leave the room unless given permission by the supervising teacher. Following the eating period, students will clean up their desk area and the room, and then wait to be dismissed by the teacher.

Visitors: All visitors, including volunteers, must sign in and out at the main office.

STUDENT RESPONSIBILITIES

Use of Technology in the School: The OCDSB’s Appropriate Use of Information Technology policy has changed this year. At the beginning of each school year, students and parents in grades 4, 7 and 9 are to discuss the standards of appropriate use of IT with their children and students will acknowledge their responsibility of confirming with these standards by signing the Appropriate Use of Technology Agreement.

The appropriate use of Information Technology (IT) includes:

a) using IT for educational purposes;

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- b) taking reasonable measures to protect personal information and to secure information and technology, ensuring devices are logged off or shut down when left unattended;
- c) exercising extreme caution about revealing personal information to others;
- d) respecting copyright laws and licensing agreements;
- e) considering the most appropriate time, place, and method when collaborating and communicating with Educators and other students;
- f) immediately reporting any IT or security concern to staff;
- g) exercising discretion when uploading, downloading, transferring, and / or printing information or data, restricting such action to the information necessary to complete work, task, or assignment in the most resource efficient manner minimizing data usage; and
- h) understanding the long-term physical and psychological effects of technology, such as eye strain, repetitive stress syndrome, the impact of reduced physical activity, and internet addiction.

A violation of the procedure, including being a security risk or having a history of problems with other computer systems, may result in one or more of the following:

- a) restriction, suspension, or cancellation of the student use and/or access privileges;
- b) progressive discipline under other appropriate Board policies, including suspension from school and/or use of school technology and expulsion;
- c) restitution for damages and repairs; and/or
- d) civil or criminal charges under other applicable laws.

Use of Personal Electronics in the School: Students are welcome to bring personal tablets or smartphones to school, with some restrictions around their use. Unless otherwise indicated by the teacher, personal devices will not be used during instructional time. Specific use and “housing” of personal electronics during instructional times will be at the discretion of the individual teacher for that period of the day. When not in use, electronics must be silenced and placed in an area where they do not impede learning, ideally in a locker or zipped pocket. Student use of personal electronics will be permitted at nutrition breaks.

With the privilege of having devices at school, comes the responsibility of appropriate use. Students will receive initial and ongoing digital citizenship training to educate them on how to use their device properly.

At no time may students photograph or record others on a personal device due to respect for individual privacy. This includes inside the school, on the yard and on the school bus.

Inappropriate use of an electronic device (i.e., texting during instructional time, etc.) will result in the device being removed from the student for the remainder of the day. Use of any technology that violates the GMS Code of Conduct, will result in disciplinary action by administration.

All phone calls during the school day **must** be made from the main office.

GMS **will not** be held responsible for any loss, theft or damage to one’s personal device, however caused.

School Attire: We appreciate the support of all members of the Goulbourn Middle School community in adhering to the OCDSB Dress Code Policy. Goulbourn Middle School is a place of work and learning. All members of the Goulbourn Middle School community are expected to adhere to the following standards of dress at all times:

Any clothing that promotes/symbolizes hate, discrimination, illegal activity, profanity, violence, drugs/alcohol may not be worn at school.

The consequences for non-compliance with the standards adhere to the principles of progressive discipline. The purpose is to promote a shared responsibility amongst all members of the Goulbourn Middle School community to foster a learning environment that is respectful, inclusive and safe for all individuals.

Homework: Homework provides an opportunity for students to complete assignments and practice skills. Encouraging your child to read daily is a wonderful way to enhance learning. A guideline for a suitable amount of homework time is 10 minutes per grade level. Parents are encouraged to monitor the time spent on homework and to communicate with teachers to keep a healthy balance. We all need to work together to help students plan and organize their time to work towards assignment deadlines and to avoid homework anxiety.

Lockers and Locks: Lockers are assigned to Grade 8 students in September. Students should purchase a combination lock before school starts. Dudley combination locks are recommended. COMBINATIONS MUST BE KEPT CONFIDENTIAL. The homeroom teacher and the office will keep lock combinations on file. Students are not permitted at their lockers between classes, unless their supervising teacher has given special permission. Lockers are considered OCDSB property and a search of such property by school administration is lawful at any time there is reasonable cause to do so. It is the student's responsibility to keep the locker in good shape and to avoid vandalizing or displaying inappropriate pictures/words in the lockers.

Lost and Found: A Lost and Found box is provided by the school for misplaced items. Items will be displayed several times throughout the year. Every year many items are not claimed from the Lost and Found box. Students are urged to label all their possessions and to check the box on a regular basis for their belongings. Unclaimed items are donated to a local charity.

Gum: Chewing of gum is discouraged at school and on the bus. Gum creates a problem for cleaning staff.

Reporting on Student Progress: The progress of students will be reported to parents through many strategies that may include written reports, report cards, parent/teacher interviews, student-led conferences, telephone calls and portfolios.

Students will receive one Progress Report and two Report Cards during the academic year. At the junior level, grading is done using an alphabetical letter and at the intermediate level, numerical

scores are used. A separate section evaluates students' learning skills. A key element is the provision for parents to respond to the report card, allowing space for comments on their child's achievement, goals and home support.

Student assessment and evaluation play essential roles in the classroom regarding student progress and development. Student assessment and evaluation may be done by teachers, groups, peers, and by students themselves. Students will be assessed in four areas: Communication, Knowledge/Understanding, Application and Thinking (problem solving) and through the use of the achievement charts in each of these areas.

Extracurricular Activities: We recognize that school is more than attending classes or preparing for a test, and consequently, in addition to a strong academic program we endeavour to provide as many enriching 'out-of-class' activities as possible. Traditionally this has meant a variety of intramural and interschool sports such as soccer, volleyball, ultimate frisbee, basketball, hockey, rugby, cross-country running, and track and field. Students have been privileged to take part in clubs and music programs including Jazz Band, Concert Band, GNotes Choir, Guitar Club, Chess Club, Debate Clubs, Write On, Skittles (Gay Straight Alliance), Art Club, etc. Most of the above activities will take place at noon hour, and during recesses. Where applicable, some programs take place before and after school. Students participating in before and after school programs will be required to arrange for their own transportation home.

Physical and Health Education: The physical education program includes a wide variety of physical, social and intellectual activities. In our program, students will improve in muscular strength, endurance, agility, balance, coordination, and have a good understanding of how these factors relate to life-long fitness. If a student is to be excused from a physical education class for medical reasons, a note from the parent confirming this must be presented to the teacher prior to the class. Students should come to school dressed appropriately on PE days.

School Council: School Councils are an advisory group consisting of elected parents, the Principal, non-teaching and teaching staff members as well as an appointed community member. Among their many other contributions to the school, members fundraise to purchase supplies for students, coordinate a school-wide volunteer program, and operate the Health Bar for students. Representation on school councils should reflect the diversity of the school community. Parents and guardians must form the majority of the council, which at the elementary level, has at least nine members. The council must meet at least four times per year, and meetings are open to all parents/guardians of GMS students. At Goulbourn MS, meetings are held the **fourth Tuesday** of each month in the library at **6:30 pm**. The 'Terms of Office' dictate that the parent executive members may hold their positions for a maximum of a two year term; elections are held in September. Please join us!

CORNERSTONES OF SUCCESS: EXPECTED STUDENT BEHAVIOUR

All members of our school community are committed to ensuring a safe, stimulating and positive learning environment where all individuals can question, learn, experience, and grow to their full potential. Creating this environment requires the cooperation and best efforts of students, teachers and parents working together.

All members of our school community are entitled to be treated fairly and with respect. In return they have a responsibility to behave towards others in the same way. All students must be aware of and follow all school rules during all school-sanctioned activities, while on the bus and on field trips. Together we create an environment where students, teachers, staff and parents feel valued, safe and respected.

Safe Schools Policy: The OCDSB believes that it is the right of each learner and staff member to work in a safe environment, free of concern about personal safety. GMS will continue to encourage conflict resolution, self-discipline, positive attitudes and pride in our school. Physical, verbal, written, and psychological abuse, bullying, and discrimination on the basis of race, culture, religion, gender, language disability, ability, sexual orientation, or any other attribute, is unacceptable.

Respect for Authority: Cooperation and success are enhanced by courtesy and respect among all members of the school community. Students are expected to be courteous and follow teacher/adult direction (including bus drivers) at all times. Inappropriate, unacceptable behaviours include: talking back to teachers, abusive or profane language, facial or body gestures, and/or refusal to comply with instructions.

Respect for Others: Respect for others is the cornerstone of our society. Students and staff are expected to treat each other and all visitors to the school with thoughtfulness and consideration.

What is Bullying?

Bullying is defined as a form **of repeated, persistent and aggressive behaviour** directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance (Source: Ministry of Education).

Different forms of bullying include:

Physical – hitting, shoving, stealing or damaging property

Verbal – name calling, mocking, or making sexist, racist or homophobic comments

Social – excluding others from a group or spreading gossip or rumours about them

Electronic (commonly known as **cyberbullying**) – spreading rumours and hurtful comments through the use of cellphones, email, text messaging and social networking sites

School, home, and everywhere in between need to be safe places so that students and staff can be relaxed enough to teach and learn. In order for that to happen we need to work together to create a community of character that promotes positive characteristics/behaviours and stops negative ones. At GMS, we strive to make our school community a better place by standing up against bullying whenever it happens! If you are being harassed or bullied or know of someone who is being bullied, please report it immediately to a staff member or send a confidential bullying report to the office. You can access the form on the anti-bullying link on the GMS website at <http://goulbournms.ocdsb.ca/antibullying/bully.htm>

Restorative Practices

The OCDSB is a school district that is committed to establishing safe, caring and respectful learning and working environments. Our primary goal at GMS is to provide an education to every student in a safe, inclusive and secure environment within an optimum learning atmosphere. As students and members of the GMS community, you are responsible for your behaviour at school and on the bus. Building on our **Community of Character**, GMS's Principal and Vice-Principal utilize a Restorative Practices approach when working with students to help facilitate and encourage inclusion and belonging among all our members, and to repair the harm when wrongdoing occurs.

The restorative process:

- Fosters a safe and caring school community based on respect, trust, connectedness and honest communication
- Focuses on separating the deed from the doer
- Promotes understanding of the effects of one's actions on others and builds empathy for both the harmed and the harmer
- Encourages accountability and responsibility for one's actions while finding ways to move forward without being labeled by past actions

The restorative philosophy sees relationships as central to learning, growth and a healthy school climate for students and adults. Restorative practices are built upon the premise that people are more engaged, productive and likely to make positive changes when authorities do things **with** them, rather than **to** them or **for** them. Restorative Practices include affective statements that communicate people's thoughts and feelings and affective questions that cause people to reflect on how their behaviour has affected others. The restorative approach can be used proactively in classroom settings to build community and teach aspects of the curriculum, and responsively when wrongdoing occurs. The restorative approach provides opportunities for those most affected by conflict to have input in repairing the harm, restoring relationships, and reintegration back into the community.

PROGRESSIVE DISCIPLINE

Ontario's School Code of Conduct sets out expectations for behaviour in three categories: **physical safety of self and others** (e.g., weapons, assault); **respect and civility** (e.g.,

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inappropriate language); and **responsible citizenship** (e.g., honesty, integrity). GMS staff members are responsible for the implementation and enforcement of the Safe Schools Policy of the Ottawa-Carleton District School Board and the Ministry of Education's Code of Behaviour. In addition to the establishment of a Safe School Team (SST), staff, students and parents have developed a Code of Behaviour that is based on respect for self, others, property, and the environment.

Student Responsibilities

The Education Act of Ontario, section 23 Regulation 298 states that:

A pupil shall:

- A. Be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- B. Exercise self-discipline;
- C. Accept such discipline as would be exercised by a kind, firm, and judicious person;
- D. Attend classes punctually and regularly;
- E. Be courteous to fellow pupils and obedient to, and courteous to teachers;
- F. Be clean in person and habits;
- G. Take such tests and examinations as are required by or;
- H. Under the Act or as may be directed by the Minister; and
- I. Show respect for school property.

Every pupil is responsible for their conduct:

- A. On the school premises;
- B. On out-of-school activities that are part of the school program; and
- C. While traveling on a school bus that is owned by a board or on a bus or school bus that is under contract to the board.

Copies of the complete policies and procedures may be viewed at the OCDSB website <http://www.ocdsb.ca>

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

At Goulbourn, we utilize a range of interventions, supports, and consequences to help us choose an appropriate course of action to repair the harm that has occurred, and whenever possible, reintegrate the student back into the learning community. They may include:

- Peer/teacher/administration mediation
- Parental involvement
- Verbal reminders
- Consequence from a teacher

- Reprimand from a teacher
- Detention
- Assignment completion
- Withdrawal of privileges
- In-school sanction
- Restitution (where appropriate)
- Imposition of behavioural or performance contract
- Referral to Special Services
- Suspension
- Expulsion

Under OCDSB Policy P.20.SCO. & Procedure PR.511.SCO, parents will be notified of in-school detentions, in-school sanctions and/or out of school suspensions. In some discipline cases the police may be involved.

- School Suspension is a disciplinary practice that may be used by a school. The length of a suspension is determined by the Principal. Suspensions can range from one to twenty days. Parents will be given written notice if a student receives a suspension. The reasons for the suspension will be explained orally and in writing to the student and parent. Terms under which a student may be suspended are as follows:
 1. Persistent truancy
 2. Persistent opposition to authority
 3. Habitual neglect of duty
 4. Willful destruction of school property
 5. The use of profane or improper language
 6. Conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school
 7. Conduct so refractory that his/her presence is injurious to the other pupils
 8. Bullying (physical, verbal, social, electronic)

N.B. Suspensions are **mandatory** for possession of alcohol or drugs, being under the influence of alcohol or drugs, trafficking of drugs, physical assault, robbery, sexual assault, threats of bodily harm, extensive vandalism, and weapon possession.

Property Damage: Damage to school and personal property costs time, money for repairs, and serious inconvenience. Students are expected to show respect for property belonging to the school, to other students, and to adults. It is expected that students will make restitution for damaged property. Sanctions for the improper use of computers and programs (vandalism, etc.) may involve the loss of computer privileges, restitution, in-school sanctions and suspensions. Community service may be used as a form of restitution. In all cases, parents will be notified, detentions and/or suspensions may result and the police may be called.