

## **J.M. Olds Collegiate**



## **Principles of Success**

(Revised Sept 2021)

## **J.M. Olds Collegiate is a Student Centered School**

The **MISSION** of J.M. Olds Collegiate is to enable students to reach their maximum potential through a quality learning experience and equal opportunity. In promoting a desire to learn, we believe students to be our primary focus.

**We can accomplish our mission by satisfying the needs of all students:**

1. The need for competency and achievement;
2. The need for structure, safety, control and discipline and;
3. The need for positive, personalized interaction with peers and adults.

We believe the students at J.M. Olds Collegiate should be provided the opportunity to learn, grow and develop in a safe and orderly environment. Inherent in such a quality learning environment are the structure and expectations that will allow our school to function properly. It is the firm, fair and consistent application of these “expectations” which will become the guiding principle for a quality learning environment at J.M. Olds Collegiate.

### **PHILOSOPHY**

J.M. Olds Collegiate operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive.

J.M. Olds strives to establish an inclusive school-wide code of conduct for students based on:

- a) respect for learning
- b) respect for themselves, others and property;
- c) tolerance for individuality and diversity, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, age or liability.

Students must understand that they are responsible and accountable for their behavior and for their overall school performance. Students must be aware of school expectations and be willing participants in the learning process.

**Students have to make the appropriate choices at J.M. Olds Collegiate.**

While students at J.M. Olds Collegiate are generally responsible, we recognize that, at some time, a student may practice poor judgment regarding his/her behavior. Students will be taught how to take responsibility for and correct errors in judgement by school staff and parents. **A cooperative and supportive student – teacher - parent – relationship is essential for maximum achievement in education.**

# **PRINCIPLES OF SUCCESS**

## **Rights, Responsibilities and Expectations**

A school-wide discipline program called the **Principles of Success** has been adopted by J.M. Olds Collegiate. This program is based on a set of school-wide expectations that will become the foundation for quality learning experiences for all at J.M. Olds Collegiate.

## **J.M. Olds Collegiate**

### **Student Rights and Responsibilities**

The staff of J.M. Olds Collegiate expects that students behave in a reasonable, responsible, positive manner, and understand the need for the following rights, responsibilities and school-wide expectations.

**1. I have the right to an education**

It is my responsibility to listen, to learn, to strive to meet academic expectations, and to accept and respect the instruction of my teachers.

**2. I have a right to a quality school life and to be treated with dignity and respect in the school.**

It is my responsibility to treat others with respect and dignity. I will not make students or members of the school staff feel uncomfortable in the school setting. I will exercise respect for learning, respect for myself, others and property.

**3. I have a right to be safe, secure and comfortable in this school.**

It is my responsibility not to physically, verbally, and/or emotionally threaten others. I will exercise tolerance for individuality and diversity, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, age or liability.

**4. I have a right to free expression in learning about others and myself.**

It is my responsibility to learn about others and myself in this school. I have the right to express my feelings in an appropriate manner.

**5. I have a right to privacy and to my own personal space.**

It is my responsibility to respect the personal property of others, and to accept their right to privacy.

**6. I have a right to assistance and support in learning self-control.**

It is my responsibility to practice self-control and ask for assistance when necessary. I will expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused.

**7. I have a right to participate in extra-curricular activities.**

It is my responsibility to demonstrate a strong academic effort while involved in extra-curricular activities.

**8. I am an ambassador for my school.**

It is my responsibility to reflect the values of my school during any extra-curricular activities I may be involved in.

**I can expect that all these rights will be mine as long as I am fulfilling all my responsibilities.**

## **J.M. Olds Collegiate**

### **School-Wide Expectations**

The staff at J.M. Olds Collegiate believes that the orderly process of education is best achieved when staff, students and parents are fully aware of school-wide expectations.

Our school

1. Students are expected to be responsible for their academic performance and accountable for their school behavior.
2. Students are expected to show consideration, courtesy and respect to others and their property.
3. Students are expected to walk quietly and safely to and from all activities in an orderly manner.
4. Students are expected to avoid the use of profane language and inappropriate gestures.
5. Students must be signed out at the office by a parent or guardian if leaving school grounds during regular class time and are expected to report in at the office upon return.

6. Students are expected to treat all school property (walls, desks, washrooms, lockers, etc.) with care and respect.
7. Students are expected to be in classrooms during class time. A teacher's permission is required to leave the classroom.
8. Students are expected to report any vandalism or damage of school property to the school office or classroom teacher immediately upon discovery.
9. Students are expected to behave in law-abiding ways. School is NOT a sanctuary outside the law. Police advice/involvement will be sought as required.
10. Students are expected to
  - be diligent in pursuing their studies
  - attend school regularly and punctually
  - be prepared for class
  - co-operate fully with those involved in the school environment
  - comply with the rules of the school
  - account to teachers for their conduct; and
  - respect the rights of others at all times.

**Each classroom teacher has reasonable expectations that contribute to the instructional program, classroom harmony, and development of student responsibility.**

**Our school-wide / classroom approach to discipline will:**

1. help the student identify his/her problem(s),
2. help the student solve the problem(s) he/she created,
3. leave the student's dignity intact, and will be
4. FIRM, FAIR, and CONSISTENT.

All students will be informed of their rights, their responsibilities and the expectations for them as students at J.M. Olds Collegiate. Students will be given the opportunity to make informed decisions regarding their performance and behavior. **Students will make their own choices and in doing so, will accept the consequences of their actions.**

***In keeping with our Principles of Success, the staff at J.M. Olds Collegiate will continue to ensure that students receive assistance, encouragement, awards and recognition regarding their positive behavior and academic success.***

## **School-Wide Policies**

### **✓ Hands Off – Feet Off**

With concern for safety at all times, J.M. Olds Collegiate has adopted a “**Hands off – Feet off**” policy. This policy is to protect students from physical harm, whether intentional or accidental. Aggressive behavior and/or fighting is not acceptable and will be dealt with at a **ZERO TOLERANCE** level.

### **✓ No student has a right to make another student feel uncomfortable.**

At J.M. Olds Collegiate, our policy is to protect all students from bullying, harassment and intimidation. A student must have this protection in order to feel safe and comfortable in their learning environment. The ability to learn is greatly impaired when a student is under any type of duress.

### **✓ Prepared for class**

To avoid a disruption to the learning process in the classroom, students are expected to be fully prepared for class. Students are expected to bring all necessary books and materials at the start of class: notebooks, pencils, pens, paper, binders, textbooks, and handouts, review sheets, mathematical sets, calculators, assignments, and study materials, etc.

### **✓ Assessments**

Assessment is an extension of classroom learning and is usually assigned with deadlines. Students are expected to demonstrate good work habits, be accountable for their work and meet assigned deadlines. Students need to make arrangements with their teacher to ensure that ALL assessments are passed in, in order to meet curriculum outcomes for their specific courses.

### **✓ Extracurricular Activities**

Extracurricular activities are an important part of school life and the overall development of our students. However, students have an academic and behavioral responsibility to conform to school expectations before and while they represent J.M. Olds Collegiate on a team or on a committee.

Participation in extracurricular activities will require a satisfactory academic effort as determined by classroom teachers, the students and school administration. School

attendance must be satisfactory and behavior must be exemplary in order to participate in extracurricular activities, including sports, clubs and school committees.

Students who leave school during instructional time for extracurricular activities are expected to attend classes prior to departure. Students are expected to attend school for the next scheduled classes upon their return from extracurricular activities.

#### ✓ **Contraband**

Contraband items such as pornographic materials, weapons, cigarettes, drugs, or alcohol are not permitted on school property. This, of course, is not an exhaustive list. It is only meant to serve as an example. **All contraband items will be confiscated on sight.**

#### ✓ **Smoking/vaping**

Smoking/vaping is not permitted on J.M. Olds Collegiate property by students, parents, guardians, or staff members as set forth by the Government of Newfoundland and Labrador.

Cigarettes, vapes, matches, and lighters are not to be brought to school.

#### ✓ **Textbook Return**

Students are responsible for returning all textbooks in similar condition to that in which they were received. Textbooks specific to courses taught are to be returned during the student's last class for that particular course unless the books are required for final exam preparation. If required for a final exam, the textbook(s) are to be returned on the day the exam is written, prior to the writing of the exam.

Parents are expected to replace lost books at full cost.

## **Conduct unbecoming a student at JMOC**

The following behaviors are those perceived to be DISRUPTIVE to the orderly process of education in the classroom, on school property, and during school sponsored activities.

### **CATEGORY 1:**

These categories of behaviors are those perceived to be DISRUPTIVE to the orderly process of education in the classroom, on school property, or during school sponsored activities or field trips.

1. Inappropriate Talking: Deliberate disruption to the learning process in the classroom
2. Notes: Transfer of personal notes in class during instructional time is disruptive to the continuity of instruction
3. Lateness: A pattern of arriving to school late for class.
4. Homework: Incomplete homework and/or assignments
5. Unprepared for class: Students coming to class without proper materials
6. Movement within the School: Disregard for bells (hanging out in the corridor) and leaving class without teacher's permission

### **CATEGORY 2:**

These categories of behavior are those perceived to be SERIOUSLY DISRUPTIVE to the orderly process of education in the classroom, on school property and during school sponsored activities.

1. Cumulative absenteeism
2. Skipping Exams / School: Failure to be in class or school without a valid excuse
3. Disrespectful Language: Displaying inappropriate language in the classroom, on school property, or during a school sponsored event
4. Destructive Damage: Willfully damaging school property or other student's property (i.e. bulletin boards, desks, wall, etc.)
5. Lacking Courtesy: Demonstrating behavior towards school staff, substitute teachers, bus drivers, coaches and / or students that is rude, belittling, and/or disrespectful
6. Suggestive Behavior: Displaying offensive language and/or gestures that are unsuitable to school climate
7. Cheating: Deliberately using materials, information, or answers on an exam/assignment that is not your own
8. Insubordination: Refusal to comply with reasonable instructions or authority of teachers and school administration
9. Disrespect for Substitute Teachers: Demonstrating behavior toward substitute teachers that is rude, belittling, and/or disrespectful



## 10. Inappropriate Use of Technology

### **CATEGORY 3:**

These categories of behaviors are those perceived to be VERY SERIOUSLY DISRUPTIVE to the orderly process of education in the classroom, on school property, and during school sponsored activities.

1. Threatening Teacher/Student – Bullying: Demonstrating aggressive, hostile and/or threatening language, temper or physical action. Use of intimidation, coercion or force. No student has a right to make another student or teacher feel uncomfortable. Our students are expected to show tolerance for individuality and diversity, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, age or ability.
2. Fighting: Any physical altercation that involves intimidation, coercion, or force. (Hands off – Feet off)
3. Intoxication: Possession or use of alcohol or illegal drugs
4. Illicit Materials: Possession of any type of prohibitive material
5. False Activation of a Fire Alarm: Pulling a fire alarm without due cause
6. Weapons: Use of, possession of, and/or concealment of a weapon
7. Theft: Stealing someone else's property
8. Profane Language: Displaying offensive language that is unsuitable to school climate
9. Any Other Illegal Behavior: J.M. Olds Collegiate is not above the law

**Illegal behavior will be reported to the police.**

## **DISCIPLINARY INTERVENTIONS**

**A firm, fair, and consistent procedure of disciplinary intervention will provide a progressive guideline to students and teachers. This may be a cumulative procedure over an extended period of time. Please refer any incidents not able to be handled at the classroom level to the office**

**The school administration reserves the option of applying any discipline to any situation, pending circumstances.**

Staff members and school administration will consider all mitigating circumstances prior to disciplinary intervention and assure due process for each student. Mitigating circumstances shall include, but are not limited to the following factors:

- Age, health, maturity and program placement of student
- Pattern of misconduct – Note: repeated acts of misbehaviour may result in special consequences
- Attitude of student
- Cooperation of parents
- Willingness to make restitution
- Seriousness of offence and need to protect other students and staff from threat of imminent harm