



50 Secord Drive  
Hamilton, Ontario L8K 3W7  
Phone: 905.560.6732  
Fax: 905.560.2571

EMAIL: [glenbrae@hwdsb.on.ca](mailto:glenbrae@hwdsb.on.ca)  
PRINCIPAL: Mrs. S. Constable  
[www.hwdsb.on.ca/glenbrae](http://www.hwdsb.on.ca/glenbrae)

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**The Glen Brae Code**  
**A Guideline for Students**

1. Respect and model H.W.D.S.B. Character Education attributes and comply with all board policies.
2. Demonstrate respectful use of technology. This includes turning cell phones off or to silent mode in the school and not texting or making calls in class. Devices are only to be used in the school with permission from the classroom teacher during a period or class. See the Glen Brae iPad Protocols for more guidelines.
3. Walk quietly, to the right side of the hall in single file with their classmates when moving between classes.
4. Arrive on time to each class, properly prepared with all necessary school supplies. Students should take their agenda/iPad to class and use them to record homework, tests and due dates. Students will not be permitted to return to their locker during/between classes without teacher permission.
5. Complete and submit all assignments on time and to the best of their ability.
6. Leave coats, purses, shoulder bags and back packs in their locker during the instructional day. A small cloth or "string" bag for gym clothing and a case for laptops are appropriate.
7. Not chew gum in the school.
8. Use school appropriate language in the presence of fellow students and adults. Swearing is never appropriate at Glen Brae.
9. Refrain from hands-on activity, including play fighting, wrestling, rough-housing, tackle sports or "cuddling."
10. Remove hats, hoods and toques as a show of respect in the school.
11. Dress in a respectful manner that is appropriate for an educational setting. Revealing clothing or clothing with offensive graphics/slogans is not appropriate or respectful. School staff reserve the right to determine what is appropriate or offensive.
12. Leave anything that could be perceived or used as a weapon (e.g. knives, chains, lighters, laser pointers, pellet guns, paint ball guns, fireworks, etc.) off school property.
13. Use a lock to secure bikes outside the school. Do not ride skateboards, bikes, rollerblades or scooters on school property. The school accepts no responsibility for bikes, skateboards, rollerblades, or scooters brought to school.
14. Help maintain their own safety by staying out of the school parking lot.
15. Only enter the school building with staff permission.
16. Politely acknowledge all staff when being addressed and speak respectfully to everyone at school.
17. Follow the direction of all staff members without arguing or defiance. If a student disagrees with staff direction, they are encouraged to arrange to discuss the matter in a respectful manner later in the day.
18. Enter the building through their designated door (first floor - front door, second floor - playground door) and proceed to their locker in a safe manner. Balls and other sports equipment must be held once inside.
19. Behave in a way that will not disrupt the learning of others.
20. Ask for their teacher's permission before leaving the classroom.
21. Remain on school property at all times unless permission in writing to leave has been granted by a parent.
22. Promptly report to their assigned lunchroom at 11:30 am, follow all lunchroom rules, routines and requests made by lunchroom teachers.
23. Stay out of areas in the school building and on the playground designated as out of bounds by school staff.
24. Use the student washroom and drinking fountain closest to their classroom.
25. Secure their locker with a combination lock and for security never share the combination with other students.

**At Glen Brae we believe that all students can behave appropriately if they have learned the skills they need to be successful. Our goal is to help our students develop any lagging skills they need to behave responsibly.**