



## HERITAGE REGIONAL HIGH SCHOOL

### CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

All students and their parents are asked to review the Heritage Regional High School Code of Conduct, which contains the policies, rules and procedures that govern student behaviour. Any questions, or requests for clarification, can be addressed to the Vice-Principals. Please note that the HRHS Code of Conduct is in compliance with the Riverside School Board Code of Conduct. Some important Riverside School Board policies related to the RSB Code of Conduct follow this section of this document.

Student assemblies are held within the first few weeks of the school year in order to review these rules and procedures. In addition, assemblies may be held at various times throughout the school year to address any area of concern that may arise and that needs to be discussed. At these assemblies, the students will have an opportunity to ask questions and give input into the way the HRHS Code of Conduct is implemented.

#### **What is a Code of Conduct?**

A Code of Conduct is a guideline of how to behave in a school environment. It includes a list of rules and discipline procedures that students must follow while attending Heritage.

#### **Why do we have a Code of Conduct?**

We have a Code of Conduct because all students need to behave in a similar fashion while attending a school. Public schools are places that involve many students from all walks of life and the procedures we follow must be applicable to all students so that all students can succeed. These rules and procedures are arrived at through discussions carried out by the HRHS Code of Conduct Committee.

The **HRHS Code of Conduct Committee** is comprised of teachers, support staff, Special Education staff, parents, students and the school principal. The committee meets periodically to discuss any aspect of the code of conduct that needs review, or to make suggestions for additions. Students who wish to have a rule or procedure of the school reviewed are encouraged to meet with one of the student representatives on the committee, who will guide the student in the preparation of a presentation. The student is then invited to the next meeting of the Code of Conduct Committee to present the concerns and any positive suggestions for change. The committee will make recommendations to the school administration, who in turn will consult with the School Council of teachers and the HRHS Governing Board.





## **Rights, Responsibilities and Privileges**

While the Code of Conduct is designed to provide a clear and consistent approach to student discipline, many of the rules and procedures that are in place, as well as many of the rights that the students have, are subject to review. The Code of Conduct can be reviewed and modified as deemed necessary to best reflect the current concerns of the staff and students.

### *SAFETY*

**To ensure a safe environment for the Heritage community students are required to act responsibly by respecting the Code of Conduct. Failure to respect the rules described below will result in consequences as determined by the Vice-Principal or Principal.**

### *Zero Tolerance*

The Riverside School Board has a very strict policy on maintaining a drug-free and violence-free atmosphere in its schools. In that regard, please note the following:

### *Alcohol*

Alcohol is not permitted at any time during the school day, at any school sanctioned activity, or during transit to and from school. Being under the influence of alcohol at school is considered a very serious offence, and will result in significant disciplinary consequences.

### *Illegal Drugs*

Students found in possession of illegal drugs at any time, including at any school sanctioned activity, will be immediately suspended from school, and a recommendation will be made to the Riverside School Board for the student's mandatory transfer from HRHS. Being under the influence of illegal drugs at school is considered a very serious offence, and will result in suspension and removal of off-School Grounds privileges. Students found in possession of paraphernalia that has been used to consume illegal substances will also receive a suspension from school and removal of off-School Grounds privileges.



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### ***Weapons***

Students found in possession of a weapon, or a facsimile of a weapon, will be immediately suspended from school and a recommendation will be made to the Riverside School Board for the student's mandatory transfer from HRHS. For the purposes of this paragraph, it must be clearly understood that pocket knives are considered weapons. Students found in possession of firecrackers or other exploding devices will be immediately suspended from school pending a review for potential mandatory transfer from HRHS.

### ***Fighting, Harassment and Intimidation***

Fighting, harassment and/or intimidation of other students and/or school staff are serious offences that will result in suspension and possible recommendation for mandatory transfer from HRHS. Bullying, including cyber-bullying, that is related to the school environment will not be tolerated and may result in a recommendation to the Riverside School Board for the student's mandatory transfer from HRHS. Students who use social networking sites to harass other students and/or school staff will be subject to disciplinary consequences up to and including suspension, mandatory transfer or expulsion, even if this harassment takes place outside of regular school hours. In some cases, the police may be contacted.

### ***Smoking***

Students caught smoking on school property will receive immediate consequences without warning. Exceptions to the "no smoking" rules will be made for students who have obtained off School Grounds privileges and whose parents have submitted a letter to the school administration that acknowledges their child may smoke when off school grounds. Electronic cigarettes and any other device that mimics that of a cigarette are not permitted anywhere on the HRHS school property, both inside and outside the school building.

### ***Other Safety Issues***

Running in the hallway is not permitted. Laser pointers are also forbidden. Students who throw snowballs are subject to discipline that likely will result in suspension. "Play" fighting often escalates to the point of injury, and therefore students are reminded that this type of behaviour at school is not permitted.





### ***Student Identification Card***

A student identification card will be issued to each student. Students are required to carry their identification cards with them at all times during the school day, or at any other time that they are on school property.

Presentation of the identification card is required for the following:

- To enter the school outside regular school hours.
- To identify oneself immediately when requested to do so by any school staff member.
- To provide identification in the case of an accident or an emergency.
- To obtain services (e.g. library, issuing of textbooks, bussing) and to participate in school activities.
- To enter the computer room at lunch.

### ***Locked Doors***

**Students may not open a locked door from the inside to allow entry of any individual even if the identity of the individual is known. If the door is locked, then individuals wishing to enter the school must do so at the reception door, including students of the school. Instructions concerning how to use the buzzer system are located next to the buzzer (on the left of the door).**

At the beginning of the school day, all doors to the school are locked to prevent entry of individuals at any place other than the reception door. Students, parents or other individuals having a legitimate reason to enter the school must ring the buzzer at the main entrance. Persons will be allowed entry after the camera has been checked to verify their identity.

Any student who sees an individual who does not belong at Heritage attempting to gain access to the school, or otherwise in or around school property, is expected to report this immediately to a school authority.



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### ***Remaining on School Grounds***

All Secondary I, II and III students must remain on School Grounds throughout the school day.

Secondary III students who have turned 16 years of age, may apply for off-School Grounds privileges similar to those described for Secondary IV and V students. Any such application will only be granted if the student's behavior record indicates he/she can be trusted while off School Grounds.

Secondary IV & V students and all ALPs students in PW2, PW3 and the semi-skilled program are permitted to leave school property during lunch period if they and their parents have submitted a signed "Off School Grounds Permission Form". Students are still required to follow all school rules while off School Grounds. Students who are in violation of regular school rules while off School Grounds will have this privilege revoked in addition to being subject to other appropriate consequences.

In all cases, students with off-School Grounds privileges who wish to leave School Grounds at any time are required to have their student identification card with them, and must present this card to any school personnel who requests it.

At anytime, the administration reserves the right to remove and/or suspend off School Grounds privileges from a student. In such cases, the child's parent will be contacted advising them of the reason.

### ***Lunchtime***

A wide array of activities are available at lunchtime, and students are encouraged to get involved whenever possible. We have a large property, and many students may wish to play informal games such as soccer, baseball, football, etc. Students are reminded that they are to play in a manner that minimizes the opportunity for injury. Contact sports, such as tackle football, are not permitted.



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## *Respect*

**With respect to the Riverside School Board's Code of Conduct, all members of the Heritage community have the right to attend school in an environment which promotes respect and dignity. To ensure these rights students hold the following responsibilities;**

### ***Authority***

Students are expected to abide by the rules of the school and to respect the authority of the staff that has the responsibility to enforce them. Courtesy and cooperation are to be shown toward all employees of the School Board. Insubordination to any staff member will not be tolerated. Students must accurately and immediately identify themselves when asked to do so by any member of the HRHS staff. Failure to do so will, in most cases, result in suspension.

### ***Rights of Others***

All members of the school community are expected to treat each other with courtesy and respect. The school has a responsibility to teach respect for individual differences and the rights of others, and to encourage students to treat others with patience, understanding, compassion and courtesy.

Making electronic recordings of any kind while at school, including photographs, is not permitted. Special permission to make recordings and/or take pictures can be granted under the supervision and with the permission of a staff member.

### ***Property***

All members of the school community are expected to take pride in the appearance of their school. Garbage and recycling bins are located throughout the school and students are expected to place appropriate items in each. Our goal is to recycle at least 70% of all recyclable materials being thrown away at HRHS and this requires everyone's cooperation. Vandalism, graffiti, and any wilful damage to any school property will result in disciplinary consequences and full restitution for the cost of repairs and cleaning.



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All members of the school community are expected to respect the property of others. Theft or wilful damage to other peoples' property is considered to be a serious violation of the Code of Conduct.

Unless on a school sponsored trip, or at a school sponsored activity under the supervision of an HRHS staff member, students are not permitted to be on any other Riverside School Board property without having contacted the administration of the school in advance to arrange for an appointment.

### ***Classroom Conduct***

Teachers expect students to accept responsibility for their own learning and to contribute to the learning experience of others. Students are expected to come appropriately prepared for each class, including having any required notebooks, textbooks, writing tools or any other materials that the teacher has indicated are necessary. Students must also have any assigned homework (completed), must hand in assignments on due dates and must be appropriately prepared for tests, examinations and other evaluations.

Students are reminded that they are not permitted to take school bags, or other large bags such as purses or tote bags, to class.

Students may receive disciplinary consequences for submitting work that is plagiarized, offensive, or is inappropriate in content and risk receiving a grade of zero on the test or assignment in question. Parents will be notified if their child is involved in such a case.

### ***In-Class Responsibility***

All students are entitled to learn in an environment that promotes mutual respect and an expectation that all students will act in conformity to the classroom rules as established by the teacher. Students who, despite the corrective measures assigned by the classroom teacher, continue to be disruptive in class will be referred to a Vice-Principal. If, in conjunction with the classroom teacher, it is determined by the Vice-Principal that a particular student's behaviour interferes with the learning process for the other students of the class, this student will be removed from that class for a duration to be established by the Vice-Principal.





### ***Dress Code***

Students are expected to dress neatly and in a manner appropriate to the school setting. While student dress is a matter of individual taste, there is a generally accepted standard that is required while at school. Being neat and clean is essential. Students are expected to come to school clothed and groomed in an appropriate manner, which is dictated by good taste, principles of good personal hygiene, and modesty. Shorts, Bermuda style only, and skirts must be no more than 10 centimetres above the knee. **Leggings and tights are not to be worn alone. They may only be worn under skirts/shorts that are no more than 10 centimetres above the knee.** Exceptions to this rule may be permitted as required for dance/athletics activities and sports **within their class setting.**

For safety and security reasons, shoes must be worn at all times in the school. Exceptions IN CLASS for Dance, Drama and Physical Education will be made with the permission from the teacher.

### ***The following items are not permitted:***

**Caps, sun visors, bandanas, shirts with thin shoulder straps, low cut tops, singlets, tops that expose the midriff, pants with large holes or that are shredded, pants worn below the hips, clothing that exposes undergarments and clothing with inappropriate logos or messages.**

Considering the frequency of changes in current fashions, the school administration reserves the right to determine the appropriateness of these new fashions for the school setting. Students who fail to respect the dress code may be given a detention, a suspension, or be sent home by the administration.

### ***Lockers***

Each student is assigned a locker, which **MUST** be secured with a **school supplied** combination lock. The lockers are the property of the Riverside School Board and are on loan to the student. Please note the following:

- **Posters, graffiti and stickers on lockers are not permitted.**
- If students damage their lockers, they will be expected to pay for the repair.







- All personal belongings, clothing, textbooks, etc. are the sole responsibility of the students.
- Students are not permitted to share lockers or to exchange lockers without the Vice-Principal's permission.
- If a student is found to be using a non-school supplied lock, they will be issued a school lock immediately and the cost of the lock will be added to their school fees.
- If a student has difficulty opening a non-school supplied lock, the lock will be cut and a 25 \$ fee will apply.
- **The school will not be responsible for lost or stolen contents of any locker, so students are advised not to store expensive items in their lockers.**

At the end of the school year, it is the student's responsibility to clean out his/her locker, and to remove the lock over the summer period. **Locks left on the lockers will be removed at the owner's expense, and if the locker must be cleaned out by school personnel, a service charge of \$15.00 will be added to the student's fees.**

In the Physical Education locker room you may place a lock on any of the lockers available **only during your Physical Education class** or during extracurricular activities conducted in that area. At the end of class, all contents are to be removed, together with your lock. Under no condition are articles to be placed in an unlocked locker in this or any other area.

All students must use their second school issued lock to in the Phys. Ed. locker rooms.

**Note: Occasional locker checks with school and/or legal authorities may be conducted at the discretion of the School Administration.**



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### ***Food and Drinks***

To ensure a clean environment throughout the school, full meals purchased in the cafeteria are to be eaten only in the cafeterias. Snacks and drinks may be eaten in the hallways only during the recess periods or before or after school. **Note: this privilege will be removed if the hallways are not kept free of all garbage and uneaten food.** Food and drinks may also be eaten outside, at lunchtime. **Again, this privilege will be removed if the school grounds are not kept free of all garbage and uneaten food.**

### ***Gum***

Students are not permitted to chew gum at school. Unfortunately, too much gum ends up on the floors and stuck to other surfaces despite many warnings.

### ***Electronic Devices***

Personal electronic devices, such as iPods, MP3's, cellular phones, smart phones etc. are not permitted in class, **except as required by teachers for specific pedagogical projects.** Should they be brought to class without specific instructions from the teacher to do so, these devices may be confiscated and given to the Vice-Principal who will decide when they will be returned to the student. The school is not responsible for any damage or loss.

### ***Education***

**All students enrolled at Heritage Regional High School have the right to receive an education. To ensure this right, students hold the following responsibilities:**

### ***Attendance***

Students are expected to attend school regularly and be on time for all classes. It is **the student's responsibility** to make arrangements with their teacher(s) to complete missed assignments and tests when they have been absent from school for any reason. If a student has an invalid absence (eg. Skipping class) for any formal examination, class test or other evaluation, he/she will not be given an opportunity to have a re-write.





In the case of a valid absence from a class test, the teacher at his/her discretion may allow either a re-write or request make-up work. Students will not be penalized for missing tests, exams or other evaluations due to valid absences. If a rewrite is scheduled, the student must be present on the agreed upon date and time scheduled.

Please note that in the case of any suspension, the student is responsible for completing all assigned work and will be allowed to write any class tests, exams or other evaluations that occurred during the suspension.

### ***Absence***

When parents/guardians are aware that a student will be absent, will be late to school, or will require an early dismissal, they are required to using the portal notification system. Similarly, if a student is absent and the school has not been notified in advance, parents/guardians will be asked to validate the absence, using the portal system. A tutorial on how to use the portal system can be found on the HRHS website, under the “parents” tab.

During the school day, students who are too ill to remain in class must inform their teacher and ask permission to report to the Student Supervisor’s office. If it is determined that the student is too ill to continue in school, parents will be contacted to make arrangements for the child to be picked up. In the case of a formal examination or evaluation, the appropriate documentation must be submitted to the Administration (see the information included in this document that pertains to examinations and evaluations).

### ***Late Arrival to School***

All students who arrive late must use the buzzer found at the reception door. Once the student is buzzed in he/she is expected to repost immediately to class.





### ***Early Dismissal***

***Students are not permitted to leave the school premises during the school day without prior authorization from a school authority.***

**If a student is required to leave school before the official dismissal time, parents/guardians are required to notify the school. Please refer to the school website for detailed instructions.**

The student will then acquire an “Early Dismissal Pass” that must be presented to the teacher at the time the student is to leave school.

### ***Late Arrival to Class***

Students who do not have a valid reason for being late to class will receive consequences as determined by their teacher. If students are required by an administrator or secretary to provide validation of their presence in a class, this must be provided within the designated timeline (the next school day following notification). Students who are repeated reported late without a valid reason may receive additional consequences from their vice-principal.

### ***Vacations***

Parents are asked to avoid scheduling vacations during the school calendar. There are many evaluations that take place throughout the year at times other than during formal exam/evaluation periods.

**Vacations are not considered valid reasons for missing exams, tests or any other form of evaluation.**

While staff are very willing to provide work for students who must miss school for valid reasons (illness, attendance at a school sponsored event, etc.), please note that teachers are not obliged to provide work in advance for students who will be absent for the purpose of vacation.



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### ***Student Agenda***

An agenda book is issued to each student at the beginning of the school year. All daily assignments should be carefully recorded in the agenda. The agenda is not to be personalized with writing, photographs, stickers, etc. to the point that it is unable to be used as outlined.

Failure to respect the conditions of proper use will result in an obligation to purchase a new agenda. It is expected that students will have their student agenda in class.

### ***Homework***

An important aspect of a student's success in school is regular, systematic, and effective home study. Assigned homework is to be completed on time, and within the criteria as determined by the teacher. Not all homework is assigned by the teacher, and should include reviewing of work previously done, previewing work to be done and the preparation of projects, essays, etc. that may be due at later times.



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