



## HERITAGE REGIONAL HIGH SCHOOL CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

(Available at [www.hrhs.rsb.qc.ca](http://www.hrhs.rsb.qc.ca))

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

Heritage Regional High School has a Code of Conduct approved by its Governing Board after extensive discussion with students, parents, and teachers. It is routinely updated, in an attempt to balance the legal obligations of educating young people with the fact that our society is evolving, and ever-changing. The Governing Board has the final decision and the Code of Conduct may only be modified by this board. The Governing Board is made up of students, parents, teachers, and administrators. The Code of Conduct is a legally binding document, in accordance with Riverside School Board's Code of Conduct, and must be followed by all students. Any questions or requests for clarification can be addressed to the vice-principals.

Heritage strives to provide a welcoming and safe environment for all groups, regardless of gender, orientation, socio-economic status, ethnicity, or any other distinguishing characteristic. We believe in tolerance, openness, and the value of education. We strive to be an inclusive community, empowering all who attend. The Code of Conduct has been in place for many years. This document is the product of significant consideration, discussion, and debate. All who attend Heritage, as students, staff members, and administrators, must abide by the values established by the HRHS community. We are all stakeholders.

Student assemblies are held within the first few weeks of the school year, 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 which needs to be discussed. At these meetings, students will have an opportunity to ask questions and offer input regarding the manner by which the HRHS Code of Conduct is implemented.

### ***By whom is the Code of Conduct Committee comprised?***

The **HRHS Code of Conduct Committee** is comprised of teachers, support staff, parents, students and the school principal. The committee meets periodically to discuss any aspects of the Code of Conduct that need review, or to make suggestions for additions. Students who wish to have a rule or procedure reviewed are encouraged to express themselves to one of the representatives on the committee. The committee will make recommendations to the school



administration, who, in turn, will consult with the School Council. Final approval is at the discretion of the HRHS Governing Board.

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

### **RSB Code of Conduct**

**Riverside School Board is committed to providing a stimulating and caring environment which enables all students to achieve personal success. As such, it promotes responsibility, respect, civility and academic excellence in a safe environment. The Riverside School Board Code of Conduct sets clear standards of behaviour. The following rules are governed by the Riverside School Board and must be respected at HRHS. Failure to respect these rules will result in disciplinary action as determined by the vice-principal, principal or school board policy**

#### ***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 will also receive a suspension from school.

#### ***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 will be contacted.

### ***Smoking/Vaping***

Students caught smoking or vaping on school property will receive immediate consequences without warning. 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.

### ***Respect***

**With respect to the Riverside School Board's Code of Conduct, all members of the HRHS community have the right to attend school in an environment that 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 and integrity.

#### ***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 bin. 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. 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.

## **HRHS Code of Conduct**

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 disciplinary consequences as determined by the teacher, vice-principal or principal. Please refer to the “Student Behaviour Flow Chart” for more information.**

### ***General Safety Measures***

Any behaviour that poses a threat to human welfare or personal/public property 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 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.

Refusal to identify oneself is an act of insubordination.

### ***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.

### ***Personal Deliveries During School Time***

Personal delivery (i.e., food) may not be received during class time. Students are prohibited from leaving class to receive personal deliveries. Further, the receptionist will not receive personal deliveries.

Please note that food services are available via the school cafeteria, during the school day.

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

***All Secondary I and II students must remain on school grounds throughout the school day.***

Secondary III, IV & V students and all CFER students are permitted to leave school property during the lunch period. Any parent who does not want their child to leave school grounds must send written notification to the school. 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 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 by whom it is requested.

At any time, 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.

Note: Student access to Joseph-Antonio-Mantha Park, located across the street from HRHS, is prohibited, as per directives from the Longueuil Police.

### ***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 interact in a manner that prevents injury. Any behaviour that poses a threat to human welfare or personal/public property is not permitted.



### ***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 arrive prepared for each class; specifically, students should arrive with the required notebooks, textbooks, writing tools or other materials that the teacher has deemed necessary. Students are also expected to complete homework and submit assignments by their due dates. Finally, students are expected to be prepared for tests, examinations and other evaluations.

In accordance with safety and fire codes, students are not permitted to bring school bags, or other large bags, such as purses or tote bags, to class. Lockers are designated for the storage of these items.

Students are expected to arrive to class having already taken care of their personal needs (ie bathroom, water, snacks) on time and before the bell rings to begin class.

### ***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 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 according to 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 a later date.

### ***Electronic Devices in Class***

Cell phones and electronic devices may only be brought to and/or used in class with the teacher's permission. Electronic device use in class is meant to support academic practices and personal use for non-academic purposes (texting, gaming, use of social media) may go against a teacher's classroom rules.

### ***Recording and Publishing of Media***

Students may not record (photo, audio, & video) their educators without their consent. Students are also prohibited from publishing any recording of their educator(s) without consent, and this includes modifying previously published material belonging to the educator.

Students are prohibited from recording fellow students during class time without the permission of their teacher and the students (ex: recordings for academic purposes). Outside of class time,



students may not record fellow students without their permission. Students may not publish the image of any fellow student without their permission.

## **ACADEMIC INTEGRITY POLICY:**

### **Rationale:**

All members of our HRHS community have a responsibility to ensure that teaching and learning at HRHS are practiced with integrity.

### **To this end, we will:**

- Cultivate a learning environment in which students are compelled to act in a principled manner.
- Help students to achieve clear understanding of both good conduct and academic malpractice, including the use of electronic devices for non-academic purposes. For example, we will help students to recognize and differentiate between the notions of collaboration and collusion.
- Expect students to accept responsibility for their own learning and we will expect students to contribute, positively, to the learning experience of others.
- Solicit parent support in teaching students to be principled and ethical.
- Model academic honesty.
- Promote digital citizenship.
- Insist that students acknowledge the contributions of others in the completion of academic work and never misrepresent work as their own when it is not.
- Teach students how to acknowledge original authorship through the appropriate style of citation for each subject.
- Communicate with students and parents when academic malpractice is suspected or discovered and provide guidance to steer students toward principled action.
- Promote interventions and disciplinary actions (when academic malpractice occurs) that also provide teaching/learning opportunities.
- Record incidents of malpractice in student files for the duration of their enrolment in HRHS.

### **Academic malpractice may include, but is not limited to:**

- Collusion: facilitating the cheating by another student, such as allowing another student to copy an assignment/homework, submitting an essay/assignment written by someone else, placing unauthorized images or copies of evaluations on-line and/or sending them via social media or any other digital means.





- Plagiarism: quoting or paraphrasing material without proper citation or referencing of sources.
- Duplication of work: submitting work which has been previously submitted for evaluation to another teacher.
- Taking unauthorized material into an examination room, including cellular phones or other electronic devices.
- Sharing, with another student, information about pending tests.
- Any student behaviour or conduct which results in *that* student or another gaining an unfair advantage in an assessment.

Students are not permitted to submit work that is determined to be offensive and/or inappropriate in content. Parents will be notified if their child is involved in such a case.

### ***In-Class Behaviour***

All students are entitled to learn in an environment that promotes mutual respect. Students are expected to conform to the classroom rules as established by the teacher. Parents/guardians of students who repeatedly behave in a manner which interferes with the learning of other students will be contacted. Should disruptive behaviour continue, students will be referred to a vice-principal for additional consequences. Behaviours that are considered to be of major concern will be referred to the vice-principal immediately. Please refer to the "Student Behaviour Flow Chart" for more details.

### ***Lockers***

Each student is assigned a locker, which **MUST** be secured with a lock. The lockers are the property of the Riverside School Board and are on loan to the student. It is very important that students not share their locker combination with other students. Please note the following:

- **Graffiti and stickers on/in lockers are not permitted;** however, interior locker decoration is permitted, given students use magnets.
- If students damage their lockers, they will pay for the repair and clean-up.
- 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.
- **The school will not be responsible for lost or stolen locker content.**

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





In the Physical Education locker room, students *must* lock their personal belongings in a locker. They must remove this lock at the end of their Physical Education class or extracurricular activity, and all contents are to be removed. Under no circumstance are articles to be placed in an unlocked locker in this or any other area.

**Note: Given reasonable cause, locker checks with school and/or legal authorities may be conducted by the school administration.**

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

To ensure a clean and sanitary 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. Food and drinks may also be eaten outside at lunchtime. **This privilege will be removed if the school grounds are not kept free of all garbage and uneaten food.**

### ***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 for any formal examination, class test or other evaluation, their success in the course may be jeopardized. Make-up/alternative evaluations may be required, at the teacher's discretion.

In the case of a valid absence from a class test, the teacher, at their 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 make-up/alternative evaluation is scheduled, the student must be present on the agreed upon date and time.

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, late to school, or will have an early dismissal, they are required to use the Mozaik 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 Mozaik system.

During the school day, students who are too ill to remain in class must inform their teacher and ask permission to report to their respective vice-principal'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.

It is the student's responsibility to find out what was missed during any absence whether by contacting the teacher or by accessing the class's Teams page or the teacher's website etc.



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

All students who arrive late must use the buzzer found at the reception door. Once the student is buzzed in, they are expected to report, 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.***

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

Students are expected to arrive to class prepared and having taken care of all personal needs prior to the beginning of class. 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 repeatedly reported late without a valid reason may receive additional consequences from their vice-principal. Please refer to the "Student Behaviour Flow Chart" for more details.

### ***Vacations***

Parents are asked to avoid scheduling vacations during the school calendar. There are many evaluations that take place throughout the year, other than during formal exam/evaluation periods. **Vacations are not considered a valid reason for missing exams, tests or any other form of evaluation.**

While staff members may 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 or additional remediation in advance for students who will be absent for the purpose of vacation.**

### ***Transportation (RSB)***

**Due to insurance reasons and School Board policy, students may travel only on their assigned bus. The administration of HRHS does not have the right to grant permission to a student to take another bus. Students must follow all school rules while on a school bus, including while on any school sponsored trip.**

Any student who is concerned in any way about issues related to safety on the buses is expected to report this to the administration as soon as possible.

The Riverside School Board assists with bus transportation for all the students living within its territory. In order to maintain the right to use school buses, students must observe the regulations of the Transportation Department.

Regulations and school bus safety rules:

1. Always be at the bus stop on time (10 minutes prior to scheduled time).



2. Do not play on the street while waiting for the school bus.
3. Wait for the bus to come to a complete stop, board the bus in a single file, in an orderly fashion, using the handrail.
4. Find a seat quickly without pushing other students. Keep the aisle clear.
5. Remain seated and talk quietly. Eating and/or drinking is prohibited on the school bus.
6. When riding on the school bus, the driver is in charge. Always listen to the driver's instructions.
7. Never put your head or arms out of the school bus windows.
8. Know where the emergency exits are and DO NOT tamper with them.
9. Never throw anything inside the bus or out of the school bus windows.
10. When disembarking, wait until the school bus comes to a complete stop before leaving your seat. Descend in a single file.
11. Walk a safe distance (3 meters) from the side of the school bus so the driver can see you and know that you are out of danger.
12. Should you need to cross in front of the school bus, keep a safe distance (3 meters) and watch for the driver's signal. Do not run. Proceed with caution at all times.

Please ensure that the following bus safety rules are being implemented. Transportation is a **privilege**; therefore Riverside School Board has the right to cancel the service if these rules are not followed. Also, please be advised that RSB has the right to install video cameras in all the vehicles if need be.

**NOTE:** School buses are to be used for transportation for scheduled school activities only and **may not** be used for personal transportation. Furthermore, students who are absent from the last period of the school day **will not be permitted to use the school bus to return home.** In these cases, the student will be escorted back into the school and the parents contacted to arrange for an alternative means of transportation.

***Skateboards, Roller-Blades, Scooters (non-electric), Long boards and Snowboards***

Skateboards, roller-blades, long boards and snowboards are not permitted to be used on school property, nor are they to be used at any time during the school day including at lunchtime, whether on or off school property. This is an insurance related issue.



### ***Bicycles***

Bicycles are to be placed in the racks that are provided. When left unattended, they must be securely locked. The school is not responsible for lost, stolen or damaged bicycles. Under no circumstances are bicycles to be brought into the school building.

### ***Parking Lots***

Students who provide their own transportation to school via car, scooter or motorcycle may use the school parking lots. Scooters must be parked in the designated scooter parking zone.

Students who drive in a manner that is deemed dangerous, or who abuse the parking facilities, will immediately lose all rights to bring a vehicle to school for the remainder of the school year.

The use of a vehicle, including a car, bicycle, or scooter does not permit students to leave school grounds without appropriate off-school grounds authorization (see section "Remaining on School Grounds") any time during the school day, including lunchtime.

### ***COVID Additional Measures***

- COVID measures are subject to change, as directives are issued by Santé Publique. These measures supersede preexisting rules and must be followed by all who enter the building.