



Howard S. Billings Regional High School

Rules of Conduct & Safety

2022-2023



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**THIS DOCUMENT WILL BE SHARED WITH ALL STUDENTS
AND PARENTS AT THE BEGINNING OF THE YEAR.
The expectations and consequences outlined will be applicable to all.**

Code of Conduct

At Howard S. Billings, our Code of Conduct describes the responsibilities of students, staff and parents. We are all accountable for our actions and are expected to act as responsible and respectful members of the community.

1. It is expected that **students** will:

- Attend school daily and regularly, be punctual, and be prepared for all classes and school activities;
- Participate and engage in school to the best of their abilities;
- Behave in a courteous and respectful manner, regardless of individual differences;
- Learn to express themselves and their emotions in a socially acceptable manner;
- Respect all regulations, safety rules, and public health guidelines, and act in a manner that respects the safety and security of others;
- Comply with requests from administrators, teachers, professionals and support staff.

2. It is expected that **staff** will:

- Provide an environment that is safe, secure, and conducive to learning;
- Provide rich and appropriate learning experiences both in the classroom and during extra-curricular activities;
- Discipline fairly and consistently to ensure the safety and security of all;
- Treat students in a respectful manner that fosters a positive self-image;
- Communicate with parents/guardians as the need arises;
- Advise students about safety rules in their respective teaching area.

3. It is expected that **parents** will:

- Promote and support commitment to school and life-long learning;
- Ensure that the school has the most updated contact information on file;
- Support and collaborate on disciplinary measures taken by the school;
- Communicate relevant information to the school staff concerning the needs of their children;
- Ensure and facilitate daily attendance and punctuality;
- Provide for the physical and emotional well being of their child(ren);
- Express themselves with courtesy and respect, regardless of individual differences.

Standards of Behaviour

Rather than provide a non-exhaustive list of behaviours and activities which are prohibited, the HSB community prefers to expect that the spirit of excellent behaviour and respect will be followed by all students as follows:

1. **Respect of self.** Act in such a way that provides you with every opportunity to succeed academically, and in life.
 - a. Come to school every day and be on time. Attend all your classes.
 - b. Do your own work and cite the work of others when used in your assignments.
 - c. Keep your mind and body free of tobacco products, drugs and alcohol.
2. **Respect of others.** Ensure that your behaviour and actions help others reach their potential both academically and in life.
 - a. Stand up against all forms of bullying, harassment and violence.
 - b. Pay attention to your teacher and keep your phone off in class where indicated.
 - c. Help keep the school a clean, safe place to be.
 - d. Respond respectfully and appropriately to requests and instructions by staff.
3. **Respect of our environment.** Make sure that your actions and behaviour result in a school you are proud to be a part of and invite guests into.
 - a. Recycle wherever possible and drop all garbage in a trash can.
 - b. Only use outdoor equipment like bikes and skateboards outside the building.
 - c. Report damage and vandalism to the office so it can be promptly addressed.
 - d. Treat the school bus as an extension of the school, with all the expectations that go with it.

It is to be understood that any action or behaviour which violates the spirit of these expectations will be addressed and may incur disciplinary consequences.

Rules and Procedures

Absences

Student success is strongly linked to student attendance. Please try to minimize your child's absences by making all appointments outside of school hours.

- Families must use the Parent Portal to report student absences, late arrivals and early departures.
- If a student is late for school and it is not justified on the Parent Portal, the student will automatically receive a detention to be served on that same day.
- In case of illness, a school representative will contact a parent or guardian by telephone to obtain permission to check out. Once permission has been granted, the student will then be permitted to leave the premises.
- Failure to check out through the Office is considered skipping and will be dealt with accordingly.

Bullying

Bullying is a complex issue and includes many different aspects of intimidation, violence, and victimization which are repeated over time. It includes planned actions to create fear and/or harm another person, which can be emotional, physical, and/or verbal; it also includes cyberbullying. Bullying is not a random act of misbehaviour, an accident or an isolated incident, such as a conflict, that may affect a person adversely once.

At HSB, all identified acts of bullying and how they are addressed is thoroughly outlined in our *Anti-Bullying, Anti-Violence Plan*.

Digital Information & Media

Privacy:

- Students and staff must have permission from all participants and the school administration, before recording or posting any digital information (audio, video, images, etc.) of school sanctioned activities, classes and course materials, etc. or, of any persons during school hours. Recordings by staff for the purposes of school safety and security are not subject to the requirement of prior permission; they are considered internal documents and used only by school administration.

Safety & Security:

- Any malicious, disparaging, intimidating and/or slanderous digital messages or video recordings regarding school staff shared or posted on social media websites or on electronic communication devices will result in immediate disciplinary action and referral to the appropriate authority (parent, police, etc.).
- Any malicious, disparaging, intimidating and/or slanderous digital messages or video recordings regarding students shared or posted on social media websites or on electronic communication devices that would affect students' well-being, safety and security during school hours will result in immediate disciplinary action and referral to the appropriate authority (parent, police, etc.).
- Any other cases will be referred to the appropriate authority.

Student Email Accounts:

- Students are expected to use their official NFSB email accounts for all school related activities.
- Students are expected to check these email accounts daily.

Borrowing of School Devices:

Parents will be asked to sign a contract and will be responsible for the equipment borrowed. It is strongly recommended that school devices be added to home insurance plans.

Appropriate Use:

- The appropriate use of any electronic communication device is subject to School Board policy (available at Policy JIHJ).
- Electronics are not permitted in class unless authorized by the teacher for educational purposes. Should students choose not to follow this, their phone (or device) will be taken away –

1st time- **Warning:** the phone will be brought to the Office and held until the end of the day.

2nd time- **Parent pick-up:** parents will have to pick up the phone at the Office.

3rd time- **Suspension:** students will be given a one-day suspension. The number of days of suspension will increase by one for any further infractions.

Online Learning Environments (HSB's Netiquette):

- Students are expected to follow all HSB Rules of Safety & Conduct that continue to apply in a digital or online environment.
- Students must set up and use an appropriate workspace with a neutral background that minimizes distractions.
- Students should ensure that their technology is in good working order (speakers and camera working) before the class.
- Students are asked to follow these rules:
 - I arrive on time to my classes and I participate for the full time of the period.
 - My camera is on and my face is visible when my teacher asks for it to be on.
 - My microphone is muted, except when I have the right to speak.
 - To speak, I raise my hand icon and wait to be acknowledged by my teacher.
 - I will use messaging ethically and responsibly and only when authorized by my teacher.
 - My comments are on topic and I minimize the use of emojis and GIFs.
 - I am not permitted to take screenshots or video nor share anything from my online classes.
 - I dress appropriately and sit at a table. I eat during my breaks.
 - I avoid all other tasks that might distract me during my classes.

Examinations

Students absent from one or more examinations during a formal examination period: a parent(s)/guardian(s) must provide the school with an original medical certificate or other documentation supporting the absence, as well as a list of examinations from which the student was absent. **Compulsory Ministry examinations require a medical note for an absence.**

Electronics of any kind during exams, both in-class or during scheduled exam periods, are prohibited unless otherwise stated by the teacher or stated in the exam procedures. **If students are discovered with electronics, their exam will be removed immediately, and they will receive a zero.**

Extra-Curricular Activities

- An HSB ECA Contract must be signed by a parent or guardian and returned to the school for participation in all extra-curricular activities.
- Please note all school fees must be paid in full or arrangements made regarding payment prior to participation. Payments are applied to the oldest outstanding fees first, before being applied to ECAs.
- Advisors, coaches and/or the Administration reserve the right to suspend the student's participation if grades are not meeting requirements for promotion.
- Advisors, coaches and/or the Administration reserve the right to remove students from activities for any insubordinate or inappropriate behaviour.

Field Trips

Field trips are an extension of school and class activities. **All school rules apply during field trips, and on school buses.**

Non-academic field trips are a privilege and not a right. If a student was suspended during the same year as the non-academic field trip, that student may be refused permission to attend the field trip. The decision to remove the privilege will be taken by the administration in consultation with the teachers supervising the trip. In the event of a serious discipline problem a teacher may take the initiative and send a student home; this will be at the parents' expense. If a student is found breaking any of the HSB Rules of Conduct and Safety while on such a trip, that student will be subject to disciplinary measures by the supervisors as well as the Administration after the trip. The student may lose the privilege of attending any other academic or non-academic field trip. The decision to refuse a student on an academic field trip will be made by the Administration in consultation with the teacher supervisors.

If a student has been suspended during the school year prior to an academic field trip, that student will have to meet with the supervisors going on the trip, as well as Administration, to discuss the consequences of potentially inappropriate behaviour during the trip.

A permission slip signed by a parent or guardian is required for all field trips. Parental permission must be in writing and cannot be given over the phone. Please note all school fees must be paid in full or arrangements made regarding payment prior to participation in field trips. Payments are applied to the oldest outstanding fees first, before being applied to field trips.

Identification Cards

Students will be issued I.D.'s (identification cards) at the beginning of the school year. The card is always to be carried by the student, to be presented at school sponsored events, such as dances, and presented at examinations. If the card is lost, it must be replaced, and the student will be charged a replacement fee.

Lockers

Students will be assigned a locker with a combination lock. Lockers, lock combinations, and the contents of assigned lockers are the **personal responsibility of the student**. Students will be charged for locker damage and/or graffiti. Lockers and lock combinations are not to be shared with friends. If the lock is lost or broken by the student, there is a replacement fee. Students are not permitted to switch lockers or locks unless directed to do so by school administration.

At the end of the school year, it is the student's responsibility to remove their personal belongings from their locker. All items not removed will be disposed of by the school.

Respect Statement

Here at HSB, we believe everyone deserves respect.

This is a place of respect for students, employees and visitors.

Verbal abuse or aggressive behaviour will not be tolerated.

If you display such behaviours, you will be asked to leave immediately.

Student Parking

Parking privileges are extended to students with vehicles, provided the following requirements are met:

- Students must have proof of a valid driver's license and insurance coverage for the vehicle, when requesting authorization.
- Authorization can only be granted by the school administration, once vehicle and driver information are registered with the school office and the student is determined to be in good standing. If authorization is granted, a parking permit is issued by the school.
- Students' vehicles are only authorized to park in the **3rd parking bay**, adjacent to McLeod Street (parking is reserved for **staff only** in the 1st and 2nd bay).

Unauthorized drivers will be directed to remove their vehicle immediately (if the driver can be identified). Regardless of identification, if not removed, the vehicle may be towed; if it is towed, this will be at the owner's expense. The student will be subject to disciplinary measures.

Student Services

The Student Services Department at Billings is to be used during a student's free time. During class time, the student should have an appointment or a referral from their teacher; walk-ins are only accepted on an emergency basis.

The following services are offered at HSB:

- A nurse (part-time) offering confidential services in areas of health education, health screening and consultation for concerns and/or needs related to health;
- A guidance counsellor (full-time) who offers personal, career and educational counselling;
- A social worker (part-time) offers services to those students whose home situation may be affecting their performance in school;
- Indigenous students may also be referred to Kahnawake Education Centre and Kahnawake Community Services by the school for personal and educational support.
- Indigenous Support within the school is offered for both academic and socio-emotional needs.
- A school psychologist (part-time) is available two days per week;
- A Drug and Alcohol counsellor (part-time) from Foster Pavilion;
- SSC - Student Success Center offers academic support;
- SOS - Student Option Services offer student mediation and socio-emotional support;
- PASS - Providing Alternatives to Student Suspension offer short- or long-term placements focussing on student socio-emotional and academic support.

Parents are welcome and encouraged to contact the Administration (Vice-Principal) should they have concerns about their children and they will then be referred to the Student Services team.

Student Supervisors

Student Supervisors increase the visible adult presence among our students ensuring a disciplined and safe climate where effective learning can take place.

Student supervisors report to the Administration. Their responsibilities are:

- to become familiar with the school's culture and expectations;
- to maintain positive rapport and communication with the students and staff;
- to provide supervision and security within the building and grounds as directed;
- to provide appropriate direction and assistance to students;
- to be knowledgeable of school guidelines and regulations and assist in ensuring that all school rules are respected; and
- to monitor the surveillance cameras.

Surveillance Cameras

Security cameras have been installed throughout the building (interior hallways and exterior perimeter) to assist in the protection and well-being of our students, to provide a safe and secure environment, and prevent vandalism to school property.

Textbooks

All textbooks assigned to a student are the responsibility of the student and if lost or damaged, the replacement cost will be charged to the student's account.

Uniform Dress Code

Howard S. Billings Regional High School has a dress policy which states that students must attend school in the school's uniform. The uniform must be worn during the entire instructional day including Detention Hall, where applicable.

Rationale:

How we dress often depends on individual taste, economic situation and/or family, social, religious or cultural norms. Dress can be viewed as a means of personal expression which allows one to explore and define his/her individuality. However, certain basic dress standards must be followed to maintain a safe, secure, positive and productive environment which allows students to be free from offensive or distracting influences and which provides a focused atmosphere conducive to teaching and learning.

School Uniform:

- Any item of clothing that has been deemed part of the HSB uniform, purchased through the school's uniform supplier, or a true likeness thereof including blue bottoms, (no big logos, jeans or skirts).
- All shirts, sweaters, hoodies must have the embroidered HSB logo or initials on the garment; t-shirts must have the printed crest.
- Only solid white or navy underclothing can be visible under the proper shirt, sweater or vest.
- Uniform bottoms may include solid navy leggings, yoga pants, jogging pants, cotton pants, capris, basketball or Bermuda shorts, without a commercial logo or pattern.

Students with missing uniform items will be given the following options:

1. An item be brought from home **OR**
2. The student returns home to change -parents will be notified.

If the above-mentioned options are not viable, then the student will be sent back to class to obtain assigned work for the period, and report to ACE (Alternate Classroom Environment) to complete their work.

Additional Dress Policy Requirements (during any school activity):

- Any type of head covering, including bandanas, not to be worn in the building unless authorized by the school administration.
- Scarves are not permitted.
- Object(s) and/or garment(s) identified as "gang colors" or related to such, are NOT permitted.
- Undergarments (underwear, bra straps, etc.) are not to be visible.
- Jewelry such as, spikes, cords, chains, ropes, or any other items that could be used as a weapon will be confiscated and kept for parents to pick up.
- Items, objects, slogans, and/or images considered inappropriate are not permitted.

Special Learning Environments

Art Studios

Students are expected to:

- Use all equipment appropriately, following the directions given by the teacher;
- Not bring any food or drink (including gum or candy) into the studios;
- Sign out supplies such as knives, gougers, printing plates, sculpting tools as determined by the teacher;
- Leave all the equipment in good condition after use and return it to its proper place as directed by the teacher;
- Be responsible to clean up after themselves including sinks, tables, chairs, and floors and materials such as brushes, sponges, palettes, etc.;
- Be responsible for storing their artwork according to the systems put in place by the teacher in each studio (portfolios, shelves, bins, filing cabinets, etc.).

Corrective measures for any inappropriate behaviour will be applied and may include: *student participating in destructive or inappropriate behaviour in the art studios will be asked to leave and can only return after the parent/guardian and student have met with the teacher and/or administrator. Damage to or failure to return any equipment will result in fees that will be charged to the student.*

Teachers and supervisors are expected to:

- Ensure the students are aware of the expectations of behaviour listed above;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Always supervise students and their use of the space;
- Ensure the space remains in good condition and report any issues to the Arts Department Head.

Computer Laboratories

Students are expected to:

- Use all equipment appropriately, following the directions given by the teacher or supervisor;
- Leave all the equipment in good condition after use -i.e. no equipment is to be removed from the lab for any reason;
- Use the internet appropriately -i.e. not conduct inappropriate searches outside of the parameters set by the teacher;
- Not modify the desktop settings, rename files, or remove any files without permission from the teacher or supervisor;
- Ask permission and receive approval before printing a document;
- Only use the space when supervised by a teacher or other staff member including at lunch or after school;
- Not bring any food or drink (including gum or candy) into the lab (water included).

Corrective measures for any inappropriate behaviour will be applied and may include: *charges to a student's account for damages and/or suspension of computer privileges for a period of time up to the remainder of the school year.*

Teachers and supervisors are expected to:

- Ensure the students are aware of the expectations of behaviour listed above;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Always supervise students and their use of the space;
- Reserve the use of the computer lab ahead of time;
- Ensure the computer lab remains in good condition and report any issues to the AV technician as soon as possible.

Gymnasiums and Dance Studio

Students are expected to:

- Only use the spaces when supervised by a teacher or other staff member including at lunch or after school;
- Always stay with their classes;
- Only use equipment with their teacher's permission and supervision;
- Wear their Phys. Ed. and Dance uniform including clean, indoor running shoes that have a good grip;
- Bring their own lock to use on a gym locker and remove it at the end of the period;
- Leave their cell phones and other valuables in a *locked* locker as HSB is not responsible for lost or stolen items;
- Bring their own water bottles to stay hydrated;
- Not chew gum or bring any food (or candy) into the space.

Corrective measures for any inappropriate behaviour will be applied and may include: *charges to a student's account for loss, damages or theft of equipment, and/or the loss or suspension of the use of the facilities for a period of time.*

Teachers and supervisors (coaches) are expected to:

- Ensure the students are aware of the expectations of behaviour listed above and the rules to safely use equipment and participate in learning activities;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Ensure that students are always supervised when in the gymnasiums, the dance studio, or changing rooms.
- Ensure that gymnasium or studio is free of hazardous situations and equipment and that safety mats are used when warranted;
- Ensure that all equipment is properly and safely stored at the end of classes, including the removal of locks on lockers in the changing rooms;
- Conduct regular inventories of equipment to ensure it remains in good repair and remains safe;
- Report any issues with the gymnasiums and equipment to the Physical Education Department Head as soon as possible;
- Report any issues with the dance studio and equipment to the Arts Department Head.

Library

Students are expected to:

- Visit the library on their own time or during class time with the supervision of their teacher;
- Use their HSB ID cards to borrow resources from the library;
- Not bring any food or drink (including gum or candy) into the library;
- Pay fines for overdue materials;
- Respect the other users of the library by keeping noise to a minimum and returning materials to its place;
- Use the computers appropriately by respecting the posted conditions, especially those regarding the appropriate use of the internet.

Corrective measures for any inappropriate behaviour will be applied and may include: *charges to a student's account for loss, damages or theft, and/or the loss of library privileges for a period of time up to the remainder of the school year.*

Teachers and supervisors are expected to:

- Ensure the students are aware of the expectations of behaviour listed above;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Always supervise students and their use of the space;
- Ensure the library and its equipment remain in good condition and report any issues to the Library technician as soon as possible.

Mosher Auditorium

Students are expected to:

- Not bring any food or drink (including gum or candy) into the Auditorium;
- Only use the space when supervised by a teacher or other staff member including at lunch or after school;
- Behave appropriately including: sitting in the first 4 rows of the middle section during instruction, avoiding the backstage area, dressing rooms, walking carefully throughout the space (not running), and only touching the lights and sound board with teacher permission;
- Remain in the space with their teacher and class;
- Bring props and costumes for their own personal presentations and these should be clearly labeled;

(Auditorium continued)

- Leave the auditorium neat and organized at the end of each class - large props (flats, table and chairs, benches, stairs, etc.) must be returned carefully and placed neatly in the wings without obstructing emergency exits, stairwells or passageways. All personal items are to be removed at the end of class;
- Leave their cell phones in their lockers as they are not permitted in the auditorium.

Corrective measures for any inappropriate behaviour will be applied and may include: *students participating in destructive or inappropriate behaviour in the auditorium will be asked to leave and can only return after the parent/guardian and student have met with the teacher and/or administrator, damage to props, curtains, stage equipment, seats or auditorium materials equipment will result in fees that will be charged to the student.*

Teachers and supervisors are expected to:

- Ensure the students are aware of the expectations of behaviour listed above;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Always supervise students and their use of the space;
- Ensure the space remains in good condition and report any issues to the Arts Department Head.

Music Room

Students are expected to:

- Borrow practice instruments and use them properly, as instructed by the teacher;
- Only use the instrument, book, copies of concert music or equipment assigned specifically to them by their teacher and not borrow or use someone else's instrument;
- Rent an instrument should they forget theirs for that class period and the additional cost of the rental and reed (when required) will be charged to the student's account;
- Remain in the main classroom area as practice rooms are off-limits;
- Leave their cell phones in their lockers as they are not allowed in the music room;
- Not bring any food or drink (including gum or candy) into the music room;
- Help keep the music room clean and organized and pick up after themselves before the end of class.

(Music Room continued)

Corrective measures for any inappropriate behaviour will be applied and may include: *students participating in destructive or inappropriate behaviour in the music room will be asked to leave and can only return after the parent/guardian and student have met with the teacher and/or administrator. Damage to any instrument, music stands, music chairs, music books or any other music class equipment will result in fees that will be charged to the student.*

Teachers are expected to:

- Ensure the students are aware of the expectations of behaviour listed above;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Always supervise students and their use of the space;
- Ensure the space remains in good condition and report any issues to the Arts Department Head.

Rainbow Room

Students are expected to:

- Not bring any food or drink (including gum or candy) into the Rainbow room;
- Behave appropriately including: sitting on the first 3 risers during instruction or performances with chairs facing forward, no running or rough housing, not playing with the lights, or causing damage to the room or its contents;
- Remain in the space with their teacher and class;
- Leave the stage area neat and organized at the end of each class - chairs stacked, tables and flats pushed to the sides;
- Leave props in or on the blue cabinet on the "stage section" neat and organized;

Corrective measures for any inappropriate behaviour will be applied and may include: *being asked to leave and returning only after the parent/guardian and student have met with the teacher and/or administrator. Damage to any equipment will result in fees that will be charged to the student.*

Teachers and supervisors are expected to:

- Ensure the students are aware of the expectations of behaviour listed above;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Always supervise students and their use of the space;
- Reserve the use the Rainbow Room ahead of time;

(Rainbow Room continued)

- Ensure the space remains in good condition and report any issues to the Arts Department Head.

Science Laboratories

Students are expected to:

- Not bring any food or drink (including gum or candy) into the science labs;
- Read all safety instructions before starting any experiment;
- Learn the location of the fire alarm, the fire blanket, the eye wash station and the first-aid kit;
- Behave appropriately including: paying attention to safety precautions, not fooling around, only bringing books and materials required for the experiment to a lab station, staying at your lab station;
- Wear appropriate clothing including: shoes (closed-toed), protective glasses and apron when required, tying long hair, not wearing loose clothing;
- Advise a teacher or technician if there is an accident or if any equipment is damaged or broken;
- Leave cell phones in their locker as these are not permitted in the labs.

Corrective measures for any inappropriate behaviour will be applied and may include: *students participating in destructive, unsafe or inappropriate behaviour in the science labs will be asked to leave and can only return after the parent/guardian and student have met with the teacher and/or administrator. Damage to any equipment will result in fees that will be charged to the student.*

Teachers and supervisors (lab technicians) are expected to:

- Ensure the students are aware of the expectations of behaviour listed above;
- Enforce these expectations and report any inappropriate behaviour to the administration;
- Always supervise students and their use of the space;
- Ensure the labs and all equipment remain in good condition and report any issues to the Science Department Head.

Consequences of Non-compliance

Infractions of HSB's Code of Conduct, Standards of Behaviour, and Rules and Procedures will result in corrective measures. They will be applied on an individual basis by the staff and administration, and may include the following:

With a Staff Member (teacher, technician, supervisor, etc.):

- Discussion with the student
- Class detention at recess, noon, or after school
- Communication with parents/guardians
- Teacher-student contract
- Referral to the Vice-Principal

With an Administrator (Vice-Principal or Principal):

- Detention
- Removal of privileges
- Communication with the parents/guardians
- Student contract involving parents/guardians
- Referral to Student Services Team
- Suspension – in school, or out of school
- Discipline Committee meetings
- Plagiarism will result in a "0"
- Suspension from ECAs
- Police Intervention
- NFSB Discipline Hearing