



Howard S. Billings Regional High School

Rules of Conduct & Safety 2024-2025

Approved by Governing Board: _____
Consultation with HSB School Council: _____

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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

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.*

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.
 - d. Learn to express yourself and your emotions appropriately.
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.
 - 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

Academic Honesty

Policy Statement

Academic integrity stands as the foundation of every educational establishment. At Howard S. Billings High School, we uphold the belief that students must acquire the abilities to embody the learner profile attribute of being principled: "[Students] exhibit integrity and truthfulness, with a profound commitment to fairness and equity, and with reverence for the dignity and entitlements of individuals globally. [Students] embrace accountability for their actions and the resulting outcomes."

Purposes

This document clarifies the responsibilities of all stakeholders in teaching the skills involved in academic honesty, clarifies the definitions of the terms involved, as well as the consequences for academic dishonesty.

Definitions of academic malpractice (adapted from "MYP: From principles into practice, 2022)

Academic malpractice consists of any behaviour that may result in an unfair advantage for any student.

It includes the following:

- Plagiarism (to accidentally or knowingly submit the ideas or work of others, without properly sourcing it),
- Duplication of work (the submission of the same work for different assessment components, either by the same student, or by more than one student),
- Collusion (the lending of work to another student; helping someone to cheat; or allowing one person to do the work of many),

- Any other behaviour that may result in an unfair advantage for any student such as:

Examples of academic malpractice

Some examples of academic malpractice include (but are not limited to):

- Any use of Chat GPT or any AI platform to create work and submit it as your own;
- Copying someone else's words without quotations and proper MLA citation;
- Using someone else's ideas without proper citation;
- Copying sentences from Google Translate or other online translation tools;
- Copying answers from another student on a test or assignment;
- Using copywrite images in an assignment without proper MLA citation;
- Allowing another student to copy answers from you on a test or assignment;
- Falsifying data;
- Not following the rules of a physical education activity (cutting corners on the 2-km run, for example);
- Using a memory aid in a math evaluation that was not created by the student (either mechanically reproduced or in another person's handwriting), or using a memory aid that does not conform with the format standards (one double-sided 8.5" by 11" paper);
- Giving the impression you participated in a Service as Action activity when you did not;
- Submitting the same work for two different assignment tasks (with the exception of interdisciplinary units with shared summative tasks).
- Using technology in situations where it is not permitted;
- Being in possession of technology during an assessment;
- Replicating artistic works by others without substantial modification.

Stakeholders Responsibilities

Students must:

- Understand and demonstrate academically honest behaviours;

- Understand the behaviours that demonstrate academic malpractice and avoid those behaviours;

Attendance

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/Mozaik 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 by 12:00 noon, the student will automatically receive a detention to be served on the next day.
- In case of illness while at school, 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 result in detention(s).
- Students are expected to be responsible for coursework while absent by contacting their teachers by email or Teams and by using their class Teams or ManageBac (for IB).

Anti-Bullying and Anti-Violence

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.

Members of the HSB community have the right to learn and work in a safe and secure environment. They shall refrain from the following but not limited:

- pushing, shoving, fighting, kicking, tripping, spitting, biting, roughhousing, fake-wrestling, etc.;
- grabbing another's arm, pulling someone's hair, choking another, etc.;
- throwing snowballs or any other object in or out of school that could cause danger to anyone in the vicinity, etc.;
- impeding one's movement, throwing, or pushing property at, on or in the direction of another, using one's imposing physical presence or advantage, etc.;

- verbal (oral, written, gestural, image or online) threats of physical attack of any kind and/or; from bringing dangerous items to school such as firecrackers, fireworks, and/or weapons of any kind or facsimiles thereof as per the Criminal Code.

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

Digital Information & Media

Privacy:

- Students & 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 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.

Communication Devices:

Communication devices include, but are not limited to, cell phones, laptops, desktops, tablets, smart watches, and/or MP3 players. New technology that comes on the market will be judged on its appropriateness as the need arises. As per the new ministry guidelines, our rules of conduct and safety regarding the use of communication devices been modified. As of January 8, 2024, students must leave their wireless devices in their lockers during hub, class, recess and transition times. This means from 9am to the beginning of lunch at 12:35pm and then from the end of lunch at 1:25pm to 3:35pm. Communication devices may be used on school grounds before school, during lunch, and after school. Communication devices use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a staff member. During the instructional day, Communication devices must remain out of sight (in your locker) and in silent mode. Immediate sanctions for the unauthorized possession and/or use of wireless devices remain the same as they have been:

1st infraction: The device will be held in the Administration office until the end of the school day. Students may pick up their phone following a review of this policy at the end of the school day in the main office. Parents will be notified.

2nd infraction: The device will remain in the main office until a parent may pick it up during office hours (8:45am-4:30pm) with a discussion about the policy.

3rd infraction: The student will receive a one-day suspension, PASS being prioritized if capacity allows.

4th infraction (and following): The student will receive a two-day suspension. Should the student refuse or continually violate this policy, this will be considered insubordination and there will be consequences, such as suspension.

- Cell phones are prohibited from use in classrooms, gymnasiums, and any other area in which academic work is being done unless otherwise instructed by the teacher.
- Headphones and other Bluetooth enabled devices are not permitted to be worn in class and must be put away securely by the student in any academic area unless otherwise instructed by the teacher.
- Cell phones are not to be used in bathrooms.

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 arrive on time to classes and participates for the full time of the period.
- A student's camera is on, and face is visible when teacher asks for it to be on.
- A student's microphone is muted, except when they have the right to speak.
- To speak, a student raises their hand icon and wait to be acknowledged by their teacher.
- A student will use messaging ethically and responsibly and only when authorized by the teacher.
- A student's comments are on topic, and they minimize the use of emojis and GIFs.
- The student is not permitted to take screenshots or video nor share anything from online classes.
- The student dresses appropriately and sit at a table. The student eats during breaks.
- The student avoids all other tasks that might distract during classes.

Emergency Evacuation (and Fire Drills)

The evacuation process is designed to ensure that all students and staff are safely evacuated when an emergency requiring an evacuation occurs.

HSB will hold a minimum of two fire drills per year.

Procedures:

- Students should follow their teacher's directives and evacuate **calmly** while walking to their exit.
- The first two students to reach an exit door should hold the doors open for those following them. If this does not happen, teachers will select two students to do so.
- Students who are out of class when the evacuation was signalled should evacuate through the nearest exit, reporting to their class's designated area. If unsure, they should report to the front evacuation area.
- Once outside, **students should stand two-by-two, remain quiet and face away from the building.**
- Any serious disregard for safety will be reported to an administrator and result in consequences.

Examinations

Students absent from one or more examinations during a formal examination period: the 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 caught with electronics, their exam will be removed immediately, and they will receive a zero.**

Extra-Curricular Activities

The HSB environment encompasses all buildings, grounds, vehicles, and events which HSB students attend in the name of HSB and/or the NFSB, whether on- or off-campus.

- ECAs are a privilege and not a right.
- All HSB Rules of Conduct and Safety are to be followed during any ECA (sports team, club, dance, graduation, etc.).
- 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.
- 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

All 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.

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.

Identification Cards

Students will be issued I.D.'s (identification cards) at the beginning of the school year. The card is to be carried at all times 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.

Lockdown Procedures

HSB will conduct at least one lockdown practice every year.

Students must:

- Go to or stay in a safe location.
- Lock and barricade doors. Turn off lights, close curtains, and blinds.
- Stay out of sight by congregating near the red dot sign in the classroom.
- Remain calm and quiet.
- Do not use any form of communication or electronic device.
- Turn off cell phone ringers and notifications.
- Remain in lockdown until the police have released the class.

Blackout Procedures

If the blackout is during class, students must:

- Stay in their classroom until the emergency bell rings and teachers receive directives from the office.

If the blackout is outside of class time, students must:

- Go to their next class when the emergency bell rings and wait for instruction after attendance is taken.

Administration will first post on Facebook to let parents know of the blackout and, as soon as possible, will send out an email with details from the school board.

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.

Prohibited Substances

Students shall refrain from the following:

- a) Purchasing, bringing, possessing (including paraphernalia) drugs, alcohol, and/or other intoxicants of any kind including vapes and e-cigarettes.
- b) Transferring, dealing, or distributing drugs, alcohol, and/or other intoxicants (including paraphernalia) of any kind.
- c) Consuming or being under the influence of drugs, alcohol, and/or other intoxicants of any kind.
- d) Aiding, abetting, assisting, and concealing the possession, consumption, purchase or distribution of any drugs, alcohol, and/or other intoxicants of any kind (including paraphernalia) by any other student under the above conditions.

Please note:

Students and their lockers are subject to search by a school administrator.

Students suspected of being under the influence (including those who smell of prohibited substances) will receive immediate sanctions.

Immediate sanctions include a 5-day suspension and mandatory meetings with a SOS technician upon return to school. The police may also be involved.

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 will be towed at the owner's expense and the student subjected 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 Consultant to Students with Special Needs;
- An orthopedagogue (part-time) who supports students' academic needs;
- A social worker (part-time) offers services to those students whose home situation may be affecting their performance in school;
- A school psychologist (part-time) is available two days per week;
- Indigenous students may also be referred to Kahnawake Education Centre and Kahnawake Community Services by the school for personal and educational support;
- SSC- Student Success Center offers academic support;
- Transitions-offers academic support;
- CAFE- Centre D'aide aux Étudiants offers academic support for French classes;
- SOS- Student Option Services offer student mediation and socio-emotional support;

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

Student Supervisors and Guard

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 directions 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, with our new partner J.A. Printing (unless bought previous years).
- All shirts, sweaters, hoodies must have the HSB/Blazers logo or initials on the garment; t-shirts must have the printed crest. Options include: navy polo, grey polo, navy everyday t-shirt, navy performance (dry fit) t-shirt, navy long sleeve every day t-shirt, navy crew neck sweater and navy hoodie. Prefects also have light blue options. The grey t-shirt is reserved for physical education.
- All students must wear the grey Blazers' performance t-shirt for their physical education class.
- Only solid white or navy underclothing can be visible under the proper shirt or sweater.
- Uniform bottoms may include solid navy or black leggings, yoga pants, jogging pants, cotton pants, capris, basketball or Bermuda shorts, without a commercial logo or pattern. Any shorts must be at least mid-thigh length.

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 **OR**
3. The student may buy an item from our uniform store.

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 PACE (Providing an 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, are NOT permitted.
- 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, 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/mobile 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, broken 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;
- 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.

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.
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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;

- 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.
- If a student deliberately breaks materials within the laboratory, they will be charged the appropriate fee.

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, lunch time, or after school
- Communication with parent/guardian
- Teacher-student contract
- Referral to the Vice-Principal

With an Administrator (Vice-Principal or Principal):

- Detention
- Removal of privileges
- Communication with the parent/guardian
- Student contract involving parent/guardian
- 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