



# Horizon High School

## Code of Conduct 2024 - 2025





## HORIZON HIGH SCHOOL STUDENT CODE OF CONDUCT

2024-2025

Horizon High School believes that everyone in its community is entitled to learn and work in a safe, healthy, secure, respectful and caring environment. We strive to prepare our students for a responsible life, in a spirit of understanding, peace, tolerance, based on the principles of equity, diversity, dignity and inclusion.

The following Horizon High School Code of Conduct seeks to ensure that all members of the school community are provided with a safe, successful and positive educational experience.

### **The HHS Code of Conduct aims to:**

- Establish and maintain a positive school climate in which learning can take place
- Help students develop a sense of self-discipline and responsibility in the school community
- Protect the basic rights of all members of the school community
- Ensure that all students receive a sound educational experience
- Value and celebrate our diverse school community
- Help resolve conflicts in a way that is civil and respectful without using violent or threatening behaviour
- Support disciplinary and corrective actions which promote the development of integrity, accountability, personal ethics and self-management.

Each Horizon High School student has the responsibility to respect the rules outlined in this Code of Conduct and to comply with Administration and Staff directives at all times. In order to ensure that the rights of all members of our school community are safeguarded as outlined in the LBPSB Safe and Caring Policy, we all share the responsibility to govern ourselves according to these rules and principles. Failure to respect these rules will bring about specific disciplinary actions, as well as restorative and corrective measures. Disciplinary actions are determined and applied according to the severity of the infraction and its frequency, in accordance with the [LBPSB Policy-on-Safe-and-Caring-School](#) .



HHS students are treated with respect and dignity. In return, they must demonstrate respect for themselves and for others.

**Horizon High School Hours**  
**2024-2025**

<b><u>Hours</u></b>	<b><u>Period</u></b>
<b><u>9:00 AM</u></b>	<b><u>Warning Bell</u></b>
<b><u>9:05-9:15</u></b>	<b><u>Homeroom</u></b>
<b><u>9:20-10:10</u></b>	<b><u>1</u></b>
<b><u>10:15-11:05</u></b>	<b><u>2</u></b>
<b><u>11:05-11:20</u></b>	<b><u>Recess</u></b>
<b><u>11:25-12:15 pm</u></b>	<b><u>3</u></b>
<b><u>12:20pm-1:10pm</u></b>	<b><u>Lunch</u></b>
<b><u>1:15-2:05 pm</u></b>	<b><u>4</u></b>
<b><u>2:10-3pm</u></b>	<b><u>5</u></b>
<b><u>3pm</u></b>	<b><u>Dismissal</u></b>

**HHS students are expected to:**

- Arrive at school on time, prepared and ready to learn
- Show respect for themselves, for others and for those in authority
- Demonstrate honesty and integrity
- Refrain from bringing anything to school that may put the safety of others and themselves at risk
- Follow the established rules, expected behaviours and take responsibility for their own actions
- Seek help from school staff, if necessary, to resolve conflict peacefully
- Use appropriate language when communicating with peers and adults (including online)



HHS Parents/guardians and community members play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

### Intimidation, Harassment and Violence

HHS students, staff members and community members, have the right to feel safe at school. Any acts of violence, harassment, discrimination, intimidation and threats of any type whether physical, emotional, verbal or sexual, including bullying, cyberbullying, are unacceptable. Students who encourage, support or promote acts of intimidation, harassment or violence either by direct action or by spectating are subject to school disciplinary action. HHS respects and applies the AVAB Plan and the LBPSB Safe & Caring Schools Policy. Students must follow all the guidelines of the digital citizenship policy as outlined by LBPSB.

## DEFINITIONS

### Bullying

- “the word ‘bullying’ means any repeated direct or indirect behaviour, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a **power imbalance** between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes”.

### Violence

- “The word ‘violence’ means any **intentional** demonstration of force of a verbal, written, physical, psychological or sexual nature which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property”.

### Sexual Violence

- “The concept of sexual violence refers to any form of violence committed through sexual practices or by targeting sexuality, including sexual assault. It also refers to any other misconduct, including that relating to sexual and gender diversity, in such forms as unwanted direct or indirect gestures, comments, behaviours or attitudes with sexual connotations, including by technological means” .



## Racism

- “Corresponds to the ‘set of ideas, attitudes and actions whose purpose is to make ethnocultural and national groups feel inferior socially, economically, culturally and politically, thereby preventing them from benefitting fully from the advantages to which all citizens are entitled.’ Racist discourse is usually based on real or presumed physical and cultural differences”.

## Discrimination

- “Every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap. Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such right”.

## Interventions and Disciplinary Actions

HHS staff and administration will apply the appropriate intervention or consequence depending on the severity of the behaviour and prior interventions or consequences:

- Conference with the student
- Contact with parent or guardian
- Conference with staff members, parents/guardians and administration
- Restitution, including a logical remedy for the problem
- Restorative justice or conflict resolution
- Community Service (E.g., cleaning school grounds, volunteer work)
- Peer Mediation
- Behavioural intervention plan
- Change of class or modified schedule or ALT program
- Confiscation of personal items
- Changing into appropriate clothing for school / removal of inappropriate items
- Loss of privileges (field trips, extra-curricular activities)
- Mandatory participation in educational activities related to bullying, violence or harassment
- Intervention with behavioural technician or a professional
- Detention with a staff member during recess, lunch, after school or during pedagogical days
- Referral to counseling, psychologist, FSSTT, social worker, nurse



- Referral to community support services such as the YMCA Alternative Suspension Program
- Suspension, including in-school or out of school
- Police involvement

Students who have been suspended from school may not return to school unless a meeting with a parent/guardian has taken place. In all cases, parents/guardians are advised of the suspension in writing and by telephone.

In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehaviour.

### Attendance and Punctuality

Students are expected to arrive at school and to all of their classes on time. Late arrivals and absences interfere with teaching and learning. Regular attendance is essential for academic success.

#### **Absences:**

- If a student cannot attend school for any reason, the parent/guardian needs to call the school to confirm their child's absence. 514-798-8707.
- All unauthorized absences will be sanctioned. Placement in Horizon's ISS program may be a consequence.
- Students who are absent have the responsibility to catch up on information and work missed.
- Skipping classes is prohibited. Sanctions will be assigned and parents will be notified. Missed class time will need to be made up by way of detentions or on PED DAYS.
- Chronic absences affect academic performance and a meeting with parents will be requested to resolve the problem.
- If a student is absent or sent home, the school personnel will notify the parent or guardian. If you are unreachable, a message will be left.
- In the case of extended absence from school, D.Y.P will be informed.
- Please note that teachers are not required to provide work for students who are absent, especially for extended holidays.



### **Lateness:**

- Classes begin promptly at 9:00 AM
- Students who arrive late between 9:00 and 9:10, without a valid reason, will be given recess detention to be served that day. After 9:10 the student will start the day with the Spec Ed. Tech assigned to their class. The Spec Ed Tech may escort the student back to class or keep them for the remainder of the period.
- Students who arrive at school late 3 times within a 5 day-period, without a valid reason, will be placed on ISS for one day. Failure to attend ISS will result in the student attending ISS the following day. Measures remain at the discretion of the Administration
- Students who are late past 9:30am without a valid reason or whose parents have not called the school will be sent directly to Administration. Parents will be informed and students will be assigned a consequence. They will be placed in ISS for the day.
- Chronically late students will be sanctioned by administration and a meeting with parents will need to take place to create a plan of action moving forward.

### **Classroom Expectations**

We believe that our students need to play an active part in their learning and be responsible for their actions in order to experience success in their educational journey.

### **HHS Students shall:**

- Follow the rules presented in the Horizon High School Code of Conduct
- Arrive on time and attend all of their classes
- Arrive to school and class prepared and with the appropriate materials
- Follow HHS Staff members instructions
- Remain focused and on task
- Respect other's personal space and materials
- Adopt positive work habits
- Participate in the development and application of their Individual Education Plan (IEP)
- Be respectful with all members of the school community. Students are expected to be cooperative and polite at all times, especially if a conflict or disagreement arises.
- Use resources and supports that are available to them at school
- Adopt an open-mind and positive attitude towards learning (even during challenging times) and believe in themselves.





## Academic Integrity

Students are expected to present their own work in class and on homework assignments. Plagiarism is a form of cheating and could be in the form of written, visual, audio, or other media. If another person's ideas are used, credit must be given in the form of a citation. Plagiarism will result in consequences determined by the teacher and/or administration and may include loss of marks for the assignment.

## Respect for Property

Students are expected to take good care of school materials and property. There should be no damage to school resources, property or equipment. If such damage creates an expense to the school, then the person who does the damage will be expected to reimburse HHS for costs and may be required to restore / repair the damage caused.

## Dress Code

School is a place of work for both students and staff members. Students and their parents/guardians are expected to support a learning environment where attire is appropriate.

- Articles of clothing that promote alcohol, drugs, inappropriate language or discrimination are not permitted. Short shorts or short skirts, halter tops/tube tops with less than a one inch strap, bikini tops, visible underwear, low riding pants, excessive cleavage, outdoor clothing and attire exposing the midriff are all forbidden in school
- Students are expected to wear opaque clothing that covers undergarments.
- Jackets, bags and purses are to be left in lockers
- Offensive jewelry of any kind is not allowed
- Students are not allowed to wear red or blue bandanas, visors/sunglasses, etc. (exception: for religious purposes)
- Specialized courses may require specialized attire, such as PE, Cooking, Science or health and safety gear should be worn when necessary.





### **Students who do not respect the Horizon dress code:**

- May be asked to change or add clothing layers
- Will meet with Administration
- Parents/ Guardian will be contacted
- May be sent home if they refuse to change or continue to wear inappropriate items

### Lockers

- Students are assigned a locker for the school year and are not permitted to share lockers.
- Students are expected to have a school issued lock only on their lockers at all times.
- Students are expected to keep their lockers clean and free of graffiti.
- Lockers are the property of HHS and therefore the HHS administration has the right to search or inspect lockers with or without the student present.
- Students are expected to store bags in lockers at all times unless entering or leaving the building.

### Alcohol, Drugs, Tobacco, E-Cigarettes, Vaporizers

Individuals have the right to be in a learning environment free of alcohol, drugs, tobacco, e-cigarettes and vaporizers. HHS students have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, tobacco, e-cigarettes and vaporizers at any time at school or during any school function.

According to the law, HHS has been designated a non-smoking building, smoking and vaporizing is forbidden for all students, staff and visitors on school grounds.

At HHS we are concerned about the students who may use drugs and/or alcohol. In cooperation with the School Board professionals, the school nurse, the SPVM Police, the YMCA's Toxicology program and "Fosters Pavilion" we will do all we can to inform students of the dangers of substance abuse and support them in adopting a healthy and safe lifestyle.

The use of/association with/or possession of controlled substances will not be tolerated at school or during any school related activity. Students who choose to ignore the above



will face disciplinary consequences appropriate to the situation and will be subjected to a search of locker and bags.

In the case of a student entering school, or class, showing signs of having used a controlled substance **and** whose behavior is disruptive to other student's learning, parents/guardians will be informed and asked to pick up their child immediately. Upon their return to school, students will meet with our TOXICO worker or Spec Ed. Tech.

### Field Trips:

Participation in field activities , either a day trip or an overnight trip, is based on the following criteria:

- Attendance: Too many absences or work not being up to date may result in the student not being allowed to go on the field trip.
- Overall Academic Standing: Students' grades must be in good standing.
- Behaviour & Attitude: Students must exhibit a positive and cooperative attitude in order to participate.

### Cell Phones & Electronic Devices

The Horizon High School Cellphone & Electronic device policy is intended to insure that all personal electronics do not interfere with the learning, safety and well-being of all students and staff. This policy includes:

- Cell Phones
- Ipods
- Airpods
- Smart Watches
- Other personal Electronic devices

**\*\*\* Devices are not permitted while classes are in session or during passing time between classes \*\*\***



### **Devices may only be used before school , recess, during lunch & after school**

At no time is mobile technology (cell phones, smart watches, etc.) to be used for making audio recordings, video recordings or taking pictures anywhere inside the school building without the consent of the classroom teacher or other staff member.

Making recordings of any type and taking pictures inside the building are considered serious violations of privacy and will be dealt with by administration.

Should a student have and/or use their cell phone or related device during prohibited times, the student will be sent to administration and the device will be handed in and kept until the end of the day. It will not be given back to use during recess or lunch when confiscated.

If a student refuses to hand in their device they will then be sent home and parent/gardien will be contacted. The following day they will be in ISS from 9:30-2:30. The phone will be handed in to the Spec ed Tech.

Repeated offenses will result in a parent meeting with Administration.

### **Computer Technology:**

- The use of the school's computers and Chromebooks are a privilege, not a right. Students are expected to conduct themselves responsibly.
- All students and their parents must read and sign the "Appropriate Use of the Computer Internet Communication Policy". ***Students will not be allowed to use a school computer or Chromebook unless they and their parents have signed the form.***

### **Cyber Misconduct:**

- Cyber-bullying is the use of technology to threaten, ridicule, spread rumours, or defame character and will not be tolerated.
- The misuse of technology to invade or threaten personal privacy or to disrupt the school's culture of learning will not be tolerated.
- The misuse of technology to invade or threaten personal privacy or to disrupt the school's culture of learning will not be tolerated.



## Transportation

Students must behave appropriately and safely on the school bus. This means staying in their seats, refraining from eating or drinking, talking in a quiet manner, being polite to the driver and being on time at their bus stop. Using the school bus is a privilege.

Student behaviour on public transport and in the community should also be respectful and appropriate.

### **Consequences:**

- Bus conduct report and parent contacted
- Suspension from the bus
- Repeated offenses will result in loss of transportation services

## Detention

HHS Students may be assigned detentions to be served at a specific time (recess, after school, Ped day, etc...) as a consequence to an action. Class detentions can be assigned by teachers and staff and are to be served under their supervision. Administrative detentions can also be assigned by the Principal and Vice-Principal.

- Students shall arrive on time to their detention, with required materials
- A missed detention will be served in double
- Should a student refuse to attend detention, the student will be sent to Administration. Parent/guardian will be informed.

## In School Solution program (ISS):

During the school year, Administration may assign HHS students to the ISS program in order to best meet their needs. ISS may be assigned as a disciplinary action or as a transitional measure.

The ISS program is an opportunity for students to receive individualized support and interventions with our HHS Staff for a determined period of time.

Along with focusing on meeting academic demands, students on ISS will work with staff to develop a plan of action, implement measures, and receive support and interventions that will help them gain the tools and aptitudes to successfully reintegrate the regular HHS program.



# Student Code of Conduct

## Acknowledgement Page

I acknowledge having read this document and agree to abide by the Horizon High School Code of Conduct.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

I acknowledge having read this document and agree to collaborate with the HHS Staff and Administration in supporting my child's educational journey at Horizon High School.

Parent / Guardian: \_\_\_\_\_

Contact number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Looking forward to a successful 2024 - 2025 school year!**

*Working together in a safe, caring, positive, inclusive  
and respectful school environment.*

