



CODE OF CONDUCT

HORIZON HIGH SCHOOL STUDENT CODE OF CONDUCT

A code of conduct is required to foster an atmosphere of cooperation, good citizenship, responsibility, respect and academic excellence, that is, a safe learning environment.

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

The goals of the HHS Code of Conduct are:

- To establish and maintain a positive school climate in which learning can take place
- To help the students develop a sense of self-discipline and responsibility in the school community
- To protect the basic rights of all members of the school community
- To ensure that all students receive a sound educational experience
- To provide this safe and enjoyable school climate where learning can take place, rules and regulations for conduct are necessary.

Each student has the obligation to respect the rules outlined in the Code of Conduct. Failure to comply with these rules will bring about specific disciplinary sanctions. Disciplinary sanctions are graded and applied according to the severity of the infraction, its frequency or both.

Minor violations of this code of behaviour will be handled by the classroom teacher or person in authority who will use disciplinary measures of support and encouragement such as:

- Verbal reminders of the appropriate way to behave
- Removal of privileges
- A conference with the student
- An assigned detention for reflection
- Teacher contact with the student's parent or guardian by phone
- A conference with the student's parent/guardian in person
- Referral to the administration

Repeated or major violations will result in an Incident Report to the administrator. Disciplinary sanctions will be applied according to the severity of the infraction. These sanctions may take a variety of forms:

- A conference with the student
- A phone call to the parents/guardians
- A letter home to the parents/guardians
- A requested conference with the parents/guardians

- Assigned administrative detentions before or after school
- Assigned time in the planning room
- Pedagogical day or Saturday detentions
- Community service
- School maintenance tasks
- Out of School Suspension
- Placement of student on Alt
- Expulsion

Out of School Suspension is applied when the student's conduct is such that his or her continued presence in the classroom or the school is very problematic. The following are some examples of situations that may warrant an Out of School Suspension:

- The student has been involved in an act of physical and/or verbal aggression towards any member of the school community.
- The student refuses to accept disciplinary measures imposed by school authorities.
- The student consistently refuses to abide by the school's rules of conduct & safety.
- The student's behaviour seriously interferes with the education of others.
- The student is a danger to himself/herself or others.

During an Out of School Suspension the student is denied access to the school and the educational services offered therein. As well, students are denied access to social, athletic and any other extra-curricular activities even if they take place after the regular school hours.

Students who have been suspended from school may not return to school unless accompanied by a parent/guardian. If a student is unaccompanied by a parent/guardian when they return to school after a suspension they must report to the planning room where they will remain until a parent meeting takes place. In all cases, parents/guardians are advised of the suspension in writing and by telephone. Communication with the administrator must take place in order to discuss conditions for re-entry to school.

The administration will not hesitate to refer serious offenders to the police. In addition, the School Board has the power to levy extended suspensions and to expel students from the school.

It should be noted that the procedures and guidelines for suspension and expulsion are administered according to the Lester B. Pearson School Board's Safe School Policy and Article 78 of the Education Act.



RULES OF BEHAVIOUR

RESPECT FOR SELF:

ATTENDANCE POLICY:

- School attendance is required by law and should be taken seriously. It is one of the major factors contributing to success at school.
- Students must attend all of their classes
- Students must be on time for school and class

Absences:

If a student cannot attend school the parent/guardian should call the school on that day to confirm the absence.

- Late arrivals:
 - Classes begin promptly at 9:00 AM
 - Students who arrive late will be assigned a 30 minute after school detention served on the same day. The detention is to be served as soon as class is dismissed. Failure to show up will result in placement in I.S.S. (In-School Suspension) the following day.
- Chronically late students will be sanctioned by administration
- 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
- All unauthorized absences will be sanctioned.
- Students who are absent have the responsibility to catch up on information and work missed.
- Chronic absences affect academic performance and a meeting with parents will be requested to resolve the problem.
- Please note that teachers are not required to provide work for students who are absent, especially for extended holidays.

Dress Code:

Students must dress appropriately for school. Short shorts or skirts, tank tops T-shirts with unacceptable language or promoting violence, drugs or sexual innuendo, halter tops/tube tops/bikini tops, visible underwear, low riding pants, excessive cleavage, outdoor clothing and attire exposing the midriff are all forbidden in school.

Students are not allowed to wear, bandanas, visors/sunglasses, etc. (exception: for religious purposes)

Offensive jewelry of any kind is not allowed.

Jackets, bags and purses are to be left in lockers.

Consequences

- Provide an appropriate t-shirt
- Meet with administration
- Parents contacted
- Student sent home

Smoking:

Students are not allowed to smoke anywhere on school property. Bill 112 of the Quebec Tobacco Act prohibits smoking for everyone on school grounds.

Consequences

- Students caught smoking on school property will be suspended

RESPECT FOR OTHERS:

Attitude:

- Students must show respect for all members of the school community. They are expected to be cooperative and polite at all times.
- Disruptive behaviour that impedes the learning of others will not be tolerated.
- Offensive language will never be tolerated.
- Physical aggression will not be tolerated, e.g. Fighting, play fighting.
- A student who refuses to identify themselves to an adult or who refuses to accompany a staff member to the office when asked to do so is exhibiting insubordination and may be suspended.
- In accordance with the Safe School Policy students shall not harass other members of the HHS community. Harassment includes bullying, cyber-bullying, racial/ethno-cultural harassment or discrimination, physical or verbal abuse, slander and sexual harassment or discrimination.
- Students are expected to respect the rules of conduct for special areas of the school, e.g. labs, library, gym etc.

Arrival and Departure from school:

- Students are expected to respect the privacy and property of the Pointe-Claire residents who live nearby as well as the merchants.
- Students are expected to enter the building immediately upon their arrival.

Classroom:

- Students must show respect for all members of the school community. They are expected to be cooperative and polite at all times.
- Disruptive behaviour that impedes the learning of others will not be tolerated.
- Offensive language will never be tolerated.

- Physical aggression will not be tolerated, e.g. Fighting, play fighting, birthday “beats” etc.
- A student who refuses to identify themselves to an adult or who refuses to accompany a staff member to the office when asked to do so is exhibiting insubordination and may be suspended.
- In accordance with the Safe School Policy students shall not harass other members of the HHS community. Harassment includes bullying, cyber-bullying, racial/ethno-cultural harassment or discrimination, physical or verbal abuse, slander and sexual harassment or discrimination.

Textbooks and Library Books:

All textbooks and library books are the property of Horizon High School and the Lester B. Pearson School Board. They are loaned to students for the duration of their course.

Textbooks or library books that are lost or damaged beyond normal wear and tear will have to be replaced at the expense of the student.

Final report cards will be held back if a student has not handed in their textbooks or library books at the end of the year.

Technology & Electronic Devices:

CELL PHONES and electronic devices including IPODs,MP3 players, pagers and electronic games of any kind all have the potential to be disruptive to class activity.

- Students are strongly discouraged from bringing electronic equipment to school. Should they choose to do so, the school is not responsible for the loss or damage of such equipment.
- Electronic devices may be used only ear buds should be visible. This is at the discretion of the teacher. If a cell phone is brought to school it must remain out of sight.
- Students who are incapable of keeping their cell phone out of sight will be asked to hand it in at the office before classes begin.
- Technical devices, such as camera phones, recording devices or computers may not be used to invade or threaten personal privacy or to disrupt the safe & secure culture for learning.
- Sound systems, speakers, large radios/CD players, school bag speakers, etc. are not permitted in school.

Consequences

- Students are required to hand in their cellular phone at the beginning of the day.
- Should a cell phone be seen at any time throughout the day, the student will be sent home
- Repeat offences will result in a parent, student and administration meeting.

Computer Technology:

- The use of the school's computers is 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 Communications Policy". Students will not be allowed to use a school computer unless they and their parents have signed this document.

Cyber Misconduct:

- Cyber-bullying is the use of technology to threaten, ridicule, spread rumours or defames 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.

Consequences

- Serious cases of cyber misconduct may warrant suspensions and/or removal from the school community.
- Cyber threats will be reported to local law enforcement.

Prohibited Items & Activities

- Weapons (real or replica), are not permitted on school property as governed by the School Board's Safe School Policy.

Consequences

- In the case of a student bringing weapons (real or replica) to school the police will be involved and the sanctions of the Safe School Policy will be enforced.

Gambling

Gambling of any kind is not allowed on school property nor permitted while in transit on school bus

Consequences

- Meet with administration
- Parents to be informed
- Suspension
- Attendance at a counseling program

Illegal substances

Substance abuse

Prevention

At HHS we are concerned about the students who may use drugs and/or alcohol. In co-operation with the School Board, the school nurse, the SPVM Police and "Fosters Pavillion" we will do all we can to inform students of the dangers of substance abuse.

The use of/association with/or possession of controlled substances will not be tolerated at school or any school related activity. Students who choose to ignore the above will face the following consequences as appropriate to the situation and will be subjected to a search of locker and bags.

- Meet with administration
- Parents to be informed
- Suspension
- Attendance at a counseling program
- Recommendation for expulsion

In the case of a student entering school, or class who shows signs of having used a controlled substance and whose behavior is disruptive to other students' mission to learn

- Parents will be informed and asked to collect the student immediately
- In the case of students caught dealing/supplying controlled substances the police will be involved and removal from the school will be sought
- In the case of possession of drug paraphernalia, paraphernalia will be confiscated, parents will be asked to pick up paraphernalia

Transportation:

- Students must behave 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.
- Skateboards and hockey sticks are not allowed on the bus. Skates are allowed but must have guards and be in a schoolbag. Students may not take any other school bus but their own. Also, guests are not allowed on the school bus at any time.
- Skateboards, roller blades, shoes with wheelies are not to be used on school property.

Consequences

- Suspension from the bus
- Repeat offences will result in loss of transportation services

Skipping School:

Skipping classes is prohibited. Sanctions will be assigned and parents may be notified.

Consequences

- Students will be expected to make up the time on alt Monday-Thursday or in detention
- Students who skip persistently may be suspended

Detentions:

- After school detentions assigned by administrators are 30 minutes in length.
- Eating, talking and listening to music are prohibited during a detention
- Students are expected to be punctual.
- If a detention is missed the student will be placed in ISS the following day.

- If he/she refuses then student will be sent home and a meeting / phone call to / with the parent will follow.
- After school and before school detentions may also be assigned at the discretion of the administrator.



ACADEMIC POLICIES:

Plagiarism:

- Plagiarism is forbidden. Plagiarism is defined as using someone else's work (i.e. text, images, ideas...) as one's own without proper acknowledgement. (i.e. quotation marks, citation, footnotes, bibliography, etc...)
- Any work considered to be plagiarized will be confiscated and will result in a zero.

Classroom Tests:

- Students & parents should do everything possible to guarantee attendance for tests.
- Students are required to present a note from a parent when missing a class test or assignment.
- Consideration for a missed test will only be given for a valid reason.
- A grade of zero will be given for missing a test/assignment for a non-valid reason.
- Talking, eyes wandering or communicating of any kind during a test can be perceived as cheating.
- Notes and papers other than those required for the test can be considered cheating.

Evaluation and Examination Periods:

- In all instances, students and parents should consider that the end of terms and the end of semesters are critical times for evaluation.
- Student attendance during evaluation periods (February, & May) is critical.
- The introduction of extended examinations and learning evaluation situations at all grade levels makes consistent student attendance critical during the evaluation period.
- Absences during the evaluation periods can only be excused for the following reasons:
 - Serious illness or accident confirmed by a medical report or certificate
 - Death of a close relative
 - A court summons
 - Participation in a sporting or cultural event of national or international stature. This definition does not extend to include cross-border competitions or tournaments.
 - Personal or immediate family crisis confirmed through meeting with school administration.

Accommodation will be made only for students with a valid absence during an evaluation period. Students with unjustified or invalid absences during those periods will be marked accordingly by classroom teachers.

Students must be in school every day during the months of February and May for the evaluation periods and during the

month of January and June for the examination periods. The student's success will depend on consistent attendance during these time periods.

EXAM PROTOCOL:

Evaluation and Examination Periods:

- The only valid/acceptable reason for missing a major exam is a doctor's note or a death in the family.
- Cell phones, Walkmans, MP3 Players, pagers and all other electronic devices are not allowed in the exam room. Students may leave their electronic device with the invigilator if they have forgotten, but they may not have the device on their person, on their desk or in anything that they are carrying. Failure to comply with this protocol may result in the confiscation of the equipment and the exam annulled.
- Backpacks, bags and jackets are not permitted at the students' desks in the Exam Room.
- Students are required to bring their own pens, pencils, rulers, etc.
- Students are expected to leave immediately upon completion of exam.
- Although some exams require the use of a calculator, please note that some exams **prohibit** the use of **graphing calculators**, (i.e. Physical Science). Please make certain that you verify the materials you are permitted to bring with your teacher.
- Calculators on electronic devices like phones or MP3 players may never be used in an exam.
- Students are not to leave their seats during the examination.
- A student may be dismissed from the exam room and have their test annulled for the following reasons:

Absences during the evaluation periods can only be excused for the following reasons:

- using materials not prescribed by the examination,
- knowingly helps another student or is helped by another student,
- attempting to communicate with another student

Exposing written papers or answer sheets to the view of another student.

Failure to comply with this protocol may result in the annulment of your exam.

EXTRA-CURRICULAR ACTIVITIES:

- Participation in any ECA is a privilege, not a right, and is based on academic effort and good behaviour.
- All work missed when a student is absent from class for any ECA will be made up by the student.
- All assignments are due on the expected date regardless of absences because of any ECA.

FIELD TRIPS:

Participation in field , 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 positive and cooperative attitude in order to participate



PLAGIARISM POLICY

Most students are academically honest and work hard to develop their research and writing skills in order to present their own ideas in writing, film and podcast submissions. Plagiarism is a serious academic offence that carries a heavy penalty as students move through their academic careers.

- **What is plagiarism?**
- Plagiarism is using others' work or ideas and representing them as your own. (Dictionary.com)
- Essentially, plagiarism is stealing or cheating because you are using others' work as your own.

How to avoid plagiarism

Make sure you acknowledge the source of all information, ideas, images, and works you use in your school assignments. The MLA style (Modern Language Association) of referencing source material includes:

- Parenthetical references
- Works cited
- Bibliography
- **When do I use citations and parenthetical references?**
- When you use the exact words of the author.
- When you paraphrase the ideas of the author (even if you have made many changes to the original text).
- When you use statistical information.
- When you use another person's images, film clips or music.
- Research papers may contain numerous parenthetical references (source in brackets).
- **Remember**
- Submitting another person's work as your own is plagiarism.
- Changing a few words from another source is plagiarism and not your own work.
- Paraphrasing by changing many words but presenting the ideas as your own is plagiarism.
- Cutting and pasting from internet sources and essays or another student's work is plagiarism.
- Cite your sources and avoid plagiarism.

Consequences

- Parents will be informed of school assignments with any form of plagiarism. Students' marks will be penalized at the discretion of the teacher and/or administration.

Resources

- Learn how to use MLA referencing and see examples of how to avoid plagiarism by visiting this website.