

**HURON PARK
SECONDARY
SCHOOL
CODE OF CONDUCT**



**High Standards are set
Universal Supports are used
Success is celebrated
Kindness is expected
You belong**

Student and Parent Guide

2024-2025

IMPORTANT PHONE NUMBERS:

Attendance Line	1-844-305-3756
Main Office	519-537-2347 (Option 2)
Safe School's Anonymous Hotline	519-537-2347 (Option 3)
Guidance Line	519-537-2347 (Option 4)

Other Important Numbers:

Oxford Board of Health	519-539-9800
Transportation	519-649-1160
Thames Valley District School Board	519-452-2000
Kids Help Line	1-800-668-6868

Important Websites:

Thames Valley District School Board	www.tvdsb.ca
Huron Park Secondary School	www.tvdsb.ca/huronpark
Transportation	www.mybigyellowbus.ca

Important Resources at www.tvdsb.ca

Parent Portal – monitor your son/daughter's attendance/marks

Student Portal - students have access to their achievement and attendance

E-News – Information is being emailed directly to the home email address on file

School Website – Keep informed of the upcoming events. On-Line forms also available

TVDSB Transportation:

If your son/daughter is eligible for busing, the Transportation Department mailed your personal login information to your home address or email. If you did not receive the information, please contact them at www.mybigyellowbus.ca or call 519-649-1160

Terms Used at Huron Park:

EQAO	Education Quality Assurance Ontario (provincial testing)
FTC	First Teacher Contact (Homeroom)
HP	Huron Park
IEP	Individual Education Plan
IPRC	Individual Placement Review Committee
LSC	Learning Support Center
LST	Learning Support Teacher
OSSC	Ontario Secondary School Certificate – 14 Credit Certificate
OSSD	Ontario Secondary School Diploma – 30 Credit Diploma
OSSLT	Ontario Secondary School Literacy Test
OYAP	Ontario Youth Apprenticeship Program
SHSM	Specialist High Skills Major Program
SST	Student Success Team/Teacher

Office Hours:

The main office is open from 7:30 a.m. until 3:30 p.m. from Monday to Friday (excluding holidays).

School Hours:

Period 1	8:15-9:35
Travel Time	9:35-9:40
Period 2	9:40-10:55
Lunch	10:55-11:50
Period 3	11:50-1:05
Travel Time	1:05-1:10
Period 4	1:10-2:25

Inclement Weather

The Ontario Student Transportation Service eliminated the 2-hour delay effective September 2018. The buses will run on an AM and PM basis. As always, it is the responsibility of the individual bus company to determine whether or not buses are cancelled due to inclement weather. In the event of a bus cancellation, the following notice will be posted.

- Bus cancellations reported in Oxford County. Due to foggy conditions, AM buses have been CANCELLED. PM buses will OPERATE on regular schedule.
- Bus cancellations reported in Oxford County. Due to any other kind of inclement weather, bus cancellations are in effect for the entire day.

In the event the afternoon buses are cancelled, a second message will be posted indicating the PM buses have also been cancelled.

Here is some important information to remember:

- Staff will be available at the school if you choose to send your child to school.
- It is not an expectation that you transport your child on inclement weather days.
- It will not negatively affect students' attendance record if they do not attend on inclement weather days.
- In the event of a school closure, access to learning opportunities will be available to students through the class Google Classroom or Brightspace digital platform. Your child's teacher will communicate how students can access this information.

To find out if your school is closed, check your school or [TVDSB's website](#), [Twitter account](#) or [Facebook page](#), as well as local media in your area.

All information about bus delays and cancellations is provided on www.mybigyellowbus.ca.

HPSS Administration:

Principal	Mr. K. Duffy
Vice-Principal	Mr. D. Davidson (A-K)
Vice-Principal	Mrs. T. Truelove (L-Z)

Office Staff:

Administrative Secretary	Mrs. M. Lillywhite
School Secretary	Ms. A. Law
Attendance Secretary	Ms. K. Monforton

Guidance (Student Services) Staff:

Secretary	Mrs. H. Heming
Counsellor	Mr. K. McGill (Alpha A-G)
Counsellor	Mrs. K. Kalbfleisch (Alpha H-Q)
Counsellor	Mr. P. Scrivener (Alpha R-Z)

Learning Support (IEP) Staff: Mrs. K. Goodall (A-K), Ms. D. Burns (L-Z)

Student Success Staff: Mrs. A. Moss (A-K), Mrs. J. Windsor (L-Z)

Requirements for an OSSD:

- 4 English Credits (1 per grade)
- 3 Math Credits (1 Senior credit)
- 2 Science Credits
- 1 Canadian History Credit
- 1 Canadian Geography Credit
- 1 Health and Physical Education Credit
- 1 Arts Credit
- 1 French Credit as a second language
- 0.5 credit in Career Studies
- 0.5 credit in Civics
- PLUS 1 credit in each of the following groups:
 - ✓ Group 1 – 1 additional credit in English; or Languages; or Social Science; or Canadian & World Studies; or Coop; or Guidance and Career Education
 - ✓ Group 2 – 1 additional credit in Health & Physical Education; or the Arts; or Business Studies; or French; or coop
 - ✓ Group 3 – 1 additional credit in Senior Science; or Technological Education; or French; or Computer Studies; or Coop
- PLUS 12 Elective Credits
- PLUS 40 hours of community service (Information on the Ministry of Education Website)
 - You can now start collecting the 40 volunteer hours you will need to graduate high school in the summer before you start Grade 9
 - The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.
 - Helpful websites for volunteer opportunities for parents and students:
 - www.informationoxford.ca
 - <http://www.children.gov.on.ca/htdocs/English/youthopportunities/eoyap/index.aspx>
- PLUS, successful completion of the OSSLT

THE PARENT PORTAL

You can now access:

- Student Information Sheets to verify your information
- Consent Forms to be updated each year
- Credit Counseling Summaries
- Daily Attendance
- Marks

ONLINE PAYMENT SYSTEM FOR PARENTS/GUARDIANS

Register once and make all payments online. It is easy and secure. Look for the banner below on the HPSS homepage.



SCHOOL COUNCIL

When does the School Council meet and what does it involve?

All parents and students are welcome to attend these meetings. You do not have to take an active role in the school council to come to the meetings. The School Council meets the first Wednesday of each month at 6:30 p.m. in the main office.

ATTENDANCE

My son/daughter is unable to come to school, who should I call?

Please call the attendance line at 1-844-305-3756 or report the absence on the online App. If you are leaving a message, asking for homework on the school's regular phone line, please speak slowly and clearly providing the following information on the answering machine:

- ✚ The name of the student
- ✚ The FTC teacher's name
- ✚ The grade
- ✚ The reason for the student's absence
- ✚ If the student is missing any tests/quizzes or assignments and the name of the teacher to notify about this matter
- ✚ Your name and your relationship to the student
- ✚ If you are requesting homework, please leave that message on the machine. However, please keep in mind that this request should be made first thing in the morning in order for work to be collected by 2:30 p.m. You may also reach out to your child's teacher.

2024-2025 Semester 1 Important Dates

DATE	ITEM	NOTE
September 3	P.A.Day	
September 4	First Day of Classes	
October 11	P.A. Day	
October 14	Thanksgiving Day	
November 15	P.A. Day	
December 23	Winter Break Begins	
January 6	Classes Resume	
January 24	Assessment Day 1	
January 27	Assessment Day 2	
January 28	Assessment Day 3	
January 29	Assessment Day 4	
January 30	Assessment Day 5	
January 31	P.A.Day	

2024-2025 Semester 2 Important Dates

DATE	ITEM	NOTE
February 3	Semester 2 Classes Begin	
February 17	Family Day	
March 10-14	March Break	
March 17	Classes resume	
April 11	P.A. Day	
April 18	Good Friday	
April 21	Easter Monday	
May 19	Victoria Day	
May 30	P.A. Day	
June 20	Assessment Day 1	
June 23	Assessment Day 2	
June 24	Assessment Day 3	
June 25	Assessment Day 4	
June 26	Assessment Day 5	
June 27	P. A. Day	

“HUSKY” SCHOOL IMPROVEMENT STUDENT “LOOK-FORS”

HIGH STANDARDS ARE SET

- ✓ I attend classes regularly and on time
- ✓ I complete assignments on time and communicate with my teachers if more time is needed
- ✓ I demonstrate academic integrity and honesty
- ✓ I use class time effectively to complete tasks
- ✓ I strive to always do my best

UNIVERSAL SUPPORTS ARE USED

- ✓ I am aware of and access academic supports to enhance my success (Husky Help, Student Success, Math Help, etc)
- ✓ I am aware of and access well-being supports to enhance my success (Guidance, Social Worker, School Nurse, etc)

SUCCESS IS CELEBRATED

- ✓ I recognize and celebrate the improvements and achievements of myself and my peers in all facets of school life

KINDNESS IS EXPECTED

- ✓ I treat all HP community members kindly and with respect
- ✓ My actions are positive and help create a safe school community

YOU BELONG

- ✓ I look for opportunities both in and out of the classroom to participate and find my place in the HP School Community

2024-2025
STUDENT CODE OF CONDUCT
PRIDE, RESPECT AND RESPONSIBILITY

The foundation of the Huron Park Secondary School Code of Conduct is the commitment to a school culture that promotes:

- Pride
- Respect
- Responsibility

All TVDSB policies and procedures can be found online at: www.tvdsb.ca

The following information outlines the expectations for school conduct in the province of Ontario and can also be found at: <http://www.edu.gov.on.ca/eng/safeschools/code.html>

A positive school climate and a safe learning and teaching environment are essential if students are to succeed in school. A positive school climate means everyone feels they are welcome and respected. All students, parents, teachers, and staff have the right to be safe, and feel safe in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate. Ontario's provincial code of conduct sets clear standards of behaviour for individual school boards to follow, so that they can develop their own codes of conduct. The standards of behaviour in school board codes of conduct must be consistent with the requirements outlined in the provincial code of conduct. The code of conduct applies not only to students, but to everyone involved in the publicly funded school system, including parents or guardians, volunteers, teachers, and other staff members. The code applies whether on school property, on school buses, at school-authorized events or activities, or in other circumstances that could have an impact on the school climate. The fundamental beliefs outlined in the code include:

- everyone has a responsibility to promote a safe environment;
- everyone should be aware of their rights, as active and engaged citizens;
- everyone should accept responsibility for protecting their rights and the rights of others;
- responsible citizenship involves taking part in the civic life of the school;
- all members of the school community are to be treated with respect and dignity, including those in positions of authority;
- everyone has a responsibility to resolve conflicts in a way that is civil and respectful;
- insults, hurtful acts, and a lack of respect for others disrupt learning and teaching in a school community;
- everyone is expected to resolve conflicts without using violence;
- physical aggression is not a responsible way to deal with other people;
- no one should use an object to injure another person, or even threaten to use an object to injure another person as this is unacceptable and puts everyone's safety at risk.

The expected standards of behaviour indicate that all school members must:

- respect and follow all applicable laws
- demonstrate honesty and integrity
- respect differences in people
- treat one another with dignity and respect at all times, especially when there is disagreement

- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age, or disability
- respect the rights of others
- show care and respect for school property and the property of others
- take the proper steps to help those in need
- respect all members of the school community, especially those in a position of authority
- respect the need of others to work in an environment that encourages learning and teaching
- seek help from school staff, if necessary, to resolve conflict peacefully
- not swear at a teacher or at another person in a position of authority

Additionally, school community members must not:

- engage in any form of bullying, whether it is in person or through technology, like email or cell phones
- commit sexual assault
- traffic weapons or illegal drugs
- commit robbery
- give alcohol to anyone under the legal drinking age
- be in possession of a weapon, including firearms
- use any object to threaten or intimidate another person
- injure anyone with an object
- be in possession or under the influence of alcohol or illegal drugs, or give them to anyone else
- inflict or encourage others to inflict bodily harm
- engage in hate propaganda or other types of behaviour caused by hate or bias
- commit an act of vandalism that causes extensive damage to school property at the student's school or to property on the school premises

All students are to conduct themselves in a courteous and considerate manner and follow established school rules and routines while at school, on school buses, on field trips and while participating in school activities.

According to Section 23 of Regulation 298 under the Education Act, a student at Huron Park Secondary School shall:

- (a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- (b) exercise self-discipline;
- (c) accept such discipline as would be exercised by a kind, firm, and judicious parent;
- (d) attend classes punctually and regularly;
- (e) be courteous to fellow pupils and obedient and courteous to teachers;
- (f) be clean in person and habits;
- (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
- (h) show respect for school property.

Failure to meet the expected behaviours requires firm and fair discipline. Regular discipline should be consistent, progressive and respect due process. HPSS and its administrators have been granted the authority under the Education Act to impose certain requirements on students for academic diligence and proper behaviour. The following consequences may occur as a part of the discipline process at HPSS:

- oral reminders;
- review of expectations;
- contact with student's parent(s)/guardian(s);
- peer mentoring;
- written work assignment addressing the behaviour that has a learning component that requires reflection;
- dialogue with police liaison officers when available;
- conflict mediation and resolution;
- restorative approaches;
- meeting with the student's parent(s)/guardian(s), student, and principal;
- referral to counselling;
- consultation with school supports;
- referral to a community agency for anger management, substance abuse, counselling/intervention;
- volunteer services to the school community;
- detentions;
- withdrawal of privileges;
- withdrawal from class;
- restitution for damages;
- alternative work space;
- suspension;
- expulsion;
- transfer with support.

The following information outlines more specific expectations for student conduct at Huron Park Secondary School:

ACADEMIC HONESTY

Students are expected to submit their own work to teachers for assessment and evaluation. Academic integrity is expected for all assignments. Cheating and plagiarism are not acceptable behaviours. Examples may include taking a test or an examination in a dishonest way through improper access to answers or giving or obtaining assistance without acknowledgement, including via Artificial Intelligence (ie, ChatGPT, etc...) Plagiarism usually takes one of four forms:

1. Using a quotation or sentence verbatim (word for word) without citing the source;
2. Paraphrasing another's ideas, styles or language or restating those ideas in your own words, style, and language without acknowledging the original source;
3. Submitting any work by another student and claiming it as your own (where both students are contributing to the act of plagiarism);
4. Using without acknowledging the original source: diagrams, charts, internet graphics, questionnaires, etc. (On Your Own 2010, p. 41).

The consequences for academic dishonesty may escalate depending on the following factors: the grade level of the student; the number and frequency of incidents, and the individual circumstances of the student. Teachers, in consultation with the administration, will determine the appropriate consequences. The final decision resides with the school principal.

ALCOHOL AND DRUGS

All students will refrain from having in their possession and/or being under the influence of alcohol or any illegal drug while on school property, on school buses, or during any part of an official school trip or school event, including athletic team trips, field trips and school excursions. Students are not to be in possession of any drug paraphernalia.

ASSESSMENT AND EVALUATION

The following excerpts are taken from the board policy. To review the board's entire Assessment and Evaluation Policy go to www.tvdsb.ca – Board – Policies and Procedures – Policies, Procedures, and Independent Procedures – Assessment and Evaluation (*Growing Success*).

It is the policy of the Board to commit to the Ministry of Education's seven fundamental principles which provide the foundation for rich and challenging practice. Teachers have a leading role to play in the implementation of the seven fundamental principles and will implement practices and procedures that:

- are fair, transparent, and equitable for all students;
- support all students, including those with special education needs, those who are learning the language of instruction (English or French) and those who are First Nation, Métis, or Inuit;
- are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year and course;
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
- develop student's self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning. (*Growing Success*, p. 6)

Missed Evaluations: Test, Seminar, Presentation or Performance

- students are to notify the teacher in advance if they know that they will miss an evaluation for a legitimate reason (i.e., medical appointment, field trip, school athletic event);
- if a sudden illness or family emergency arises, the parent or student (if student is over 18) must notify the attendance secretary that an assessment will be missed;
- if the student signs out of school before an evaluation, that student must inform the teacher before leaving the school;
- students who have followed these procedures may have the opportunity to make up a missed summative evaluation upon returning to class;
- truancy may result in a mark of zero;
- failure to follow the missed evaluation policy may result in a mark of zero for that evaluation;
- in cases of chronic absenteeism and/or continued difficulty with timely completion of work and other observed organizational problems, further intervention will be required to assist the student to be successful.

BULLYING

Everyone has a right to go to school and feel safe. It is everyone's responsibility to maintain a safe school. If you know of someone being bullied, do not be a passive bystander – decide whether you have the strength to tell the bully to stop or whether you are safer to tell a teacher. The school environment will have an atmosphere of trust, respect, and acceptance. The school's Bullying Prevention and Intervention Plan and Safe Schools Action Plan can be found on the school website. The following are unacceptable and not tolerated:

- physical, verbal (oral or written), sexual or psychological abuse
- bullying including cyber-bullying
- discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or any other attribute.

BUS BEHAVIOUR

Only students assigned to a specific bus may ride that bus. Students are to follow the rules established by their bus driver.

CELL PHONES

During class time all cell phones and electronic devices must be off and away to protect the instructional opportunities for all, unless directed otherwise by the teacher. Cell phones are prohibited during examinations and tests, regardless of the time the test or exam is issued. During non-instructional times students may access the texting and/or talking function on their phones in the halls and cafeteria. The phone must be kept on silent to avoid noise pollution. **The camera function may only be used with explicit permission from the subject of the photo or video and with the School and Board Code of Conduct in mind.** Students who repeatedly refuse to abide by the classroom cell phone policy will be referred to the school administration. Persistent opposition to the cell phone policy may result in consequences up to and including suspension from school. Photographs or filming without permission may also result in a suspension.

CHANGE OF STUDENT INFORMATION

Any changes of address, telephone numbers (home, work, cell) or any other pertinent information (e.g., medical condition) is to be submitted in writing to the main office. Changes must be authorized by a parent or guardian unless a student is 18 years of age. It is imperative that up-to-date information is available, especially in the event of an emergency.

COATS, BACKPACKS, PURSES

Students are not allowed to bring coats, backpacks or purses to class or assemblies without permission of the teacher.

CO-CURRICULAR ACTIVITIES

When agreeing to represent HPSS on an extra-curricular team, students agree to the following conditions:

Expectations According to TVRAA Regulations

The student:

- must ensure that they are registered as a full-time student at HPSS
- must ensure that they are eligible to play according to OFSAA regulations. If the student is a transfer student, they must notify the coach and the athletic director in order to seek eligibility;

- must be in attendance on the day of an event, or the day prior for a full day event to be able to participate (general speaking a student who is absent from class would not play or practice on that day);
- must maintain regular attendance in all their classes to participate in a co-instructional activity;
- may only participate in one major and one minor sport per season, or two minor sports per season. Students cannot participate in two major sports per season; and
- may not participate (play, practice or observe) with the team while suspended or expelled from school.

Expectations According to Huron Park Secondary School Regulations

The student:

- will have paid all fees, and have no uniforms or school material owing;
 - **HAC FEES 2024-2025**
 - \$30 per athlete
 - **Rationale:** HAC fees are used by Husky Athletics for the following purposes:
 - purchase year end athletic awards;
 - support athlete travel/accommodation/entry fee at WOSSA/OFSAA events;
 - maintenance and upgrade of HPSS athletic equipment and facilities
 - **Additional Costs:** the HAC fee does not cover the following: uniforms, exhibition games, exhibition tournaments, facility rentals, equipment not provided by HPSS;
- will have regular attendance;
- will be punctual in arrival to classes;
- must show an effort to pass their courses;
- assignments must be completed, and effort must be shown;
- must be in good standing (i.e., all of the above, no recent suspensions and exhibit acceptable student behaviour)
- will respect the rights of all persons.

CONCUSSIONS

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention are part of ongoing professional training for staff and are integrated into students' Health and Physical Education curriculum. Since concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodation and support can be provided. Questions can be directed to the school principal.

Suspected or Possible Concussion:

- If a student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head, and as a result may have suffered a concussion the student must be provided with the Appendix B-2 "Sample Request to Resume Athletic Participation – Concussion-Related Injuries" form to take to a doctor for an assessment.

- The student may resume full participation if a concussion was not diagnosed, and the form was returned to the school with a physician's signature.
- If a concussion has been diagnosed by the physician, the student must complete the "6 Step Approach to the 'Return to Participation'" process outlined by board policy.
- Teachers and coaches who become aware of the possibility of a student concussion are to inform the Vice-Principal immediately.

DANCES

Attending a school dance is a privilege. The school administration reserves the right to deny admission to any student or guest. A current HPSS student card is required to buy a dance ticket and to attend the dance. Students who are not in attendance (any unexplained absence) at school *the day of a dance* will not be admitted to the dance. Students must be in good standing prior to the event and/or purchase of event tickets. Suspended students shall not attend dances. Anyone leaving the dance will not be readmitted. Students who are suspended due to inappropriate behaviour at a dance will lose the privilege to attend dances for up to one calendar year. Students may invite a guest to school dances if they ensure the following:

- students are responsible for their guests at dances;
- students wishing to bring a guest to the dance must complete a 'guest pass form' obtained on the school website under 'school documents;'
- the guest must be a high school student or a recent graduate of a high school;
- one guest per student;
- individuals who are not currently enrolled in a secondary school must receive permission from the administration;
- guest forms are due three days prior to the dance;
- guests must surrender a student card or other picture identification at the door and may pick up their identification at the end of the dance.

DESTRUCTION OR THEFT OF PROPERTY

Damage to property or the theft of property in the school environment (including school grounds and buses) is unacceptable. Textbooks are school property. Students are responsible for textbooks assigned to them. Causing damage to school property may result in restitution costs.

DRESS CODE

Please see the updated TVDSB Guidelines for Student Dress on the TVDSB website.

EQUITY AND INCLUSION

It is the policy of HPSS to commit to excellence in education and equitable educational outcomes for all students. HPSS believes that equity of opportunity and equity of access to all programs, services, and resources are critical to the well-being of those who serve the school system and to the achievement of successful outcomes by all those who are served. HPSS recognizes that groups in our communities face systemic and individual biases that may be related to race, colour, culture, ethnicity, linguistic origin, disability, socio-economic class, age, ancestry, nationality, place of origin, religion, faith, sex, gender, sexual orientation, family status, and/or marital status. As the original peoples of Canada, First Nations, Métis, and Inuit communities face similar and unique biases. To the extent that HPSS recognizes that these biases exist within the school system, it is committed to fairness, equity, and inclusive education as essential principles of the system. All school policies, programs, operations, and practices will reflect these values. HPSS will not tolerate discrimination or any expression thereof by members of our school communities. HPSS welcomes the contributions of diverse community members in strengthening educational opportunities for all students and ensuring a respectful, supportive, and welcoming learning environment for all students and staff.

EXAMINATIONS and FINAL ASSESSMENTS

It is an expectation that families will avoid booking time away for travel during the Assessment Days at the end of each Semester.

FIELD TRIPS

Field trips are a privilege. Only students who have met the course expectations are in good standing and demonstrate appropriate behaviour will be allowed to participate.

FIGHTING

All students are expected to resolve conflict in a non-violent manner. Fighting may result in consequences up to and including suspension from school.

FOOD, BEVERAGES, AND THE CAFETERIA

Outside coats and backpacks are not to be worn or taken through the cafeteria food line. It is expected that all students show respect and responsibility by cleaning up after themselves after eating; recycling items appropriately, placing garbage in the proper containers.

GUESTS TO THE SCHOOL

Students wishing to have guests or visitors in the school (including during the lunch period) must apply to the Vice-Principal in writing at least three (3) days before the visit. All guests or visitors to the school must report to the office to be assigned a visitor's pass. When parents visit the school, they must check in at the office. Guests are expected to behave as per the HPSS code of conduct. Any guest who fails to follow the expected behaviour guidelines will be asked to leave and will not be invited again.

HALL PASSES

HPSS students are encouraged to manage their time effectively. Students are asked to use the washroom during travel time. Students will not be allowed out of the classroom for the first and final fifteen minutes of class. Only one student may leave a class at a time and that student must carry and display the assigned Hall Pass. Students may be stopped in the halls and asked to identify themselves and where they are going. They may be asked to show the Hall Pass. Students in the halls without a Hall Pass may be escorted back to class.

AIRPODS, EARBUDS, HEADPHONES

Students are not allowed to listen to music or have their earbuds/headphones on while in classes during lessons, assemblies, or the main office without explicit permission from the teacher.

LATES

Students are expected to be on time to every class as a sign of respect for themselves, their peers, and their teachers. Please refer to the daily schedule on page 3 of this booklet for class times.

LOCKERS

All students will be assigned a locker with a lock. Only students assigned to the locker shall use the locker. The locks and lockers are owned and supplied by Thames Valley District School Board and are loaned to students for the year on the condition that the students use them properly. The school does not assume any responsibility or liability for articles missing from lockers. Students should be aware of the following regarding school lockers and locks:

- keep locker locked when away from it;

- keep lock combination confidential;
- keep locker neat, organized, and clean;
- students are to leave valuables at home (iPods, cell phones, large sums of money);
- lockers may be opened and checked by the administration or designate at any time;
- students must remove all locker contents by the last day of classes (prior to exams).

Inform the main office of any problems with the locker or lock immediately. If the lock is lost or broken, the student will be required to purchase a new one from the main office at a cost of \$6.00. Misuse of lockers may result in fines for replacement cost and consequences up to and including suspension.

OPPOSITION TO AUTHORITY

Students are expected to comply with requests made by school staff. When a teacher or a person in a position of authority asks a student to do something, the expectation is that the student will comply. Should a student have concerns about a request, the student may address the issue with the staff member in a respectful and polite manner outside of classroom time. If not satisfied with the outcome, they should bring the matter to the attention of administration.

PARKING

Student parking is very limited at HPSS. Student parking is in the south parking lot off Berwick Street behind the school. Students are required to apply for a nontransferable parking pass. Acquiring a parking pass does not guarantee you a parking spot. Parking at the school each day, will be on a first come; first served basis. The pass will entitle students to park in a proper spot in the two rows furthest from the school. Parking in staff parking (any spot with a number), visitor parking, in physically challenged parking spaces, loading areas, in the circle at the front of the school or other parking lots is not permitted anytime and may result in a ticket or revocation of parking privileges. If all the student spots are taken, students are to park on the street where it is permissible. Students may not loiter in or near parked cars during the school day. Parking privileges may be revoked or altered at any time.

ROUGH HOUSING/PLAY FIGHTING/HANDS-OFF

Rough housing and play fighting are not permitted at school or on school property. Students are reminded to always keep their hands to themselves while at school.

SMOKING, TOBACCO and E-CIGARETTES, VAPING

Staff, students, and visitors are NOT to smoke or use smokeless tobacco products, including chewing tobacco in the building or on school property or on school buses. E-cigarettes and vaping are NOT permitted in schools or on school property. The Smoke Free Ontario Act indicates that it is unlawful to smoke on school property or in the building of secondary schools. It is the responsibility of schools and Board of Health Officials to uphold this law. Students who smoke are to ensure that they smoke at least 20 meters beyond school property lines. Students, staff, or visitors who smoke on school property will be charged under the Tobacco Control Act by a Board of Health Officer and students will be subject to suspension.

SPARES/STUDY PERIODS

Students who are in Grade 12 and are on track to graduate may have a study period. Students in their spare time may be in the cafeteria or off school property. Students are NOT to be outside on school property during their spare. Students in the cafeteria are to use the washrooms closest to the cafeteria. Students are not allowed in the courtyard area when classes are in session. Students on spare are not to be in the halls except for the travel time between classes.

STUDENT ACTIVITY FEES

Students are expected to pay the \$20 student activity fee online. Cost includes: \$10 to be used to offset costs for School-wide events such as assemblies, Festive Breakfast, Huskypawlooza, Spirit Days, Commencement, etc..., and \$10 to be used to offset costs for enhancing extra-curricular opportunities for students such as clubs, teams, field trips, conferences, etc... Upon payment (and following school photos) students will be provided with a student card which is required to withdraw library books, attend school dances, etc... Students or family are asked to reach out to administration if payment of student activity fees pose a financial barrier.

WASHROOMS

Washrooms are to be used only for their intended purpose. Students may not smoke, vape, congregate, vandalize or participate in any other behaviours that impact the ability for all students to utilize the washroom safely and securely. Students that are in breach of this expectation will be subject to progressive disciplinary measures.

All the above expectations are subject to the TVDSB progressive discipline policy.



Thames Valley
District School Board

CODE OF CONDUCT

Members of the school community will:

- **treat each other with kindness and respect**
- **support learning and keep distractions out of class**
- **help others when they are in need**

Members of the school community will NOT:

- **bully, cyberbully, or encourage others to do so**
- **harm others, including harm with the motivation of hate or discrimination**
- **use a personal mobile device during class unless permitted by an educator**
- **use, share or sell vape, nicotine and/or tobacco products on school property**

**Speak with a staff member if
you or someone else needs help.**

tvdsb.ca