

# “Home of the Steelhawks”

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# Culture and Conduct

## **Superior Heights Mission Statement**

*Superior Heights Collegiate and Vocational School is committed to supporting all students, challenging them to become life-long learners in our complex, diverse, and global society. Students are encouraged to embrace the attributes of accountability, respect, independence, integrity, and acceptance. Rigorous academic and diverse vocational programs are provided in a safe and caring environment where all students may realize their potential.*

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We come together from many different areas to form one Superior Heights community. Each of us is a respected and valued individual. It is unacceptable to abuse another person verbally or physically. Racist, sexist, homophobic, and other negative comments and behaviour are unacceptable and will not be tolerated.

At Superior Heights we promote:

- Respect for others
- Care of surroundings
- Positive attitude and manner

Every member of the Superior Heights Community is expected to show courtesy, consideration and cooperation to teachers, educational assistants, secretaries, custodians, cafeteria staff, volunteers, bus drivers, student leaders and fellow students. We strive to develop and maintain a positive attitude and manner with respect for our community members, facilities and equipment.

***You can help make Superior Heights a great place to learn!***

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## **Superior Heights' guidelines**

Superior Heights' guidelines for school culture and conduct are divided into four categories:

1) facilities, 2) positive learning environment, 3) health and safety, and 4) school activities.

**Amendments for Grade 7/8 students appear in bold print.**

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### **1. Facilities**

All members of the Superior Heights community are expected to treat facilities with respect and care. The following guidelines are designed to promote positive use of Superior Heights' facilities and resources. Students who misuse school facilities could lose access to them or face other disciplinary action.

#### **Buses**

- ADSB and Superior Heights discipline policies apply to students riding school buses. Students must behave in a courteous, orderly manner and obey the bus driver.
- The driver will report unacceptable behaviour (spitting, vandalism, bullying, harassment, etc.) to a vice principal. Students who engage in such behaviour may lose their bus privileges or face detention or suspension.
- Students may stay for late buses only if they are in an approved, supervised activity.

## **Grade 7/8 students must provide a note from a parent/guardian.**

### **Cafeteria/food and beverage consumption**

- Students may not have food or beverages outside of the cafeteria, bistro, or forum, especially in the computer labs, technical rooms, science rooms, library and theatre/art room.
- Cafeteria food is not available to students during class time unless the student is on a spare.
- Students must help keep the cafeteria and forum clean by picking up after themselves and must follow school staff directions in the cafeteria and hallways.

### **Computer resources**

- ADSB provides computers and Internet access for educational use only. All students should review the ADSB Acceptable Use Guidelines with a parent/guardian before they use ADSB computer resources.
- Each student is given a unique username and password for which he or she is responsible. Students must not share their account information with anyone. Each student will be held responsible for anything associated with his/her directory. Students must not access or post any content that is defamatory, inaccurate, abusive, vulgar, obscene, profane, sexually explicit, threatening, offensive, illegal or intentionally disruptive.
- Students may not use school computers to play games (unless under a teacher's supervision) or to send personal e-mails or text messages, including before and after school. Students may use the ADSB email system for school purposes only.
- Students who misuse school computer resources could face disciplinary action, including loss of computer privileges, suspension, and police contact.

### **Library**

- The library provides books, magazines, computers, Internet access, copying facilities, and audiovisual equipment for students.
- Students must:
  - Have a note from a teacher if they wish to use the library during class
  - Check out materials they wish to use outside the library (renewal period is two weeks; materials can be renewed if not in demand)
  - Return materials on time and pay for unreturned or damaged materials
  - Check out materials only for themselves; any losses are the responsibility of the student who checked out the item
- If a student fails to return/pay for an item borrowed from the library, his/her report card and/or timetable could be withheld until the item is returned or paid for.

### **Locks/lockers**

- Lockers are the property of the school and on loan to students. The vice principals/principal may enter a student's locker at any time.
- Homeroom teachers assign lockers and provide locks for a modest fee (all combinations must be kept on file in the office).
- Students must:
  - Use combination locks approved by the school
  - Keep their lock combination number secret
  - Not share lockers and only use a locker assigned to them
  - Not post anything promoting sex, drugs, alcohol or violence in lockers
  - Keep lockers clean
  - Clean out their locker and remove the lock by the last day of exams
- The school is not responsible or legally liable for loss, theft or damage to any valuables (cell phone, money, jewellery, etc.) stored in lockers.

## **Parking**

- Students may park in the parking area north of the school. The school is not responsible for any theft or damage related to students' vehicles.
- Students must not use parked vehicles for socializing, eating or smoking.
- Students who drive carelessly or recklessly will lose their parking privileges.
- A vehicle parked illegally may be towed at the owner's expense.

## **Phones**

- Students may not use phones in the school office except for legitimate emergency calls with permission of the office staff.
- See Electronic Devices section for rules related to cell phone use.

## **Posters**

- Students must have a vice principal/principal approve a flyer, poster, or sign before posting it in the school.
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## **2. Positive learning environment**

These guidelines are designed to foster a positive learning environment for all students. Students who fail to follow these guidelines could face disciplinary action.

### **Absence**

- If a student is absent for part or all of a school day, parents/guardians have three reporting options to ensure their child is readmitted quickly to class:
  1. Parent/guardian emails school on the day of the absence, including reason for absence and date student is expected to return to school (recommended option).  
Grade 7 to 8 – [shiattendance@adsb.on.ca](mailto:shiattendance@adsb.on.ca)  
Grade 9 to 12 – [superiorheightsattendance@adsb.on.ca](mailto:superiorheightsattendance@adsb.on.ca)
  2. Parent/guardian calls school to notify staff about student's absence.  
705-945-7177 Ext 1 - Grades 9 to 12  
Ext 3 - Grades 7 and 8
  3. Parent/guardian sends a note explaining the absence with the student the day he or she returns to school; the student must report to the office before 8:45 am.
- Students who are over 18 may self-report on their absences.
- Students must sign out at the office before leaving school for any reason.

### **Grade 7/8 students must provide a note from a parent/guardian.**

- Students who are ill during the school day must report to the office as soon as possible or send a classmate to report the office for assistance.

### **Appropriate attire**

- Superior Heights tolerates a variety of personal styles. However, student attire must be appropriate for an educational setting. Students may not wear the following types of attire on school property/buses:
  - Hats, bandanas, hoods and other head gear must be removed in the school (students' heads/faces must be visible)
  - Clothing that has images that are offensive/suggestive or that promotes drinking, drugs, or immoral/illegal conduct
  - Revealing clothing, including see-through fabric, fishnets, tops more than 2 cm above pants, tank tops with straps narrower than 3 cm, low-cut pants/tops, cutoff shirts, muscle shirts, beachwear, including swimsuits, and shorts/jeans that are ratty/ripped above the thigh, and clothing that shows undergarments (tops and bottoms)
  - Unsafe attire, including hanging chains/ropes; studded collars, armbands, and bracelets
- Students must remove outside coats, jackets, backpacks, gym bags, purses etc., and store them in their locker.

### **Class interruptions**

- Students may not disrupt a class to speak to or get the attention of another student.
- If a student needs to contact another student about an emergency situation, he or she must report to the office to ask for help.

## Detention

- If a student is given a detention, it is his/her responsibility to serve detentions on time. Detention start at 11:35 am and ends at noon.
- Students who repeatedly miss detentions will receive a suspension. Students who are disruptive during a detention will be suspended.
- **Vice principal will determine detention times for Grade 7/8 students.**

## Drugs and alcohol

- Any student who possesses or sells alcohol, other intoxicants, illicit or prescription drugs, or drug paraphernalia on school grounds/buses will be suspended or expelled, with both parent/guardian and police contact.
- The vice principals/principal and police will conduct searches of lockers/backpacks.

## Electronic devices (cell phones)

- Use of electronic devices (cell phones, IPODs/MP3 players, cameras, video cameras, etc.) during class time is a major distraction and disrupts learning.
- To ensure that students can focus during class time, restrictions on electronic devices are as follows—these rules will be strictly enforced:
  - Students may use electronic devices before 8:55am, during the lunch hour (11:30am-12:25pm), and after 3pm.
  - Students may not use or have visible electronic devices during class time (8:55-11:30 am/12:25-3 pm), even during spares or in the halls.
  - If a student has an urgent need to make a phone call, he or she can go to the office.
  - Students may not use electronic devices at any time in washrooms, change rooms, the library, classrooms, the lunchroom, or any other restricted areas.
- Students may not use electronic devices to photograph or record other students or staff on school grounds.
- Teachers who see an electronic device in class will send the student with the device to the office.
- Laser pointers are not allowed in school or on the bus.

## # of offenses Consequences

- 1<sup>st</sup> Offense: Device to remain in the office overnight; parent/guardian must come to the office and pick up device
- 2<sup>nd</sup> Offense: Device to remain in the office for 3 nights; parent/guardian must come to the office and pick up device
- 3<sup>rd</sup> Offense: Suspension (1 day); parent/guardian must come to the office and pick up device
- 4<sup>th</sup> Offense: Suspension (2 days) and loss of privilege to bring the electronic device to school

- The school is not responsible or legally liable for loss, theft or damage to students' electronic devices. Students who bring an electronic device to school do so at their own risk.

## Harassment and bullying

- Each member of the Superior Heights community is a respected and valued individual. It is unacceptable to abuse another person verbally or physically, including racist, sexist, homophobic, and other slurs/putdowns and behaviours.
  - Students who harass or bully other students could face consequences such as counseling, suspension, parent/guardian/police contact, and expulsion.
  - Students who use Facebook, Twitter, Google+, Youtube, Blackberry Messenger, texting, etc., to harass or bully other students may be subject to disciplinary action at school.
  - Students who are the victims of or witness harassment of any kind should report it to a counselor or a vice principal/principal as soon as possible.
- **Kid's Help Phone:** 1-800-668-6868      **Website URL:** [www.kidshelpphone.ca](http://www.kidshelpphone.ca)

## **Late to class**

- If a student is late to class, he or she must report to the office immediately to get a late slip.

## **# of lates Consequences**

1-3: Normally no detention  
4-6: 1 half hour detention each  
7-9: 2 half hour detentions each  
10: 1 day suspension  
11: 2 day suspension  
12: 4 day suspension

- Late slips start over from zero at semester change.
- **Grade 7/8 students who are late to class must bring a note from a parent/guardian.**

## **Not prepared for class**

- Students are to report to class with all necessary materials (gym uniform, binder, paper, textbook, writing utensils, calculator, etc.).
- Unprepared students will be asked to report to the office for consequences.
- Physical Education students will receive consequences and a work booklet that must be returned to their teacher five minutes prior to the end of class.

## **# of offenses Consequences**

1 to 3: Warning – normally no detention  
4 to 6: One detention each, parents contacted  
7 to 9: Two detentions each, parents contacted

- Not being prepared for class will be reflected in your learning skills and will ultimately affect your performance in class.

## **Out of school suspension**

- Students who are on an out of school suspension may not be on ADSB property, including school buildings, grounds, and school buses.
- A student who is suspended may not participate in any school-related activities, including sports, clubs or night courses on any ADSB site.

## **Plagiarism**

- Plagiarism is when a student uses someone else's work or ideas as his/her own. It is cheating. It includes:

Using part or all of another person's book, essay, magazine, article, maps, diagrams, computer software, work on the Internet or any other piece of work in an assignment without proper acknowledgement  
Submitting any classwork done by someone else  
Copying another student's work

- In general, the consequences for plagiarism or any academic dishonesty is a zero on the assignment or test. The student could also face counseling, removal from the course, suspension, parent/guardian interview, removal from school teams or clubs, and loss of eligibility for awards or scholarships.

## **Referrals to office**

- If a teacher asks a student to leave the classroom – or sends him/her to the office at lunch, before classes or between classes – the student must report to the office immediately.
- The student will be asked to fill out an incident report and must wait in the office until a vice principal/principal talks to him/her.
- Failing to report to the office could result in a suspension.

## Required number of courses

- Students in grades 9-11 must be enrolled in four courses each semester.
- Grade 12 students who are graduating in the current school year must take at least three courses each semester.
- Students taking less than three classes per semester may not be eligible for school-based scholarships.

## Smoking

- According to the *Tobacco Control Act*, it is illegal for anyone to smoke cigarettes or use any tobacco product, including chewing tobacco, anywhere on school property 24 hours a day, seven days a week, 365 days a year.
- It is also illegal to sell, give, or offer tobacco products to anyone under the age of 19.
- No student should smoke, but for safety reasons, students must not smoke along Second Line or between North Street and the school.
- Students who smoke during a class or out of the designated smoking area will receive a one day suspension.
- According to city bylaws, students who smoke in bus shelters could be fined \$305 by the Algoma Public Health Unit.
- **There is zero tolerance for Grade 7/8 students smoking at any time on or near school property.**

## Snowballs

- For safety reasons, throwing snowballs is not permitted on school property.
- Any student caught throwing snowballs will be suspended for three days.

## Truancy/skips

- Good attendance is linked directly to academic success. Students who are truant could face counseling and parent/guardian involvement as well as detentions and suspensions.

## # of skips Consequences

<u>1<sup>st</sup> Office:</u>	3 detentions (1/2 hour each)
<u>2<sup>nd</sup> Office:</u>	4 detentions (1/2 hour each)
<u>3<sup>rd</sup> Office:</u>	1 day suspension
<u>4<sup>th</sup> Office:</u>	2 day suspension
<u>5<sup>th</sup> Office:</u>	4 day suspension

- **Grade 7/8 students must be in class and supervised at all times. If a Grade 7/8 student skips class, his/her parent/guardian will be contacted immediately. If a parent/guardian is not available, police will be contacted immediately.**

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## 3. Health and safety

The following guidelines are designed to foster the health and safety of all members of the Superior Heights community. Students who fail to follow these guidelines could face disciplinary action.

### Fire drills

- Instructions for evacuating are posted in each classroom and other areas of the school. The signal for evacuation is the continuous ringing of the bell.
- During fire drills, students must follow school staff instructions and move in an orderly manner to the exits.
- Students may return to class when the bell rings three times and administration instructs them to return.

### Lockdowns

- **Code red** (armed intruder): All students must remain in their classrooms until further notice. No one is to leave class for any reason. Students in the library must stay there. Students in the cafeteria, washrooms, or halls must go to the nearest classroom immediately.
- **Code green** (emergency such as trauma, vandalism, unsafe conditions): All students must remain in their classrooms until further notice. No one is to leave class for any reason. Students in the library must stay there. Students in the cafeteria, washrooms, or halls must go to the nearest classroom immediately.

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## 4. School activities

Superior Heights offers many club and team activities to enhance students' education. All rules that apply to the regular school day apply during student activities and practices. Students who do not follow rules for activities/practices may lose the privilege of participating in school activities and could face other disciplinary action. Students who violate any of the culture/conduct guidelines for Superior Heights may lose the privilege of

participating in school activities.

### **Clubs/sports activities**

- Late buses are provided on activity days. Students who participate in clubs/sports must behave responsibly during the activity and on buses.
- To use the gym, weight room, dance studio, or other area of the school for School activities, students must have proper clothing/footwear and be supervised by a teacher. Food and beverages are not allowed in these areas.
- Spectators are not allowed at team practices.
- The school is not responsible or legally liable for loss, theft or damage. Students who bring valuables (cell phone, money, jewelry, etc.) into a change room or other area used for activities do so at their own risk.
- Spectator Code of Behaviour (OFSAA CODE):
  1. Cheer in a positive manner.
  2. Respect officials' decisions.
  3. Do not interfere with the competition.
  4. Keep off the playing area.
  5. Be courteous and respectful.
- Students and parents/guardians attending school events must adhere to the OFSAA Code of Behaviour and the school Code of Conduct.
- Students may stay after school only if they are involved in a supervised school activity.
- **Grade 7/8 students must provide a note from a parent/guardian to stay after school.**

### **Dances**

- All students attending a school dance are subject to the school's code of conduct (including no smoking/alcohol on school grounds/buses), as well as any specific requirements for that event. Students may have to take a breathalyzer test before entering a dance
  - Dances are for Superior Heights students and approved guests only. Guests must sign in by the set deadline and be approved by school staff in charge.
  - If a student leaves the dance, he or she may not return.
  - **Grade 7/8 students may attend Grade 7/8 dances only.**
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# School day schedule

## Grades 9-12

### Day 1/2 Classes

Period	Begins	Ends
1	8:55	10:10
2	10:15	11:30
<i>Lunch</i>	11:30	12:20
3	12:25	1:40
4	1:45	3:00

## Grades 7-8

School begins 8:55am and ends at 3pm. Students will be given an alternate daily schedule provided in class.

The consequences listed below apply at all school functions regardless of location.

While the chart reflects what the consequences will normally be, individual circumstances may result in modifications.

### Academic dishonesty, plagiarism, cheating

Loss of marks - possible zero - suspension and parent/guardian contact

**Accidental property damage** Restitution - parent/guardian contact

**Alcohol/drug use or possession** Automatic suspension - police contact - counseling

**Alcohol/drug dealing/trafficking** Automatic suspension - police contact - counselling - possible expulsion

**Abuse of computer/technology** Detention - loss of computer privileges - suspension

**Defying authority, insolence, profane language** Detention - suspension - parent/guardian contact

**Displays of affection (kissing, hugging)** Warning - detention - suspension

### Fighting/physical confrontation or interference

Automatic suspension - parent/guardian contact - possible police contact - expulsion

**Firecrackers (possession/setting off)** Suspension – parent/guardian contact

**Forgery** Suspension

### Harassment (sexual, verbal, racial, hate-motivated)

Counseling - possible suspension - possible parent/guardian/police contact - expulsion

**Loss of textbook/library item** Pay for lost item

**Pulling fire alarm (criminal offence)** Automatic 20 day suspension - police contact

**Safety violations** Detention - suspension - removal from course

**Skipping class** Detention - suspension – parent/guardian contact

**Smoking on school property** Suspension - possible fine

**Swearing at teacher/other person in authority** Automatic suspension

**Trespassing** Warning and police contact - possible suspension

**Theft/robbery** Police contact - suspension - expulsion

### Vandalism (including graffiti)

Parent /guardian contact - possible police contact -possible suspension - restitution - restoration

**Weapon possession** Weapon confiscation - expulsion - police contact