

Mount Pearl Senior High

Code of Conduct



Mount Pearl Senior High School is committed to fostering an inviting and stimulating environment that promotes excellence in academic and personal achievement in preparing students as contributing citizens in a global community. We are committed to providing a safe, caring and inclusive learning environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted. MPSH School's Code of Conduct is a *living document* and is updated on a regular basis as needed.

The Standards of Behaviour outlined in this document apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property.
- Traveling on a school bus that is under contract to the school and/or school board.
- Participating in extra-curricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will have an impact on the school climate.

Standards of Behaviour

All members of the school community are expected to:

- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, individual differences, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.

MPSH School Zone

- Mount Pearl Senior High is a smoke free grounds and facility. This includes the use of cigarettes, e-cigarettes, drugs and cigars. Visitors, staff and students are reminded that all buildings, grounds and properties under the jurisdiction of the Newfoundland and Labrador English School District are smoke-free. Please respect our smoke-free policy and support us in our efforts to create a safe and healthy environment for everyone.

Mount Pearl Senior High

MPSH Roadway and Parking Lot

- Utmost caution should always be used when driving in and around Mount Pearl Senior High. Please proceed with caution and adhere to the 20 km/h speed limit on and around the school grounds.
 - ✓ **The Student Entrance is intended as a drop and go area only.**
 - Please keep the bus lane clear for efficient bus drop-offs/pick-ups.
 - When dropping people off, unload as safely and quickly as possible by the student drop off zone.
 - Please avoid cutting around cars as students may not be visible.
 - Be cognizant of students walking.
 - ✓ Due to the volume of traffic, the practice of dropping students off in the lane between MPSH and MPI or at the Front Entrance of MPSH is strongly discouraged.
 - ✓ **There is no left turn permitted onto Ruth Avenue when leaving the school parking lot during opening and closing times.**
 - ✓ **The Michener Avenue exit is right turn only**

Student Vehicles

- We are fortunate at Mount Pearl Senior High to be able to provide parking spaces for our students with vehicles. We ask your cooperation in parking in only the designated student parking lot at the rear of the building next to the rugby field
 - ✓ At no time are students to park in teacher allocated spaces, fire zones, bus lanes, or the roadway in front of the school. Vehicles parked in these zones will be subject to ticketing or being towed away at the owner's expense.
 - ✓ MPSH is a public building that has frequent visitors from other educational institutions, presenters and parents. Please keep parking spaces free next to our school building.
 - ✓ Students are expected to respect speed limits and traffic regulations while driving on school grounds. Police will be notified of driving violations.

School Entrance Times and Procedures

- Success in school depends to a great extent on regular attendance at school. Students who miss class instruction often encounter difficulty keeping up with their school work. For this reason, students are expected to be in attendance at all times. If for some reason a student cannot attend a class, the student is still responsible for the school work covered in that class.
- There are times when a student cannot be in attendance because of illness or other valid reason. In this case, the reason for the absence should be explained by a parent by means of a note to the school office AND the subject teacher of any missed assessment. Midterm and Final exams must be written in order for a student to receive high school credit towards graduation. (NLESD Assessment Policy)
- Doors open and supervision is provided at 8:35 a.m. Students must be in their respective classrooms before first period (8:50 a.m.), end of recess (9:50 a.m.), and the end of lunch (12:50 p.m.). Warning bells ring three minutes prior to class. Students are expected to be in their seats

Mount Pearl Senior High

until the bell rings signalling class change. A student who is late is required to present a note from the office to their teacher stating the reasons for lateness. Teachers are expected to direct late students to the office for a late slip.

- ✓ If a student bypasses the office, the parent/guardian will receive an automated Synervoice message stating that their son/daughter is not in class for that course.

Parent, Guardian, Visitors

- During the start of the instructional day, parents/guardians and visitors are asked to enter MPSH through the main entrance located on the front of our building facing Ruth Avenue, during the school day. District policy requires all NLESD schools to maintain security by having the school doors locked.
 - ✓ Please ring the bell/intercom to enter the school.
 - ✓ Identify yourself by stating your full name and your business at Mount Pearl Senior High.
 - ✓ **Visitors for a legitimate purpose are welcome at the school, however, those who arrive for no official reason will be asked to leave.**
 - ✓ All visitors entering MPSH, must proceed to the office upon entering the school. **Visitors wishing to go inside the school, must sign in at the office and wear a visitors badge at all times.**
 - ✓ Parents and visitors are not permitted in the classroom areas unless permission is given by the administration.
 - ✓ Please ensure that individuals (grandparent, aunt, uncle, etc.) picking up your child are familiar with this entrance and routine.

Student Emergency Information Sheet, Closures and Contact

- A parent/guardian of every student is required to complete a student data sheet for each of their children attending MPSH. It is very important that you include an emergency phone number should we ever need to contact you. In the event of an emergency evacuation or school closure we must follow the procedure outlined in this document. Phone use in emergencies may not always be possible so this information should be as up-to-date as possible. Notification of any changes in this information must be given immediately to the school secretary so that the District database server (PowerSchool) can be updated.
- If school is closed due to inclement weather conditions, a radio announcement will be made between 6:00 a.m. and 6:30 a.m. indicating that schools in the Metro area are closed. If weather conditions improve and schools are scheduled to reopen, parents are advised to listen for radio announcements, check the NLESD website or our school twitter account **@huskiesMPSH**. Emergency school closures during the day will be communicated to parents over local media channels, the school website as well as through automated phone messages via Synervoice.

Mount Pearl Senior High

- The SYNERVOICE Communication system is a valuable system in delivering messages and notifications to parents in a timely and efficient manner. This service is particularly helpful for situations such as unscheduled school closures due to weather or electrical failure. To assist with this process, it is essential that we have accurate and updated information regarding home contact and emergency numbers. Please notify the school office immediately if you have changed address or telephone numbers throughout the year. **Ensure that telephone numbers provided for Synervoice are direct lines.**

Attendance

- Absenteeism from school without a valid reason is considered a discipline problem. In such instances, the student will be subject to standard disciplinary procedures. Depending on the frequency of the incidents, these disciplinary procedures may include:
 - ✓ Student conference
 - ✓ Parent conference
 - ✓ Performance contracts setting conditions on student participation in school activities
 - ✓ School detentions and/or school suspensions.
- All students are expected to attend school on a regular basis. Students are expected to be in attendance every day school is in session, unless they are prevented from doing so for a serious reason, such as illness.
 - ✓ A written note from a parent/guardian is compulsory after any absence. Every pupil in a school shall in cases of absence bring to his/her homeroom teacher from a parent or guardian, a written reason for his/her absence. (The School's Act, Section 82[b]).
- If a student is not in attendance for midterms or finals credit cannot be awarded for high school courses.

Lateness

- Punctuality is extremely important both in school and in life. Students should make allowances for transportation problems and emergencies and provide themselves a margin of error. Students arriving at school after the start of any class must report to the main office to obtain a late slip to attend the next class.
 - ✓ Students arriving late to school at the start of the day will be directed to the cafeteria to get a sign-in slip from administration. Student instruction is very valuable and it is very important not to interrupt the teaching and learning process. To minimize the impact of students coming late to class in the morning students will be held in the cafeteria until directed to enter class by administration.
 - ✓ Late arrivals to regular classes will be closely monitored by teachers and administrators.
 - ✓ Students will be assigned a lunchtime detention for every three unexcused late accumulated.

Mount Pearl Senior High

- ✓ If a student accumulates three late detentions in an eight week time period parents will be contacted. If unexcused lateness continues the student will be suspended for one school day. Continued chronic lateness will be subject to further discipline.

Signing Out

- Whenever possible, students should avoid scheduling appointments during the school day. If, however, it is necessary to be excused from school for an appointment, the student must sign out at the main office before leaving. This is necessary to ensure the student registry is accurate in case of an emergency such as a fire in the school.
 - ✓ If a student does not sign out the student is marked unexcused absent and a phone call will automatically go home to the parent.
 - ✓ A signed note from home or phone contact to a parent is necessary to sign out.

Allergies and Scents

- Mount Pearl Senior High is an allergy and scent reduced school. There are many people with allergies to different foods, scents or other items. Mount Pearl Senior High subscribes to the concept of being an allergy safe zone. The following items are not allowed in our building or at any of our events:
 - ✓ **Strongly scented products** - this includes strong perfume, cologne, aftershave, deodorants, hair products etc.
 - ✓ **Nuts** of any kind, or any products that may contain traces of nuts (including coconuts, peanut butter, etc.). We ask that parents/guardians refrain from sending snacks and food that contain traces of peanuts, nuts and/or tree nuts.
 - ✓ **Fish, including shellfish**
 - ✓ **Kiwi**
- If your child has any specific medical needs of which we should be aware, we ask that you notify the office immediately.

Medication

- Students are not permitted to carry prescription or over-the-counter medication to/from school. Doctor prescribed medication is administered at the school only when absolutely necessary. In order for any type of medication to be administered, parental and medical forms must be completed. The parent/guardian is required to bring any prescription medication to the office where it can be secured. This regulation is in keeping with district and provincial policies.

Mount Pearl Senior High

School Dress Code

- In keeping with the philosophy of a safe, caring and healthy environment, Mount Pearl Senior High endorses the standard and expectation of acceptable hygiene and appropriate clothing for attendance to school. The NLESD Safe and Caring Schools policy emphasizes respect for self and respect for others in school environments. This policy is about what dress and behaviour is appropriate for school. In cooperation with District policy our school requires everybody to be dressed and groomed appropriately for all school activities and programs. We support student and staff individuality. The successful functioning of our school requires we try to ensure people are engaged fully in the teaching and learning process.

To facilitate this:

- Personal cleanliness is expected of all students and staff.
- Everybody is expected to wear appropriate clothing in our school environment. Anything that promotes profanity, violence or obscenity is prohibited.
- Some clothing items are inappropriate for school and are therefore prohibited. The following items are deemed unacceptable: pyjamas, any clothing that exposes the midriff (crop-tops); low-cut tops that reveal excessive cleavage; any clothing which permit a student's undergarment to be seen such as sheer tops/blouses or low-riding lower body wear (jeans etc.)
- Clothing or book bags with offensive or suggestive remarks, or labels that advertise alcohol, cigarettes or illegal drugs, are not permitted. Students will be asked to place such items in their locker and refrain from wearing/taking them to school.
- Bulky jackets should be stored in assigned lockers prior to entering class.
- Ball caps and toques should not be worn during formal assemblies.
- Hoods and dark glasses should be removed upon entrance to the school building.
- Appropriate gym attire should be worn in order to participate in physical education classes.
- Students not in compliance with school expectations will be advised and asked to comply; Students who refuse to comply will be refused entry to class and required to conference with administration.

Miscellaneous

- **Family Vacations:** Mount Pearl Senior High School encourages the planning of family vacations to coincide with the school holiday periods. We understand that this is not always possible. If a family has to remove their child from school, please notify the office regarding the number of days that your child will not be in school. Missed assignments are discussed with the classroom teacher after the child returns to school. The student is responsible to complete missed work. Students should advise their teacher prior to leaving of their absence. Teachers are not expected to provide units of work for students to take with them on vacation. However, many teachers have course materials online for student use.
- **Appointments:** Parents should approach the main office to request release of their child from class. Office personnel will page the appropriate classroom and request that the student come

Mount Pearl Senior High

to the office to meet the parent/guardian there. Cooperation in this area creates security, independence and good order for all.

- ✓ If there is a scheduled appointment, etc., taking place during the instructional day, please provide these details to the secretary through a note, email, telephone call, etc.
- **Field Trips:** Prior to students being permitted to go on a school arranged field trip, written parental permission must be provided. When a school related activity involves students traveling overnight, parents must provide a signed form giving the teacher permission to authorize emergency medical treatment. During all field trips students must be with the accompanying teacher(s) and travel by bus, except in the case of extenuating circumstances, approved in advance by the Assistant Principal or Principal.
- **Communication:** Parents/Guardians are strongly encouraged not to call or text their son/daughter's cellular telephone during class time as doing so will interrupt the teaching and learning process. While we appreciate that at times parents will have to contact their son/daughter during the school day, we ask that you please do so by calling the Main Office of the school and speaking with a receptionist.
 - ✓ This is especially important in case of family emergency where you suspect your son/daughter may be upset. School personnel will be hindered in responding appropriately if we are unaware of the nature of the emergency.
- **Smoking:** The teachers and administration of Mount Pearl Senior High strongly encourage students not to smoke. Smoking is prohibited inside or outside school facilities, on parking lots or roadways, as per provincial and District policy. This includes the usage of e-cigarettes, cigars, and illegal drugs. Students found smoking anywhere on school property will be suspended for a minimum of one day. Subsequent offences may result in a parent conference and a longer suspension and/or removal of school privileges.
- **Lost and Found:** Mount Pearl Senior High has a lost and found box located inside the Office. Please check periodically for items that may be missing. Lost items will be donated to local charitable organizations if unclaimed after a reasonable period of time.
 - ✓ Students are advised that Mount Pearl Senior High, its staff and administration, will not be responsible for any loss or damage that might happen to a student's personal effects. Students are asked to report any loss or damage to the Main Office. The administration will attempt to find those responsible and will deal with those students.
- **Vending Machines:** Students are permitted to use the vending machines prior to class in the AM, and during recess/lunch. The cafeteria is closed during classes.

Mount Pearl Senior High

Instructional Environment Standards

- Success begins with consistent attendance to class. Students are expected to arrive to school on time. Access to MPSH is permitted at 8:35 a.m. Students arriving earlier than this will be permitted to wait in the heated foyer at the main entrance until the doors open. Enter the school at that time using the *student entrance or the main entrance*.
 - ✓ If a student is late, they must enter through the main entrance and visit the office.
 - ✓ Proceed to your classroom prior to 8:50 a.m. bell. If students arrive after the start of first period (8:50 a.m.), the end of recess (10:05 a.m.), or the end of lunch (12:50 p.m.), they are late. A student who is late is required to present a note from the office to their teacher stating the reasons for lateness.
 - If a student bypasses the office, the classroom teacher will re-direct the student to the office. If a student avoids class the parent/guardian will receive a Synervoice message stating that their son/daughter is not in class during a specified period of the school day.
- Students are expected to listen to announcements and read them on closed circuit TV. They provide information that is useful to all students.
- Students are expected to arrive to class prepared with school work and supplies. Pens, pencils, paper and textbooks are items that are needed daily for classroom learning. When students are organized, they are prepared to learn.
- Always do your best. Listen attentively in class, seek help when needed, complete assigned tasks to the best of your ability, prepare and study for quizzes and tests, complete and submit on time all assigned work as outlined by teachers, catch up on missed work when you absent from class, etc.
- Demonstrate best effort during all school-based activities by taking pride in yourself and your work. Always try to do your best in all work and activities. Do your homework, finish projects/assignments and participate in all school activities. **Students are expected to work only on the material assigned by the teacher in any given class.**
- Everyone learns differently. Value the learning of others by respecting all opinions and abilities. Do your best to help those in need and ask for help any time you need it. Sharing notes when a friend misses class is an example of helping others. Students must learn to work individually and with others. Mutual respect, co-operation and sharing are important values in any social experience. The ability to work with and for others is an important ingredient in the learning process.
- Be a good listener. Listen to others when they speak. Use an appropriate voice level and language to demonstrate respect as this shows good manners and character.
- Students are expected to always use proper language. Inappropriate language (verbal and non-verbal) is not acceptable at Mount Pearl Senior High or at any school sponsored activity. This language may be defined as, but not limited to:
 - ✓ Vulgar language
 - ✓ Profane language
 - ✓ Sexual innuendo
 - ✓ Degrading comments

Mount Pearl Senior High

- ✓ Disrespectful tone of voice
- ✓ Verbal interference in class
- ✓ Defying authority
- ✓ Obscene gestures
- No food or beverage (other than bottled water) is permitted in classrooms unless permitted by teachers.
- Students are expected to follow specific directions or instructions given to them by **any teacher**.

Standards during Physical Education Classes, Competition and Outings

- On physical education days, wear appropriate footwear and clothing to class. Suitable clothing includes shorts or sweat pants, t-shirts and sneakers.
- Respect the belongings left in the change room.
- Participate in all activities showing good sportsmanship, following the rules of the activity. Play fair and use your hands and feet in the manner suited to the activity.
- Include others when you can, working with a partner, group or team.
- Follow teacher directions as best as you can – doing it perfectly is not required – just try!
- Take care of the equipment by using it appropriately.
- When the teacher is talking, keep the equipment quiet (e.g. hold basketball, etc.) because it's the right thing to do.
- Return the school equipment when I am finished using it.
- All students who represent Mount Pearl Senior High in competition will maintain the highest standard of personal discipline and will serve as worthy ambassadors for our school. It must be understood that students who represent Mount Pearl Senior High in athletics carry with them a burden of responsibility for their personal behavior.
- All athletes are role models for other students and are expected to exemplify the virtues of a healthy lifestyle. This includes remaining alcohol and drug free.
- All athletes must show respect for themselves, their coaches, their teammates and all officials.
- All athletes must show a commitment to behaving with honor, dignity, respect, courtesy and pride at all times.
- It is expected that athletes will work hard at their sport in order to make the best of their ability and potential by attending all practices and games.
- Athletes should do their best to ensure that training sessions, games and other activities go smoothly. They are expected to help collect equipment and do other little tasks that help make the team a success.
- All athletes are expected to work to their academic potential. Sports should not take away from academic performance but enhance it.
- Athletes must not engage in any form of "rookie initiation" activity that in any way can be construed as physical or emotional abuse of a teammate.

Mount Pearl Senior High

Standards in Music Classes

- Come to class in a quiet manner prepared and ready to participate.
- Sit properly in your assigned place.
- Be considerate toward others, work together and respect all efforts.
- Follow instructions given to you.
- Exit the class in a quiet orderly manner.
- Return instruments and equipment to appropriate places.

Standards for Lab Safety

Lab Safety Regulations are posted in each lab. Failure to abide by these regulations may endanger the safety of self or others and may result in the offending student(s) suspension from participation in laboratory activities. Lab teachers will review these on the first day of class; however, students must be especially aware of the following:

- Become familiar with the location and operation of any eyewash station.
- Safety glasses must be worn for the full duration of the lab when any chemicals are being used.
- Long hair must be tied back when using the Bunsen burner. Be careful with loose sleeves.
- If the fire alarm rings, shut off all Bunsen burners.
- Know the location of the fire blanket. If clothing should catch fire, smother the fire with the blanket.
- Report any broken objects to the teacher immediately.
- Never taste any chemicals or breathe odors directly. Waft them towards you with your hand.
- Never point a test tube in anyone's direction. Hold it at an angle and keep it moving in the flame.
- If your skin comes in contact with a caustic material such as an acid, run cold water over the area until instructed to stop. If the eyes are involved they must be flushed with water, without interruption, for ten minutes. Students must report immediately to the General Office where parents will be contacted or the student will be taken to the doctor.
- Always wash your hands after handling chemicals or animals used for dissection.
- Never bring or wear your coat to the lab. Do not wear unprotected expensive clothing if lab work is to be done.
- It is highly recommended that students wear a Lab Coat to protect their clothing when in the lab.

Standards in the Learning Resource Centre – LRC

- Speak and act respectfully when talking.
- Respect equipment and space. It's everyone's responsibility to treat the equipment and area with great care and use it properly.
- Work in designated locations and keep this working space clean and tidy.

Mount Pearl Senior High

- Work cooperatively with others and help others when you can. Respect other students' work and opinions.
- Return the material you use to its appropriate place.
- If you borrow material, return books by the due date and in good shape.
- Push in chairs at the tables when you are finished because it's the right thing to do.

Standards in Technology Classrooms

- Always handle the electronic equipment with care.
- Share the electronics if you can and always patiently wait your turn if there is no electronics available to use.
- Always follow teacher's instructions and use the Internet only with adult supervision. If you need help, let the teacher know.
- Use appropriate research sites. In the event that you find yourself accidentally in an inappropriate site, inform the teacher.
- Understand that there is never any food or drink in this environment.
- Log off the electronics and push your chair in when you are finished.

Locker Standards and Expectations

Students are reminded that the lockers remain the property of the school and that students do not own their lockers. Students may be required to open them at any time, with sufficient reason.

- Due to insufficient numbers of lockers some students will share lockers with someone in their home room.
- Students are expected to avoid frequent requests to go to a locker during class time, but not at all during periods 1, 3 and 4.
- Students should use the time prior to homeroom, at recess and at lunch to ensure you have all of the materials required for your scheduled classes.
- Keep your lock combination private.
- Students are expected to use their lockers to store coats and book bags. You are not permitted to take any these items into your classrooms.
- Students are expected to clean out their lockers regularly, and empty their lockers prior to the start of final June exams and return locks to their home room teachers. The school will discard contents not removed by students in June.
- The General Office has the combinations to all locks and may enter the locker at any time, with good reason.

Standards in Hallways and Stairwells

- Be mindful of other students when you are traveling in the hallway and stairwell.
- Move through the corridors between classes in a quiet, orderly fashion.

Mount Pearl Senior High

- Use appropriate language and be good role model.
- Respect the personal space of your peers by keeping my hands and feet to yourself.
- Go directly to your destination in an appropriate manner.
- When leaving the classroom during the instructional day, return to class without delay.

Standards in Washrooms

- Students are expected to avoid frequent requests to go to the washroom during class time, but not at all during periods 1, 2 and 4, **except in case of emergency.**
- Students should use washrooms at break times.
- Students found smoking in washrooms will face an immediate 3-5 day suspension.
- Once inside the washroom, respect the privacy of others.
- Flush after each use and make sure to wash and dry hands; turning the tap water off when finished.
- Keep the area clean by putting all trash in the garbage container.
- Return to class as soon as you are finished.
- Inform a staff member if there is an issue in the washroom.

Standards during Lunch Time *Outside*

The Ruth Avenue/Michener Avenue area is an extremely busy space. Please follow all traffic safety rules and err on the side of caution when you are outside.

- Use a crosswalk to cross a street whenever possible.
- Know a crosswalk alerts drivers that someone may be crossing the road, but make sure to look left-right-left and verify that cars have stopped before crossing.
- You cannot assume that because you are on a crosswalk that traffic will stop.
- If a vehicle is coming do not try to cross, vehicles move much faster than you can run.

Standards during Lunch Time *in the Cafeteria*

- Follow the school allergy policy.
- Wait your turn in line to be served – do not skip ahead of others waiting to be served.
- Include others – no one should eat alone.
- Be respectful towards cafeteria staff and volunteers.
- Follow the instructions of supervising staff.
- Be respectful of others' food choices.
- Keep your lunch area clean.
- If you spill something, clean up your mess.
- Place garbage in the appropriate container and recycle when you can.
- Leave the cafeteria in an orderly fashion.

Mount Pearl Senior High

- If you abuse cafeteria privileges during lunch or recess periods, you may lose those privileges completely.

Standards during Assemblies

- Enter the gymnasium in an orderly fashion.
- Remove your hat or cap when the assembly begins,
- Follow the seating directions given to you by the teacher and stay in your own space with your class.
- Respect the speaker/performance by listening attentively and looking at the speaker or group.
- Turn off cell phones, iPods/media players, etc.
- Keep hands and feet to yourself and understand there is no food or drink permitted in this area.
- Take part as needed and ask questions when it is appropriate to do so.
- Show appreciation by applauding appropriately.
- Remain seated until dismissed by the teacher.
- Leave in an orderly fashion.

Standards on the School Bus

The bus is a privilege, not a right. It is an extension of the school day. All in-school rules and expectations apply when traveling on the bus.

- Student cooperation is requested on the buses. Students who are unwilling to cooperate may have to provide their own transportation. Students who travel on buses are subject to the same school regulations and policies outlined in this document.
- The bus drivers are in charge on the bus and students must obey promptly all their directions.
- Students are not to move towards a loading zone until the bus comes to a complete stop.
- Smoking of cigarettes, e-cigarettes and cigars on the bus is prohibited. Suspension up to 5 days will follow for students if they break this rule.
- Students must never distract the driver.
- Emergency exits and equipment must not be tampered with.
- Students/parents are responsible for any damages incurred through acts of vandalism for which they are responsible.
- A seating plan may be enforced in the event of continued problems on the bus. Safety and caution are of utmost importance. Therefore, student cooperation is vital.
- Students who abuse the privilege of bus transportation may lose that privilege for serious or repeated offences.

Mount Pearl Senior High

Standards of Behaviour for Digital Citizenship

Students are not permitted to listen to MP3 players or other media players such as iPods in instructional areas during class time unless permitted by the classroom teacher. If used at these times without permission, it will be confiscated by the teacher and given to the Assistant Principal. The first time it will be kept until the end of the day and returned to the student. The second time it is confiscated a detention will be assigned and a parent/guardian will be contacted to pick up the item. The third time it is confiscated a suspension will be given to the student.

Students are not permitted to use cellular phones and/or digital cameras during class time in or out of classrooms or at school-sponsored events during the day, **UNLESS** the classroom teacher grants permission. If either is used illegally, it will be confiscated by the teacher and given to the Assistant Principal. A parent/guardian must pick up the item. There may be up to a 5-day suspension if there is any infringement upon the privacy rights of students and/or teachers.

All members of the school community are expected to:

- Keep personal devices in a secure place.
 - ✓ MP3 players, I-pods, cellular telephones and other electronic equipment not required for instructional purposes should not be used during scheduled class time and are not permitted to be used. Students using these items in class will be asked to put them away by the teacher; refusals are referred to the office.
- Keep personal photos and information, including passwords, private.
 - ✓ Due to concerns over the unauthorized distribution or use of images, digital cameras, camcorders and other devices whose primary purpose is to record images are not permitted in the school.
- Be respectful in the online environment and report any online activities that are not in keeping with this respect.
 - ✓ The use of electronic devices to engage in harassment or other inappropriate behaviour through social media or other means will result in referral to the school administration and may result in consequences including, but not limited to, in or out of school suspension, loss of electronics privileges, and/or referral to local police authorities.
- Tell a trusted adult about activities which cause you to be uncomfortable.
 - ✓ The unauthorized taking or distribution of pictures, video or recording will result in referral to the school administration and may result in consequences including, but not limited to, in or out of school suspension, loss of electronics privileges, and/or referral to local police authorities.
- Follow teacher directives to place electronic devices in designated areas.
- Use technology for learning as directed by the teacher.
 - ✓ Students are expected to respect the learning environment of the school and the personal privacy and rights of other individuals within the school community especially when it comes to the use of electronic devices.

Mount Pearl Senior High

Inappropriate Behaviours

In abiding by **Mount Pearl Senior High** Standards of Behaviour, all members of the school community are expected to refrain from:

- Any behaviour that discriminates based on economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally causes harm (physically, socially, or emotionally) to another person.
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.
- Threatening an individual, group of people or property. This applies to the real and digital world.
- Injuring an individual, group of people or property.
- Use of technology that intentionally abuses or bullies another person or interferes with the positive climate of the school. Examples of violating this code include:
 - ✓ **Instant Messaging Harassment** – sending hateful threatening messages, warning wars, creating a screen name similar to another person’s name (adding an “e” or one less “l”) and then saying embarrassing or inappropriate things on it.
 - ✓ **Taking passwords** - impersonating a person online, changing a person’s profile and/or locking a person out of their account.
 - ✓ **Profiles or blogs** – using these to damage another person’s reputation or invade their privacy (writing about a person’s private home life), **websites** – creating a page specifically designed to insult someone, posting someone’s private information online.
 - ✓ **Sending pictures through IM’s, TM’s or Emails** – these include degrading pictures, sending pictures of students in compromising situations (doing something illegal, private pictures, etc.).
 - ✓ **Internet polling** – who’s popular? Who’s not?
 - ✓ **Sharing secrets, spamming**, etc.
- Using language that is violent, profane or discriminatory.
- Wearing clothes that depict violence, profanity or discrimination.
- Breaking federal, provincial or municipal laws.
- Etc.

Inappropriate behaviours also include the following represented through the PBIS three tier approach:

Tier 1 or Minor Behaviour/Action (Singular action)

Minor behaviours are reasonable expectations that are not met by the student. These actions could take away from the learning environment.

- Unprepared for class
- Interrupting

Mount Pearl Senior High

- Teacher assigned work not completed
- Voice level (tone)
- Littering
- Classroom disruption
- Arrives late to class – by lockers, after recess, after lunch, etc.
- Dress code violation
- Extended period of time out of class (excessive time in hallway or washroom, etc.)
- Disruptive transitions
- Personal electronic equipment used in school without staff permission
- Taking items without permission
- Not cleaning up space (lockers, work space, etc.)
- Chewing gum
- Inappropriate hallway behavior
- Inappropriate lunchtime behavior – not following lunchtime behavior expectations
- Rough play
- Bullying – DOE definition
- Improper use of school technology
- Dishonesty - misleading the staff member/students
- Damaging property - school, peers, etc.
- Inappropriate language/swearing
- Gestures - loser sign, eye rolling etc.
- Violation of personal space - keep hands and feet to yourself
- Defiance – not agreeing/refusal to do a reasonable request
- Compromising bus safety
- Other

Tier 2 or Middle Behaviours/Actions

- Chronic minor offenses will be categorized as middle behavior
- Bullying – DOE definition (Threats, malicious name calling, Cyber bullying, etc.)
- Academic Dishonesty
- Improper use of school/personal technology
- Damaging property (school, peers, equipment, etc.)
- Leaving supervised area without permission
- Talking back
- Defiance
- Leaving class without permission
- Theft
- Compromising bus safety
- Discrimination
- Disrespecting self and others
- Dangerous rough actions
- False accusations

Mount Pearl Senior High

- Other

Tier 3 or Major Actions/Behaviours

Require immediate intervention by the administration

- Repetitive or severe middle actions/behaviour
- Physical aggression/injury
- Leaving school without permission
- Defiance
- Theft - major
- Vandalism
- Compromising bus safety
- Inappropriate sexual conduct
- Directed profanity
- Bullying – DOE definition
- Serious threats/Intimidation of others
- Weapons
- Skipping school
- Intentionally pulling the fire alarm/fire extinguisher
- Verbal abuse of a student, teacher, staff member, official or volunteer
- Showing aggression towards a student, teacher, staff member, official or volunteer
- Other

Proactive Strategies

Expected behaviours as identified in **Mount Pearl Senior High** Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are communicated with all members of the school community through a variety of methods which may include hard copy handouts, school newsletters, parent/guardian – teacher night, school web-site postings, and/or emails.
- Standards of Behaviour for students are reviewed, practiced and discussed as needed.
- Standards of Behaviour are applied consistently by all staff.
- Students may be offered choices, so that they can make an informed decision before acting.
- The resulting consequence of each choice is up to the professional judgment of the attending staff member.
- On-going modelling of appropriate behaviours by school staff.
- Maintaining the acknowledgement of appropriate student behaviours through a variety of methods which may include positive verbal feedback, positive non-verbal gestures, and/or contact with parent/guardian, etc.
- Parents/guardians may be contacted by teachers for feedback on student behaviour and accomplishments.

Mount Pearl Senior High

- Many curricular and extra-curricular programs promoting social skill development are available at MPSH. Getting involved in school life is one key to enjoying your Senior High school years. Become a Huskie by trying out or participating in one of our numerous activities, join the Drama Club, the Choir, the Student Leadership Committee, Sewing Club, Breakfast Program, Cooking Workshop, Janeway Jamarama, The World Remembers Project, Etcetera, Improv, Robotics Club, Video Production, Operation Christmas Child, Coats for Kids, Remembrance Day Ceremony, Tree of Warm Wishes Project, the Gay Straight Alliance, Roots of Empathy, arts and athletics, etc. Get involved and share your skills and enthusiasm. The more you become involved in school life the better the school will be and the more you will enjoy your time at Mount Pearl Senior High.
- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.
- Referral for assessment may be considered by the service delivery team.
- Referral for counselling.
- Referral to district staff or outside agencies.
- Consistent teacher documentation of inappropriate student behaviour.
- Focused support for small groups and individual students.
- Etc.

Reactive Strategies

In response to inappropriate student behaviour, teachers and administrators of **Mount Pearl Senior High** shall utilize a Reactive Strategy, depending on:

- The level of the behaviour.
- Circumstances of the behaviour:
 - ✓ The other people involved (students/staff/etc.)
 - ✓ the environment
 - ✓ precipitating factors
 - ✓ special circumstances
 - ✓ etc.
- Past reactive strategies utilized for this student and the students resulting behaviour.
- The frequency of the behaviour.
- The student's exceptionality and/or Individual Education Plan (IEP).
- Etc.

Mount Pearl Senior High

Minor Interventions/Consequences

The intervention/consequence used will be determined by the professional judgment of the attending staff member.

➤ Non-verbal reminders

- ✓ Close proximity
- ✓ “The Look”
- ✓ Number gesture with fingers (5,4,3,2,1)
- ✓ Use of sticky notes for positive ticks
- ✓ Visual reminders (class rules)
- ✓ “Lights out” to get attention
- ✓ Stand/sit and wait (with possible consequence)

➤ Verbal reminders

- ✓ shhhhh!
- ✓ Talk s-l-o-w-l-y (Slow speech down)
- ✓ Stop in mid-sentence, then wait
- ✓ Singing direction to the students
- ✓ Lower voice to get attention (whisper and then raise voice to normal level)
- ✓ State, “I’m just going to wait until...”
- Model expected behaviour / re-teach Matrix
- Grandma’s Law – “When – Then”, “First- Then”
- Music PLAYED In the class - instrumental
- Humour - Staff generated ideas
- Ignore the behavior (could be an isolated event)
- Monitor behavior
- Redirect the positive behaviour in the class
- Redirect by pulling them into a conversation/activity.
- Consult with other teachers working with the student
- Praise the positive behaviour the student makes
- Use the student’s name in a positive manner instead of a negative (don’t use the student’s name in negative examples)
- Change student seating plan
- Provide breaks to do task
- Apology / correct mis-behaviour /natural consequences
- Student driven consequences
- Offer choices and consequences
- Removal from group (Island)
- Time out

Mount Pearl Senior High

- Restitution (i.e. mess up the classroom then clean it up)
- Self-reflection - written (What did you do? How would you change it?)
- Self-reflection – verbal (What did you do? How would you change it?)
- Loss of privileges
- “Heads Up” – after a number of disrespectful behaviour (towards others, self, learning, environment, etc.) the student communicates this to their parent/guardian with a “plan” for the future
- Student communicates their ‘behaviour’ to their parent/guardian (written or verbal) The student creates a plan for what they will do if they are faced with a similar situation.
- Contact parent/guardian (note in agenda or phone call, etc...)

Middle Interventions/Consequences

- All Minor interventions/consequences
- Possible removal of student from situation (written documentation). This could be an intervention or consequence.
- Loss of privileges
- Teacher directed detention
- Parent contact
- Meeting with parent/guardian and/or student
- Team problem solving
- Conflict resolution
- Consult guidance, SSS and other outside professional services (i.e. Janeway)
- Consult the administration (complete incident report)
- Office Discipline Referral

Major Interventions/Consequences

- All middle interventions/consequences
- Remove student from the situation
- Evacuate the class
- Student / Parent / School Conferences / Guidance referral
- Removal from curricular/extra-curricular activity or team
- Educational program change if academic and grounded in exceptionality – team consultation
- Consult District personnel
- Contact with child protection (medical professionals)
- CPI
- Behaviour management plan (BMP) / contract
- In-school suspension
- Suspension
- Reduced day(s)
- Contain classes on floor (secure school or lockdown)
- Consult with medical or emergency personnel

Mount Pearl Senior High

- Police involvement
- Other
- **Note:** The Bullying Intervention Protocol will be used in appropriate situations as determined by policy.