



# Forest Hills School Policies

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## **FALCON CODE OF CONDUCT : Be Respectful. Be Responsible. Be Safe.**

Students Rights & Responsibilities:

- I have the right to be safe, therefore I have a responsibility not to harm anyone.
- I have the right to be heard, therefore I have a responsibility to listen to others.
- I have a right to learn, therefore I have a responsibility not to disrupt others.
- I have the right to participate, therefore I have a responsibility to cooperate.
- I have a right to be respected, therefore I have a responsibility to respect others.

Students are expected to:

- Be prepared for class - arrive on time, have necessary supplies (books, pens, netbooks, etc.)
- Complete class assignments neatly.
- Complete home assignments neatly and on time.
- Be polite and considerate to teachers, other students, custodians and visitors to the school.
- Accept responsibility for keeping their surrounding environment neat and tidy (desks, classroom, lockers, hallways, washrooms, lunchrooms, school grounds).
- Place all outdoor articles of apparel in lockers during school hours and not wear them in the building during this time.
- Avoid verbal and physical misconduct - Suspension could result for inappropriate behaviour.
- Follow the school wide **Dress Code** and the **Electronics Policy**.
- Behave in a responsible manner when on field trips, excursions, or sports competitions, remembering at all times to be a worthy representative of Forest Hills School. Rules applying to the school facilities apply to all school trips.

## **FHS DRESS CODE**

Students are expected to follow the dress code.

Students who are not following dress code will be asked to comply or go home to put on appropriate clothing.

- No exposed midriffs.
- Straps on tops must cover bra straps.
- No hats, bandannas or other headgear. (Hats are permitted at dances and designated Hat Day Events).
- No clothing with logos or pictures with vulgarity, profanity, alcohol, drugs, sex, violence or hatred.
- No low cut tops, halter tops, backless tops, or tube tops.
- No exposed underwear.
- Length of skirts and dresses must meet the fingertip rule. (With your hands at your side, the length of the dress must be at least to your fingertips.)
- No low hanging pants with underwear exposed.

Please Note: This policy applies to any school related or sponsored activity (afterschool, co-curricular, extra-curricular)

## **FHS ELECTRONICS POLICY**

- This policy is intended to support the Positive Learning Environment policy. The FHS expectation regarding the use of cell phones and other electronic devices is that use is prohibited while on school property except during designated times.
- The designated times for personal electronics use are:
  - before the 8:40 bell in the morning,
  - during noon hour,
  - after the 3:15 bell in the afternoon.
  - Personal electronics are not to be used during transition times between classes.
- Cell phones, etc. must be off and in the student's book bag or locker at all times other than the designated times. If at any time a student needs to contact his/her parents or vice-versa, the office phones may be used.
- The use of personal cameras (whether separate or built-in) to capture images or video at school is prohibited.
- Electronic devices include cell phones, camera phones, MP3 players, or such other electronic device that could disrupt the positive learning environment.
- The use of electronic devices during the instructional time may:
  - detract from school safety and crisis preparedness;
  - infringe on privacy legislation;
  - contribute to cheating;
  - contribute to inappropriate socializing during class time via text messaging;
  - facilitate illegal activity.

- FHS Administration and staff believe that maintaining the integrity of the learning environment is a priority, and that the use of cell phones and/or electronic devices during non-designated times might detract from that priority.

**Disciplinary Action in Cases of Non Compliance:**

First incident:

- Teacher confiscates cell phone or other electronic device and delivers it to the school office.
- The cell phone or other electronic device is returned to the student at the end of the day.
- The parents/guardians is/are informed with a conduct report.

Subsequent incidents:

- Teacher/Administrator confiscates cell phone or other electronic device and delivers to the school office.
- Parents/Guardians are contacted to discuss the issue.
- Further disciplinary measures may result depending on the circumstances.
- Parents/Guardians must come in and pick up the cell phone or other electronic device.
- Further defiance or violations of this policy could result in a Warning of Suspension or a Suspension from school.

**ATTENDANCE**

- Regular attendance is required of all students. The school will accept sickness, religious observances and emergencies as legitimate reasons for absence.
- When a student is absent from school a written excuse (signed by a parent or guardian) is required. This excuse should state the dates missed and be given to the homeroom teacher on the next day of attendance.
- Students are responsible for finding out from the teacher or other students what assignments were missed during an absence.
- Any student needing to leave school during the day is required to report to the office before leaving. Parents are to report to the school office if it is necessary to pick up students during the day.
- Students are expected to be punctual for all classes. Persistent tardiness is disruptive and will not be tolerated. Continual tardiness requires a parental conference with school administrators.
- As required by the NB Education Act, attendance letters will be sent at 5, 10 and 15 days unexcused. Attendance letters of concern may be sent at any time, excused or unexcused.

**LOCKERS**

- Lockers are provided for each student in the middle school.
- All locks are the responsibility of students.
- All lockers must be locked and with a combination lock. Combinations must be given to homeroom teachers. If using a key lock, the spare must be given to the classroom teacher.
- No decals or stickers are to be put on the locker walls or doors.

- All textbooks, notebooks, and anything of value should be kept in the lockers. Students are responsible for their texts and may be required to pay for lost/damaged texts. Students should not leave books/supplies in their desks.

## **LEAVING SCHOOL PROPERTY**

Students are not permitted to leave the school property without written permission from a parent or guardian. This includes visits to the local convenience store before school or at lunchtime. We are a closed campus.

## **SMOKING**

School District 08 does not permit smoking on school property.

## **SCHOOL BUS TRAVEL**

While traveling on the bus, students are under the supervision of the bus driver. They should be courteous to each other and to the driver.

Students should observe and follow the expectations outlined by the Department of Education:

1. Be on time and never stand in the street or highway while waiting for the school bus.
2. Be absolutely quiet while the bus is approaching and crossing a railway.
3. Pupils shall be picked up and discharged only at bus stops approved by School District 08.
4. Obey the driver promptly and avoid an unnecessary conversation with him while the bus is in motion.
5. Do not cross the road behind the bus. Crossings are to be made in front of the bus, not nearer than 10 feet and only after looking both in directions.
6. Occupy seats assigned by the driver or other school official.
7. Obtain approval of the driver to open the Emergency Door or bus windows. Do not throw anything out of the windows or extend hands, arms or legs through the opening.
8. Do not throw refuse on floor of bus and help the driver to keep the bus sanitary.
9. Eating or drinking is not permitted on a school bus.
10. The use of tobacco in any form is not permitted on a school bus.
11. Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted on the bus.
12. In case of any road emergency, remain seated in the bus until ordered to vacate.
13. Willful damage to the bus must be paid for by the offender.
14. Remain seated until you have reached your destination.
15. Refusal of students to follow these simple rules could lead to short or long term suspension from bus transportation and/or school.

## **ILLICIT DRUGS**

The possession or use of illicit drugs or alcohol will not be tolerated. Failure to follow this policy will result in suspension. Use of these substances will result in the police being called. Lockers and book bags may be searched at the discretion of school administration.

### **SCHOOL SCENT-FREE POLICY**

All schools in District 08 are scent free buildings. Signs are posted throughout the building as a reminder to all who enter the building. Students/staff/visitors should be conscious of the sensitivities others may have when exposed to scented products.

### **ALLERGIES & COMMUNICABLE DISEASES**

Parents and students should be aware of communicable health concerns such as head lice, pink eye, etc. Check your children at home and if there is any indication of contamination, be sure to let the school know. Also, keep the child at home for the appropriate recovery period.

We are also concerned about children with severe allergies to substances such as peanuts or latex. We will do our best to safeguard all students and staff who suffer from these health concerns.

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