

Student Agenda Information 2023-2024

STUDENT CONDUCT

The following statements reflect the behavior required of each student in our school:

- a) Each student treats staff and fellow students with courtesy and respect and cooperates in maintaining a positive and safe school atmosphere.
- b) Books, lockers, school computers and other students' property are treated with care and respect.
- c) Each student respects the right of every other student to learn without being distracted by another student's behavior.
- d) Each student attends regularly and comes to class on time. When in class, the student does the assigned work to the best of his/her ability.
- e) After a warning, any student who continues to behave inappropriately in class or the halls will be asked to go to the office and will receive consequences.
- f) Any student who persistently disregards his/her school responsibilities will be subject to a suspension from school.
- g) Deadlines for submission of assignments must be followed.

1. Safe and Caring Schools Responsibilities

Student Responsibilities

In accordance with the Education Act, student responsibilities, as they relate to this procedure, include but are not limited to:

- a) being ready to learn and actively engaging in and diligently pursuing the student's education;
- b) ensuring that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment;
- c) respecting the rights of others in the school;
- d) refraining from, reporting and not tolerating bullying or bullying behaviour directed toward others in the school, whether or not it occurs on the school premises, during the instructional day or by electronic means;
- e) complying with the rules of the school and the policies of the education authority;
- f) cooperating with everyone authorized by the education authority to provide education programs and other services;
- g) being accountable to the student's teachers and other school staff for the student's conduct;
- h) contributing positively to the student's school community.

Parent/Guardian Responsibilities

In accordance with the Education Act, parent/guardian responsibilities, as they relate to this procedure, include but are not limited to:

- a) taking an active role in the student's educational success, including assisting the student in complying with the student's responsibilities;
- b) ensuring that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment;
- c) cooperating and collaborating with school staff to support the delivery of specialized supports and services to the student;

- d) encouraging, fostering and advancing collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school; and
- e) engaging in the student's school community.

Teacher Responsibilities

In accordance with the Education Act, teacher responsibilities, as they relate to this procedure, include but are not limited to:

- a) encouraging students in the pursuit of learning;
- b) consulting with parents when necessary and encouraging parents to co-operate with and encourage their children's participation in school programs and activities;
- c) maintaining, under the direction of the principal, order and discipline in the school, on school premises and during school-sponsored activities;
- d) attending to the health, comfort and safety of students under the teacher's supervision;
- e) conducting classes and carrying out such other responsibilities as are assigned to the teacher by the principal or by the education authority; and
- f) working towards the implementation and achievement of the goals in the school effectiveness plan.

Principal Responsibilities

In accordance with the Education Act, a principal has the following responsibilities:

- a) be responsible for the school to which the principal is assigned by the education authority;
- b) provide educational leadership in the school;
- c) perform the supervisory, management and other duties required or assigned by the Director or the education authority;
- d) maintain proper order and discipline in the school and on the school premises and during school-sponsored activities;
- e) foster co-operation and co-ordination of effort among staff members of the school;
- f) ensure records are maintained in respect of each student enrolled in the school in accordance with the regulations and education authority policy;
- g) report to the Director or to the education authority as required on matters concerning the school;
- h) attend to the health, comfort and safety of the students;
- i) encourage the establishment of and consult the school council or home and school association on matters relevant to its functions;
- j) initiate the development of a school effectiveness plan (school goals); and
- k) work with school staff to implement and achieve the goals set out in the school effectiveness plan.

2. Attendance

Procedures: (K-9)

- ✓ The classroom teacher will phone home when a student has 3-5 unexcused absences.
- ✓ Administration will meet with student and refer student to Student Services team after 6-8 unexcused absences.
- ✓ Administration will send home an Initial Notification of Absenteeism letter and meet with parents/guardians to develop a support plan after 9-11 unexcused absences. If the support plan is unsuccessful, administration will report to the Superintendent. Where non-attendance is suspected to be an indicator of parental neglect, administration shall make a report to the Department of Community Services and Seniors – Child Protection.

- ✓ Administration will send home the second Notification of Absenteeism letter after more than 15 days of unexcused absences, report to the Superintendent and make a report to the Department of Community Services and Seniors – Child Protection.
- ✓ When a student has more than **20 days** of absences within the school year: 1. The classroom teacher will notify the administration that a student has more than 20 absences; 2. Administration will send home the *Third Notification of Absenteeism* letter; 3. Administration will report the frequent absence concern to the Superintendent.

Procedures (10-12)

- ✓ Teacher voices attendance concerns to student, notifies administration, and phones home after student misses 3-5 days.
- ✓ Teacher voices concern to student, refers student to administration, administration meets with student and calls home, student is referred to Student Services Team when student misses 6-8 days.
- ✓ Teacher notifies administration, administration sends home Initial Notification of Absenteeism Letter, a support plan is developed after a student has 9-11 unexcused absences.
- ✓ Teacher notifies administration after student has 12-15 unexcused absences and student is not to attend school until a parent meeting occurs to address attendance issue. Second Notification of Absenteeism letter is sent home.
- ✓ Teacher notifies administration if student has 16-20 unexcused absences, administration sends home a Third Notification of Absenteeism letter, a reduction in student schedule or an alternative placement may occur, or the student may be discontinued for the remainder of the semester.
- ✓ When a student has **20 days** or periods of absence per subject: 1. The subject teacher will notify the administration that a student has 20 absences; 2. Administration will send home the *Third Notification of Absenteeism* letter; 3. In discussions with subject teacher(s) administration may implement a reduction in schedule or referral to an alternative placement for the purpose of increasing student success. Parents will be responsible for their student (including transportation) during the periods of the school day that they are not attending; or 4. Discontinue the student for the remainder of the semester. Programming such as Credit Recovery and future registration may be explored at the school level. The parent will have the right to appeal any changes to the student's education plan;
- ✓ Administration will report the frequent absence concern to the Superintendent. Where non-attendance is suspected to be an indicator of parental neglect, administration shall make a report to the Department of Community Services and Seniors - Child Protection, as required under the mandatory reporting section of the *Child Protection Act*, as per section 11(f). The report should include: a) Attendance record;
Documented communication to parent(s)/guardian(s);
Interventions and results;

3. Bullying, Harassment and Discrimination

Harassing, bullying and discriminating on the basis of any personal attribute such as race, culture, gender, disability, physical size or weight, or sexual orientation will not be tolerated. Harassing behaviors or actions that abuse or humiliate individuals, interfere with their performance or create an intimidating or hostile environment are prohibited. Unwanted comments, verbal and/or written abuse, unwelcome gestures, actions that invade privacy or personal property, spreading unfounded rumors or deliberately spreading misinformation will not be tolerated. Students have a responsibility to ensure that the school environment is free from harassment.

Staff strive to provide a safe and harmonious learning climate. The school should be a safe and friendly environment where students and staff hold a mutual respect for each other. There will be “zero tolerance” for incidents of harassment, bullying or discrimination. This means that each reported incident will be followed up by staff or by the administration quickly and appropriate action taken. Harassment, bullying and discrimination situations typically do not stop on their own. Often these issues continue to get worse until the victim, a witness or a concerned parent takes the first step and talks to a teacher or the school administration about it. Reported incidents will be investigated and an appropriate course of action will follow. Persons reporting should be prepared to provide specific details and names. Serious and/or persistent occurrences will result in parent involvement and a 5-day suspension from school.

4. Cell Phones / Recording/ Playback Devices

Students may use cell phones during their recesses and lunch breaks only, however, there will be no pictures or videos in hallways. KISH needs to be a safe place for students and staff to work and learn. Cell phones are not to be used during class time **unless directed by the teacher**. The consequences for violation of this policy are:

1st Offense - Phone will be surrendered and returned at the end of the day.

2nd Offense – Phone will be surrendered and returned to a parent or guardian at the end of the day.

Cell Phones may be required to be put in a basket during tests and exams. Cell phones may be used in class at the teacher’s discretion.

5. Dress Code

GUIDELINES FOR SCHOOL ATTIRE

Expected Behaviour:

Students **MUST** wear the following:

- Top (shirt, tank top, sweater, sweatshirt etc.)
- Bottoms (pants, sweatpants, skirt, dress, leggings, shorts etc.)
- Shoes - specific shoe requirements may apply based on student’s course load and school activities, such as in physical education, carpentry, welding, mechanics, foods etc.

Students **MAY** wear the following:

- Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight any students or staff.
- Religious or cultural headwear and hairstyles.
- Hoodie sweatshirts. Wearing the hood overhead is allowed but the face and ears must be visible to school staff.
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”.
- Ripped jeans, as long as underwear and buttocks are not exposed.

- Tank tops (including spaghetti straps), tube tops, and halter tops.
- Crop tops or shirts with minimal exposure of an abdomen during movement.
- Athletic attire.
- Visible waistbands or visible straps on undergarments worn under clothing.

Students CANNOT wear:

- Clothing or accessories with violent, sexual, racist, or anti-2SLGBTQQA+ language, images, or associations.
- Clothing or accessories with images or language depicting drugs, tobacco, vaping, alcohol, weapons, or any activity or item that is illegal for minors, or use of the same.
- Clothing or accessories with hate speech, profanity, sexualization, pornography, or gang related affiliations, logos, or images.
- Clothing or accessories with images or language that creates a hostile or intimidating environment based on any protected characteristics under the Human Rights Act.
- Visible underwear (visible waistbands or straps on undergarments worn under opaque clothing are not a violation)
- Bathing suits (except as required in class or athletic practices)
- Clothing or accessories that could be dangerous and/or considered a weapon
- Any item that obscures the face or ears including sunglasses (except as a religious observance or as medically necessary or as appropriate outdoors or on a school trip)

6. Use of Harmful Substances

Tobacco/Vaping – Smoking/vaping by students, staff and visitors is not permitted anywhere on school property. A total smoking ban is in place in all buildings, properties and vehicles within the Public Schools Branch. The consequences for violations of this policy are: 1st offence - 1 day suspension, followed by 3 days, 5 days and referral to the Board for subsequent infractions. Distribution or selling of cigarettes to any student under the age of 19 will result in a 10-day suspension and a report to the police.

Alcohol or other harmful substances (Vaping) - The possession, use, selling or distribution or being under the influence of any drug or harmful substance is prohibited at school, on school property or at any school activity on or off the school property. **Students who violate this rule are subject to very severe consequences, including school suspension of 5-10 days, exclusion from extra-curricular activities for one year (review by school committee after 5 months) and reporting of the incident to police.**

6. Automobiles:

Students are allowed to bring an automobile to school and are to park it in one of the parking lots at the west end of the school. Anyone who brings an automobile on the school property is expected to drive in a responsible manner. Students are reminded that the bringing of private vehicles to school is a privilege afforded to the student by the School Board through the school principal. At any time, for reasons of space, to safeguard safety and comfort and well-being of others, or where cars are used in violation of branch policies and procedures, the principal has the right to disallow student private vehicles on School Board property.

Vehicles are not to move past any school bus which has amber or red lights flashing, including in the school parking lot.

7. Leaving School Property

Grade 7, 8 & 9 students do NOT have permission to leave school property at any time, unless a note from a parent/guardian for the school year or a single day's request has been brought to the office. All students who leave the school for an appointment during class time must sign out at the office indicating their time of departure and sign in upon returning to school. Any student who is off the property without permission will automatically receive a detention.

8. Respect for Property

Students are to respect the property of other students and staff and school property. When a student deliberately damages school or personal property of another (including damage to a school bus), that student will be responsible for the cost of repair or replacement and additional consequences according to the severity of the damage. Police will be asked to follow up on willful damage.

9. Profanity

The use of obscenities, vulgar or profane language in the classroom, halls or at school activities is unacceptable. It WILL lead to disciplinary action.

10. Initiations

Initiations or hazing of any type are not permitted. Consequences will be suspension from team and all extra-curricular for a period of one year with a review after five months.

11. Life at KISH

- 1. Homerooms** - Each student is assigned to a home room. Homeroom sessions will be called as required, and it is very important for students to attend.
- 2. Lockers** - Each student is assigned a locker and is responsible for maintaining the locker in good condition. Students are to use lockers before class in the morning, at recess or at lunch time and are not to use lockers between classes. A school lock is provided to each student and must be the only kind used. Every locker is to be kept locked. Random locker checks may be done throughout the school year. The principal may request to search a student's locker any time if there are reasonable grounds.
- 3. Student Fees:**
School Student Fee \$20 (\$8 Locker and locker with \$5 returned in June, \$7 Printing/Student Recognitions, \$5 Student Council Activities)

Sport	Senior High	Junior High
Soccer	\$75	\$50
Volleyball	\$75	\$50
Rugby	\$55	
Softball	\$55	\$55
Badminton	\$15	\$15
Basketball	\$100	\$80
Cross Country	\$15	\$15
Track	\$15	\$15

(Fee includes two bus trips for senior high basketball, soccer, and rugby. Individual teams will need to pay for extra bussing.)

4. Cafeteria

The cafeteria provides a space for students to eat their own lunch and offers healthy meals, lunches and snacks daily. Every student has the following responsibilities related to the cafeteria:

All food, snacks and beverages are to be consumed while in the cafeteria and NOT in the halls or designated classrooms.

Every student is to take his/her garbage from the table and sort it into the correct container.

Every student is to behave in a courteous manner.

Students are not to be on the stage unless they are participating in a supervised activity.

5. Guidance Department

Appointment Procedure - The School Counsellor, Carolyn Black, is available to students during the school day (8:30 am - 2:30 pm). Appointments may be made for meetings outside these hours. Students should try to arrange meetings with the counsellor when classes are not in session or when they have a study period.

Services Available - Career counselling is one of the main priorities of the guidance office.

Students wishing to discuss occupational goals, review available information or check out admission requirements for specific programs at universities or colleges are encouraged to do so. The counsellor is also available for any educational or personal concerns. If the counsellor cannot help you, she will attempt to find someone who can. Mrs. Black will arrange meetings with grade 12 students early in the fall.

6. STUDENT SAFETY

Items That Can Cause Injury

ANY item that may cause injury is not permitted in school. This includes any type of weapon, knife, sharp object or other device that could cause injury. Possession of such items will be grounds for immediate suspension. Violence in any form will be dealt with very seriously by administration. Fighting is immediate grounds for suspension.

Fire Alarms/Safety Equipment:

The fire alarm system has been installed for your protection. No one is to tamper with the alarm system, fire extinguishers or any other safety equipment. In addition to school consequences, students are reminded that such action is a criminal offence and will always be reported to the police for investigation. When the fire alarm sounds, all students are to leave the building as quietly and as quickly as possible by the nearest or designated exit and go immediately to their designated location. Fire alarm exit procedures are posted in each classroom by the exit doors. Throughout the year, several drills will be carried out using regular and alternate routes.

Skateboards/Roller Blades/Motorized Recreational Vehicles:

Skateboards, roller blades and motorized recreational vehicles are not to be used on the school property. Skateboards are not permitted on the bus.

Health Concerns:

Students are asked not to use scented products, as these may cause difficulty for others with allergies. Students who need to take medication on a regular basis during the school day are required to have a form completed and the medication kept at the office for regular distribution.

7. Gymnasium

Each student is expected to help keep the gymnasium and change rooms tidy. Gym regulations are posted at the entrance. Keep in mind the following:

No food or pop in the gym, change rooms or on the balcony.

Only non-marking running shoes on the gym floor.

Only students who have a scheduled P.E. class are to be in the gym during morning or afternoon recess.

Locker rooms are reserved for P.E. classes only.

Students must NOT leave money/valuables in the change rooms at any time.

8. Dances

Dances are held for students occasionally. Generally, intermediate dances are held from 6-8 pm and senior dances from 8 – 10 p.m. No one may enter an intermediate dance after 6:30 pm or a senior dance after 8:30 pm, unless prior permission has been arranged. No one is allowed to leave and then re-enter a dance. Any behavior that leads to an expulsion from a dance will result in a one-year suspension from all school dances with a committee review after five months.

9. Detention and Suspension

Students who are given detentions are to report to the assigned room at the assigned time. Failure to serve assigned detentions will result in suspension from school and loss of the privilege to participate in school activities of any kind. Any student who is suspended from school is not permitted to be on the school property during the period of suspension or to participate in any school activity during that time.

10. Extra-Curricular Activities

Students are encouraged to participate in extra-curricular activities during the year. Many of the following activities are offered each year:

Basketball	Dances	Leadership	Concerts
Peer Tutoring	Volleyball	Rugby	Soccer
Track & Field	Intramurals	Student Council	Jazz Band
Yearbook	Concert Band	Drama	Science Fair
Tourism, Hospitality, and Culinary		Badminton	

11. Honors and Awards of Achievement

Honors Criteria:

To be recognized as a PSB honor graduate, a student must:

- successfully complete the Provincial Graduation Requirements, and
- achieve an aggregate of 480 in six (6) Grade 12 courses (600 and 800 level), one of which is English, and
- have no mark lower than 70% in the six (6) Grade 12 courses included in the aggregate calculation.

(In other words, 80% average with no mark under 70%)

Certificates of Achievement:

Achievement certificates are awarded to those students who have shown significant involvement at the intermediate level. This program will mark the involvement and accomplishments of junior high students. A record of extracurricular membership, academic honors, significant accomplishments, etc., will be maintained. Students promoted to grade 10 will be presented with certificates recording their achievements from grades 7-9.

Honors Criteria (for junior high students):

English Students must maintain an overall average of 80% in each of the four core subjects (Science, Math, Social Studies and Language Arts) and have no marks below 70% in any subject. Late French Immersion students must maintain an overall average of 80% in each of the five core subjects (Science, Math, Social Studies, Language Arts and French Language Arts) and have no marks below 70% in any subject.

12. Community Relations

It is important that students maintain a good relationship with the community. Students are not to trespass on the private property of citizens who live close to the school or interfere with persons wishing to use the sidewalk in front of the school.

13. Visitors to the School

Parents can call the school to have their child leave for an appointment in order to save you entering the school. Please report to the main office if you do come into the school.