
School Policies and Procedures

Abuse of Property

- we all share our surroundings—nobody and everybody owns the building and materials
- students who willfully abuse the facilities run the danger of suspension and restitution

Animals

- pets are not to be brought to school

Announcements

- P.A. announcements are made during the day
- as matter of courtesy, you should listen quietly
- the announcements are not a signal to prepare to leave—teachers dismiss students

Assemblies

- students are to conduct themselves in an orderly and courteous manner

Multipurpose Area/Hub

- students are may eat their lunches in the Hub (Cafeteria)
- cafeteria service is available to students and provides some variety in food selection
- ensure that all trash is placed in the appropriate receptacle and the area is left clean
- at the end of the lunch break, all chairs are to be stacked neatly

Clothing

- students and staff are to dress in an acceptable manner, e.g the work place and school
- clothing is to be appropriate for a public secondary school, e.g. ensure that any messages or writing on clothing, as well, is not offensive
- headwear, including hats, hoods, and visors, are not to be worn in the school
- items of clothing more suitable for the beach are not to be worn at school, e.g. tube tops, bikini tops, halter tops, etc.

Coming to and Leaving from School

- students are expected to use sidewalks and/or designated walkways
- please respect the property rights and privacy of our neighbours
- students are not to ride bicycles on the school sidewalk
- bicycles must be parked in the bike racks and be locked while at school
- drivers are to show extreme care while driving to and from school
- skateboarding is not permitted on school property, including classrooms

Earthquake Drills

- response and exiting procedures will be provided by the teacher

Field Trips

- students are responsible for work missed while on field trips
- participation in field trips will be cancelled if the privilege is abused
- students must get all necessary field trip permission forms signed by parent/guardian and each teacher before leaving for the field trip

Fire Drills

- response and exiting procedures will be provided by the teacher

Firecrackers/Fireworks

- it is illegal to possess or sell firecrackers
- students are not to have firecrackers either on or around the school property.

Hallways

- the hallways should not be used for horseplay, pushing, and running, littering, or lounging

Homeroom

- students will be assigned a homeroom at the start of the school year
- homeroom classes will be called only at designated times throughout the school year

Intellectual Honesty and Examination Expectations

- intellectual dishonesty is: cheating on exams, taking exams for others, copying other's homework, plagiarizing (using other people's words/ideas without proper acknowledgement)

Intruders/Trespassers

- intruders/trespassers will be warned off the property, and the R.C.M.P. may be contacted

Library

- the library is open from 8:00–3:00 Monday to Friday
- students are expected to show consideration to all other library patrons at all times
- eating and drinking are not permitted
- students may not sign out materials if they have overdue items
- all students entering the library during class time are expected to sign-in
- students who have study blocks may use the Library for studying

Litter

- students are expected to keep books, lockers, school, and grounds clean
- anyone found littering could be placed on clean-up duties

Lockers

- lockers are issued during the first week of school once their Student Activity Fee is paid
- each locker has a registered school lock that must be used—outside locks are not allowed
- students should not tell other students their lock combinations
- items of value, large sums of money, etc. should not be brought to school and left in lockers
- for health reasons, no food matter is to be left in lockers overnight
- if you do not plan to use your locker, please let the office know a.s.a.p.
- school officials and/or designates may search student lockers at any time

Lost and Found

- all inquiries for lost items should be made at the office
- the “Lost and Found” bin is located in front of the Library
- all thefts should be reported to a Vice Principal immediately

Medical Room

- the medical room is located in the Main Office area
- any student who becomes ill during the school day should come to the Office

School Functions

- when you attend a school function—even away from the school—you are still subject to school rules, e.g. dances, athletic events, concerts, trips, and any other school activity
- all school regulations apply at these functions

Smoking

- smoking (or chewing tobacco) will not be permitted on school property
- smoking off school property is in designated areas only
- smoking is not permitted between first and second periods

Snowballing

- students are not allowed to throw snowballs anywhere on school property

Student Language (Swearing)

- swearing is inappropriate in public and will not be accepted or tolerated

Student Illness at School/ Sign Out

- a student who feels ill while at school is asked to report to the Office
- the office staff will make sure that parents are contacted in cases where students should be sent home or to the hospital
- the school does not provide medication to students
- students are strongly encouraged to arrange medical and dental appointments after school
- a student must bring a note if leaving early
- students must sign out at the office when they are leaving school prior to regular dismissal

Study Periods

- no study blocks, other than X Block study blocks, are allowed for Grade 8-11 students
- Grade 12 students wishing a study block must see a counselor to apply
- students with a study block are to be in the library, the Hub, or off school grounds
- X Spares are for students who are taking a class outside the regular timetable, i.e. in an X block

Student Parking

- only registered parking is allowed at Clayton Heights Secondary—register at the Office
- all vehicles must display a Clayton Heights Parking Permit
- park in the appropriate spaces, e.g. one space per car, park in Students' Parking Lot, do not park in Visitor's Parking
- failure to respect any of the regulations may result in the towing of your vehicle without notice and at the owner's expense and/or the loss of parking privileges

Telephones/Electronic Devices

- there are two pay phones: one in the main hallway and one in the gym hallway
- the Office phone may be used in urgent cases

Electronic listening devices, including iPods:

- ✓ at the discretion of individual classroom teachers
- ✓ students are responsible for knowing the classroom policy of each of their teachers
- ✓ the school recommends that students do not bring these devices to school
- ✓ the school will not be held responsible for lost or stolen electronics

Cellular Phones:

- ✓ cell phones and smart phones may only be used at teachers' discretion during class time
- ✓ it must remain "off" and kept in a locker, backpack, purse, pocket—out of sight
- ✓ if such a device is observed or heard during class time, it may be confiscated
- ✓ if this is a continuous problem, cell phones may be held until returned directly to parent
- ✓ many cellular phones have picture taking and/or video recording capabilities—photographing, video recording, or recording individuals without their consent is strictly prohibited
- ✓ phones are a target for theft. If you bring one to school, you do so at your own risk

Textbooks / Notebooks

- students will be assessed for lost or damaged books, i.e. replacement cost of textbook
- each of your texts and notebooks should contain your full name and division number
- final reports or documents are not issued if there are outstanding charges

Theft

- stealing/theft will be dealt with very severely

Vacation/Long Term Absences

- contact the school immediately if you will be away for any reason
- for illness, we can send work home and, in some cases, provide a visiting teacher
- for vacation, a form must be completed and returned to the office
- teachers are not obligated to provide homework for vacations

Valuables

- the school is not responsible for lost articles, although we do operate a "Lost and Found"
- valuables should not be taken into the gym changing rooms
- you should lock up anything you do not want to lose

Violence

- violence—pushing, shoving, wrestling, fighting, play fighting, etc.—is not acceptable

Visitors

- all visitors are required to report to the Office upon arrival
- if you have a guest with a valid reason to be with you at school, you must complete a guest pass application one week prior to the visit

Washrooms

- you must have your teacher's permission to go to the washroom during class time
- keep our washrooms clean

Weapons & Explosives

- no weapon is permitted on school property
- a weapon is any instrument designed to inflict injury or intimidate another person

- laser pointers are not permitted at school
- the possession and/or use of weapons on or near school property represents a serious threat to the safety and security of students and staff
- “toy guns” and “replicas” are not allowed on school premises

Withdrawal from School

- if you plan to withdraw from school, see one of the counselors and a Vice Principal
- you must obtain a “Withdrawal Form” from the Office, and then have all your teachers, Librarian, and Vice Principal sign it
- before leaving, clean out your locker, return your textbooks, library materials, etc., and pay any outstanding debts