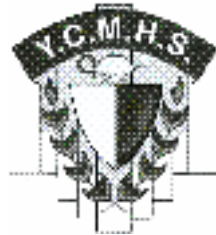


**Yarmouth Consolidated
Memorial High School**



**Code of Conduct/
General Information
2009-2010**

**Yarmouth Consolidated
Memorial High School**

**52 Parade Street,
Yarmouth, Nova Scotia**

B5A 3A9

Telephone: (902) 749-2810

Fax: (902) 749-2811

Graduation Requirements for YCMHS Students

18 credits of which **13 are compulsory**. No more than 7 of the 18 credits may be from grade 10 level courses, and at least 5 must be grade 12 level courses.

3 Language Arts credits (one credit at each grade level)

1 Global Studies credit (Global History or Global Geography)

2 Mathematics credits

2 Science credits (one of these must be from Science 10, Physics, Chemistry or Biology)

1 Canadian Content credit (from Canadian History 11, African Canadian Studies 11 or Mi'kmaq Studies 10)

2 additional credits from technology, science or mathematics

1 Fine Arts credit (from Art, Music or Drama)

***Physical Education or PAL 11/CLM 11-** (if graduating 2010)

***1 Physical Education credit** (Phys. Ed 11 or PAL 11) - requirement for students graduating in 2011 or 2012.



YCMHS POLICIES AND PRACTICES

The motto of Yarmouth Consolidated Memorial High School is *altiora peto*, which translates roughly as “*I seek the highest*”. YCMHS is dedicated to the ideals of student achievement and positive personal development. We are committed to helping our students in their quest of academic excellence. In return, we expect them to follow the school’s motto and strive to attain the highest during their years at YCMHS.

YCMHS is committed to the idea that senior high school students have the right, and the duty, to follow a path towards scholastic success and social responsibility. The following Student Expectations and rules are in keeping with these ideals and within the purviews of the Tri-County Regional School Board and the Department of Education.

Student Expectations at YCMHS

Each student must:

1. attend all classes every school day, unless there is a valid medical or personal problem [See ATTENDANCE POLICY];
2. accept that every student who comes to school has the right to learn. Disruptive behavior, lack of preparation, or lack of interest will interfere with other students' chances to derive optimum benefits from school;
3. understand that the teacher is in control of the classroom and of the school premises. Instructions from teachers are to be followed;
4. remember that YCHMS has a long and proud tradition to uphold, and that students and staff alike have a responsibility to continue that tradition;
5. observe the rules of the class regarding tests, homework, assignments, projects, behavior, etc. A student who has been found cheating or plagiarizing will receive an automatic zero for the assignment; and a student who misbehaves in class will be sent to the Office for appropriate disciplinary action;
6. recognize that appropriate behavior is modeled through respect for others and represents pride in one's self. Inappropriate behavior, offensive language, obscene acts or gestures, bullying, or any form of violence will lead to immediate disciplinary action, and may include suspension from school;
7. dress in an inoffensive manner for school, dances or other extra-curricular activities [See DRESS CODE];



SUSPENSIONS

When a student has not complied with a school rule, it may be necessary to impose a suspension from one (1) to five (5) days, depending upon circumstances and the seriousness of the offense.

Some grounds for suspension include, but are not limited to, fighting, vandalism, bullying, poor attendance, inappropriate language, defiance of school authorities, obscene or indecent acts or insults, and other infractions as discussed in the sections that follow.

Refer to the Provincial *School Code of Conduct* document for additional information regarding standards of behaviors for students as well as examples of disruptive and severely disruptive behaviors. A copy of the document can be accessed by visiting the following link: http://www.ednet.ns.ca/pdfdocs/studentsvcs/code_of_conduct/conduct.pdf.

All suspensions are reported to the Director of Education of the Tri-County Regional School Board. Suspensions can be appealed by contact with the Director of Education.

No student who has been suspended will be allowed to run, during the year of suspension, for an Executive Office on the Student's Council; and any incumbent Executive Officer of the Student's Council who is suspended will be removed from office.

When a student is suspended, they will be issued a letter of suspension and will not be allowed to participate in any extra-curricular or school related activities for twenty (20) school days which begins with the first day of the suspension.

GOOD STANDING

Students who live up to their responsibilities maintain good standing. Good standing allows students to participate in all extra-curricular activities (sports, clubs, committees, etc.), provided they meet participation criteria.

GUIDELINES

Good standing can be maintained by:

- abiding by school rules
- following behavior and attendance codes
- maintaining an appropriate level of effort in class work and assignments
- avoiding serious or repetitive discipline problems
- respecting school and class schedules

A student who is not in good standing shall be excluded from extra-curricular activities. In addition, any student who receives an out-of-school suspension will automatically lose good standing for a period of 20 school days beginning with the first day of the suspension.

RESTORATION OF GOOD STANDING

The length of time during which a student is denied 'good standing' status should be related to the seriousness of the behavior, and to the student's overall discipline record. Denial of good standing for the entire year should be for extreme situations only (refer to the Provincial *School Code of Conduct* document).

Good standing shall be restored after a student demonstrates a willingness to meet school expectations for a period of time as determined by the school administration in consultation with appropriate school staff and parents/guardians.

Good standing may be restored early by completing an *Early Reinstatement of Good Standing* application. Applications are available in the main office and a student will have only one (1) opportunity per school year to apply for their early reinstatement of good standing.

When an application is submitted, a committee will review the application and discuss the infraction and the merits of the application. The committee will either accept or reject the application.

If the applicant is successful in regaining good standing, the committee will decide on the individual's specific conditions of reinstatement. Non-compliance of any of the conditions will result in the loss of good standing for at least the balance of the original good standing suspension.

[A] ATTENDANCE POLICY

As stated in the Nova Scotia Education Act, students are required to attend school regularly and punctually. **Written excuses for each absence, signed by a parent or guardian and explaining the reason for the absence, must be submitted to the office within three (3) school days of the student's return. No written excuse constitutes a skipped class.** Although the school will accept written excuses from parents/guardians, it is the student's responsibility to make up all missed work. Students must remember that all absences, whether excusable or inexcusable, may interfere with academic progress.

Possible administrative interventions for skipped classes include, and are not limited to, the following:

- A meeting with the administration to discuss their absence(s) from class.
- Telephone contact made to parents (this is in addition to the call made by the 'Autodialer'). Student may also be issued a tracking sheet. Subsequent phone calls may be necessary if the problem persists.
- If previous interventions fail, an in-school probation will be issued to the student.
- Where all of the above noted interventions have failed, the student will be issued an out-of-school suspension (ranging from 1 to 5 days). This indicates a refusal for the student to comply with school policy and this will be considered defiance.
- A request will be made to the school board for further disciplinary action if all school-based interventions are unsuccessful.

Students who have an unscheduled block must be in the library, cafeteria or leave the school property. Students who are located in the hallways or any other non-designated area during class time and without teacher permission will be considered for disciplinary action .

YCMHS uses an automated system to make daily telephone calls home to parents/guardians when their child is absent from school for an unexcused reason.

If parents/guardians are interested in additional measures to keep track of their child's attendance, we can send weekly email attendance reports. Parents/guardians can sign up for this service by visiting the school's website at www.ycmhs.com or contacting the main office at 749-2810.

[B] LATES

Students must be on time for all classes. Any student arriving late for school must report to the office, explain the reason for being late, and sign in. On the second **unexcused** late, within a reasonable time frame, the student will be subject to the following procedure:

Level 1. A meeting with the administration to discuss their unexcused lates from class.

Subsequent unexcused lates issued within a reasonable time frame, will result in the following:

Level 2. In-school probation (ranging from 1 to 2 days). First telephone contact made to parents (this is in addition to the call made by the 'Autodialer'). Subsequent phone calls may be necessary if the problem persists.

Level 3. Out-of-school suspension (ranging from 1 to 5 days).

[C] ALCOHOL & ILLEGAL DRUGS

Alcohol and non-prescribed drugs are not permitted on school premises. Students found in the possession of, or suspected by the administration to be using, alcohol or other illegal drugs on School Board property, including buses, or at school functions will be suspended from school for a period ranging from **three (3) to five (5) school days**. We recommend that students meet with the school's Addiction Counselor upon their return.

[D] SMOKING

The Tri-County Regional School Board Policy No. 203.4 commits the Board to "... comply with provincial legislation (*Smoke-free Places Act*, Bill No. 125) and to prohibit smoking in school buildings or on school property, as well as to uphold Section 11(1): ' No person under the age of nineteen years may possess tobacco. ' ” Violation of this policy leads to a gradually escalating degree of response, ranging from contact with parents to expulsion.

The Town of Yarmouth will be vigorously enforcing the Smoking By-Law #66 prohibiting smoking on all streets surrounding schools between the hours of 8:00am—4:00pm on school days. **The minimum fine is \$215 per offence.**

[E] DRESS CODE

Students shall be attired in an appropriate manner in clothing that does not contain slogans or illustrations that promote racial or religious intolerance or use of illegal products, or that may cause offense to any individuals.

A student's dress and appearance, shall

- be safe, appropriate and not disrupt or interfere with the educational process;
- recognize that extremely brief garments such as tube tops, crop tops, net tops, halter tops, spaghetti straps (less than 2" thick), plunging neck lines (front and/or back), bare midriff shirts, skirts or shorts higher than 4" above the top of the knee and see through garments are not appropriate;
- ensure that underwear is completely covered with outer clothing;
- not include the wearing of hats or head coverings in the school except for a medical or religious purpose or for special promotions.

With the **first offense** the student will report to the office with the appropriate referral and contact will be made with home regarding inappropriate dress. The student will be sent back to class only after wearing clothing that follows the school's dress code policy.

With the **second offense** the student will report to the office with the appropriate referral. Administration will contact the parent or guardian to modify the student's clothing, or to take the student home. A letter containing school policy will be given to the parent or guardian.

With a **third offense**, the same will occur as above, and in addition, the student will receive a 1 (one) day in-school probation.

A **fourth offense** will be treated as defiance of school policy and the student will receive a 3 (three) day in-school probation.

Subsequent incidents will be dealt with by the administration as severe defiance and refusal to follow school policy. Consequences will be determined at that time, and according to the severity of the defiance.

[F] DANCES AT YCMHS

A guest must be accompanied by the inviting student. A "Guest List" is available in the main office. The guest name and their school must appear on this list before 3:30pm of the day of the dance. The inviting student will be held responsible for the actions of his/her guest (while on school property), as if they had committed the action themselves.

No student or guest will be allowed to leave the dance and re-enter, except in very unusual circumstances and when accompanied by a chaperone or staff member.

No student or guest will be permitted to enter the dance after **10:00pm**.

Areas available to students and guests will be the gymnasium, the hallway adjacent to the gymnasium, the washrooms on the gymnasium level, and the main lobby. All other areas are off limits, including the stage.

A mandatory coat and purse/bag area will be available; supervised by student security and/or chaperones.

Consumption of alcohol or the use of drugs at or prior to the dance is strictly prohibited. In the event this happens:

- Students or guests who violate this rule, or those deemed to be causing a disturbance, will be requested to attend an interview with the principal and the head chaperone; who may then call parents to request that the student be picked up by the parents.
- In the event that cooperation by the student or parent is not forthcoming, or if the parents cannot be reached, the RCMP will be called in to remove the student.
- A student who is asked to leave the dance may be subject to suspension at the discretion of the principal or designate.
- Students removed for being under the influence of alcohol or drugs are subject to automatic suspension by the school for a period from **three (3) to five (5) school days.**

Any student attending a school dance who is suspended for being under the influence of alcohol or drugs, or who is suspended for any other severely disruptive behavior, will be prohibited from attending any further school dances for one (1) full calendar year.

Students who violate dance rules may be denied participation in all non-academic school activities for a period determined by the school officials in consultation with the head chaperone. The administration will have overall authority over school, discipline, and suspensions resulting from non-compliance of dance guidelines.

[G] SPORTS TEAMS

All students playing on school teams will be required to pay an additional sports fee (to be determined by the team's coach) per team to help offset the cost of operating expenses and aid the Student Council's support of school teams.

In the event that a student plays for more than one NSSAF team, and there is a conflict in schedules, priority must be given to the sport which the student joined first at the beginning of the school year. If those obligations are not completed, the student forfeits participation in all other NSSAF school sports teams during that year.

Students are responsible to be in school the day of a sport. **Students who do not attend classes on the day of the sporting event will not be allowed to participate**, unless they have provided a note from the parent with an excuse for a situation which was either unavoidable or an emergency.

Student athletes who take 4 subjects per semester are permitted to be failing only 1 of the 4 subjects. If a student is taking less than 4 subjects, they must be passing all of their subjects with a mark above 50% in order to be eligible to continue playing school sports. The minimum number of subjects a student can take and continue to play school sports is 2.

Eligibility for participating on sports teams will be reviewed at the time of In-Danger of Failing Letters, as well as, each official reporting period. These criteria will be reviewed for each participating student. The school reserves the right to review marks at other times, outside of those aforementioned. The length of academic probation, as well as, the consequences which would follow for sports not played predominantly during the main reporting periods will be determined at that time. All participating students' marks will be reviewed collectively.

All participating students who are not meeting the above-mentioned criteria at the time of In-danger of failing letters will be placed on academic probation. At the official reporting times (report cards) academic probation will not be an option. Relating to sports, academic probation is defined as follows: It is a trial period in which a student is given an opportunity to meet the minimum conditions as outlined by the criteria. At this time, the academic probation offers students the opportunity to meet the criteria. Students continue to be permitted to fully participate in all aspects of their team sport.

On the day that report cards are sent home with students, if the required conditions are not met, the students in question will be placed on a 2 week suspension from games and practices until they show significant improvement as determined by the Athletic Director, their teachers and the administration of the school. After 2 weeks, the students' progress will be

reviewed once again, and if there is significant improvement, the students' will be permitted to continue to practice with their team but will not be permitted to play games until they meet the minimum requirements as outlined by the Code of Conduct.

When placed on academic probation, the students in question will meet with the Athletic Director and a member of administration, and they will receive a letter for parent notification of this process. This letter must be signed and returned to the Athletic Director. A copy of the letter will be kept on file by the Athletic Director.

The probationary period is necessary in order for the student to be able to sufficiently demonstrate improvement in the academic subject area. This process will be determined in consultation with the Athletic Director of the school, the teachers in question and the administration.

Furthermore, coaches are permitted to have students sign eligibility contracts with their team players upon the approval from the Principal and the Athletic Director. These eligibility contracts may include stipulations above and beyond the above-mentioned criteria; the minimum requirements as outlined above may not be changed.

No varsity sports nor practices are to be played three (3) days prior to examinations.

[H] STANDARDS OF BEHAVIOR

School members will:

- show respect for the rights, property and safety of themselves and others;
- respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability;
- express themselves with socially acceptable language and gestures;
- exhibit behavior that avoids all forms of intimidation, harassment, racism, and discrimination;
- treat school property and the property of others with a reasonable standard of care;
- respect the responsibility of all school members in exercising their duties;
- promote positive behavior through the avoidance of all types of violent acts;
- refrain from the possession of any form of a weapon on school property;
- as appropriate, attend classes, activities and events and be prepared and punctual.

According to the *Human Rights Act*, it is every student's right to be in an environment that is free from discrimination, harassment/bullying and sexual harassment.

If you feel that you are being discriminated against or harassed:

- Don't pretend that it isn't happening!
- Don't blame yourself!
- Tell the person!
- Talk to someone you trust about it!
- Document everything!



YOU CAN REPORT AN INCIDENT BY:

1. completing a Harassment Reporting Form (available at the main office) and return the completed form to the office.
2. submitting an online form located on our school website at www.ycmhs.com.
3. telling a guidance counselor, administrator, or the school's RCH advisor.

What is Discrimination?

Discrimination is the unfavorable treatment of someone based on prejudice. The following characteristics, in general, are protected from discrimination:

- Age
- Race/Colour
- Religion/Creed
- Sex
- Sexual Orientation
- Physical/Mental Disability
- Irrational Fear of Contracting an Illness or Disease
- Ethnic, National, or Aboriginal Origin
- Family Status/Marital Status
- Source of Income
- Political Belief, Affiliation, or Activity

Harassment is a form of discrimination. It is any behavior that is directed at and is offensive to an individual, or group based on that individual's or group's race, or culture, or ethnic, national or aboriginal origin etc. **Such behavior may be verbal, physical, deliberate, or unsolicited. It may be one incident or a series of incidents.**

[I] ACCEPTABLE COMPUTER USAGE POLICY

All students of Yarmouth Consolidated Memorial High School (YCMHS) are required to comply with the Provincial and Tri-County Regional School Board policies on internet/network access and use.

All students who are permitted computer/internet access at YCMHS must abide by these rules. Any infractions will result in disciplinary actions in accordance with school, board and provincial discipline policies.

Public School Programs Acceptable Use Policy

1. Students must have direct teacher permission to access the internet at YCMHS and the student must access the internet using their own username and password. This access may not be unsupervised.
2. Students may not access gambling sites, use chat programs or access chat room sites.
3. Students may not access sites containing streaming audio and/or video. In addition, downloading of unauthorized audio, video, or other files from web sites and/or by use of any associated client software program is strictly forbidden.
4. "Surfing" the internet is also prohibited and students can only visit web sites provided by or approved by the teacher.
5. Students may not attempt to access private or personal materials, information, or files of others without prior authorization. Students may only view published web pages that cite information obtained for them appropriately.
6. Students may not vandalize, damage, or disable the work of another individual or organization.
7. Students may not access, manipulate, alter or attempt to damage, disable, or destroy technology or computer files.
8. Students may not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery, or language.
9. Students may not use school provided internet access for illegal purposes or for non-approved commercial use.
10. Students agree to have all internet and network activity monitored by YCMHS.

[J] EXAM POLICY

Students may be excused from an exam for the following reasons:

- *Valid medical reason*
- *Family emergency (i.e.: death in the family)*

There are no Mid-Semester Exams

All Grade 10 / 11 / 12 students are required to write the English Exam and Mathematics/Pre-Calculus/Calculus Exam (excluding Math Essentials) with no exemption options.

Exemption Requirements:

- An average mark of 80 % or above in any given course

The exemption policy, of course, DOES NOT apply to provincial exams! Therefore, *in courses with Provincial Exams, all students in those courses will be required to write without exemption.*

Should students meet the above exemption requirement, they *still have the option to write the exam.* If the exam is written, the student will receive whichever final mark is higher.

All courses will have an exam component requirement unless written permission is granted through school office administration.

Exams may not count for more than 30% of the class mark.

Exams are an integral component to our high school courses and students are responsible to approach exams with seriousness and sufficient preparation. This means that students should be present for exam review, must study thoroughly for their exams, verify the date and time of their exams, and be on time on for their exams. Students who are more than 30 minutes late for an exam, will receive a mark of 0%. Exam schedules will be posted in classrooms and at the main office. The exam schedule can also be accessed by visiting the school's website at <http://www.ycmhs.com>.

If there is a serious matter that prevents a student from writing an exam, then the administration **MUST** be notified prior to the exam. If the absence is for medical reasons, then a doctor's note must be provided.

[K] GAMBLING

Gambling, including coin-tossing, is not tolerated on School property and/or at any school functions. The consequences of being caught in the act of gambling will follow the procedure of the smoking policy.

[L] CELL PHONES/MP3 PLAYERS/ OTHER ELECTRONIC EQUIPEMENT

During class time, cellular phones, MP3 players and other electronics are:

1. to be turned off ,
2. must not be used and
3. must not be visible.

If these rules are not followed, the electronics will be confiscated by the teacher and turned in to the office. Parents/guardians will be telephoned, and they will have to make arrangements to come to the school and retrieve it from an administrator.

The second time there is an incident, the phone will be turned in to the office to be picked up by a parent/guardian, and the student will be given a 1 (one) day in-school probation. The third time, the same will occur as above but with a 3 (three) day in-school probation.

Subsequent incidents will be dealt with by the administration as severe defiance and refusal to follow school policy. Consequences will be determined at that time, and according to the severity of the defiance.

[M] PARKING

In order to address limited student parking on school property for YCMHS students, grade 10 students will **NOT** be permitted to park on school property this year. If a grade 10 student must take a vehicle to school, the vehicle will have to be parked off school property. Parking is available nearby on Parade Street and School Street.

Those who operate their cars in a reckless manner will lose the privilege of using the parking lot. There is limited student parking and students may need to park off school property. Parking is available on a first-come, first-served basis. When traveling to school allow extra time to locate a parking space. Lates due to difficulty parking will be marked unexcused.

Parking is strictly prohibited in the middle bus loading area at ALL times during the school day. Parking is **NOT** available for YCMHS students at the PA BEST Education Centre due to a recent relocation of the Yarmouth Adult High and other Board Office employees.

OTHER ITEMS OF PRACTICAL IMPORTANCE

SILVER “Y” AWARDS

The Silver “Y” is a prestigious award that was reinstated at YCMHS in 2005. This award will be presented each year to any graduating student who has been involved in and shown commitment to **nine** (9) committees, clubs, teams or organizations while maintaining an overall average of 85% or higher during his or her three years at YCMHS.

Students may apply for this award during the spring of their grade twelve year. Silver “Y” awards are presented each year at the Rotary and YCMHS Night of P.R.A.I.S.E. (Publicly Recognizing And Inspiring Student Excellence).

Note: Each year, the Selection Committee and staff decide which committees, clubs, teams and organizations will qualify.

DEEP SEA DINER

Our cafeteria is operated as a school-based cafeteria service and all students must, at all times of the day, follow the rules addressing standards of behavior in accordance with YCMHS school policy. The four-week rotating menu can be accessed online at <http://www.ycmhs.com>.

LIBRARY

The library is a great place for study and research. We offer a wonderful variety of reference books, novels, non-fiction books and magazines. We also have computers for you to use.

Items on loan are for a two week period with the option to renew if necessary. Come to the library – a relaxing quiet atmosphere to read, study or work on homework.

LOCKERS

Students may rent lockers for \$5.00 per school year. Only locks provided by the school are permitted (unless special permission has been granted to the student by the administration). Lockers are the property of the school and can be opened at any time.

STUDENT FEE

YCMHS students will be charged an annual fee of \$40.00, payable at pre-registration. This fee helps defray the enormous costs of graduation gowns and other year-end activities, interscholastic participation, student handbooks and agendas, student ID cards, Student Council, extracurricular clubs and activities, etc.