



STUDENT INFORMATION AND CODE OF CONDUCT 2026-2027



Huron Heights Secondary School

1825 Strasburg Rd.
Kitchener, ON N2R1S3

PRINCIPAL

Carli Parsons

VICE-PRINCIPALS

Mark Rubicini (A-K)
Trevor Gerard (L-Z)

OFFICE SUPERVISOR

Ms. Sangers Ext. 5501

GUIDANCE SECRETARY

Mrs. Naud Ext. 5520

GUIDANCE COUNSELLORS

Ms. Hooisma (A-Co)
Mr. Fletcher (Cr-He)
Ms. Godbout (Hi-Mu)
Ms. Dokas (My-Se)
Ms. Dupuis (Sh-Z)

Huron Huskies Code of Conduct

The Huron Heights Code of Conduct applies to the entire school community, as outlined in Policy and Program Memorandum 128 from the Ministry of Education. Students are expected to adhere to this code of conduct while on school property, on school buses, at school-related events and activities, and in online learning environments.

ATTENDANCE & PARTICIPATION

Regular school attendance and punctuality are essential contributors to school success and is also a legal requirement. **Students are expected to attend all assigned classes on time.** All absences for students under the age of 18 must be approved by a parent or guardian. Attendance and participation counts towards 15% of grade 9 & 10 courses, and 10% of grade 11 & 12 courses. **Do NOT plan absences in January or June, and avoid any absences during exams.**

WHAT DO I DO IF I'M ABSENT?

Students may need to be absent for illness or appointments. There are three ways to report an absence, *but excused absences must be submitted in writing/email*. Please use one of the following options:



Email hrh-attendance@wrdsb.ca



Send in a note with the student to be **submitted to the main office** upon return to school.



Call 519-896-2631, Press 1. Voicemail is available 24/7.
(Excused absences must be in writing)

WHAT DO I DO IF I'M LATE?

- If you are late, **please head to your class as soon as possible.** Your attendance and late arrival will be recorded by your teacher.
- If a student continues to be late, parents/guardians will first be contacted by the classroom teacher to establish a plan of correction. If lateness continues, the teacher may assign a detention, after which a Vice-Principal will meet with the student to determine appropriate consequences, following the progressive discipline model.

WHAT DO I DO IF I HAVE AN APPOINTMENT FOR PART OF THE DAY?

If you are absent for any portion of the day, you should inform the office ahead of time and be proactive in notifying your teachers. If you are leaving for an appointment or any other reason, you must sign out at the office. Parents/guardians should notify the office in writing order to excuse absences/lates.

A CULTURE OF RESPECT

All members of the school community are expected to comply with the [WRDSB Code of Conduct](#) (Board Policy 6001).

A GOOD NEIGHBOUR

It is expected that all HHSS students will behave respectfully to all of our neighbours, both the homes surrounding the school and the businesses at the nearby plaza. Please avoid littering on all paths, walkways, and school property.

BEING A HUSKY

At Huron our students are leaders who cheer each other on through good days and bad. It is expected that all interactions between members of the school community are encouraging in nature; which precludes the use of inappropriate, hurtful, threatening, or demeaning language, comments, and actions.

None of us are perfect, however, and disagreements and heated moments are going to happen. How we choose to respond in those moments sets the tone for your relationships and our school. It is important to slow down and *THINK*.

When you need help, when something feels out of your control, or like poor choices are likely to be made, make sure to reach out to an adult at home or in the building who can help guide you or others to make wise choices.

You can reach out to:

- Child and Youth Workers in RM1400 or Portable 5
- Guidance Counselors in the Guidance Office
- Vice Principals in the Main Office

Inappropriate comments and actions will be addressed by a staff member and consequences will be progressive in nature, potentially resulting in suspension from school.

BULLYING

Bullying can take many forms: physical (hitting, pushing, tripping), verbal (name calling, mocking, making sexist, racist or homophobic comments), social (excluding others from a group, spreading gossip or rumours), or it can occur through the use of technology (spreading rumours, images or hurtful comments through the use of e-mail, cell phones, text message, Internet websites or other technology).

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where engaging in bullying will have a negative impact on the school climate. Students who engage in bullying behaviour can expect school consequences through an administrator, and may include police involvement.

DRESS CODE

Clothing choices should reflect Huron Heights Secondary School's intent to foster an inclusive and welcoming learning environment that is safe for all and that embraces a diverse range of backgrounds and identities. Logos promoting alcohol, narcotics, and/or explicit content are not permitted. Please refer to the WRDSB Student Dress Code:

<https://www.wrdsb.ca/wp-content/uploads/6010-Student-Dress.pdf>

HEALTH AND SAFETY

SMOKING AND VAPING

Adhering to the Ontario Smoke Free Act, HHSS has a zero tolerance policy regarding smoking or vaping in the school building or on school property. Failure to adhere to this rule will result in suspension and may result in a fine issued by the Waterloo Region By-Law Office.

SAFE WASHROOM USE

It's important for all students to feel safe using washrooms at school. Washrooms are to be used only for their intended biological and basic hygiene purposes. Any other use will result in school consequences.

Any loitering, socializing, use of cell phones, or multiple students in a stall or in a single-use washroom is not permitted and will result in school consequences up to and including suspension.

Please keep your washrooms tidy and free from vandalism and graffiti. We strive to have our facilities in working order. Remember, to please show our custodians the respect they deserve for their hard work keeping your washrooms clean and in working order.

Students will be asked to avoid using the washroom during the first and last 15 minutes of class.

ANAPHYLAXIS

Many students have life-threatening allergies to foods, scents, or other substances. Please ensure the office is aware of your needs. We are a scent-aware and nut-aware site and do not permit the use of latex gloves or balloons at school. No allergy-inducing foods may be brought into classrooms.

Students who use EpiPens must carry one with them at all times. Please avoid perfume, cologne and body sprays for the benefit of those who react to even mild scents.

Respect and Responsibility

Staff and students are collectively responsible for ensuring a safe and productive learning environment.

- Show respect for yourself, others, and for those in authority. This includes identifying yourself to any staff member on request.
- Come to school prepared, on time, and ready to learn.
- Take responsibility for your own actions.
- Follow all school expectations as outlined in this code of conduct, on the school website, and as provided to you by your teachers, administrators, and the WRDSB.



ACADEMICS

MISSED ASSESSMENTS AND EXAMS

It is expected that students complete all assigned work by the assigned due dates. Prior to a due date, students are responsible to speak with their teacher(s) about possible extensions.

All missing and incomplete work is taken into account by teachers as part of grading, and missing or incomplete work may prevent a student achieving a credit.

When work is outstanding, teachers may refer students to Huron's "Lock-in at Lunch" program (LIAL) to complete any missing and incomplete work. Once referred, students are required to attend LIAL for the first half of lunch supervised by a classroom teacher until their work is complete.

ACADEMIC INTEGRITY POLICY

Some students will knowingly or unknowingly commit academic offences. As needed, the classroom teacher will meet with a student to determine the nature and extent of the incident. Teachers will not be required to create alternative assessments for students caught cheating, and the assessment can contribute to a student's missing and incomplete work.

Administration will meet with the teacher and, based on the student's academic record, will assign one or more of the following consequences:

- Completion of the Academic Integrity Tutorial
- Withdrawal from class to work with a CYW
- Suspension or additional consequences

INSTRUCTIONAL SUPPORT DAYS AND EXAMS

Summative assessments are an important opportunity for students to demonstrate learning. Please see the [school year calendar](#) for specific dates, and check with your teachers to ensure that you understand the expectations for those dates in your courses. Students are required to complete all their examinations and final evaluations on the assigned dates. Absence from an exam requires medical documentation. Exams will not be rescheduled for travel purposes. **Exam days occur at the end of each semester, and all students must be available for evaluation.**

E CONCORDIA FORTITUDO: Huskies Pull Together!

Assessment	Grades 9-10	Grades 11-12
Class Assessments	65%	65%
Attendance & Participation	15%	10%
Final Evaluation	20%	25%

GUIDANCE APPOINTMENTS

Counselors are available to assist students with academic or personal concerns. Students may book an appointment by signing up online, through the guidance website:

<https://hrh.wrdsb.ca/guidance-department/>

FULL-TIME STATUS & DROPS

Students must attend all of their scheduled classes until changes have been both signed by parents and approved through guidance.

All students are required to carry a full course load of four courses per semester. Students who have successfully earned 16 credits, may opt (with parent permission) to take three credits per semester and have a "spare" period.

No drops prior to Oct. 31 (Sem 1) or Mar. 31. (Sem 2)

FULL DISCLOSURE FOR GRADE 11 AND 12 COURSES

A student taking a grade 11 or 12 course has *up to five instructional days after the mid-term report card* to drop a course in order for it not to appear on their transcript.

USE OF TECHNOLOGY AND CHROMEBOOKS

DIGITAL CITIZENSHIP

Be a responsible digital citizen. Before you post **THINK**: Is it TRUE, HELPFUL, IMPORTANT, NECESSARY, or KIND? If not, avoid posting or sending it!

USE OF SCHOOL COMPUTERS AND CHROMEBOOKS

Use of school computers, Chromebooks, and other technology is a privilege, not a right. Computer and/or network privileges may be revoked for unacceptable conduct and students may be subject to disciplinary action. See [Responsible Use Procedure](#)

WRDSB resources are not permitted to leave the country, nor should they be accessed while out of the country.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Cell phones are not permitted during class time, unless directed by a teacher for educational purposes. Student devices being used without permission during class, in use in the halls during class time, or in use in the washroom/changeroom at *any* time will be confiscated in the main office for the duration of the school day and a notice sent home. Repeated misuse of cell phones will result in further disciplinary consequences.

HHSS is not responsible for any lost, stolen or damaged cell phones or electronic devices.

Students must never take photos or videos in class or elsewhere without a person's knowledge and consent. This is a violation of privacy and is illegal.

HURON HEIGHTS NORMS

STUDENT PARKING

Student parking will be in the 'back' lot only while staff will utilize the front parking lot and the row along the grass in the back lot. The 'staff' parking lot is out of bounds for students and student vehicles at all times. Parking is allowed in designated 'lined' parking spots only. Misuse of the parking lot can result in: loss of parking privileges, vehicles being towed at the owner's expense, or further school consequences. Students are not allowed to loiter in the parking lot or have students meeting at their vehicles in the lot. Students should only be in their cars to arrive or depart the school.

VISITORS TO THE SCHOOL

Parents/guardians, and other visitors to the school must report to the main office on arrival. Students are expected to report any unauthorized visitors (such as students from another school) to the main office immediately.

Unsolicited student visitors from other schools will not be permitted on school property during regular operating hours and Huron students involved in inviting, visiting, or touring with other students on the Huron grounds may face school consequences.

HALLWAYS AND STAIRS

All hallways and stairways must be kept clear during classes. The library and cafeteria are available for student use during the school day for students with spares/eLearning.

LUNCH

Students should ideally bring a "litterless" or lunch and ensure any garbage or recycling is disposed of in the proper receptacles. Vending machines and a cafeteria service is available at Huron, please treat the cafeteria staff members with respect, and dispose of any garbage.

Students are permitted to leave the school during the lunch hours. It is recommended that students heading to the plaza use the front trail to the sidewalk on Huron Rd. Students using the trail through Strasburg Creek Natural Area should ensure to treat the area with respect and avoid going through the woods.

WATER FOUNTAINS AND BOTTLE FILLERS

Students are encouraged to bring their own refillable water bottles. No-touch bottle filling stations can be used. This helps reduce the need to leave class.

PERSONAL BELONGINGS AND LOCKERS

Whenever possible, leave your valuable items at home. Never leave your personal items unattended. Use your locker to store your belongings only, do not share your locker or combination with anyone.

Do not bring valuable items into the gym change rooms.

HHSS is not responsible for lost or stolen items.

ATHLETICS

Students participating in extracurricular sports at Huron are subject to agreeing to the additional requirements and expectations of the [Athletics Code of Conduct](#)

See: <https://hrh.wrdsb.ca/athletics/athletics-code-of-conduct/>

Huron Heights offers a wide variety of extracurricular sports thanks to our amazing staff who volunteer to run these events. We ask that students and parents show respect towards staff running these events at all times. Play time is not guaranteed to all players. Athletics-related concerns must be submitted in writing to a member of school administration with all relevant details.

