

Code of Conduct Joliette High School

This Code of Conduct is in effect as of the 2013 school year.

The code is subject to change at any time during the school year by the school administration.

HEADING	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
1.Attendance	<ul style="list-style-type: none"> * full attendance is expected for all students in all classes * students are responsible to make up missed work when absent from class * schedule medical and business appointments outside of school hours whenever possible * parents and/or guardians will be contacted when a student is absent from school * parents who know in advance that their child will be absent from school (for example vacations) are expected to notify the school ahead of time so work can be assigned * students who are 18 or older will be considered as adults and may be requested to provide a medical note for missing an evaluation 	<ul style="list-style-type: none"> * poor attendance is an important cause for lack of success in school * employers value good attendance, punctuality and responsibility towards their work * students should know that future employers do look at the attendance on report cards when hiring * absenteeism is a major problem in the workforce 	<ul style="list-style-type: none"> * missing a class or an entire day without parental approval is considered as <i>skipping school</i> * parents will be notified regarding the truancy * consequences may include any of the following: <ul style="list-style-type: none"> - serving one or more office detentions - <i>at-home</i> or <i>in-school</i> suspension - it may be any other consequence deemed appropriate by the school administration
2. Late to School, Sign – in Procedures	<ul style="list-style-type: none"> * students who arrive at school any time after the beginning of classes must report to the secretary to <i>sign-in</i> * students should be accompanied by a parent or guardian, or have an explanatory note 	<ul style="list-style-type: none"> * lates impede student learning and are disruptive to classes already in progress * punctuality is a key employability skill and an important life skill 	<ul style="list-style-type: none"> * students who do not follow sign-in or sign-out procedures will be subject to disciplinary consequences deemed appropriate by the school administration such as serving an Office Detention. Parents may be notified.
3. Late to Class	<ul style="list-style-type: none"> * students are expected to be in their seats and ready to work by the time the bell rings to begin classes * all necessary equipment such as pens, paper, textbooks etc., are to be brought to class 	<ul style="list-style-type: none"> * lates to class impede student learning and are disruptive to classes already in progress * punctuality is a key employability skill as well as an important life skill 	<ul style="list-style-type: none"> * classroom teacher will keep a record of unmotivated lates * returning to a locker to get materials that should have been brought to class may be counted as a late * discipline procedures: <ul style="list-style-type: none"> 1st late – recorded by teacher and student warned 2nd late – recorded by teacher and student warned

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Late to Class (continued)			3rd late - recorded by teacher and parent notified 4th late – recorded by teacher and office detention assigned * any late for an excessive amount of time will be reported to the administration
4. Truancy – Skipping School	* missing an excessive part of a class, an entire class, several classes or an entire school day without parental or administrative permission will be considered as <i>skipping school</i>	* truancy has a negative impact on the learning process * responsibility towards school and work are important life skills	* parents will be notified * consequences may be any action deemed appropriate by the administration including: - two office detentions for every period missed - suspension * evaluations missed due to skipping will receive an automatic zero
5. Sign-out Procedures	* students who intend to leave school before the end of the school day must report to the General Office to sign-out * if they are not accompanied by a Parent or Guardian to sign them out, they must provide a note to the General Office in advance of their departure. * no student will be allowed to leave school without permission of a parent or guardian, if they do it will be considered skipping	*school attendance has both social and legal implications for the student, parents and school	*students who do not follow sign-in or sign-out procedures will be subject to disciplinary consequences deemed appropriate by the school administration such as serving an Office Detention. Parents may be notified.
6. Visitors to School	* Visitors will not be allowed on school property at any time during the school day.	* Staff and students need to work undisturbed in a safe environment.	* Visitors will be asked to leave. Police may be contacted.
7. Participation in Dances and Sports Activities	* students absent during the school day are not permitted to attend school dances, sporting events or other school activities unless accompanied by a note with administrative approval	* students who were unable to attend school during the day are not expected to attend school activities on the same day	* students will not be allowed to participate in the activity and may be subject to other disciplinary procedures *parents may be asked to pick-up their child

<p>8. Food, Drinks, Littering, Cafeteria</p>	<p>* eating is only permitted in the cafeteria at approved times</p> <ul style="list-style-type: none"> - students are responsible for cleaning-up their eating area in the cafeteria and cooperating with the lunch hour supervisor - food and drinks are not permitted in any other area of the school - a teacher may permit bottled water in the classroom - students are not allowed to purchase food after the bell to begin class has rung - students are encouraged to use the appropriate recycling containers for paper and soft-drink cans 	<p>* keeping our environment clean and being responsible for our garbage is a very important expectation in our society</p>	<p>* students will be asked to clean-up their garbage or the entire cafeteria</p> <p>* disciplinary measures may include any of the following</p> <ul style="list-style-type: none"> - the privilege of eating in the cafeteria may be removed - office detentions or suspensions may be imposed
<p>9. Hallways, Stairwells Locker Area</p>	<ul style="list-style-type: none"> * students are expected to behave appropriately in all these areas * students are expected to walk not run, speak quietly not shout, be respectful to other people at all times, no pushing, shoving, tripping or vulgarity * no loitering in hallways or stairwells. 	<p>* society expects us to act appropriately and treat other people with respect and be responsible for our actions</p>	<p>* students may be assigned office detentions or other disciplinary actions deemed appropriate by the administration</p>
<p>10. Buses</p>	<ul style="list-style-type: none"> * students are expected to be prepared to board in the designated bus area in front of the school * students are expected to behave in an appropriate manner while riding, embarking or disembarking buses * the teachers and after school supervisors are in charge of the bus area and their instructions must be followed * students are only permitted to use their assigned buses * the bus driver is in charge of the bus and his/her instructions must be followed at all times 	<p>* disruptive behaviour in the bus loading area and/or on the bus is an important safety issue and also one of showing respect towards other people</p>	<ul style="list-style-type: none"> * most of the buses servicing Joliette High School are operated under the jurisdiction of Commission Scolaire Des Samares and they have the final say in the matters of bus discipline * discipline infractions on the bus may result in various consequences including the issuing of bus tickets by the school administration or bus driver * a third bus ticket will automatically result in a bus suspension * repeated infractions will result in bus privileges being withdrawn (bus suspension) for increasingly longer periods of time

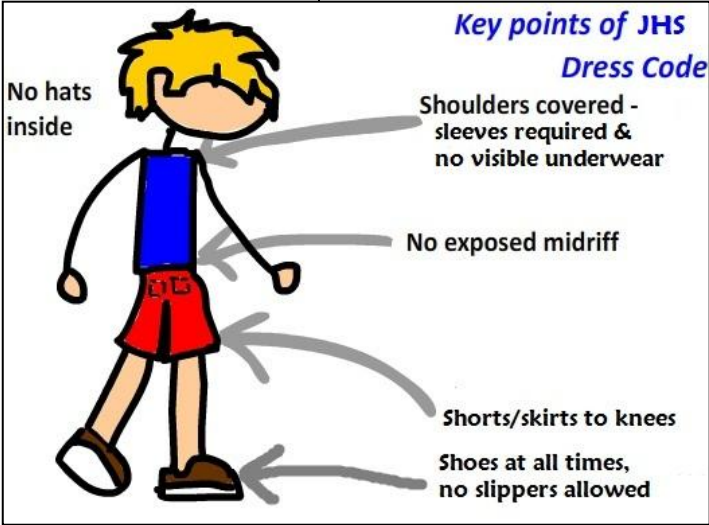
<p>11. Smoking</p>	<ul style="list-style-type: none"> * it is illegal for any person to smoke anywhere on school property * it is also illegal for students under 16 to have cigarettes 	<ul style="list-style-type: none"> * the law supports the fact that smoking is dangerous to a person's health and those around them 	<ul style="list-style-type: none"> * anyone caught smoking on school property will be subject to consequence which may include: - suspension from school and the student will be subject to fines imposed by the government of Quebec
<p>12. Drugs & Alcohol</p>	<ul style="list-style-type: none"> * Alcohol and/or drugs are not allowed on school property or at activities under school jurisdiction 	<ul style="list-style-type: none"> * the use of alcohol and/or drugs is illegal and is not conducive to the learning process or a healthy and successful lifestyle 	<ul style="list-style-type: none"> * students and school lockers may be searched * illegal substances or drug related items will be seized * police may become involved * a student will be suspended for a minimum of five days from school; followed by a meeting with the parent(s) * when the student returns to school, visits with the guidance counselor/social worker/behaviour intervention specialist will be obligatory * students will be required to stay on school property from time of arrival in the morning to departure at the end of the day for the remainder of the year * there will be a three month exclusion from any extracurricular activities that involve the student being away from school * the consequences above are considered as minimums and apply at the first offense * for a second offense, a request to school board directors will be made for a longer suspension and possible relocation to another school * the student may be required to participate in a rehabilitation program before returning to school
<p>13. Hallway Pass</p>			<ul style="list-style-type: none"> * any student out of class without their signed agenda will receive an office detention

<p>14. Portable Audio Devices, Cell Phones, Pagers, I-Pods, Blackberries, MP3s</p> <p>Personal Belongings</p>	<ul style="list-style-type: none"> * Students are not permitted to take out or use a cell phone within the building during the school day. * Students who bring a cell to school must keep it in their locker. If they wish to use their cell phone they must do so outside of the building. * It is strictly forbidden to record any individual during the school day without their permission * students are discouraged from bringing any of these items to school * a public telephone has been provided for their use * the office telephone is reserved for school business only * the school is not responsible for the theft or loss of these devices * if brought to school, they should be kept in the student's locker * students should not have these devices with them in class * school bags, backpacks, and purses should not be brought to class 	<ul style="list-style-type: none"> * the school cannot guarantee the security of these devices * using these devices in the classroom distracts from the learning process and proper communication * recording a person without permission is ethically unacceptable and in certain situations may be a violation of the Criminal Code 	<ul style="list-style-type: none"> * A visible cell phone within the building will result in an Office Detention being assigned. Use of a cell phone within the building will result in an Office Detention being assigned. In addition, the cell phone will be confiscated and only returned to the parent. * a student will be asked to leave these devices in their locker * any electronic device that is used in the classroom can result in an office detention and the device being confiscated and only returned to the student's parent * recording students or staff will result in an automatic suspension * additional consequences may be imposed by the SWLSB * police may also be contacted * A visible cell phone, I-Pod or MP3 during a formal SWLSB or MELs exam will result in an automatic mark of zero.
<p>15. Skateboards, Rollerblades</p>	<ul style="list-style-type: none"> * skateboards, rollerblades and other rolling devices are not to be brought to school or used on school property. 	<ul style="list-style-type: none"> * the school cannot guarantee the security of these items * the school does not have a properly supervised area to use these items * the use of these items on public streets contravene certain municipal by-laws 	<ul style="list-style-type: none"> * these items may be confiscated by the school administration * other consequences may include office detentions or suspensions * students may be subject to fines imposed for violating municipal by-laws
<p>16. Computer Use, Technology</p>	<ul style="list-style-type: none"> * students are encouraged to use computers and electronic devices available at JHS for the express purpose of academic advancement * students are to keep their ID code private * students are allowed to work only on assigned 	<ul style="list-style-type: none"> * computer knowledge has become an essential learning and employability skill but must be used properly and responsibly 	<ul style="list-style-type: none"> * students might have computer privileges restricted or removed * improper use of computers may result in Office Detentions or suspensions * students may be held financially responsible for any damages they create

Computer Use, Technology	computers and are responsible for those computers under their use		* student files, folders and Internet use are subject to being monitored by the school administration
17. Plagiarism	<ul style="list-style-type: none"> * plagiarism /literary theft (using any portion of someone else’s work as your own) is illegal students will be educated and cautioned about the proper use of other people’s work * students and parents will be requested to sign a JHS Plagiarism Contract 	<ul style="list-style-type: none"> * students need to develop research skills as an educational and employability skill * they must do so while respecting the moral and legal parameters regarding the use of other people’s work 	* plagiarism on an assignment, in whole or in part, will result in an automatic mark of zero on the assignment and parents will be notified about the plagiarism and its consequences
18. Security	<ul style="list-style-type: none"> * possession of, and/or threatening with a weapon (real or replica; legal or illegal) of any type on school property or at school sponsored event is EXPRESSLY FORBIDDEN * students are discouraged from bringing excessive amounts of money or valuables to school * the school is not responsible for the loss or theft of these items 	<ul style="list-style-type: none"> * JHS aims to be a safe and healthy environment for all members of the school * like any other location in our society, the school is not completely secure * the school cannot guarantee the security of valuables 	<ul style="list-style-type: none"> * consequences may include: <ul style="list-style-type: none"> - office detentions or suspensions and possible recommendation for expulsion - confiscation of item - police may be involved and charges laid - parents will be notified
19. Acts of Aggression	<ul style="list-style-type: none"> * acts of aggression towards students, or staff will not be tolerated * these may include physical or sexual harassment, verbal abuse, threats, fighting, assault, damage to property of students, staff or SWLSB * our language will show respect for all persons, students and staff * name calling, rude or obscene language, yelling, disrupting, spreading hurtful rumors are all UNACCEPTABLE 	<ul style="list-style-type: none"> * JHS aims to be a school where students and staff learn and work in a courteous, respectful and safe environment * acting respectfully towards others is an essential learning and life skill 	<ul style="list-style-type: none"> * a variety of consequences may apply including: <ul style="list-style-type: none"> - office detentions - suspensions - possible recommendation for expulsion - parents may be contacted - police and/or Youth Protection services may be contacted

<p>20. Classroom Conduct</p>	<ul style="list-style-type: none"> * the teacher is responsible for all aspects of learning and classroom management * students must cooperate and comply with teacher requests in a proper and respectful manner * a student asked to leave the classroom to sit outside, go to another teacher's class, or report to the office must do so immediately * good classroom behaviour is conducive to academic success 	<ul style="list-style-type: none"> * the teacher is responsible for creating and managing an environment that is conducive to the learning process * learning to function properly in a class is an essential learning and life skill 	<ul style="list-style-type: none"> * a variety of consequences may be deemed appropriate and applied by the teacher, school administration and school board * these may include <i>Teacher Detentions</i> or <i>Office Detentions</i>, suspension, removal from class or possible recommendation for expulsion * parents will be notified by the teacher if their child has been sent out of class for disciplinary reasons * skipping a Teacher Detention will result in further disciplinary measures deemed appropriate by the school administration that may include <ul style="list-style-type: none"> - Office Detention - Student Tracer - Behaviour Contract - Suspension
<p>21. Homework</p>	<ul style="list-style-type: none"> * students will complete their homework in the manner requested by the teacher and will be completed satisfactorily for date due * if the student is having difficulty completing their work it is their responsibility to see their teacher for assistance before the work is due 	<ul style="list-style-type: none"> * the management and completion of homework is essential for student success * time management skills by doing homework are an important employability and life skill 	<ul style="list-style-type: none"> * homework not done on time or deemed incomplete by the teacher will result in an <i>Homework Assignment Form</i> being issued * the student must return the <i>Assignment Form</i> with the parent's signature and the homework completed by the next class * if the <i>Assignment Form</i> and the work are not completed and returned on time the teacher will assign the student a Teacher Detention to ensure that the work is completed * if the student does not attend that detention the parent will be notified and the student automatically receives a zero for that assignment <ul style="list-style-type: none"> The student will still have to serve the original Teacher Detention and an Office Detention will also be assigned. As of the fifth Assignment Form issued by any of your child's teachers in the same term, an Office Detention will be assigned each time they receive an Assignment Form. This would only apply until the end of that term.

<p>Homework (continued)</p>			<p>* As of the sixth Assignment Form issued in the same term your child may be placed on a HOMework TRACER. Other corrective measures may also be imposed by the school's administration.</p>
<p>22. Dress Code</p>	<ul style="list-style-type: none"> * students are expected to dress appropriately at school and all school activities * clothing that is intended to distract others, carry rude or inappropriate advertising, symbols or messages is not permitted * students must wear clothing with sleeves. * specifically students are not permitted to wear/show any of the following: <ul style="list-style-type: none"> - tank tops, see-through clothing, short shorts or skirts, muscle shirts, revealing tops, visible boxers, undergarments, pajamas, bare midriffs or bare shoulders * no holes in clothes allowed * students are not permitted to wear hats or hoods in school * students are not permitted to wear outdoor clothing like winter coats and boots to class * students are expected to wear shoes at all times (slippers are not permitted) * students are not permitted to wear skirts or shorts shorter than knee length * if a student wears leggings, then the shirt must reach mid-thigh * bedding items such as blankets or pillows are not permitted 	<ul style="list-style-type: none"> * inappropriate clothing can interfere with the learning process * clothing is a reflection of the person's individuality but is expected to be respectful towards themselves and others * learning the limits of acceptable clothing is an important employability and life skill 	<ul style="list-style-type: none"> * students may be asked to change into more appropriate clothing * students may be asked to wear a JHS Dress Code T-shirt * hats may be confiscated and held in the office * office detentions or suspensions may be applied * parents will be notified



<p>23. Detention Hall</p>	<ul style="list-style-type: none"> * students who have been assigned office detentions are expected to be there on time and follow the detention Hall rules and procedures * Detention Hall is in Room 201 and detentions are served from 11:55 – 12:30 * teachers may assign specific work for the student to do during Detention Hall 	<ul style="list-style-type: none"> * students are expected to learn and accept that there are sometimes negative consequences for their actions * school is a place where young people are still in the process of development and must learn that society has certain expectations and that as individuals they are responsible for their actions 	<ul style="list-style-type: none"> * if a student does not attend an office detention without justification the following consequences will apply: <ul style="list-style-type: none"> 1st Time – assigned two Office Detentions 2nd Time – assigned three Office Detentions 3rd Time – automatic one day suspension 4th Time – automatic two day suspension - additional skipped office detentions will have consequences of increasing severity - an appropriate alternative consequence determined by the administration may be deemed more appropriate for example a student may be banned from certain activities, or requested to attend school on a Ped. Day - parents will be notified
<p>24. Discipline File, Suspensions, End Of Year Activity</p>	<ul style="list-style-type: none"> * in general, students are expected to act in a responsible manner at all times * students who commit infractions of the JHS Code of Conduct regulations should keep in mind that every action has a consequence and a student is responsible for his or her actions * This means that misbehaviour will be penalized * misbehaviour will be recorded in the Student Discipline File * students are reminded that they write their own Discipline File * even “Minor Offenses”, for example running in the hall, will be recorded 	<ul style="list-style-type: none"> * the school is a society and like all societies there must be rules and consequences to assure that students behave in a manner conducive to a safe and healthy learning environment * the end of year activity is seen as a Reward Activity for good behaviour during the school year 	<ul style="list-style-type: none"> * parents will be notified of significant and repeated discipline infractions * a Student Behaviour Report will be sent home with each report card indicating the number of office detentions and suspensions the student has received that term and has accumulated during the year * students are invited to attend the end of year activity, for example La Ronde Trip, unless subject to any one or more of the following restrictions: <ul style="list-style-type: none"> - student has received 5 or more Assignment Forms - student has had 5 or more Office Detentions - student has been suspended within a period of three months prior to the activity - the student’s School Fees have not been paid * students who misbehave on a field trip may lose the right to go on other field trips during the year

Discipline File, Suspensions, End Of Year Activity (continued)			* when suspended from school that student is responsible for any work they missed during their absence including tests * parents will be informed of the suspension and in many cases will be requested to meet, or communicate with an administrator before the student returns from the suspension
25. Restricted Areas	*Students are not allowed to be in Parc Antonio-Barrette or playing around the overpass on Notre Dame Street during school hours.	* These areas are considered to be dangerous for student and public safety.	*Students will be subject to disciplinary measures deemed appropriate by the school administration which may include the following -Office Detention -Restriction to school property -Parents may be contacted
26. Physical Education Wear	*Students in Secondary 1 to 4 must wear the JHS physical education uniform to physical education class. *For outdoor activities in colder weather, students may wear other appropriate clothing such as sweatpants/track pants and long sleeves (approved by teacher). *Students must have proper foot wear such as running shoes. The following are NOT allowed : ballerina shoes, sandals, light canvas shoes, etc.	*Proper clothing must be worn so that the students can move freely while participating safely in the various activities. *To avoid inappropriate exposure during physical activities.	*All students from secondary 1 to 5 receive a participation mark for every physical education class. For every class that students are not appropriately dressed, this mark will be zero. For students in secondary 1 to 4 this means they must wear the JHS physical education uniform. *For students who persistently do not follow the physical education dress code, the following can occur: parents may be contacted and detention halls may be assigned.