

BEHAVIOUR CODE AND RULES

The Behaviour Code and Rules represents the school's philosophy and behaviours to consider and avoid. We require that each student reviews with his/her parents and agrees to respect these rules.

1. Civility

- **ALL staff members have authority over ALL students at ALL times in ALL areas.**
- Any form of discrimination related to religion, sex, sexual orientation or handicap will not be tolerated
- Any form of violence (physical, verbal, psychological) will not be tolerated
- Bullying and cyber-bullying will not be tolerated
- Students must express themselves in a polite, respectable language. Swearing, profanity and teasing will not be tolerated.
- Students must be discreet in expressing affection.
- Students must follow an adequate hygiene regimen.
- Students (and/or their parents) will have to pay for damages caused to the school or property belonging to others.
- Theft is a serious offense which may result in severe disciplinary action and possible expulsion from the school.

In order to maintain an atmosphere of order and excellence, any student who violates any one or more of the above rules will be sent to the Principal.

2. Mandatory Presence on High School Property

Students are not authorized to leave the high school property at any time and must remain on the property from 8:05 a.m. until 2:40 p.m.

3. Attendance

- Students must attend all classes.
- All absences must be justified by the parents to the school secretary before 9:00 a.m.
- For repeated and prolonged absences, students (and/or parents) must provide the high school principal with acceptable reasons as to why he/she is unable to attend classes.
- Disciplinary measures may be put into place in case of unjustified and/or repeated absences.

4. Punctuality

- Students must sign-in at the secretary's office when arriving late.
- Students whose lateness is not justified will serve a 25 minute detention during lunchtime or at the end of the school day and copy the school rules.

5. Circulating on School Property

- Students must circulate the halls only using doors which are reserved for the high school.
- It is forbidden to be in the spaces reserved for the elementary school (2nd floor, elementary cafeteria and elementary school yard)
- Skateboarding is permitted in the enclosed high school yard only and wearing a helmet is mandatory
- Students are not permitted to invite or receive visitors on school property without the authorization from the Principal

6. Dress Code

- The school uniform must be worn inside the school at all times.
- During field trips, students must wear the school uniform.
- Only t-shirts are accepted to be worn underneath the short-sleeved and long-sleeved school uniform.
- No other long-sleeved shirt is accepted underneath the school uniform.
- Clothing must fit and match the student's actual size. No undergarments are to be visible.
- Tights, jogging or track pants, gym shorts and leggings are **NOT** permitted.
- Clothing with holes, tears, ragged or unclean is not permitted.
- No modifications are permitted on polos (elastics, clips, knots, rolled sleeves, etc.).
- Clothing and objects expressing messages of violence, racism, hate, sexism or unauthorized substances is forbidden.
- All clothing (skirts, bermudas, shorts) must be longer than mid-thigh length.
- Outdoor clothing must be kept in lockers.
- Any fashion statement deemed inappropriate by the administration will be forbidden.
- Wearing the hood from a hoodie is not permitted inside the school.

6.1 Bye Bye Uniform Days:

- no tiny spaghetti straps
- no tops exposing the navel or belly area
- no low-cut tops showing cleavage
- no backless tops
- tights, jogging or track pants, gym shorts and leggings are not permitted

6.2 Caps

Caps and other headwear can be worn during recess and lunch in the cafeteria and outdoors. Otherwise, it may be confiscated.

6.3 Physical Education

The following must be respected during physical education:

- T-shirts with no inappropriate logos
- Shorts, bermudas or jogging pants
- Running shoes with non-marking soles
- Any part of the high school uniform worn during regular classes cannot be worn during physical education. Furthermore, jeans and undershirts will not be tolerated in the gym.
- If a student attends physical education class without the proper attire, in whole or in part, he/she will need to rent proper items (between \$2 and \$5).

7. Evaluation and Learning

- A student who is found guilty of plagiarism or cheating or helping another student to cheat, will face severe disciplinary measures which could result in expulsion from the school.
- All absences, during official revision and evaluation periods (see school calendar) will not be compensated (with preparation material from the teachers) or accommodated (by changing the exam period). Unjustified absences may be followed by disciplinary measures unless justified by a medical certificate.
- During official evaluation periods, a student who arrives more than 30 minutes late may not be admitted in the classroom to complete his/her evaluation.
- For homework or assignments not handed-in, a teacher may keep the student in class during lunch time and advise the parents if this problem persists.
- A student who regularly refuses to complete and hand-in assignments or homework faces possible disciplinary measures.

8. Disciplinary Measures

8.1 Expulsion from Classes

A student may be expelled from the classroom if he/she develops attitudes and behaviours which disrupt the classroom. This student will be asked to leave the classroom and go to the secretary's office where he/she will meet with the Principal.

Each expulsion will be followed by make-up time.

8.2 Make-up Time

Make up time usually takes place during lunch time, on Ped days or at the end of the school day and are mandatory for students who are expelled from class or who have behavioural issues not in accordance with the high school Behaviour Code and Rules.

8.3 Disciplinary Notice

- a) A disciplinary notice is given by the Principal to advise parents of a situation where the student had an attitude or behaviour deemed « unacceptable ».
- b) It is generally followed by make-up time.
- c) This notice must be signed by the parents and returned to the Principal in a specified time delay.
- d) Upon the 3rd notice, the student may be suspended.

8.4 Suspension

The administration may suspend a student under the following circumstances:

- a) when a student receives his/her 3rd disciplinary notice ;
- b) when a student is clearly not respecting the high school rules and regulations (fighting, stealing, drug or alcohol consumption, weapon possession, sale or possession of drugs and/or alcohol, improper language, disrespectful attitude and behaviour towards a staff member, continuously not completing assignments or homework); in other words, when the administration judges that a student refuses to adequately participate in the educational project of the high school.
- c) when a student is in possession of a weapon or of a similar nature

Parents will be notified when this measure will be applied.

A suspension may be one of the following:

- **Inside the school:** the student will be present at school but will not attend regular classes. Lunchtime and breaks will be supervised by the Principal. School work will be done outside regular classes.
- **Outside the school:** the student will remain at home to complete assignments.

Before returning to regular classes, it is necessary for the student and his/her parents to meet with the Principal.

A suspension is followed by make up time. Meanwhile, this make up time does not include material missed in class. This task is the student's responsibility.

9. Drugs, Alcohol and Gambling

- It is forbidden to consume, possess, distribute, exchange, offer or sell alcohol, drugs or other products banned by the school and/or be under the influence of one or more of these substances.
- Any student caught trafficking drugs (bring to distribute, offer or sell) will face severe disciplinary measures and possible expulsion from the school.
- Gambling including bets is forbidden on school property.

10. Weapons

It is strictly forbidden to bring any type of weapon to school. A student caught with a weapon will face severe disciplinary measures and possible expulsion from the school.

11. Searches

From the moment the school authorities have reason to believe that a school rule has been violated, or is in the process of being violated, and that evidence of this violation is on the premises, on a student or was done with his property, school authorities can conduct a search of the premises, the student and his property.

The school has a responsibility to the health and well-being of its students. To ensure this, the administration has implemented a substance abuse prevention and intervention policy with the help of a detection dog team.

12. Vandalism

It is forbidden to deliberately cause damage to classrooms, equipment or materials. In all vandalism cases, the cost of repair or replacement will be incurred by the student and/or his/her parents. Furthermore, disciplinary measures will be applied.

13. Lockers

- a) The school will assign lockers and locks to students. Only the administration can authorize a locker or lock change.
- b) In case a lock is lost, students may get a replacement from the school secretary for a \$10 fee.

14. Use of Personal Computers in School

- a) Students must have their personal computers during class at all times. Lending will only be permitted when the computer is in repair.
- b) The school is not responsible for the loss, theft or damage caused to personal computers.
- c) If a student is responsible for causing damage to another student's computer, whether deliberately or accidentally, the cost or repair will be incurred by the student who caused the damage and/or his/her parents.

15. Electronic Devices

- The use of cellular phones or any other communication device is only permitted in the cafeteria or outside the school during recess and lunch. The device may be confiscated and parents may be contacted for repeat offenders. With the approval of the teacher, a student may use it in class for educational purposes.
- The use of musical devices in the classroom will only be permitted with the teacher's approval.
- It is forbidden for students to use their portable speakers inside the school.

16. Cameras / Videos

It is strictly forbidden for students to take pictures or videos of other students or staff members without the authorization of the administration.

17. Internet

- a) Students must respect the agreement contract for the use of information and communication technology (ICT) from the school.
- b) It is strictly forbidden to post another student's picture on a web site or social media without his/her consent and the consent of his/her parents.
- c) It is strictly forbidden to post any picture of a staff member on a web site or social media without his/her authorization.
- d) As mentioned in our policy against violence and bullying, threats, harassment and defamation originating from home or school may lead to interventions from the school and possible legal action.

18. Cigarette Use

The use of cigarettes and electronic cigarettes (vapes) is authorized ONLY for cycle 2 students and ONLY and in the space provided for smokers.

19. Consumption of Energy Drinks

The consumption of energy drinks such as Red Bull is forbidden on school property.

20. Posters

Students wanting to put up posters must get approval by the administration. Teachers are responsible for approving posters and signs which are placed in their classrooms.

21. Fundraising

Any type of solicitation or sale on school property is forbidden unless authorized by the administration.

22. Parking

Students coming to school with a car must park on Isabey street.

23. School Transport

- a) Students agree to respect private and public transportation rules
- b) Students using private school transportation must read and respect the « Regulations for School Transport » sent to parents.

24. Theft or Loss of Objects

- Students may see the school secretary if they have lost or found an object.
- The school is not responsible for theft or loss of objects on its property.

