

QUEBEC HIGH SCHOOL'S CODE OF CONDUCT

Statement of Purpose:

- To encourage the development of socially responsible behavior resulting in a positive sense of belonging to the school and community.
- To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
- To clearly communicate behavioral expectations to the school community.

The Code of Conduct applies to all members of the school community at school, at any school-related activity at any location, or any circumstance/activity that will have an impact on the school environment.

Conduct Expectations:

At Quebec High School, staff and students are:

- Kind, respectful, courteous and cooperative.
- Considerate and proud of the appearance and reputation of the school and promote this positive image at all times.
- Self-disciplined and assume responsibility for their behavior.

RESPECT FOR EACH OTHER

Statement of Purpose:

- To foster a healthy school community where all members, staff and students, treat each other with respect.
- To foster a community which is kind, friendly, and inclusive.
- To work together in developing a sense of community-mindedness and accountability.
- To promote and maintain an environment where students and staff are safe to learn and achieve success.
- To ensure that students and staff have the right to a learning environment free from bullying, harassment, intimidation and dishonesty.

Our Expectations:

- Students and staff must be treated with respect through display of appropriate behavior and speech.

- Members of the school community must display acceptance for all people, including, but not exclusive of, ethnicity, appearance, abilities, sexual orientation and religion.
- Students inform an adult of any possible violence, intimidation or bullying. We do not remain silent when we witness an aggressive act.

Unacceptable Conduct:

- Slanderous comments, sexual suggestions, profanity (swearing), or other discriminatory terms.
- Bullying, intimidation (verbal, physical, mental etc.), harassment and possession or use of weapons are all forms of violence. These actions, whether uttered as threats or acted upon, will not be tolerated.
- Name-calling, slurs, offensive slang remarks.
- On-going physical, mental or psychological harassment of any student or staff member.
- Participating in fighting in any way including as fighter, spectator, or promoter (telling others that a fight will occur).
- Inappropriate prejudicial behavior, speech or attire towards a group of individuals is unacceptable.

Bullying:

The word “bullying” means any repeated direct or indirect behavior, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.¹

When a student feels he/she is victim of bullying that student will inform a staff member, the Vice-Principal, or the Principal. The administration will contact the parents. Depending on the nature, frequency and severity of the situation:

- The victim may receive coaching in using a pro-active response to the bully(ies)’s behavior.
- The school administration may:
 - address the situation directly with the bully(ies),
 - inform the bully(ies) of the CQSB Policy against all forms of harassment,
 - implement consequences that include:
 - Don’t communicate with the victim;
 - Contact parents or guardians of the victim and the perpetrator;
 - Detention during lunch break;
 - Conference with the student and the administration;
 - Conference with the student, the administration and the parents;
 - Suspension (internal or external);
 - Change of group to reduce contact between the individuals involved;
 - Police complaint;
 - Assigned duties before, after school or at lunch;

¹ Bill 56, An Act to prevent and stop bullying and violence in schools, Chapter 19, Québec Official Publisher, 2012

- Behavioral contract;
- Repair of damaged property;
- Suspension from sports and/or extracurricular activities;
- Expulsion from school or school board;
- Others.

The gravity of the offence will dictate the punishment: a first offence does not necessarily equal a detention.

- Set up a meeting between the school police officer and the bully(ies) to inform him (them) of legal repercussions of bullying.
- Inform the parents of the victim that legal recourse is available.
- Inform the parents of the bully(ies) that a meeting has been set between their child(children) and the school police officer.
- Should the bullying behavior take place on a city bus, the same procedure as outlined will be taken.

Should the bullying behavior take place on a school bus, the director of the CQSB Transport Department will be informed of the situation. Depending on the gravity of the situation a letter of warning will be sent to the home of the bully(ies). Parents of the victim will be consulted by the school administration prior to any contact with the CQSB Transport Department about the situation.

In situations of cyberbullying the victim will be asked to provide a printed copy of comments made on social media or on communication technologies. Procedures outlined will be followed.

If the bullying takes place in “cyber” space, the perpetrator will be refused access to computers or electronic devices on school grounds, including their personal devices, i.e. cell phone.

If the bullying takes place in “cyber” space, outside of school hours, parents are invited to contact the Police should the threat be serious.

RESPECT FOR THE ENVIRONMENT

Statement of Purpose:

- **To promote a caring and success-orientated environment. As learners, we need to have a sense of respect for our common learning environment, our own learning needs and those of others. In general, a learner needs to be actively involved in the task at hand.**
- **To ensure each student has access to a quiet, orderly, clean, well-equipped classroom.**
- **To promote a learning environment where each learner can achieve the highest level possible. This can only be done when students are safe and have a clear understanding of learning expectations, assessment criteria and how to achieve high standards. Our Expectations:**
 - To respect the rights of others to work and learn free of distractions.
 - To dress appropriately (see Dress Code).
 - To complete assignments in a timely manner to demonstrate understanding of learning outcomes.

- Students are expected to use their agendas (electronic or hardcopy) to record work assigned by teachers.
- Students are expected to bring to class all the necessary material.

Unacceptable Conduct:

- Students under the influence or in possession of illegal drugs or alcohol at school or at school events will be disciplined. (for more information see 'Drugs/Alcohol' section of the Code of Conduct).
- Talking or socializing during class time when the teacher is talking or when students should be working independently.
- Off task behavior such as not following directions or warnings, fooling around in class or in the hallways, or using electronic devices for non-class related activities.
- Wearing hats or hoods.
- Not attending assigned detentions and/or mandatory remediation.

RESPECT OF OUR BUILDING AND EQUIPMENT

Statement of Purpose:

- **To promote a safe environment through responsible use of facilities and equipment.**
- **To ensure safety regulations are followed for the safety of all students and staff.**
- **To care for the school and its property including textbooks, lockers, furniture, and school equipment.**

Our Expectations:

- Secondary 1 and 2 students are to remain on school grounds during the school day.
- Building, School Yard and Neighborhood- all members of our community are expected to keep the school, yard and neighborhood neat and tidy. Individuals are expected to clean up after themselves.
- Students are to leave their coats and backpacks in their lockers, not bring them into class.
- Lockers- remain the property of the school and are loaned to students. Students may store school-related items and supplies there. Disciplinary action will be taken if lockers are used to store stolen property, drugs or alcohol, and/or other materials, which jeopardize a safe and orderly learning environment. **Students are to put on their lockers the combination lock provided by the school and keep their locker locked.**
- Rollerblades, Bikes, Drones and Skateboards- are not allowed to be used within the school or on school grounds.
- Textbooks, Library Books and electronic devices - Students are responsible for any item that is signed out to them.
- The parking lot is reserved for the use of the school personnel and visitors only. **Students are not to park in the school parking lot.**
- Visitors- must report to the office and they will receive a visitor's pass.

Unacceptable Conduct:

- Graffiti is not permitted on lockers, desk or anywhere in or on the school.
- Spray paint and large markers are not permitted on school property and will be confiscated.
- Intentional destruction of property, such as vandalism, theft of personal and/or school property.
- Careless use of other students' or school materials.
- Littering on or near the school grounds, and/or irresponsible behavior on school grounds.

ACADEMIC HONESTY

Statement of Purpose:

- **To encourage students to submit work that is their own and not copied from other sources.**
- **To educate students on the various forms of plagiarism and cheating and why they are unacceptable.**
- **To educate students about the different methods of citing and referencing information.**

Our Expectations:

- Students will submit work that is their own.
- Students will provide citations or references when they borrow words, ideas or thoughts from any other source including the internet.
- Students will not provide other students with the means to cheat.

Unacceptable Conduct:

- Copying homework from others or letting others copy homework.
- Using someone else's thoughts or ideas in your work without providing a source or reference (plagiarism can occur with just a few words copied or when you take someone else's idea and put it into your own words if you don't indicate the source).
- Copying someone else's test, exam, or assignment.
- Bringing information into a test/exam (i.e. cheat sheets, writing on desks, clothing, body parts etc.) that the teacher is not aware of.
- Using any electronic device during an exam or a learning and evaluation situation without the permission of the teacher.

DRESS CODE

Statement of Purpose:

- **To promote attire throughout the school year that is suitable for a school and learning environment.**

Our Expectations:

- Students are expected to remove caps, hoodies and other esthetic headgear when in class or in any formal function (assemblies, meetings, House activities, etc.)
- Dress in clothing that is suitable for a working environment.
- Tops must sufficiently cover the upper body including the back, chest, and stomach.
- Undergarments must not be visible.
- See-through clothing is not acceptable school attire.
- Students are expected to wear appropriate footwear during the day. Bare feet, slippers or socks are not appropriate.
- Students not dressed in appropriate school attire will be asked to remedy the situation. If unable to do so administration will intervene.
- Parents/guardians will work with school staff to ensure appropriate styles of clothing are worn at school.

Unacceptable Conduct:

- Clothing that promotes or advertises alcohol or drugs in any way is not permitted.
- Clothing that does not meet the requirements of our Conduct Expectations and is deemed, disrespectful, sexist, violent etc.

DRUGS AND ALCOHOL

Statement of Purpose:

- **Students will recognize that using drugs and/or alcohol will have a negative effect on their education.**
- **Students will recognize that the presence of drugs and/or alcohol in the building has a negative impact on school culture and on student learning.**
- **Students will learn about the different counselors that are available to help with drug and alcohol issues.**

Our Expectations:

- Students will not bring drugs or drug paraphernalia or alcohol to school.
- Students will not be under the influence of drugs or alcohol while at school.
- Students will not wear clothing that promotes, in any way, drugs or alcohol.
- Students will not sell drugs or alcohol.

Consequences:

Involvement with drugs, drug paraphernalia and/or alcohol at school is a serious matter and will have serious consequences for students who are found in possession of drugs or alcohol.

The Supreme Court of Canada handed down a judgment in 1998 that reaffirmed the right of teachers and school administrators to carry out searches of students and/or their locker when there are reasonable grounds to suspect that a law has been broken, including suspicion that drugs/alcohol may be found. If any banned substance is found, then consequences will be serious and swift. Refusal by a student to be searched or to have their locker searched is, in the eyes of the law, an admission of guilt.

If, during the search, banned substances are found in a quantity that would indicate personal use, the following protocol takes place:

- The student is suspended for up to five school days.
- The student's parents are informed.
- Banned substances are confiscated, catalogued and sealed.
- The Police are informed, and arrangements are made for the materials to be delivered to the Police.
- The Police will open a file. Parents and students will be contacted.

At the end of the suspension, the student will return to school with his/her parents. The student must take part in the Drug Awareness Mentoring Intervention Team support program for the minimal amount of time (six weeks).

If the quantity of drugs or paraphernalia found in a student's possession is of a sufficient quantity that would indicate the trafficking (possession for selling) of drugs, then the student will face the following sanctions:

- The student is suspended for up to five days.
- The school administration makes a recommendation to the Board for the expulsion of the student.
- The Police are informed, and a criminal file is opened.

Expectations for student conduct for younger students differ from those for older students as they do for students with special needs who are unable to meet expectations due to a disability. It is expected as students move through successive grades, become older and more mature that they will be more socially responsible.

ELECTRONIC DEVICES

Statement of purpose:

The classroom is a place to learn for all students. Electronic devices provided by the school are used to enrich, expand, and explore in the classroom. Utilizing electronic devices is a privilege that comes with expectations, rules and consequences.

Our expectations:

The classroom is a cellphone free zone for students and staff. ***Handheld electronic devices can be a distraction due to the variety of applications and notifications.*** This means that no personal handheld electronic device is to be used by students during class time. Students are expected to leave all personal handheld electronic devices in their lockers. This includes personal cellphones, tablets, smart watches, or any device with Bluetooth capabilities. Should such a personal item be brought to class, the staff will apply the following.

First offense = The student's device is confiscated until the end of the day. The teacher brings it to the office and the device is given back at the end of the day.

Second and subsequent offenses = A drop off plan is applied for one week. The student must drop off the device at the office in the morning and pick it up at the end of the day. Parents have the option to keep the device at home during that time.

RESPONSES TO CONDUCT ISSUES

Responses to unacceptable conduct will be thoughtful, consistent and fair.

The focus of any intervention will be preventative and restorative in nature, rather than merely punitive.

Wherever possible, students will be encouraged to participate in the development of meaningful interventions through discussion and mediation.

Decisions will be made with respect to the individual.

Responses to conduct issues will take into consideration the student's age, maturity and past conduct. Interventions will not discriminate against a student who cannot meet an expectation because of a disability.

Reasonable steps will be taken to prevent retaliation against the person who reported a code of conduct issue.

Every effort will be made to support students. However, if there are ongoing conduct issues after having implemented interventions, progressive discipline may include, but is not limited to, detentions, suspension, community service, expulsion, or involvement of the police when behavior includes a criminal code violation.

When responding to breaches in the Code of Conduct, school officials may inform a student's parent(s), the parents of other students who were involved, school board officials, the police or other agencies or the parents of all students when the whole school community needs to be reassured that a serious situation is being addressed.

Possible consequences for infractions:

Depending on the nature and severity of the situation, one or more of the following may happen:

- Conference with the student.
- Parent or guardian notification.
- Conference with student, parent/guardian or counsellor.
- Assigned duties before, after school or at lunch.
- Detention.
- Student may be suspended from school (internal or external).
- Behavioral contract.
- Repair of damaged property.
- Suspension from sports and/or extracurricular activities.