

ST.PATRICK'S HIGH SCHOOL CODE OF CONDUCT

(Adopted May 2015)



TABLE OF CONTENTS

PREAMBLE	P. 3
BELIEFS, MISSION, VALUES AND VISION	P. 4
COMMON RULES	P. 5 and 6
UNJUSTIFIED ABSENCES	P. 7 and 8
BYOD AND ELECTRONIC DEVICES	p. 9
DRUGS AND ALCOHOL	p. 10
ACCEPTABLE VS NON-ACCEPTABLE (DRESSCODE)	p. 11

PREAMBLE

Our code of conduct is in direct link with our Management Educational Success Agreement (MESA).

*We are promoting 3 important values; **academics, respect and responsibility.***

The code of conduct is the result of a school wide reflection that is shared by all school staff. It is a very important element of our school life. It aims at creating and maintaining a school climate suitable for learning in a safe and secure environment for everybody. Our rules are formulated in a positive way. We use an educational approach that promotes prevention and restitution when deemed necessary instead of a negative and repressive approach.

Understanding discipline as a teachable moment is fundamental to a positive approach to discipline. The goal is to prevent the reoccurrence of negative behaviour by helping students learn from their mistakes. We want to help students who have engaged in unacceptable behaviour to;

- *take responsibility for their actions.*
- *understand why the behaviour is unacceptable and has a negative impact.*
- *understand what they could have done differently in the same situation.*
- *be given the opportunity to learn pro-social strategies and skills to use in the future.*
- *understand the progression of more stringent consequences if the behaviour reoccurs.*

ST. PAT'S BELIEFS, MISSION, VALUES AND VISION

At St. Pat's we believe in:

- FOSTERING personal growth
- DEVELOPING responsible citizens
- CONTRIBUTING to the community
- INFLUENCING the future enriched by our traditions

ST. PAT'S MISSION

Student success is at the heart of our mission. We strive to develop the whole person by instilling values of academic success, respectful and responsible citizenship, and contribution to society.

ST. PAT'S VALUES

RESPECT

ACADEMICS

RESPONSIBILITY

ST. PAT'S VISION

Success for *all* learners

Students who are demonstrating these values at school will benefit from positive reinforcement such as;

- Acknowledgement / Positive communication to parents
- Awards / Honour roll
- Privileges / Special activities
- Responsibilities

At St. Pat's, we say **NO** to;

- Violence
- Bullying/ Cyberbullying
- All forms of discrimination such as;
 - Race
 - Gender
 - Sexual orientation

COMMON RULES

COMMON RULES	REASONS WHY
<p>RESPECT</p> <ul style="list-style-type: none"> • I respect myself and others through my actions, words and attitude. • I am a positive contributor to the classroom and the school. • I respect my work environment and all the materials available to me. • I wear appropriate clothes that are suitable for a work environment. 	<ul style="list-style-type: none"> • To feel good and safe. • To create a safe and harmonious climate. • To foster learning and my academic success. • To keep the school material in good condition for as long as possible. • To live in an enjoyable and clean school. • To learn how to dress appropriately in a work environment.
<p>ACADEMICS</p> <ul style="list-style-type: none"> • I do and complete appropriately all my assignments (fully and without plagiarism). • I hand in all my school work on time. • I respect all teachers' instructions in relation to my school work, as well as the language of instruction used. • If I am absent, it is my responsibility to contact my teachers in order to get the missing instructions and assignments. 	<ul style="list-style-type: none"> • To foster learning and my academic success • To become proficient in the use of all aspects of the English language • To learn and develop good work habits • To develop and improve my sense of responsibility
<p>RESPONSIBILITY</p> <ul style="list-style-type: none"> • I am present and on time to all my classes and/or school activities (i.e. remedial, practices, meetings etc.). • In all my classes, I only bring the necessary material suitable for that class. • Any material deemed not necessary shall remain in my locker. • In the school, I eat my meals in the designated areas. Once I am finished I clean my place and I return my tray. 	<ul style="list-style-type: none"> • To foster my academic success and self-esteem • To develop and improve my sense of responsibility • To create a favorable climate to classroom learning and individual success • To live in a clean and enjoyable school

COMMON RULES

POSITIVE OUTCOMES	EDUCATIONAL INTERVENTIONS	HELP RESOURCES
<p>Individual positive outcomes</p> <ul style="list-style-type: none"> • Achieving my academic potential • Using appropriate and efficient personal work habits • Developing my sense of responsibility and autonomy • Increasing my motivation for school • Developing my self-esteem • Being proud of myself • Developing a greater sense of belonging • Being a positive contributing member of society <p>Collective positive outcomes</p> <ul style="list-style-type: none"> • Creating a classroom climate atmosphere conducive to learning for all • Preserving valuable teaching/learning time • Developing positive relationships • Maintaining a clean and enjoyable environment • Living in a harmonious and safe environment 	<ul style="list-style-type: none"> • Conference with student • Warning • Loss of privileges (including extra-curricular activities) • Referral • Communication to parents • Detention • Reflection • Restitution • Community work • In-school suspension • Out-of-school suspension • Referral to the police • Etc. 	<ul style="list-style-type: none"> • Communication and/or meeting with parents • Mediation (conflict resolution) • Intervention plans • Behavioural contract • Follow-up sheets • Referral to services <p>Resource people</p> <ul style="list-style-type: none"> • Teacher • Advisor • Behaviour technician • Special educator technician • Administrator • Social worker • Psychologist • Nurse • Guidance counselor • Spiritual Animator • Drug and alcohol counsellor • Fraser Recovery Program • School Police Officer • Community partners • Sports Coordinator/Coaches • Etc.

UNJUSTIFIED ABSENCES

Students have the responsibility to be in school every day and for all periods. Should a student need to leave school, **they must check in with the office staff who will verify permission from their parents.**

It is the **Student's responsibility** to bring in a note (justification) the day after any absence. Should no justification be given to the office by the end of first period the next day, 2 detentions will be issued **automatically**. "I forgot", is not an excuse.

All absences and lates are reported to parents via an automated e-mail, twice daily. One e-mail is sent in the morning and another at the end of the school day. Parents may justify these absences by:

- responding to these e-mails or;
- leave a message on the school's "absence" voicebox which are checked on a daily basis or;
- a justification note the next day, presented to the office, is equally acceptable.

Any student missing classes is entirely responsible to contact his/her teachers to find out what work was missed and when it must be handed in. If a test or exam was missed the student will have to write it at the teacher's convenience. Failure to either write the test at the prescribed time or to make arrangements for a re-test may result in a 0 (zero) grade.

Students with Repeated Absences

In the case of repeated absences, the administration reserves the right to meet with the student and parents to find a solution. This procedure can repeat itself if the issue is not resolved.

Consequences for Absences

- one unauthorized absence results in two after school detentions;
- repetitive truancy leads to more serious consequences such as suspension;
- unauthorized absence from detention or assigned remedial is considered insubordination and consequences apply accordingly.

Absences from Evaluations or Presentations, etc.

- each time this occurs it will be recorded by teachers;
- students **MUST** contact their teachers immediately upon their return to make arrangements for a rewrite (at the teacher's convenience);
- rewrites **CANNOT** be granted under any circumstances during official exam sessions. The only acceptable justifications for absence from any evaluation are the same ones recognized by the MELS – death in immediate family, court date, medical certificate, representing Quebec or Canada in a national or international sporting event.

Trips, Vacation, Sports Competitions, etc.

- Students leaving school for these activities are responsible for making arrangements for missing work and evaluations, at the teacher's convenience prior to leaving.

LATES

Students have the responsibility to be in class on time. Nevertheless, a maximum of 2 lates per month are tolerated. Should a student be late more often than two times they will be notified and a detention assigned. If for any reason, the late is justified, it is the student's responsibility to provide justification from a parent or teacher explaining the reason for the late by 8:40 AM the following morning. Legitimate reasons will annul the detention; otherwise the detention must be attended.

BYOD AND ELECTRONIC DEVICES

Consequences for Misuse of Student Owned Devices

As a school we expect students to be responsible citizens, which include appropriate awareness of how electronic devices disrupt the normal cadence of a classroom. The policy below recognizes the need for progressive disciplinary measures.

Misuse constitutes:

- Using the device for any other purpose than what was assigned by the teacher.
- Allowing the device to ring or vibrate, thereby disturbing the class
- This is valid during class time; therefore students may not use their devices during leaves from the classroom.
- Refusal to give the device to a teacher will cause additional sanctions.

1st Offense

Student is required to “park” their device at the office before school starts and then pick it up at the end of the school day, for a period of 7 days.

2nd Offense

Student is required to “park” their device at the office before school starts and then pick it up at the end of the school day, for a period of 14 days.

3rd Offense (and all future offenses)

The student’s device will be confiscated for a period of 7 COMPLETE days.








No exceptions to this policy will be considered.

DRUGS AND ALCOHOL INTERVENTION PROCEDURE

Here is the procedure in the case of major infractions in relation to consuming, possessing and/or selling drugs and alcohol;

1. Referral to administration.
2. Evaluation of the situation and application of appropriate measures by administration;
 - a. Search of the student and student's locker
 - b. Communication with the Police and application of the criminal code if deemed necessary (police inquiry etc.)
 - c. Student is made aware of the school consequences
 - d. Parents are informed of the situation
 - e. Student is referred to the Fraser Recovery Program and the School Addiction Counselor for an evaluation.
3. In-school or out-of-school suspension
4. Decision and application of the consequences by the administration
5. Meeting with the students, parents, drug and alcohol counselor for conditions upon return to school
6. Student **MUST** participate in the DAMIT program, which is coordinated by the Fraser Recovery Program. The student must attend two meetings each week with a DAMIT counselor at noon hour and the remaining three noon hours are spent in detention. The DAMIT program lasts 6 weeks.
7. The sanction is complete once a student has successfully completed his or her participation in the Fraser Recovery Program.
8. Return to school or transfer to another school or expulsion from CQSB.

ACCEPTABLE VS NON-ACCEPTABLE (DRESS CODE)

ACCEPTABLE	NON ACCEPTABLE
oui <input checked="" type="checkbox"/> 	non <input checked="" type="checkbox"/> 
oui <input checked="" type="checkbox"/> 	non <input checked="" type="checkbox"/> 
oui <input checked="" type="checkbox"/> 	non <input checked="" type="checkbox"/> 
oui <input checked="" type="checkbox"/> 	non <input checked="" type="checkbox"/> 
oui <input checked="" type="checkbox"/> 	non <input checked="" type="checkbox"/> 