

# **Macdonald High School**

**Code of Conduct**

**2017-2018**

# MACDONALD HIGH SCHOOL

## CODE OF CONDUCT

All members of the Macdonald High School community are expected to treat one another with dignity and respect at all times.

In light of this, students should conduct themselves in a manner that will allow them to exercise their right to:

- A safe, non-threatening environment
- Inform a staff member in a timely manner of incidents of bullying, harassment or intimidation
- Courtesy and respect at all times
- Protection of their private property
- A clean school
- Hear appropriate language at all times

### **The following rules apply to all students and guests of the school at all times:**

- Remarks, comments and/or innuendo regarding religion, skin color/race, sexual orientation and gender will not be tolerated and any student who publicly expresses such comments will be dealt with in a manner consistent with the LBPSB's 'Safe School Policy' and the school's anti-bullying and anti-violence plan.
- Aggression of any kind, verbal or physical is unacceptable.
- Acts of physical violence, bullying, harassment or intimidation whether in person or online of any kind are unacceptable.
- Disrespectful or negative behavior towards staff and fellow students, both in school or online is unacceptable.
- Disrespectful or profane language towards staff and fellow students, both in school or online is unacceptable.
- Possession or use of weapons is prohibited.
- Possession, use or distribution of illegal or restricted substances is prohibited.
- No technological devices (i.e. phones, recording devices, tablets, computers, etc...) may be used to invade or threaten personal privacy or to disrupt other students or the safe and secure culture for learning.
- Students with concerns should inform administration or a staff member.
- Taking the property of others is theft. This will be dealt with accordingly.
- Littering, graffiti and vandalism are not tolerated at Macdonald High School. Offenders will be dealt with accordingly.

### **Cyber Misconduct:**

Any inappropriate use of social media or websites that is deemed to constitute an act of bullying, intimidation, harassment or violence is unacceptable. Students involved may be suspended or recommended for transfer or expulsion depending on the gravity of the situation. Other sanctions may also be applied. Counselling may be required before the student re-enters school.

### **School Hallways:**

- Students should be constantly aware of safe and courteous behavior in the halls.
- Students in the hallways during class time will be expected to have a note from their teacher or a hall pass.
- Unless authorized by their teacher, students are not permitted to leave class.
- Students are expected to come to class on time, prepared and with all the proper materials.

### **Fire Alarms:**

Students who pull the fire alarm without just cause will be given a fine by the Fire Department and will be suspended from school.

**School Bags:**

Some teachers may not permit bags in the classroom.

**Student Dress:**

Students are encouraged to dress appropriately in clean, comfortable clothing that will not distract themselves or others from the primary purpose of being in school.

- Students are not permitted to wear outerwear in the classroom. Coats and boots etc. are to be left in the locker.
- Headwear (except for religious or medical purposes) may not be worn in the school and should be left in the lockers.
- Clothing and accessories with vulgar sayings, pictures and images are unacceptable.
- Clothing, jewelry etc. that display emblems or symbols that could be found offensive to any individual or group will not be permitted.
- Logos referring to drugs or alcohol or with sexually explicit messages are not appropriate for school.
- No skin to be shown at the waist.
- Spaghetti straps are not permitted.
- Pants are to be worn at the waist. Underwear should not be showing.
- The school dress code applies to all school activities, including before and after regular school hours.

**Transportation:**

Disrespectful or non-compliant behavior during school transportation or towards volunteers during carpooling on school trips may result in loss of privileges or other sanctions, based on the nature of the act. It is mandatory that students:

- Remain in their seats at all times
- Interact with their peers appropriately
- Behave in a way that does not endanger themselves or others
- Treat the bus driver with respect
- Use the bus appropriately without littering or vandalism
- Do not consume food and beverages on the bus

**Buses:**

Parents with School Bus Transportation concerns should contact the Transportation Department directly at: 514-422-3001.

**Dance Rules:**

- Students suspected of arriving under the influence and/or in possession of drugs or alcohol will be prohibited from entering the dance. Parents will be contacted and regular school discipline invoked. For example: suspension, loss of grad privileges, extra-curricular ban, etc.
- Students are not permitted outside during the dance.
- One guest per Macdonald High School student is permitted. Guests' tickets must be prepaid before Friday at 1:30 p.m. The name and school that the guest attends must be written on the guest list.

**Loitering:**

- Students are not permitted to loiter on nearby community properties.
- Macdonald High School shares a campus with John Abbott and Macdonald College. Students are not permitted to loiter on their properties or facilities.
- Loitering is a punishable offense and, in the past, the SPVM Police or Public Security has ticketed students.
- Students are not permitted to enter the Cool Shop, located at 79 rue Sainte-Anne, Sainte-Anne-de-Bellevue, during school hours, including lunch hour and recess.
- Secondary 1 students are not permitted to leave the school grounds.
- Secondary 2 students are not permitted to leave the school grounds, with two exceptions. They are allowed to go to Crevier Park, which is located behind the church on Maple Avenue. They are also permitted to go to Saint George's Church on Perrault Street for pizza lunch on Wednesdays.

**Attendance and Punctuality:**

Daily attendance is not only required by law, but is one of the major factors contributing to success at school. For that reason, we have set the following guidelines:

**Absence:**

- Parents must phone the school when students are absent **AND** a written note from the parent/guardian is also required to justify any absence.
- Upon return the students must present, at the main office, the parent note justifying their absence.
- Students are prohibited from participating in any school activity on a day that they are absent.

**Early Dismissal:**

- Parents/guardians must cover each early dismissal with a note specifying date, time etc.
- Students must also present the note at the main office, on the morning of the early dismissal.
- In the case of unexpected early dismissal, students must sign-out at the Main Office, where parents will be contacted. A note, from the parent /guardian must be brought to the main office upon the return of the student to school.

**Late Arrival:**

- Parents must cover each late arrival with a note, specifying arrival time, etc...
- After 9:07, students must sign in at the office and receive a late pass for admittance into class.
- Students are expected to make up for lost time for any lateness that is not justified or is not covered by a note from the parent, by serving detention. Missing detentions will result in a school suspension.

**Restricted Days:**

5 days during term 1 and term 2 are set aside for students to be evaluated and to finish classroom projects. All students, unless they are very sick or suspended, must be at school. The dates of the restricted days can be found on our website.

**Skipping Class:**

- Skipping classes is prohibited.
- Students will be expected to make up time in detentions.
- Students who skip detentions will be suspended.

## **Consequences for Unacceptable Behaviors:**

In working with students who are unable to accept their above mentioned responsibilities, the administration will impose consequences for their behavior based on the severity and/or repetitive nature of their behavior, as well as the circumstances of the situation. It should be noted that sanctions are applied with the understanding that the long term goal is the rehabilitation and reintegration of the student who commits an offence, but that the safety of all students is always the primary focus.

The consequences may include, but are not limited to:

- Discussion - conference with student(s); phone call and/or letter to parent(s)
- Counselling
- Removal of privileges
- Community service
- Detention(s)
- In-school suspension
- Serving all or part of the suspension at another Lester B. Pearson School.
- Out-of-school suspension(s)
- Transfer to another school
- Expulsion

While a student is suspended, he/she is not permitted to take part in any school activity or be on school property.

In situations where students behave in ways that are against the law, the appropriate outside agency will be called in for assistance.