

# **JAMES LYNG**

— HIGH SCHOOL —



## **STUDENT CODE OF CONDUCT**

**2024-2025**

Our code of conduct adheres to the Quebec Charter of Human Rights and Freedoms which states in Section 10: “Every person has a right to full and equal recognition and exercise of [their] human rights and freedoms, without distinction, exclusion or preference based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.”

## ACADEMIC EXPECTATIONS

Students attending James Lyng High School must be committed to obtaining the best education and work habits in order to help them succeed at whatever goals they have set for themselves.

- All assignments must be submitted on time and completed to the best of the student's ability.
- Plagiarism is strictly forbidden. Plagiarized work will receive a grade of zero. Students are reminded that:
  - submitting another person's work as your own is plagiarism;
  - changing a few words from another source is plagiarism and not your own work;
  - paraphrasing by changing many words but presenting the ideas as your own is plagiarism;
  - cutting and pasting from internet or other sources, or another student's work, is plagiarism;
  - citing all sources is important and can help avoid plagiarism.

### *We believe:*

- The learning process is a joint responsibility of parents, staff, students, and community.
- Students have diverse learning styles, can learn, and have the right to succeed to their fullest potential.
- Students need the opportunity to develop skills critical to success in school and in life.
- Every individual has the right to be treated with respect and has the responsibility to treat others with respect.
- Education involves a holistic approach to the development of the student.

## TESTS AND OTHER CLASS EVALUATIONS

- Students and parents/guardians should do everything possible to guarantee attendance for tests and/or examinations.
- Consideration for a missed test/evaluation will only be given for a valid reason. Students who have missed a test or evaluation, regardless of the reason, must write the make-up version of the evaluation within 9 school days from the original evaluation date and depending on the date chosen by the teacher; students who do not attend the teacher's make-up date to write the evaluation will receive a grade of zero.
- Talking, eyes wandering, or communication of any kind during a test or examination may be considered cheating.

## EXAMINATION PROCEDURES

- The use of cell phones and other electronic devices (smartwatch, iPod, MP3, etc.) are not permitted during an examination. Students may leave such items with their invigilators, but the school assumes no responsibility in case of loss or damage. It is strictly forbidden for students to have electronic devices on their person during examinations.
- School bags or other bags, purses, and jackets are not permitted at the students' desks during examinations.
- Students must bring the necessary writing tools to their examination. The use of a calculator for mathematics exams is strongly recommended. Note that some exams prohibit the use of graphing calculators. Students should verify with their teacher which materials they are permitted to bring to the examination.
- Students may not leave their seat during an examination.
- Students may not leave the examination room until one half of the allotted time has gone by.

- Students must be in full uniform to be admitted to the examination room.
- Students must be on time– any student arriving more than 30 minutes following the start of the examination will not be admitted to the exam.
- For late arrivals past the 30 minutes following the start of the exam, and for all absences, proper justification and documentation is needed: medial note, death certificate, police report, etc.

## **TUTORIALS & REMEDIATION**

Tutorial instruction and remediation will be provided for students who require extra help in certain subjects. Tutorial classes/remediation take place outside of regular class time and teachers post the schedule for all students to view.

## **EVALUATION**

Student evaluation will reflect the approved MEQ curriculum. Term and final marks are calculated on a 100% basis and will reflect the level of competency that is achieved in each term.

A progress report will be issued in October. Formal report cards for Terms 1, 2, and 3 are issued in November, February, and June, respectively. All reports are accessible online via the *Mozaik Parent Portal*.

## **PRINCIPAL'S HONOUR ROLL**

Each term, the names of those students who have obtained an average of 80 – 84%, and who have not failed a subject, will be placed on the Honour Roll. Students who have obtained an average of 85% or more will be awarded Distinction. Students receiving a grade of 70% - 79% will be awarded Honorable Mention.

## **PROMOTION POLICY**

In order to be promoted to the next grade level, students are required to pass English Language Arts, Mathematics, and French Second Language. **If the student fails two or three of those subjects, they will be required to repeat their current grade level.** The pass mark is 60% for all subjects at all grade levels. Graduation requirements differ slightly (see below for details).

## **FOR GRADUATION FROM HIGH SCHOOL**

A diploma in Secondary Studies will be awarded to those students who have accumulated a total of 54 credits in Secondary IV and V, including the mandatory credits listed below:

<u>COURSE</u>	<u>LEVEL</u>	<u>CREDITS</u>
English	V	6
French	V	4
History & Citizenship	IV	4
Mathematics	IV or V	4
Science & Technology	IV	6
Arts Education	IV	2
CCQ or Phys Ed.	V	2

**COURSES IN SECONDARY I-IV for the 2024-2025 Academic Year:**

All students take core courses (English Language Arts, French Second Language, and Mathematics) each school year, in addition to the following subjects:

<b>Secondary 1:</b>	Geography History & Citizenship Science & Technology Visual Arts/Music Culture and Citizenship in Quebec (CCQ) Physical Education & Health
<b>Secondary 2:</b>	Geography History & Citizenship Science & Technology Visual Arts/Music Culture and Citizenship in Quebec (CCQ) Physical Education & Health
<b>Secondary 3:</b>	History of Quebec & Canada Science & Technology Visual Arts/Music Culture and Citizenship in Quebec (CCQ) Physical Education & Health Personal Orientation Project

<b>Secondary 4:</b>	History of Quebec & Canada Science & Technology Visual Arts/Music Study Methods Physical Education & Health
<b>Secondary 5:</b>	Contemporary World Financial Education Visual Arts/Music Health & Wellness Leadership Integrative Project

## **EMSB SUMMER SCHOOL**

Every year, the EMSB approves a summer school program for students in Secondary I-V who have obtained a mark of 50-59% in designated subjects and levels. The results of summer school may be evaluated with a percentage grade or only as pass (P) or fail (F) depending on the course. Students who succeed in their summer school studies are permitted to advance to the next level of the course.

More information regarding the EMSB Summer School will be distributed to parents/guardians in June 2025.

## **PHYSICAL EDUCATION**

This course is obligatory from Secondary I to Secondary V.

All students must wear either shorts or jogging pants, t-shirt, and athletic shoes for physical education class.

**A medical certificate/note from a physician/professional** is required to excuse a student from participation in physical education activities, but no student may be totally exempted from Physical Education & Health.

When students are in the gym or fitness center, a teacher or coach must be present. If a teacher or coach is not present, the students must wait in the corridor.

## **SAFETY AND SECURITY**

Students are not obliged to remain on campus at lunch. However, parents must be aware that there is no school supervision provided outside the school.

A number of fire, evacuation, and lockdown drills will be held during the school year to practice the correct emergency procedures. **All drills must be treated with respect and importance.** Students are to follow the directions of teachers and staff, moving quickly and quietly.

## FIRE DRILLS

1. Each exit in the school is clearly marked.
2. Instructions are provided in each classroom to designate which exit to use.
3. The sound of the fire alarm is the signal to leave the building immediately by the designated exit.
4. Students must move rapidly and maintain silence and good order. **DO NOT RUN.**
5. Fire drills can take place at any time, whether the students are in classes, in gym, in assemblies, in the corridors, or in the cafeteria.
6. Every fire drill is to be regarded as a real fire.

**TO ACTIVATE A FALSE ALARM IS A CRIMINAL OFFENSE.**

## **STUDENT MOVEMENT**

1. Students may **enter the school building as of 8:00 am** and must proceed directly to the cafeteria only for the breakfast program.
2. During the lunch period, students are permitted only in designated areas. Students must have permission in order to be in other areas of the building. **No food** is allowed anywhere in the building, except in the cafeteria and atrium (not including the locker areas).
3. Students must have a hall pass when not in class. Students who do not have a hall pass with them when outside of class may be subject to disciplinary action which could include the following: detention, suspension, meeting with administration and parent/guardian.
4. At the request of the teacher, a student may be asked to leave their electronic device in the classroom before leaving the classroom during class time (Ex: going to the washroom/water fountain).

## **ILLNESS IN SCHOOL**

A student who becomes ill during the school day must obtain special permission from the office personnel or the school nurse to absent themselves from class. If it is necessary to send a student home, the parents/guardians will be contacted before the student leaves the school building.

## **ACCIDENTS AT SCHOOL**

If a student is involved in an accident, attempts will be made to contact the home. If the parent/ guardian agrees, the student would normally be taken to the nearest hospital or CLSC where the parent/ guardian will be expected to take responsibility. Should treatment by the family doctor be preferred, the instructions given from the home will be followed.

**If your son/ daughter has any specific health problems, or is taking any medication, please notify the school office in writing.**

**Please note that if an ambulance must be used to transport a student to the hospital, the parents/guardians may be billed for the use of the ambulance.**

## **STM OPUS CARD & ID PHOTOS**

All full-time eligible students using the city bus must have a valid STM OPUS card.

**The OPUS Card renewal photos will be done on September 10<sup>th</sup>, 2024 at school.**

The cost of an OPUS card will be communicated to students and parents/guardians in September 2023.

**Student ID pictures will be taken at school on October 15<sup>th</sup>, 2024, and graduation photos will be taken the same day, as well.**

## **CAFETERIA**

The cafeteria serves both hot and cold balanced meals. Eating or drinking at any time of the school day is strictly restricted to the cafeteria. Furthermore, all students are expected to clean up after themselves at the end of their meal. Students found in violation of the cafeteria rules shall be subject to disciplinary action.

Please note that no purchase is required to eat in the cafeteria space.

The school offers a subsidized lunch program. Please contact the main office for details. Do not purchase the EMSB Pre-paid Cafeteria Meal Card sold on the EMSB website, as the school offers its own program.

## **GUIDANCE**

The guidance department is equipped to provide a full range of personal, academic and career counselling services. Appointments may be made at the **guidance counsellor's office outside class hours**. Please note that the guidance counsellor's hours are posted outside the office.

## **SCHOOL VISITORS**

Students should not invite outsiders to the school. **All visitors must immediately report to the main office**, prior to circulating in the school. Visitors are only permitted once they have presented themselves to the main office and are given authorization to stay, and have signed in.

## **HEALTH SERVICE**

A Public Health Nurse is provided by the C.I.U.S.S.S. for one day a week. The nurse cannot prescribe medication.

## **EMERGENCY MEDICAL INFORMATION FORM**

A health emergency information form will be sent home on the first day of school (for those students who did not return one in June 2024). **Please note that this information is extremely important.** The form must be completely filled out and returned to the main office as soon as possible.

## **CHANGE OF ADDRESS/ TELEPHONE NUMBER/EMAIL ADDRESS**

It is essential that the school be **notified immediately** of any change of address, telephone, email, etc., so that parents/guardians may be contacted in case of emergency situations.

**Email is used for the communication of important memos to parents/guardians and students**, and it is therefore essential that parents/guardians provide a functional email address that is checked regularly. **Please notify the main office of any changes.**

## **LIBRARY**

The library is intended to be a resource area for the whole school. Students are encouraged to use the library to do homework, study, read for pleasure, and to do research. There is a wide variety of books and magazines, as well as computers with internet access available. In order to keep the library operating efficiently, you are asked to observe the following regulations:

1. No food or beverages are allowed in the library.
2. Individuals or small groups are permitted to use the library throughout the school day with written permission from their teacher.
3. Students are free to check out books from the library for a period of two weeks. If no one else has reserved the book, the book may be renewed at the end of the two-week loan period.
4. Borrowers are held responsible for the replacement costs of any library book damaged or lost.

## **TEXTBOOKS**

These are loaned free of charge to the students. The textbooks are the property of James Lyng High School and must be treated with proper care. **Students must pay replacement costs for lost, stolen, or damaged textbooks.**

## **LOST ARTICLES**

Valuables or large amounts of money should never be brought to school. **James Lyng is not responsible for any lost or stolen articles.** Lost and found articles should be reported to or redeemed from the secretary.



## STUDENT LOCKS & LOCKERS

All students are given one lock at the beginning of the school year that they must use to keep their assigned locker locked at all times. If a lock is lost or damaged, students must pay the replacement cost of a lock.

## PARKING

There is no parking available for students on school grounds.

## RIGHTS AND RESPONSIBILITIES

The community of James Lyng High School requires that students demonstrate self-respect as well as respect for the dignity, well-being, and property of other members of the school. All members of our JLHS community have rights, but along with those rights come responsibilities:

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
to a full education leading to a Quebec Secondary School Diploma (DES)	to know and respect the school rules outlined in this Code of Conduct
to a clean and encouraging learning environment	to be courteous and punctual, and show a positive attitude toward learning
to view any official record in their file	to respect the school and other's property
to the services of a professional guidance counselor	to refrain from behaving in a disruptive way in the class and in common areas.
to participation in any activity sponsored by the school	to be responsible for missed work due to tardiness or absences
to a private locker for book storage	to strive for his/ her personal best (assignments are handed in on time and well done)
to fair treatment and respect from staff and other students	to use a school agenda book to organize his/ her work
to expect teachers to maintain standards of student behaviour which will not affect adversely the learning of student to be disciplined in a respectful manner	to actively promote respect (self, toward school mates and school personnel) at all times, which includes the use of proper language come to class prepared and with materials and books
to learn in a safe and healthy environment that is free of bullying.	to refrain from doing or saying anything that encourages bullying. Student are encouraged to actively prevent bullying by reporting bullying incidents to a school adult.

STAFF RIGHTS	STAFF RESPONSIBILITIES
to expect reasonable and appropriate behaviour from students	to ensure the rights and responsibilities of students
to support from the Administration in the performance of their duties	to enforce the Code of Conduct
to be treated with respect and to work in a clean, calm and safe environment that is free of bullying.	to contact parents/ guardians when necessary
to feel comfortable in speaking with immediate supervisors	to plan and conduct an appropriate program in accordance with the QEP
to expect students to complete their assignments and work to the best of their abilities	to establish clear, consistent and fair guidelines for students
to constructive pedagogical time, and the support of EMSB resources/ consultants	to communicate clear expectations in terms of evaluation
to collegial relationships with fellow teachers and support staff	to treat all students with dignity and respect at all times

PARENT/ GUARDIAN RIGHTS	PARENT/ GUARDIAN RESPONSIBILITIES
to be familiar with JLHS's policies and procedures	to take an active interest in their child's progress in school and discuss it with him/ her
to receive regular communications from school	to ensure the punctuality and daily attendance of their child
to confer with teachers and/ or administrators regarding concerns for their child	to collaborate with the school in developing their child's positive attitudes toward learning and responsible conduct
to feel welcomed and supported by the school community	to contact the school in order to communicate health or other issues

## ATTENDANCE POLICY & SCHEDULE

Creating a positive environment that promotes regular attendance is everyone's responsibility: administrators, teachers, support staff, students, parents, and members of the community.

### REGULAR BELL SCHEDULE:

<b>8:40-10:00</b>	<b>Period 1</b>
10:00-10:10	Recess
<b>10:10-11:30</b>	<b>Period 2</b>
11:30-12:20	Lunch
<b>12:20-13:40</b>	<b>Period 3</b>
13:40-13:50	Recess 2
<b>13:50-15:10</b>	<b>Period 4</b>
15:15-15:45	Detention

### WEDNESDAY MINI-DAY:

<b>8:40-9:35</b>	<b>Period 1</b>
<b>9:40-10:35</b>	<b>Period 2</b>
10:35-10:45	Recess
<b>10:45-11:40</b>	<b>Period 3</b>
<b>11:45-12:40</b>	<b>Period 4</b>

**Dismissal every Wednesday is at 12:40pm.**

## **CLASS ATTENDANCE**

Attendance at every class by all students is mandatory.

It is the parents/ guardians' responsibility to call and advise the school secretary if their child will be absent and provide the reason explaining the absence. An answering machine is available to accept calls outside office hours.

Students and parents/guardians must accept full responsibility for work missed during absences. Absences due to long-term illnesses require medical certification. It is the student's responsibility to find out what schoolwork they missed on the day(s) of their absence.

As stated earlier in the Code of Conduct, consideration for a missed test/evaluation will only be given for a valid reason. **Students who have missed a test or evaluation, regardless of the reason, must write the make-up version of the evaluation within 9 school days from the original evaluation date and** depending on the date chosen by the teacher; students who do not attend the teacher's make- up date to write the evaluation will receive a grade of zero.

Parents/guardians should encourage their children to attend school regularly, especially if they are reluctant to do so. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes the matter worse.

Parents/guardians are asked to plan their appointments and vacation/holiday outside of regular school days in order to prevent absences. Extensions of vacation/holiday periods are highly discouraged.

**The school is not required to provide work to students who vacation during regular school days.**

## **ABSENTEEISM**

**Serious absenteeism problems shall be defined as including one or more of the following:**

- A student who is absent for a period of five (5) or more consecutive days without a valid reason. (It is possible that the principal could still consider an absence to be unvalidated even if excused by a parent);
- A student who has had five (5) or more unvalidated absences in one month;
- A student with a repeated pattern (ex: Fridays) of unvalidated absences;
- A student who has accumulated unvalidated absences equivalent to ten (10) percent or more of one school term.

**The school administration reserves the right to contact the Director of Youth Protection for any case of serious student absenteeism.**

## TYPES OF ABSENCES

All absences can either be classified as **validated** or **unvalidated**. It is important for absences to be accurately documented in school records.

**Validated** absences are considered the following:

- illness;
- appointment with a health professional;
- emergencies, or other unforeseeable events. (ex: death of a family member, court dates, etc.)

**Unvalidated** absences are classified as such by the school when the absence is not considered reasonable.

This includes but is not limited to:

- parents/ guardians keeping students at home without cause;
- truancy/ lack of motivation to go to school;
- part-time work;
- inclement weather;
- babysitting other children.

For **unvalidated** absences, the school is committed to taking the following actions to address the problem of absenteeism. The primary purpose of these steps is to elicit collaboration from parents/guardians to find solutions to improve their child's attendance by coordinating a plan of action including support strategies that can be implemented at home and at school.

- Phone call(s) and meeting(s) with our Parent-Student Animator and Administration;
- Home visit(s) if contact cannot be made otherwise;
- Involvement of the school team (ex: social worker, guidance counsellor);
- Involvement of the school board (ex: Student Services, Regional Office);
- Formal letter;
- Special Notice via Registered letter;
- Involvement of the Director of Youth Protection.

In some cases of serious absenteeism and after consultation with the Director of Youth Protection, if the student in question is no longer subject to compulsory school attendance as defined in the Quebec Education Act, the student may be asked to unregister from our school.

## EARLY DISMISSALS

Parents are requested to arrange medical, dental, and other appointments for their children outside school hours (after 15:10), or on pedagogical days.

Any dismissal before 15:10 must be requested by a signed note, email from the parent/guardian, or phone call from a parent/guardian. The note/email/phone call must be received by the secretary on the day of the dismissal or earlier, and must:

1. be dated and give student's full name;
2. give a valid reason;
3. specify the time the student has to leave;
4. indicate a telephone number where the parent/guardian can be reached during the day;
5. be signed by a parent/guardian (if note or email).

No student may leave the school during class hours without permission from the parent/guardian. It is the parent/guardian's responsibility to notify the main office of an early dismissal as soon as possible. Any student who is ill or injured or for any other valid reason wishes to leave school early **must report to the office or a member of the administration** so that an appropriate authority figure can be notified of the departure.

**Students who do not follow these procedures are considered truant and will face disciplinary sanctions, including suspension.**

## **LATES**

Students are expected to be on time for school, which begins with the first period at **8:40AM**. Those arriving after 8:40am are considered late and must IMMEDIATELY report to the office in order to obtain a late slip.

**Students who are late without a valid reason will be required to serve a detention every 2<sup>nd</sup> late when less than 30 days have elapsed between the late arrivals, and the late arrivals are 8:40am or later.**

**A student who accumulates 6 lates within a 30 day period, will receive a suspension.**

**Additional action, which can include a suspension, will be taken toward any student who is chronically late (whether absences are justified by parent/guardian or not) or does not report to the office upon arrival.**

Students arriving after 9:30AM without a dated note or phone call from a parent/ guardian will not be permitted to attend classes before being seen by administration. Depending on the individual situation, students may face disciplinary actions.

Students are also expected to be on time for their classes throughout the day. Detentions for being late will also be given to students who are late for classes following lunch. Subject teachers will deal with students who are late for other classes during the day. Chronic cases will be referred to the administration.

## **DRESS CODE**

Students must arrive to school in full uniform each morning. **The school uniform must be worn the whole school day – in class, during recess, during lunch, and on school outings.**

Please note that it is forbidden for students to change clothing in the locker area or hallways.

<p><b>JLHS Uniform Shirt (with school logo):</b></p> <ul style="list-style-type: none"> <li>• Black t-shirt</li> <li>• Grey crewneck sweatshirt</li> <li>• Black sweatshirt</li> <li>• Varsity jacket</li> </ul>	<ul style="list-style-type: none"> <li>• T-shirts, undershirts or sweaters worn under the school shirt must be a solid colour.</li> <li>• Any previous attire (ex: House, alumni, leadership, basketball, etc.) <b>are not permitted</b> as daily wear.</li> </ul>
<p><b>Black pants</b></p> <ul style="list-style-type: none"> <li>• Cargo</li> <li>• Denim/jeans</li> <li>• Sweatpants/trackpants</li> <li>• Leggings</li> <li>• Etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Pants must not have holes or rips and must be worn at the waist.</li> <li>• Pants must be all black, opaque, and reach the ankles.</li> <li>• Stripes, large logos and/or other trimmings are not permitted. If visible, logos/brand names must be discrete. The administration reserves the right to determine what is acceptable.</li> </ul>
<p><b>Gym Dress Code</b></p>	<ul style="list-style-type: none"> <li>• All students must wear shorts or jogging pants and athletic shoes for physical education class.</li> </ul>
<p><b>School shoes:</b> Sensible shoes that are practical for a busy crowded public building are required. Running shoes are acceptable.</p>	<ul style="list-style-type: none"> <li>• All shoes must have closed heels and toes. Boots, sandals, flip-flops, slippers, etc., <b>are not permitted.</b></li> </ul>
<p><b>Please note the following:</b></p> <ul style="list-style-type: none"> <li>• Hats, caps, bandanas, scarves, and gloves are not permitted beyond the locker area.</li> <li>• All accessories or clothing depicting drugs, violence, racism, sexism, alcohol, or obscenities are strictly forbidden.</li> <li>• Headphones/earbuds are not permitted during class time, unless approved by the teacher;</li> <li>• Non-JLHS sweaters are permitted as <u>layers under the uniform shirt only</u> when inside the school building. <b><u>However, shirts with a hood are not permitted as layers under the uniform shirt.</u></b></li> <li>• Backpacks or any other bags, purses, etc. are not permitted within the classrooms and must always be left in the student's locker.</li> </ul> <p>Please note that headgear worn for religious reasons is acceptable.</p>	
<p>Unless otherwise specified by the school, <b>ALL STUDENTS MUST BE IN UNIFORM AT ALL TIMES. A student who is NOT IN UNIFORM may be subject to a detention or sent home to change.</b> Uniform shirts can be purchased at the main office (exact change only).</p>	

## NON-UNIFORM DAYS

Occasionally, the school hosts days on which students are permitted to not wear their uniform, and/or are encouraged to participate in a clothing or accessory theme. On these days, the following rules regarding attire apply:

- Clothing must be suitable for all scheduled classroom activities;
- No inappropriate writing, logos or suggestive images. Clothing must not serve to marginalize or harm others.
- Shirts must have fabric in the front and back and on the sides (under the arms);
- No showing of undergarments;
- Shorts, skirts and dresses must be approximately mid-thigh in length or longer;
- Clothing fabric must be opaque (not see-through);
- No pyjamas or costumes (unless permission is given otherwise);
- Shoes must be as described in the above section regarding dress code.

## SMOKING

**Smoking is not permitted in the school, on school grounds or in sight of the school, or on transportation (school or public);** this includes but is not limited to regular tobacco cigarettes and electronic cigarettes (vapes).

Students found smoking or in possession of cigarettes or electronic cigarettes (vapes) will be suspended from school and may be fined.

## DRUGS AND ALCOHOL

The school will not tolerate drugs or alcohol. The school administration reserves the right to inspect a student's locker if they are suspected of being under the influence of drugs or alcohol or in possession of drugs or alcohol (regardless of the amount). Students may consequently be **suspended immediately or found placement at another school** if found to be in possession, distributing, or under the influence.

## BILL 56

### **An act to prevent and stop bullying and violence in schools (June 2012)**

The Education Act defines the following:

“The word ‘**bullying**’ means any repeated direct or indirect behaviour, 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”;

“The word ‘**violence**’ means any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights to property”.

Schools have a responsibility to investigate and track all incidents of violence and bullying (including cyber bullying), including those motivated by racism, homophobia/transphobia, sexual orientation, gender identity, a handicap or physical characteristic, whether or not incident(s) happen within our school premises. Our school has put certain strategies in place, according to our Anti-Bullying/Anti-Violence Action Plan, to positively impact this issue, such as:

- Mentorship programs
- Peer mentoring
- A variety of extra-curricular activities to foster a positive sense of belonging
- Bullying reporting measures
- Restorative justice program
- Counselling/ Mediation
- Student leadership
- SPVM Bullying/Violence Workshops

**The school will not tolerate weapons of any kind, including, but not limited to, imitation weapons. The administration reserves the right to confiscate weapons (real or imitation) and contact authorities.**

## **ATTITUDE**

Students must show respect for all members of the James Lyng High School community. Students are expected to:

- be polite & cooperate with directives from all school personnel; be polite & courteous with classmates;
- be present and on time for each class;
- refrain from disruptive behaviour in the classroom or within common areas. Further, student must not leave the classroom without permission from the teacher or other school adult.
- refrain from using foul language;
- treat others with respect by avoiding physical or verbal aggression;
- respect the EMSB Safe Schools policy, particularly with respect to bullying, cyber-bullying, harassment, abuse, and discrimination (see EMSB Safe Schools policy & James Lyng High School’s Anti-Bullying policy)
- respect their learning environment for the benefit of student’s peers. Any damage to school property, whether deliberate or accidental, and resulting cost will be borne by the student and their parent/guardian.
- treat school property with respect. All textbooks and library books are the property of JLHS. Textbooks or library books that are lost or damaged beyond the normal wear and tear will have to be replaced at the expense of the student and their parent/guardian.
- Students are reminded that they represent James Lyng High School when travelling to and from school, as well as on field trips, sporting events, and special activities.



## RESPECT FOR NEIGHBOURHOOD

Students are required to respect our neighbors by staying off their private property and by behaving in an appropriate manner when visiting shops and restaurants around the school.

For safety reasons, JLHS students are not to enter the **James Lyng Adult Education Centre or the Focus and Outreach schools.**

## ELECTRONIC DEVICES

It is advised by the school that students refrain from bringing electronic devices to school such as cell phones, smart watches, personal gaming devices, etc. Any student who brings personal electronic items does so at their own risk. The school is not responsible for any lost or stolen articles.

Please be advised that it is strictly prohibited for students to use any such devices in class; exception occurs if the TEACHER is requesting students to bring a device to class solely for the purpose of use as a teaching tool. Any electronic device that is seen or heard during class time can result in the confiscation of said items.

**1<sup>st</sup> offense:** Item confiscated, brought to main office, and returned to student at the end of the school day.

**2<sup>nd</sup> offense:** Item confiscated for the day and to be brought to the main office every morning for the following 5 school days (item will be returned to the student at the end of the school day), and/or a parent/guardian must pick up the item from the school administration. If a student were to be untruthful about bringing the item to school and it is later found out that the student lied to the school administration, the student will be suspended from the school.

**3<sup>rd</sup> and further offense(s):** Sanction to be determined by the administration, including but not limited to detentions or suspension.

Technical devices, such as camera phones, recording devices or computers may not be used to invade or threaten personal privacy, or to disrupt the safe and secure culture for learning.

## INFORMATION TECHNOLOGY ACCESS AND APPROPRIATE USE

Students are expected to:

- adhere to and agree to the EMSB IT policy;
- use equipment and Internet services only with the permission and/ or supervision of James Lyng personnel;
- refrain from using anonymous Internet services;
- refrain from creating, accessing, storing, sending, distributing or printing any material which is generally considered to be obscene, pornographic, erotic, sexually explicit, racist, abusive, discriminatory, hate- motivated, harassing, threatening, demeaning or otherwise objectionable in imagery or language;
- take reasonable precautions to prevent unauthorized access to email;
- report to the administration any material received or stored in any manner (text, images, sound,

- etc.) which appears to be in violation of the policy;
- respect and protect personal and confidential information regarding themselves or others;
  - refrain from harming, attempting to harm, or destroying EMSB data;
  - refrain from obtaining, by any means, access to any system, service, privilege or electronic material to which they are not authorized;
  - refrain from violating Canadian copyright laws;
  - refrain from installing unauthorized software on EMSB-managed computers;
  - refrain from transmitting unsolicited bulk information (SPAM), including junk mail, advertising, jokes, solicitations, chain letters, virus alerts, etc.;
  - obtain permission from the supervising teacher or educator before printing.

**It is the responsibility of parents/guardians to ensure that their children are acting in an appropriate manner on social media platforms and using their cell phones appropriately, especially outside of school hours.**

Reports of negative online behaviours (ex: threats, hate comments, sharing videos of illegal activities) which are brought to the school’s attention, could lead to disciplinary actions as indicated in this Code of Conduct.

**The school reserves its right to consult with their socio-community police officer from the SPVM on a case by case basis.**

**RESPECT FOR SCHOOL PROPERTY**

- Students are requested to maintain the cleanliness of the school building. Littering will not be tolerated.
- It is forbidden to eat or drink in the classrooms, hallways, locker bays, or gymnasium. Food and drink may only be consumed in the cafeteria.
- Vandalism, graffiti, and the destruction or careless use of school property is prohibited. Students and their parents/ guardians will be held financially responsible for any damage their child may cause.
- Tampering with the fire alarm system or any other safety equipment will not be tolerated and may be cause for suspension.
- Students are reminded that they **must only use the front entrance of the school**, as all other doors will be inaccessible (except for emergency evacuations).

**HALLWAYS**

Students are always expected to conduct themselves in a respectable and orderly fashion when circulating in the school. Pushing, shoving, shouting, running, swearing, or rowdy behaviour will not be tolerated. **Students are not permitted to be in the corridors during class time without a hall pass.**

**DETENTION**

- Students are expected to serve their detention in full uniform on the day it is assigned. If a student has a valid reason for re-scheduling their detention, arrangements must be made with

administration **prior** to the scheduled detention.

- Eating, sleeping, talking, listening to music, or any other disturbances are strictly forbidden in the detention room.
- Students are **REQUIRED** to bring schoolwork to the detention room. Students will not be permitted to sit in the room without some sort of work and may face more serious disciplinary measures.
- If a detention is missed, the student is required to serve two detentions. If the student does not attend the two detentions, they may face measures for insubordination and be suspended.
- After school, before school, lunchtime, or pedagogical day, detentions may be assigned at the discretion of administration.

## **G.M.A.A. AND JAMES LYNG HIGH SCHOOL REPRESENTATION**

Representing James Lyng High School is a privilege for all students and staff. Students must completely fulfill their commitment once they have agreed to represent the school. If students neglect this commitment, the consequences may include a suspension from all related activities for up to a year and payment of any fine the school may incur as a result. Activities in which students represent the school take precedence over other practices, jobs, appointments or outside activities.

## **DISCIPLINARY ACTION**

Students who fail in their responsibility to their school community are accountable for their behaviour. The following are examples of unacceptable behaviour that require disciplinary action. **This list is not meant to cover all infractions:**

- Rudeness
- Lateness
- Assignments not done
- No text(s), pen, or copybooks in class
- Disruptive in class, hallways, cafeteria
- Littering
- Eating anywhere in the building except in the cafeteria
- Unacceptable dress and appearance (i.e. dress code violation)
- Bullying and/or violence
- Vandalism
- Foul language
- Insubordination
- Graffiti
- Violation of the EMSB I.T. Policy

**Students who make threats directed at a staff member will be suspended and may face legal consequences.**

## **FORMS OF DISCIPLINARY ACTION**

1. **Detention:** Students found breaking rules will serve a detention outside regular school hours. Detention is held on Mondays, Tuesdays, and Thursdays between 15:15 and 15:45.
2. **Suspension:** Chronic or serious cases of misconduct will result in suspension. All suspensions will require parent/guardian interviews with the administration before readmission.

3. **Alternative to suspension program:** Referral to the YMCA program.

## **SUSPENSIONS**

Suspension penalties may be administered to students up to a maximum of 5 days as a result of (but not limited to) the following infractions:

- **disrespectful or insolent behavior**
- **use, possession or distribution of drugs, alcohol, or other illegal substance**
- **bullying, including cyber bullying**
- **skipping classes**
- **fighting, horseplay, pushing, hitting, placing hands on another student**
- **vandalism, theft, or destruction of property**
- **frequent dress code violations**
- **uttering threats, harassment or name calling**
- **lates (frequent and unexcused)**
- **skipping detention**
- **physical or verbal abuse towards others**
- **smoking/vaping on school property and/or within sight of the school**
- **possession/use of dangerous items**

## **SUSPENDED STUDENTS ARE NOT ALLOWED TO:**

- Participate in any extra-curricular activities: field trips, sports teams, shows, etc.;
- Visit the school or loiter outside the school building. Should they do so, the period of suspension may be extended.

## TELEPHONE NUMBERS FOR YOU OR SOMEONE YOU KNOW

### **EMERGENCY 911**

Montreal Sexual Assault Center (24 hours)	514-933-9007 / 1-888-933-9007
Suicide Action Montréal (24 hours)	514-723-4000 / 1-866-277-3553 / TEXT 1-855-957-5353
Face à Face (M, T, F, 9:00 - 17:00)	514-934-4546
Tel - Jeunes (24 hours)	1-800-263-2266 / TEXT 514-600-1002
S.O.S Violence Conjugale (24 hours)	1-800-363-9010 / TEXT 1-438-601-1211
Support for 2LGBTQ+	514-989-0001 / <a href="http://www.p10.qc.ca">www.p10.qc.ca</a>
Kids Help Phone	1-800-668-6868 / TEXT 686868
Tel-Aide	514-935-1101
Ligne Parents	1-800-361-5085

### **HOSPITALS & HEALTH**

Montreal Children's Hospital	514-412-4400 / <a href="http://www.thechildren.com/">www.thechildren.com/</a>
Adolescent Medicine/Gynecology	514-412-4481
Lakeshore General Hospital	514-630-2225
Jewish General Hospital	514-340-8222 / <a href="http://www.jgh.ca">www.jgh.ca</a>
Royal Victoria Hospital (Glen site)	514-934-1934
Herzl Teenage Health Unit (M-F, 8:30 - 16:30)	514-340-8242
Info-santé	811
To find your local CISSS or CIUSSS	<a href="http://sante.gouv.qc.ca/en/repertoire-ressources/votre-ci-ss-ciu-ss/">sante.gouv.qc.ca/en/repertoire-ressources/votre-ci-ss-ciu-ss/</a>

### **DRUGS & ALCOHOL**

Drugs: Help & Referral Line	514-527-2626
Foster Pavillon	514-486-1304
Alateen and Al-Anon	1-888-425-2666
Alcoholics Anonymous	514-350-3444
Portage Drug Addiction and Employment Reintegration	1-844-939-0202

### **GAMBLING**

Foster Pavillon	514-486-1304
Gambling/Gaming/Internet (24 hours)	514-527-0140 / 1-800-461-0140 / <a href="http://aidejeu.ca/en/">aidejeu.ca/en/</a>
International Center for Youth Gambling & High Risk Behaviours	<a href="http://youthgambling.com/">youthgambling.com/</a>

### **OTHERS**

Head & Hands (Medical, legal, and social services)	514-481-0277 / <a href="http://www.headandhands.ca">www.headandhands.ca</a>
The Black Community Resource Center	514-342-2247
Sun Youth	514-842-6822 / <a href="http://sunyouth.org/">sunyouth.org/</a>
Information and Referral Centre of Greater Montreal	514-527-1388 / <a href="http://crgm.ca/">crgm.ca/</a>

### **LEGAL**

Legal Aid (Youth Protection Law))	1-800-842-2213
Legal Information Clinic at McGill	514-398-6792