

CODE OF CONDUCT

LINKS HS Values Encompass Respect for Self, School Community and Neighbourhood.

PREVENTING & STOPPING BULLYING

LINKS HS students are expected to treat each other with respect. As such, actions such as BULLYING will not be tolerated. BULLYING is a willful, repeated and aggressive behaviour towards another with the intent to harm, and includes:

- Derogatory comments, racial, religious, or homophobic slurs and name-calling;
- Threats and intimidation (physical, verbal, or written);
- Intentional exclusion and/ or humiliation;
- Manipulation of another individual;
- Any of the above actions committed via social media;
- Physical violence;
- Taxing and theft.

These actions may occur at school, on or near school property, during or outside of school hours or through electronic communication/ social media/ cyberbullying.

REGARDLESS OF TIME, LOCATION OR MEANS, LINKS HIGH SCHOOL WILL TAKE MEASURES AGAINST SUCH ACTS IN ORDER TO ENSURE THE SAFETY OF OUR STUDENTS.

If a LINKS HS student is experiencing bullying in any form, they should immediately take measures to stop it. The first step is to tell a responsible adult such as a teacher, administrator, staff member or parent. Severity of disciplinary action is at the discretion of the principal. DISCIPLINARY ACTION MAY INCLUDE A SUSPENSION OF UP TO 5 DAYS. Whenever possible, an in-school suspension or an alternative to suspension program will be offered rather than an at-home suspension.

As a rule, we try to prevent bullying before it starts. This is a process in which **all stakeholders** hold responsibility.

Parents are encouraged to speak with their children about respect for others, take appropriate action at home when there are problems of this nature and cooperate with the school should an incident arise.

School Staff will be vigilant in their instruction and supervision of students and address any issues brought to their attention. School personnel will educate students and raise awareness about the issue through classroom visits and awareness campaigns such as anti-bullying assemblies. The guidance counsellor will mediate conflict between students in a safe and respectful environment. Students are encouraged to seek help in situations of conflict before it escalates into a larger problem.

Whenever possible, a resolution between bully and victim will be sought through means such as meetings with our guidance counsellor and/or administration, outside counselling services for one or both parties, or other form of mediated agreement between both parties.

VIOLENCE

In incidents involving physical violence, administration reserves the right to send the student home for the remainder of the day, or longer, depending on the situation.

RESPECT FOR OTHERS

As a LINKS HS student, you will be spending most of your day (and often many years) with the people around you. It is important to the proper functioning of the school that all its members conduct themselves with self-discipline and courtesy toward others.

LINKS High School expects students to:

- cooperate with their teachers and classmates, to behave in an acceptable manner and participate in class.
- cooperate with staff members in the school. Rudeness or refusal to obey instructions will result in disciplinary action;
- behave in an acceptable manner in the school corridors during the day. **Running and/ or screaming in the halls is unacceptable. Eating and/or drinking in the halls is forbidden. Students caught littering and/ or vandalizing will face disciplinary actions;**
- arrive to class **ON TIME** with all the required materials (for example pens, pencils, physical education uniform), to perform the tasks expected of them;

RESPECT FOR NEIGHBOURHOOD

Respect for our neighbours by staying off private property and behave in an appropriate manner when visiting shops and restaurants around the school.

LINKS HS students are not to enter the St-Pius Career Centre.

RESPECT FOR SCHOOL PROPERTY

Respect for school property is a student obligation. Vandalizing school property and equipment will necessitate intervention with school administration.

EATING and/ or DRINKING in the halls is **not permitted**.

STUDENTS ARE NOT PERMITTED TO:

- **be in the corridors during classes without a hall pass;**
- **invite outsiders into the school to visit them;**
- share lockers or use lockers other than their own;
- use gaming device or any other electronic devices during class unless with the consent of the teacher and for educational purposes only. Misuse of this privilege may result in the confiscation of said device, which will be turned to administration. **Student must then see the administrator before the phone is returned;**
- bring backpacks/ handbags to class;
- **smoke or vape in the school building, or on/ near school premises. A student who breaks this regulation will automatically be referred to administration.**

DETENTIONS

Student detentions must be served. Failure to do so will result in further action; i.e. contacting parents, and the involvement of administration. Failure in serving a detention may result in additional disciplinary action.

SUSPENSIONS (INCLUDING IN-SCHOOL 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 rude behaviour
- use, possession or distribution of drugs, alcohol, or other illegal substances
- bullying, including cyber-bullying
- skipping classes
- fighting, horseplay, pushing, hitting
- vandalism, theft or destruction of property
- frequent dress code violations
- uttering threats, harassment, name-calling
- lates (frequent and unexcused)
- skipping detention
- physical or verbal abuse towards others
- smoking on school property
- possession/ use of dangerous items

SUSPENDED STUDENTS ARE NOT ALLOWED TO:

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

If a student refuses or fails to report for a detention, the student must be referred immediately to the administration for action. The administrator having reviewed all aspects of the circumstances - in particular, the past record of the student - will take one of the following actions: (not in order of priority)

- verbal warning
- letter to parent
- school detention
- suspension

EARLY DISMISSALS

Any student who is aware that he/ she must leave early during the day for any legitimate reason should also report to the office **before first period**. These students are to present a note signed by a parent or guardian with a valid telephone number(s) indicating the desired dismissal time. He/ she will then receive a departure note. Parents will be called to verify the early dismissal.

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.

LATES

Students are expected to be on time for school, which begins with the first period at **7:56AM**. Those arriving **after 7:56AM** are considered late and must **report** immediately to the main office to be given an admit slip which must be presented to the first period teacher.

A **detention** will be issued by the office to students who are late for the first period in the morning or for the period after lunch.

Students arriving after 8:30AM without a dated note or phone call from a parent will not be permitted to attend classes before being seen by administration. Depending on the individual situation, students may be sent home.

Class attendance is done by period. Subject teachers will intervene with students who are late for period 2 and/ or period 4 classes. Administration then ensures that all students were present and accounted for in all classes throughout the day.

Students presenting a valid note to the secretary, justifying a late arrival and signed by a parent or guardian will be exempt from detention.

Leaving School Grounds at Lunch:

Students in our CASP and MAP 1 and 2 programs are prohibited from leaving the school grounds during the day including lunch and recess, unless accompanied by school adults. Students in the DEFIS, MAP 3 and 4, WOTP or APP programs are allowed to leave the school premises ONLY during lunch hour (NOT RECESS).

If a parent does not want their child to leave the premises at lunch, they must advise the school in writing. Students are responsible for their own conduct and safety while off of school property.

During COVID pandemic: No students will be leaving school grounds unless stated otherwise by the government.

CAFETERIA

The LINKS Bistro will be offering a monthly menu for the school year 2021-2022. Families may purchase LINKS Bistro meal card, good for 20 meals. Families who qualify for the CAP program may purchase the meal card at a reduced rate (please see our secretary for more information). Microwaves will be available in the cafeteria for students to use.

BEHAVIOUR IN THE CAFETERIA

Eating or drinking at any time of the school day is strictly restricted to the cafeteria and school yard. 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.

During COVID pandemic: cafeteria may or may not be accessible. Families will be informed of any change.

VISITORS:

All visitors must enter from front door and sign in. The front office will follow-up with their needs. Visitors are only permitted once they have been seen by front office and are given authorization to stay.

During COVID pandemic: visitors may not have access indoors. Updates will be provided.

EMERGENCY PROCEDURES:

Several fire drills, evacuations, and lockdowns will be held during the school year to practice the correct emergency procedures. All drills must be treated with respect and importance. During class time, students are to follow their teacher's directions and move **quickly and quietly**.

LOCKERS

Each student will be assigned a locker and a school lock. Lockers must be kept tidy and free of objects or materials not permitted in a school setting material.

NEVER leave valuables in your locker. The school cannot guarantee their security. **The school is not responsible for lost or stolen articles.**

LOCKER ASSIGNMENT PROCEDURES

- Homeroom teachers will assign lockers to their students during first week of September.
- A **Locker assignment form** will be provided to the teachers indicating the location and locker numbers (range of lockers) and locks to be assigned to your students.

- Teachers must use the **Locker assignment form** to indicate the name of their students, locker number and lock serial number (or indicate key lock).
- Please complete this form and keep it for your records. Make a copy of this form and return to the main office.

DRESS CODE

THE DRESS CODE IS AS FOLLOWS:	CLARIFICATIONS:
The shirt (top)	<ul style="list-style-type: none"> • Navy blue. • Undershirts must be plain white only.
Dress pants	<ul style="list-style-type: none"> • Grey pants • Jeans or denim of any colour, sweatpants / track pants; casual wear (ex: leggings, yoga pants or tight-fitting pants) are not permitted.
Girls may wear grey skirts only.	<ul style="list-style-type: none"> • Skirts may be worn with <u>white, grey, black or skin tone tights only</u>. • Skirts may not be shorter than 2 inches above the knee.
Gym Uniform	<ul style="list-style-type: none"> • All students must wear black shorts or jogging pants, white t-shirt and athletic shoes for gym class.
Sensible shoes that are practical for a busy and crowded public building (preferably black or white). Running shoes are acceptable.	<ul style="list-style-type: none"> • All shoes must have closed heels and toes. Boots, sandals, flip-flops etc... not be worn in school. All students must wear running shoes for gym.
The following are unacceptable at LINKS: <ul style="list-style-type: none"> • Sweatbands, neck bands, wristbands/gloves, hats, bandanas and caps in class. • Accessories depicting drugs, violence, racism, alcohol or obscenities. 	
Unless otherwise specified by the school, ALL STUDENTS MUST RESPECT THE DRESS CODE AT ALL TIMES. A student who is not respecting dress code will be met with Principal.	