



Noranda School

Code of Conduct



2017-2018

Noranda School Discipline Policy -- The purpose of these policies is not only to foster acceptable behavior and to develop a sense of responsibility but also to improve academic results.

CODE OF CONDUCT		
Consequences for Infractions		
<p>First Infraction:</p> <ul style="list-style-type: none"> •Letter home or email parent / call home •After-school detention (secondary) •Recess detention - Elementary •Reflection Letter 	<p>Second and Third Infraction:</p> <ul style="list-style-type: none"> •Letter home or email parent / call home •After-school detention (secondary) •Lunch detention - Elementary •Removal from activities or loss of privileges •Student Behavior plan 	
<p>Fourth Infraction(s):</p> <ul style="list-style-type: none"> •Letter home or email parent / call home •In-school suspension (elementary) •Out of school suspension (1 day) (secondary) •Parent-teacher-student conference 	<p>Fifth Infraction(s):</p> <ul style="list-style-type: none"> •Letter home or email parent / call home •After-school detention (elementary) •Out of school suspension (2-days) (secondary) •Parent-teacher-student conference 	
<p>Noranda School has a zero tolerance policy against physical and verbal abuse, bullying and intimidation and the use or possession of drugs and alcohol. Any of these offenses are serious and would result in immediate and decisive action to be taken by the administration in coordination with the WQSB discipline committee.</p>		
	Expectations	Intervention(s)
Language	<p>Students are expected to speak proper and appropriate English at Noranda School at all times.</p> <p>Swearing, derogatory language concerning race or sexual orientation or other types of vulgar language is never acceptable.</p>	<p>Students are encouraged and reminded to speak English at school. However, after numerous infractions, a detention may be administered.</p> <p>Infraction (see <i>Escalation of Infractions</i> above)</p>
Regular school attendance	<p>Students must attend school regularly.</p> <p>Student are responsible for catching up on any missed classwork, assignments or homework.</p> <p>In the event of illness, medical appointments or any other legitimate planned absence from school, parents are expected to contact the school before said absence.</p> <p>Classroom attendance is taken every class. In the case of absence, the school will contact parents to ask them to justify their child's absence.</p> <p>Noranda School does not consider family vacations, justified absences. Therefore, teachers are under no obligation to prepare work for students while on vacation or help them catch up on missed work when they return to school.</p>	<p>Students who are absent from class and their parent or guardian has not contacted the school to justify their absence in advance, are considered truant (skipping) (see <i>Consequence for Infractions</i> above).</p>

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<p style="text-align: center;">School and Classroom behaviour</p>	<p>Students must conduct themselves in a manner which respects the rights of other students and staff. These rights include the right to learn, the right to a safe, non-threatening environment, the right to courtesy at all times, the right to protection of private property, the right to have a clean school and the right to hear only acceptable language.</p> <p>Students will behave in a manner that is conducive to learning and will respect both school and individual classroom guidelines.</p>	<p>If a student does not adjust their behavior after being warned by the teacher, they may be asked to leave the classroom and wait in the hallway or report to the office.</p> <p>Depending on the severity of the behavior the student may receive a consequence (see Consequences for Infractions above) or be sent home immediately.</p>
<p style="text-align: center;">Dress Code</p>	<p>Students are required to dress in a manner that is clean, neat, and appropriate to the school setting and the weather. The following guidelines are to be respected at all times.</p> <ul style="list-style-type: none"> A. Clothing and jewelry shall be free of writing, pictures, or any insignia which is crude, vulgar, profane, sexually suggestive, anything promoting the use of illegal substances, anything that advocates negative racial and /or ethnic prejudice, or is disrespectful to any religious group. B. Clothing should be appropriate for a professional setting and must conceal undergarments at all times. C. Bare midriffs, undershirts, see-through fabrics, clothing with excessive gaping holes, off the shoulder, must not be worn. Skirts and shorts must be approximately fingertip length when arms are held at sides. D. Outdoor clothing or heavy boots which scuff the floor are not to be worn in the school. Shoes are to be worn in the school at all times. All students are required to have appropriate footwear for outdoors that is different from their indoor shoes. E. Hats, caps, and hoods are not permitted in the school and should be removed upon entering the school. F. Pyjamas are not permitted, except for special designated days. 	<p>Students found to be in violation of the dress code, will be required to immediately remedy the situation. Non-compliance with these rules may also result in the student being sent home and/or the confiscation of the item, to be returned to the student at a time deemed appropriate by the teacher or the parents of the student.</p> <p>In the event of a student who continues to disregard the dress code, he/she may be sent home and required to return with parents at which time a plan of action will be presented to remedy to the situation.</p>
<p style="text-align: center;">Use of School Computers</p>	<p>It is strictly forbidden for students to download any software on school computers. Use of social media is not allowed during school hours.</p> <p>Students will use school computers for educational purposes, as directed by the school staff. Students will not access sites or information which are deemed inappropriate.</p>	<p>A student who is in violation of the computer policy will be subject to loss of school computer use from 2 weeks to the remainder of the school year depending on the offence. Parents will be notified by the teacher.</p> <p>Please note: a student who uses school computers to interfere with other student or staff accounts will automatically lose his/her privileges for the school year, parents will be contacted and a consequence will be given (see Consequence for Infractions).</p>
<p style="text-align: center;">Completion of assignments</p>	<p>Students will complete assignments to the best of their abilities and hand them in as requested by their teachers.</p> <p>Teachers will provide students with sufficient time to complete assignments teachers will monitor and keep record of assignments completion.</p>	<p><u>Elementary</u></p> <p>Student who do not hand in an assignment on time could be given an extension by the teacher and / or asked to complete the work at lunch/recess. Parents may be contacted.</p> <p>A student who chooses to not hand in an assignment on time should expect a penalty when it comes to marking.</p> <p><u>Secondary</u></p>

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		<p>In Secondary 1 – 2 – 3, 5% per day will be deducted for each day the assignment is late for a total of 3 days. On the fourth day, if the assignment still has not been handed in the student will receive zero for that assignment.</p> <p>In Secondary 4 – 5, all assignments are to be handed in on assigned due dates. If work is not handed in on time, it will result in a mark of zero on the assignment.</p> <p>In the case of justified absences, all secondary students are expected to hand in assignments to their teacher immediately upon their return.</p> <p>Plagiarism is a most serious offence. Any student caught plagiarizing any work will receive a mark of zero. Any student may be asked to provide proof of research when plagiarism is suspected. Failure to provide all sources will result in a mark of zero. It is the student’s responsibility to keep all research notes/outlines until assignments have been returned.</p>
Electronic devices	<p>Students will restrict use of personal electronic devices at school. School staff will monitor the students’ use of these devices. Parents are encouraged to reinforce the notion of responsible use of electronic devices with their children.</p> <p>At the elementary level electronic devices are not allowed to be used during school hours.</p> <p>At the high school level students are permitted to use their device with permission from the teacher.</p> <p>The school is not liable for lost or stolen devices.</p>	<p>Students who violate the electronic devices policy will have his/her device confiscated. Device will be returned at the end of the day.</p> <p>Students who repeatedly violate this policy risk of having their device confiscated by administration for an extended period of time, the end at which parents will be asked to retrieve the device at school.</p> <p>Students who refuse to comply with a staff member’s request to hand over an electronic device will be immediately referred to administration.</p>
Textbook	<p>Students are responsible for the condition of textbooks issued to them.</p> <p>Parents will support the measures that the school is taking to promote learning.</p> <p>School staff will model appropriate behaviour; they will monitor and enforce the policy. Parents will be contacted when necessary.</p>	<p>Students are responsible to carry textbooks to class.</p> <p>Students who damage or lose textbooks will be required to pay for repair or replacement of materials.</p>
Lockers	<p>Students will respect their assigned locker.</p> <p>The Supreme Court of Canada has given the school teachers and principals the right to search students and their belongings if they suspect the student of having in their possession illegal or stolen property. It is the student’s responsibility to keep his/her locker locked at all times. The school is not responsible for lost or stolen personal belongings.</p>	<p>Students who graffiti their locker may be suspended for a period of 5 days and will be liable for cost of cleaning.</p> <p>Refusal of a search is an automatic 10 day suspension pending a WQ discipline committee meeting.</p>
Failure to serve a detention	<p>In the event that a student is served a detention, he/she will serve it as requested.</p> <p>Parents will support the measures that the school is taking to promote achievement and success.</p> <p>School staff will assign, supervise, and report detentions to parents.</p>	<p>Failure to serve a detention will be reported to the administrator The administrator will assign a next-day in-school detention.</p>

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<p style="text-align: center;">Stealing</p>	<p>Students will respect the belongings of others. Under no circumstance is it acceptable to take something that does not belong to oneself.</p>	<p>A student who steals will be required to repay the amount or dollar value of that which was stolen. The parents will be informed. In cases that warrant it, charges will be laid. The student will agree to take part in a restorative practice session, facilitated by a staff member. Depending on the circumstances, the student may be assigned community service.</p> <p>A student who steals at school or during the school day will be suspended externally for up to three school days.</p>
<p style="text-align: center;">Vandalism</p>	<p>Students will be respectful of all school property. In doing so they will understand that it is not acceptable to vandalize.</p>	<p>A student who vandalizes will be required to compensate for full repair of the vandalism. Depending on the circumstances, the student may be assigned community service.</p> <p>A student who vandalizes at school or during the school day will be suspended externally for up to three school days.</p> <p>Regardless of the act of vandalism, the parents will be advised.</p>
<p style="text-align: center;">Physical Aggression</p>	<p>Students will refrain from any type of physical confrontation.</p>	<p>Two students who enter into a minor physical altercation (i.e. pushing/shoving each other) will be given an afterschool detention. Parents will be notified.</p> <p>Two students who agree to a physical confrontation whereby punches or kicks are administered will be suspended externally for one school day.</p> <p>Parents will be notified. A re-entry meeting with parents will be held.</p>
<p style="text-align: center;">Possession of Weapons</p>	<p>Students will not have any type of weapons in their possession at school.</p>	<p>A student in possession of a weapon at school will be suspended for ten school days. Parents will be notified; upon return from the suspension, a re-entry meeting with parents will be held.</p> <p>In the event a student is caught a second time in possession of a weapon at school, he/she will be referred to a discipline committee hearing.</p> <p>Refusal of a search is an automatic 10 day suspension pending a WQ discipline committee meeting.</p>
<p style="text-align: center;">Bullying (physical, emotional, cyber)</p>	<p>Students will refrain from any activity that makes one or more fellow students feel uncomfortable.</p> <p>Parents will support the school's anti-bullying policy by promoting anti-bullying at home.</p> <p>School staff will model appropriate anti-bullying behaviour. Staff will monitor and enforce the policy; parents will be contacted if their child is bullying or being bullied.</p>	<p>Any student or students who actively seek out one or more students with the intent of purposely harassing will be suspended immediately for one school day: Depending on the circumstances and the level of bullying, the suspension may be up to five school days. Parents will be informed either way; the student will be required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem.</p> <p>The following is a list of examples (although not exclusive) of bullying behaviour: verbal and physical aggression, threats, gossip, intimidating looks, ostracizing, hazing, laughing at others, sending unpleasant notes and/or messages electronically, posting mean comments in chat rooms, blogs, or on sites.</p>

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Field Trips	<p>Students will attend planned trips/activities.</p> <p>Parents are asked to sign a written consent form in September, allowing their child to attend school field trips for the year. If the form is not signed and returned, students may not participate in activities away from the school.</p>	<p>Students who do not participate in a field trip are responsible for making up any related work.</p> <p>Students (and parents volunteers) on a field trip are liable to all rules and policies of Noranda School.</p>
Drugs and Alcohol Policy	<p>In the matter of maintaining a drug and alcohol free atmosphere in our schools and school related activities:</p> <p>Whereas this Board does not condone the use of alcohol and/or illegal drugs among all students enrolled in its programs;</p> <p>Whereas Section 242 of the Education Act gives the Board the power to expel students for "just and sufficient cause";</p> <p>Whereas this Board believes the use or possession of alcohol and/or illegal drugs on school property or while participating in a school activity can expect the following action:</p> <ol style="list-style-type: none"> 1. The school administration will confiscate the alcohol and/or illegal drugs. 2. The student's parents will be informed. 3 .Where appropriate, the police will be notified, the students will be identified to them and the police will be given the confiscated goods. 4. a. The students using or possessing alcohol and/or illegal drugs on school property or during school organized activities shall be suspended immediately for a period of ten (10) school days. At the discretion of the school Principal, the suspension period may be reduced to no less than five (5) school days. However, at the elementary level, it is understood that further discretion may be used when dealing with these penalties. b. The school administration will recommend that parents enroll the student in a rehabilitation program and will make available to the parents and the student a drug information package. c. Students repeating the offence shall be liable to expulsion from school after a hearing by the Discipline Committee of the School Board. d. Traffickers of alcohol and/or illegal drugs will be suspended immediately for a minimum of ten (10) school days and will be liable to expulsion from school. In this case as well, the police will be informed and the rehabilitation information will be the same as in B. 5. Individual School Committees may organize graduation dinners and dances to reflect local traditions and in a manner consistent with laws and regulations governing drugs and alcohol. <p>Notwithstanding the above, this Board makes every effort to cooperate with and enlist the support of the Health and Social Services rehabilitation programs and other related community-based organizations designed specifically to address the needs of students who have a drug and/or alcohol problem and through the curriculum-based projects educates its students on the responsibility to self and society.</p> <p>Furthermore, the Principals of the schools shall continue to take whatever measures they deem appropriate to keep our schools drug and alcohol free, and they shall publicize this statement of the Board's intentions.</p>	

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Gender Diversity	<p>The Western Quebec School Board, hereby referred to as WQSB, is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment for all members of the school community. This includes those students, staff, and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or questioning their sexual orientation, gender identity, or gender expression. The Board expects all members of this diverse community to be welcomed, respected, accepted, and supported in every school.</p> <p>All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the Canadian Charter of Rights and Freedoms, Quebec Charter Human Rights and Freedoms, and Quebec Education Act. These rights shall be supported, and enforced so that all members of the school community may work together in an atmosphere of mutual respect and appreciation for individual differences. The WQSB will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.</p> <p>The WQSB believes that all sexual and gender minority students, staff and families have the right to:</p> <ul style="list-style-type: none">• be treated fairly, equitably, and with dignity and respect;• have their confidentiality protected and respected;• self-identification and determination;• freedom of conscience, expression, and association;• be fully included and represented in an inclusive, positive, and respectful manner by all school personnel;• have equitable access to the same supports, services, and protections provided to heterosexual students and families;• have avenues of recourse (without fear of reprisal) available to them if they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and• have their unique identities, families, cultures, and communities included, valued and respected within all aspects of the school environment. <p>The WQSB is committed to implementing measures that will:</p> <ul style="list-style-type: none">• Define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects.• Ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures.• Improve understanding of the individual lives of sexual and gender minorities and their families, cultures, and communities.• Develop, implement, and evaluate inclusive educational strategies, professional development opportunities, and administrative guidelines to ensure that sexual and gender minorities and their families are welcomed and treated with respect and dignity in all aspects of the school community.
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PROMOTION POLICY

Sec. 1- Sec. 2	Sec. 3	Sec. 4	Sec. 5	Graduation requirements
<p>The students' promotion from sec. 1 to sec. 2 is dependent on a review of their results of all three terms and their Attitude to Study. A team of teachers and the administrator will sit down at the end of the year to discuss student profiles and determine whether students have developed the competencies that will allow them to be successful in Secondary Cycle 1 year 2.</p> <p>A letter will be sent home at the end of the year, indicating your child's placement.</p> <p>In Secondary 1 or 2, to move forward</p> <p>A student <u>must pass 2 of the 3 core subjects:</u></p> <ul style="list-style-type: none"> -English -Math -French Second Language <p>And a student <u>must pass 4 of the following:</u></p> <ul style="list-style-type: none"> -Physical Education -History -Geography -Science -Ethic and Religious Culture -Visual arts or Drama 	<p>The students' promotion from sec. 2 to sec. 3 is dependent on a review of their results of all three terms and their Attitude to Study. A team of teachers and the administrator will sit down at the end of the year to discuss student profiles and determine whether students have developed the competencies that will allow them to be successful in Secondary Cycle 2 year 1.</p> <p>A letter will be sent home at the end of the year, indicating your child's placement.</p> <p>In Secondary 3, to move forward</p> <p>A student <u>must pass 4 out of 5 of the following:</u></p> <ul style="list-style-type: none"> -English sec. 3 -Math sec. 3 -French Second Language sec. 3 -History sec. 3 -Science sec. 3 <p>And <u>must pass 2 of the following:</u></p> <ul style="list-style-type: none"> -Visual arts or Drama -Physical Education -POP 	<p>Subject promotion:</p> <p><u>A student must pass all these subjects:</u></p> <ul style="list-style-type: none"> -English sec.4 -Math sec. 4 -French sec. 4 -History sec. 4 -Science sec. 4 <p>And <u>must pass 2 of the following:</u></p> <ul style="list-style-type: none"> -Visual arts or Drama -Physical Education -Ethic and Religious Culture <p>A student entering sec. 4 will repeat English – Math and/or French sec. 3 until they pass it.</p>	<p>Subject Promotion:</p> <p><u>A student must pass all these subjects:</u></p> <ul style="list-style-type: none"> -English sec. 5 -French Second Language sec. 5 -Visual arts or Drama -Physical Education -Ethic and Religious Culture -Electives <p>A student entering sec. 5 will repeat English – Math – French – Science – History sec. 4 until they pass it.</p>	<p>Secondary 4 MATHEMATICS HISTORY SCIENCE ARTS EDUCATION</p> <p style="text-align: center;">And</p> <p>Secondary 5 ENGLISH FRENCH ERC OR PHYSICAL EDUCATION</p> <p style="text-align: center;">And</p> <p>Achieve at least 54 Credits (Which 20 must be at Sec. 5 level.)</p> <p>A passing mark is 60%.</p>