

AGRHS CODE OF CONDUCT

General Principles:

1. Behavior at school is based on the premise that each individual will be treated with respect.
2. All students and staff are expected to contribute to a safe and healthy learning environment for all members of the school community.

POSSIBLE DISCIPLINARY MEASURES:

A decision about a disciplinary measure or measures will be based on the intent of the inappropriate conduct, as well as the **intensity, duration and frequency**.

- Meeting with student, teacher and the Vice-Principal.
- Meeting with student, parents, teacher, and the Vice-Principal
- Temporary alternative schedule
- Required intervention with Student Services Professional
- After-School detention
- Noon detention
- . Out of school suspension
- . Charges pressed in the event of a criminal act
- . Restitution plan
- . Search and seizure
- . Community Service
- Use a tracer for a period of time
- . In the case of property damage, payment plan
- . Safe School Assessment
- Expulsion Yellow Flag/Red Flag procedure
- Required time in the Hub
- An attendant assigned
- Preventative meeting with a police officer.
- Safe School Assessment
- Mediation or Sensitization Session

Inappropriate conduct is categorized as severe, major and minor.

SEVERE INAPPROPRIATE CONDUCT

ACTS AGAINST CRIMINAL CODE:

A student will be suspended and could face court action and a severe penalty if he/she:

1. Steals
2. Tampers with a fire alarm or fire equipment
3. Sets a fire
4. Causes willful damage to school property (vandalism, graffiti, etc.)
5. Is in possession, sells or otherwise distributes illegal drugs or alcohol. (Administration (or the designate) may examine the student's clothing, personal effects, locker(s) or person to seize evidence required for disciplinary action).
6. Use the telephone to make false 911 phone calls
7. Is in possession of a weapon or use any object to threaten or harm another person.
8. **Bullies:** AGRHS will not tolerate bullying, harassment or any behavior that infringes on another student's right to feel safe at school. This includes cyber-bullying, which is contrary to an atmosphere of equal respect of all persons and is prohibited by law. It is prohibited by law to otherwise e-mail or other internet programs to harass, threaten another person, and/or to exchange compromising photographs.
 - *"Harassment is defined as unwelcome comments or conduct which violates an individual's dignity, and/or creates an intimidating, hostile, degrading, humiliating or offensive environment.*

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- *Bullying is defined as any behaviour, spoken word, act, gesture, whether deliberate or not and of a repetitive character, expressed directly or indirectly, including in cyberspace, in a context characterized by a disparity in the balance of power between the concerned persons, having the effect of engendering feelings of distress, injury, hurt oppression or of being ostracized;” Art.13, LIP 2012.*
 - *Violence is defined as: “Any use of force – verbal, written, physical, psychological, or sexual – against any person, by an individual or a group, with intent to directly or indirectly wrong, injure, or oppress that person by attacking his or her integrity, whether psychological or physical well-being, rights or property.” Art. 13, LIP 2012*
9. Sell cigarettes to minors on campus.
 10. Vandalism: Any student who damages or causes damage to school property may be suspended and will be assessed the replacement cost.
 11. Other possible infractions against the criminal code.

MAJOR INAPPROPRIATE CONDUCT

SMOKING:

In accordance with the Eastern Townships School Board policy, smoking in the building or on the school grounds **is not permitted**. Students who are caught smoking will be suspended. Students who smoke repeatedly will face longer suspensions and may be referred to the school board for end of year suspensions. Electronic cigarettes are not

permitted. There will be no distinction made between regular and electronic cigarettes. Sanctions will apply to both.

The following sanctions will apply to students caught smoking:

First Offense: One day external suspension with reflection. A subsequent smoking offense in any year is automatically considered to be a 2nd offense.

Second Offense: One day at home suspension (readings and an essay on the topic of smoking). Upon return, counseling by the school nurse.

Third & Subsequent Offenses: Any further infractions will increase the external suspension by 1 day up to a maximum of 5 days.

BEHAVIOUR IN THE CLASSROOM:

You must at all times show courtesy and respect towards other students and staff members.

1. You must follow disciplinary instructions such as detentions given by a teacher.
2. You will be considered late if arriving in the classroom after the second bell. If you receive two “lates” in the same month, you will be assigned an after school detention.
3. If you do not report to class or if you leave class without permission, you will be deemed to be skipping and will receive a consequence.
4. You must bring (to each class) the material required: i.e. agenda, pencils, pens, paper, and books.
5. You must complete your assignments and do your homework on time. You are responsible for making up any assignments or homework missed when you are absent.
6. Cheating is a serious offence.

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Cheating includes:

- Copying other's work
- Plagiarism (representing other's work as your own)
- Allowing others to copy your work
- Using prohibited sources

For more information, contact your child's Vice – Principal to review the plagiarism policy.

7. Coats, jackets and books bags are not to be taken to or worn in class.

8. Use of technological devices in class requires teacher permission. If misused, this is a privilege that can be removed at any time. Personal use of hand held technology is permitted during recess and lunchtime so long as the rules and guidelines prescribed by the school regarding appropriate use are followed. Any use of devices during class time anywhere in the school WITHOUT TEACHER PERMISSION, will result in the phone being confiscated until the end of the FOLLOWING school day. In the event that the infraction occurs on a Friday, the phone will be handed in to the house office on the Monday morning and returned to the student at the end of Tuesday's school day.

9. Students may not take photos or videos on school grounds without prior authorization. You may obtain the permission form through your class teacher.

10. Students are only allowed in the hallways during class time with an appropriate hall pass (maximum two per class at a time, and not during the first or last twenty minutes of class).

BEHAVIOUR ON SCHOOL PROPERTY:

1. Appropriate social conduct is expected at all times. Displays of intimacy such as prolonged kissing, necking, etc. are not considered proper conduct.

2. Garbage containers are located everywhere inside and outside the school building. Garbage cans are expected to be used. Those who litter in or out of the school may receive a consequence.

3. Snowballs are not to be thrown on campus. Students caught throwing snowballs may receive a consequence.

PROFANITY/VULGARITY:

The use of profanity and vulgar language is not acceptable in a civilized society. If a student persists in this type of behavior, you will be disciplined as insubordinate and consequences will follow.

COMPUTER & INTERNET USE:

1. You are not to use the Internet and the school computers to send offensive or harassing e-mails. Social networking can be a positive. Sites such as Facebook are designed to bring people together, not pull them apart and cause tension. You are asked to be respectful and mindful of society's expectations. Unless required by a teacher, you are to refrain from such sites during class time. Failure to do so will result in disciplinary measures.

2. You are not to tamper with or alter the computer in any way.

3. You are not permitted to be on sites deemed inappropriate by your class teacher. This includes sites with pornography or sites that advocate

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violence or hatred. If you are found using an unauthorized site, your device will be confiscated for a period of time

DRESS CODE

1. **Visors, hats, and headgear of any kind are not permitted inside the building except for religious purposes.** Shoes must be worn at all times (Sandals, flip flops and hard soled slippers are permitted). Wearing shoes that deface the floor are not permitted.
2. The body's mid-section is to be fully covered at all times. Shirts with spaghetti straps, halter tops, tube tops, and shirts that are too low cut are not permitted at school. Skirts, dresses and shorts must be of a length appropriate for the school setting. Generally, halfway between the top of the leg and the knee is considered acceptable.
3. Pants are to be worn in the appropriate fashion, i.e. pulled up to the waistline. T-shirts or other garments with pictures, logos, phrases, letters, or words printed on them that are obscene or disruptive in the judgment of the school administration are not to be worn.
4. Appearance, or dress/clothing associated with or suggestive of gang membership, racial discrimination, or violence are not permitted. Dog Collars, studded bracelets and chains other than a small chain for one's wallet or watch are not to be worn at school.
5. Administration reserves the right to intervene if clothing or accessories are deemed inappropriate. If you are deemed inappropriately dressed, you will be spoken to privately and required to change your clothes.

A second offense may lead to disciplinary action.

LEAVING THE GROUNDS:

If a Cycle 2 student wishes to leave school grounds during the academic day the student may do so with written parent consent.

In Cycle 1, students with a medical note or other business must bring the note from home to their house office. A parent or designated person must pick up the student.

No student is permitted to hitchhike or walk down the highway.

Out of bounds areas are clearly designated. If you are found in these areas, without the appropriate permission, you may be suspended.

ATHLETIC & EXTRA-CURRICULAR PARTICIPATION:

At the beginning of each session, all students involved in the interscholastic sports program receive written guidelines concerning conduct, academic requirements, attendance, trip protocol, alcohol and drugs, insurance requirements, hygiene requirements and other pertinent information. Lack of compliance with these guidelines will result in suspension and possible removal from the team.

It should be noted that students must meet the following four criteria of eligibility in order to participate in extra-curricular activities:

1. Students must maintain passing grades in all subjects. Students not

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passing any subject(s) will be “*yellow flagged*”.

2. Students must demonstrate appropriate behavior in and out of the classroom at all times. Students whose behavior does not meet expected standards will be “*yellow flagged*”. Students involved in serious incidents will be “*red flagged*”.
3. Students must respect academic deadlines and make honest and consistent efforts. Students not meeting these expectations will be “*yellow flagged*”.
4. Students must attend school regularly. Undue or unnecessary absences will result in being “*yellow flagged*”.

Yellow flagging means the student is allowed to participate in the activity but must rectify the problem situation. Not doing so will lead to red flagging which means the student is temporarily removed from the activity or is not allowed to participate in an extra-curricular activity until certain conditions have been met.

CAFETERIA:

Snacks are available at recess. Lunches are served during the hours of 11:55 to 12:45. Students are not permitted in the cafeteria outside of these supervised hours without a teacher present.

In order to help keep our school and cafeteria clean, you are asked to do the following:

1. Students may eat lunch in the cafeteria, supervised classrooms or designated picnic areas outside.
2. Do not consume food/drinks in the hallways or stairwells at any time.
3. When finished eating, we ask that you clean your table.
4. Microwaves are provided for your convenience and must be kept clean. If they are not, they will be removed.

DRIVING A VEHICLE TO SCHOOL

1. Special permission has to be obtained from your Vice-Principal.
2. You provide a photocopy of your insurance card, registration, driver’s license, and complete the permission form that is obtained at the House Office.
3. Your vehicle is parked only on the graveled parking lot and remains stationary and locked until you leave.
4. We recommend that you do not carry any passengers to and from school.
5. You are not permitted to hang out in your car (out of bounds area). You may travel to and from campus at noon hour with written permission from a parent.
6. You must arrive at school on time for first block.
7. You do not leave the school grounds with your vehicle until all of the school buses have left the school grounds or you are directed to do so by the gate keeper
8. Permission to bring a vehicle to campus must be obtained yearly and you must adhere to the posted speed limit (20 km per hour).
9. A car pass will be issued with a fee, and must remain in view on your dashboards/rearview mirror (cars only). Stickers will be issued with a fee for scooters.

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10. Your inability to adhere to these guidelines will result in the removal of this privilege.

MINOR INAPPROPRIATE CONDUCT

ABSENCES FROM SCHOOL:

1. Parents must call the school and notify the appropriate house office in order to justify an absence by calling 819-563-0770 and choosing Option 1. Please note that if you have not called or emailed the House Office on days when your child is absent from school, you will receive a call from our attendance monitor. This is part of our attendance policy. Please note that academic success is reinforced by regular attendance.
2. Students should ask all teachers for make-up assignments. Assignments that are not made up will be reflected on your grade. (You are responsible for seeing that the made-up work is completed.)
3. If an absence is due to work, travel, or some other reason, your parents or guardian must notify the school prior to these absences.
4. You must be present in school all day in order to participate in any extra-curricular activity occurring on the same day. Only a justifiable absence (i.e. a scheduled doctor appointment or something similar) can be considered as an exception.

LATE ARRIVALS:

You must report to your House Office if you arrive at school after the start of first period. Even if you arrive at recess and lunch, you are still expected to check in, or you will be considered skipping.

LOCKERS:

You will be assigned a locker at the beginning of the year, which must be kept clean and orderly. You must use the locker that you are assigned. In order to use a locker, you must purchase a combination lock from the school store. Allowing other students to use your locker sacrifices your own security and therefore is prohibited. Protect your valuables. Malfunctioning locks should be reported to the school store or House Office.

Your Phys. Ed. teacher will assign gym lockers at the beginning of the school year. Prior to the end of the school year, or upon leaving the school, you are expected to clear your locker of personal belongings, and return texts, equipment and library books. Students are reminded that lockers are the property of the school and as such may be opened at any time.

Gym uniforms are compulsory.

All students are expected to wear school issued T-shirts and shorts. These can be purchased at the school store. Those students who prefer to wear sweat pants will have to purchase these from the school.

REFERRALS TO THE HOUSE OFFICE:

You will be sent to the House Office if you do not follow the rules regarding behavior in and out of the classroom.

If you are referred to the office, you will face consequences based on your infractions. If you are repeatedly referred to the House Office, your vice-principal will notify your parents/guardian.

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BUS TRANSPORTATION:

Transportation Services oversee the disciplinary measures related to incidences in the bus. Please contact (819) 868-3100 (x.40057) to report a concern. We work closely together to provide students with safe bus transportation to and from school. For your safety we would ask that you keep the following in mind:

1. A bus driver is in full charge of his or her students at all times. He has “delegated authority” which makes him responsible for all students. A bus driver may of his own volition or at the request of the School Board assign students to specific seats.
2. A student who misbehaves on the bus will receive a verbal warning. The student who ignores this warning will be issued an incident report by the driver that is to be signed by the student’s parent/guardian. **To be accepted on the bus the following day, the student must present the signed written notice to the driver.**
3. If in the bus driver’s opinion, the safety of the bus passengers is threatened by the conduct of one or more students, he/she may of his/her own authority apply a suspension of transportation privileges. The driver will then advise the Transportation Service.
4. Students who board the school bus are expected to ride all the way to school.
5. Students will only be allowed to board or get off the bus at their assigned stops unless permission has been granted by the school. **To obtain this authorization both of the following conditions must be met:** 1) a blue form which is available at the house office **must** be signed by the bus driver at least 24 hours prior to the granting of the permission; and 2) a student must present a note signed by his/her parent or guardian to the House Office. Please note that this authorization will only be granted if space is available on the bus.

Information relative to video cameras on buses, the code of conduct on the bus and the transportation of sporting equipment or other large objects may be found in the Student Transportation Information brochure that is sent home with students early in the school year.

I have read and I understand that it is my responsibility to follow and respect the codes of conduct at Alexander Galt.

Student’s signature: _____ **Date:** _____

Parent’s signature: _____ **Date:** _____

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General Information

CYCLE I – CYCLE II PROGRAMS: Cycle I (Levels 1, 2)

These students will have a core program with a team of teachers. To be promoted to Cycle II, students must obtain the competencies of Cycle I. Students who do not meet these requirements and who are 15 years of age will be referred to the Work Oriented Path.

Cycle II (Levels 3, 4, 5)

These students will be promoted by subject, not grades. As a result, students may be in different grade levels in different subjects. Therefore, in Cycle II, students are classified according to their English level. Please consult the “Course Selection Booklet” for your grade level on the Galt website.

BOOK RETURN:

All text and library books owned by the School Board and loaned to students must be returned when due or during the month of June. Students who leave school during the course of the school year must return borrowed books before leaving.

The School Board is to be reimbursed by the current value (value at the time of issue) of each book lost by any student. The total assessment is to be paid by the parent or guardian concerned by the time the books are to be returned.

Be certain to PUT YOUR NAME, HOMEROOM AND YEAR in every textbook. Look after your books carefully. Do not leave them around, even for a few minutes. When you do not need them, lock them in your lockers.

In spite of these precautions, should you lose a text and it is found in the school, it will be taken to the library where you may claim it.

Should you change classes during the year, be certain you return the text to the teacher who issued it, or check to see that the teacher has transferred your record of having it to your new teacher. If this is not done, you may be charged for this text.

CLINIC:

The school clinic provides a service for students who incur an injury or become sick while at school. A nurse is available on a limited basis to answer questions and to do individual counseling concerning health and prevention.

The clinic bed space is limited therefore students should not leave home in the morning when ill.

The school cannot give out medication like Advil, Tylenol, etc. Students who may need these medications are to provide their own.

FINAL EXAMINATIONS:

These are usually written during the months of May and June. However, courses that are semestered will have their final exams written in January.

HONOUR ROLL:

To qualify for the Honour Roll a student must have an average of 80% with no failures. Ministry marks, not school marks, will be used in determining the average for courses in which students take Ministry examinations.

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PRINCIPAL'S LIST:

To qualify for the Principal's List, a student must have an average of 85% or more with no failures.

PHYSICAL EDUCATION ACTIVITIES:

The gymnasium and its equipment are available to all students according to a schedule prepared by the physical education staff. The intramural program gives all students an opportunity to participate in both team and individual activities. Students interested in the interscholastic program (games with other schools) are advised to check the practice schedules posted regularly on the gymnasium bulletin boards and in the daily Student Bulletin for the event of the season.

Gym uniforms are compulsory. All students are expected to wear school issued T-shirts and shorts. These can be purchased at the school store. Those students who prefer to wear sweat pants will have to purchase these from the school.

REPORTS:

Please refer to the newsletter sent to you in August for specific dates of the various school reports.

SCHOOL STORE:

A variety of Galt clothing, accessories and school supplies are sold at the school store, which is open daily from 12:30 – 12:45.

GRADUATION REQUIREMENTS:

The Ministry of Education awards a Secondary School Diploma to students who accumulate 54 credits in Secondary

IV and V, at least 20 of which must be at the Secondary V level or in vocational education.

The following credits are compulsory:

Sec. IV Math Sec. IV Science Sec. IV History Sec. V English Sec. V French Sec. IV Arts Ed. Sec. V Physical Ed. or Ethics & Religious Cultures

The pass mark in all subjects is 60%.

CEGEP ADMISSION:

To be admitted to CEGEP, a student must have been awarded a Secondary School Diploma.

Please note that many CEGEP and University programs demand additional subject requirements. To find more specific information concerning a certain CEGEP or University, students should contact the counselor in academic and career training.

ABSENCE FROM EXAMINATIONS:

Ministry of Education Examinations and ETSB Final Examinations

A student who is absent from an examination of the Ministry of Education or an ETSB Final examination, without a recognized reason, will receive ABS on the record of marks for that course. The student may take the examination at the next official session.

School End of Year Examinations

A student who is absent from a summative examination at the end of the school year, without a recognized reason, will receive either NO MARK OR ABS on the final school report. The student may take the examination at the next session offered.

School End of Term Examinations

A student who is absent from a summative examination at the end of term will receive either NO MARK or, if deemed to conform to the fairness and uniformity guidelines of the ETSB Evaluation Policy, may receive a mark based upon the term work.

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Recognized Reasons for Absence

Only the following recognized reasons can excuse a student absence from Ministry of Education Examinations, ETSB Final

Examinations and School End of Year Examinations:

*serious illness or accident confirmed by a medical attestation; death of a close relative; required court appearance; delegation to or selection for a pre-authorized event of significance such as a provincial, national or international conference, sporting competition, educational or cultural event.

Under these circumstances, for Ministry of Education examinations, a student may apply for credit by equivalence for a recognized absence or, where prior Ministry of Education approval has been obtained. An equivalence for an authorized absence is granted only if the moderated school mark is equal to or higher than the pass mark. The student may be required to take the examination at the next session offered.

For ETSB Final Examinations and School End of Year Examinations a student may be granted a final mark based upon the year's work.

FINANCIAL AID

Definition of Terms

Scholarship: an award based upon scholastic achievement (usually without regard to need).

Bursary: an award based upon scholastic achievement, interests and needs.

Loans: funds that must be paid back after graduation. There are numerous scholarships and bursaries offered by Galt, universities,

colleges, companies, as well as local groups and organizations. Often such funds are earmarked for specific purposes such as a student residing in a certain area; students displaying outstanding ability in areas such as athletics, the arts or literature. For more specific information students should consult the information brochure prepared for this purpose, available at the student services office.

Students wishing to obtain bursaries or loans must apply for them.

STUDENT SERVICES

Complementary Services interventions may include:

*Career Planning as well as academic and guidance counseling

*Psycho-educational counseling

*Psychological interventions

*School Nurse

*Speech and language assessment

*Substance use counseling

Intervention may be carried out in the form of individual or group meetings, classroom interventions, IEP development, staff training workshops, organized student activities and/or assemblies.

How are students referred to Student Services?

1. Transfer from elementary to secondary through the placement process, or from previous evaluation, a student may arrive at Alexander Galt with an identified learning or behavioral need, IEP or request for continued support.

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2. Teacher Observations

A teacher may initiate the process by reporting observed behaviors requiring intervention to the vice-principal (VP). At this phase, teachers would have already intervened by speaking with the student, contacting parents and/or reviewing an existing IEP, if available.

3. Self-referral, parents, and/or outside agencies

A large number of referrals to our services are initiated by the students themselves, or result from a consultation with parents and/or professionals from community agencies familiar with the students' needs.

4. Exception: Crisis Situation requiring an immediate response . If in a meeting with a student he/she reveals personal information in which

- family violence
- Suicidal ideation
- Physical or sexual abuse, etc. Is discussed, the student will be referred immediately to complementary services.

This may be done by calling Student Services (x. 22003) or by accompanying the student to the office. This will ensure that the crisis is given the rapid attention it deserves and that appropriate action is taken. Likewise any comments or threatening behavior must be reported to the VP, who will seek assistance from Complementary Services and outside agencies if needed.

The Student Support Centre

The Hub

Galt will offers a student support centre designed to help particular students work through emotional and academic difficulties they may be having. The support centre will provide a safe and comfortable learning environment where students can receive the aid and guidance they need to meet with

success.

The Planning Room

Galt offers remediation and enrichment support for students requiring a little bit of extra help. Students can request Planning Room time, or teachers can refer students. For a term students attend planning room tutorials with a teacher and a small group of other students. Priority is given to students who have between 50%-60% in a given subject. MELS courses required for graduation are also made a priority in the Planning Room, however other courses/levels are also offered as needed.

DRUG PREVENTION PROGRAM:

In accordance with our Substance Abuse Statement and Procedures, the Drug & Alcohol Awareness Program provides students with the opportunity to be informed of and discuss the implications of the use of various drugs on their personal, social and academic lives. Through awareness campaigns and information sessions, an effort is made to increase the student's knowledge of the consequences and risk factors involved in drug use.

STUDENTS' COUNCIL ROLE:

The Student Council plays an important role in generating school spirit and unity within the school body. It is through Council that such activities as Winter Carnival, Prom, the Catalyst and intramural sports are organized.

Organization:

The Regional Students' Council is comprised of an executive body of six students, two representatives from the school teams (G-A-L-T), two representatives from Level 4, two representatives from Level 3, and two representatives from Cycle 1. These students are all elected. This makes a total of 20 students. These members then have the right to choose "4" students who are called "Walk on Members". This gives us a total of 24 Voting Members. One walk-on will be a Level One student elected in September by

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his/her classmates.

The Carnival team names are: GREMLINS, ARMADILLOS, LEAPING LIZARDS, and TASMANIAN DEVILS

You will notice that if you take the first letter from each team's name it spells GALT. Elections for Regional Council will take place in May each year, at which time students in Secondary 1 – 4 may vote.

INTERSCHOLASTIC SPORTS:

Fall and Spring Football

Flag Football (girls)

Soccer (all levels)

X-Country Running

Bantam/Senior Hockey

Basketball (3 levels)

Swimming

Badminton (3 levels)

Tennis

Rugby

Golf

Lacrosse (boys)

Athletic Information & Guidelines

At the beginning of each season, all students involved in the interscholastic sports program receive written guidelines concerning conduct, academic requirements, attendance, trip protocol, dress expectations, usage of tobacco, alcohol and drugs, insurance requirements, hygiene requirements and other pertinent information. Lack of compliance with these guidelines renders a student

ineligible to participate in the interscholastic sports program.

CLUBS & ACTIVITIES:

The following are some of the clubs and activities that students may join during the school year. Students with ideas for a new club are asked to speak to their homeroom teacher.

Breakfast Club

Campus Life

Carnival Committee

Catalyst Yearbook

Christmas Baskets

Drama Production (School Play)

Prom Committee

Art Club

Reading Challenge