Code of Conduct — Joliette High School

This Code of Conduct is in effect as of the 2026-27 school year.

It is subject to change at any time during the school year by the school administration.

HEADING	EXPECTATION	REASON FOR EXPECTATION	CONSEQUENCES
1. Attendance	a. full attendance is expected for all students in all classes b. students are responsible to complete missed work when absent from class c. schedule medical and any other appointments outside of school hours **whenever possible** d. parents/guardians will be contacted when a student is absent from school e. parents who know in advance that their child will be absent from school are expected to notify the school ahead of time, via the Mozaik portal, email or phone. Teachers are not responsible for providing homework or changing exam dates. f. When absent, students should consult Google Classroom to stay updated on classwork. g. Teachers do not have the obligation to prepare packages prior to departure for students going o vacation.	h. poor attendance is a leading cause for lack of success in school i. employers value good attendance, punctuality, and responsibility towards their work j. absenteeism is a major problem in the workforce	k. missing a class or an entire day without parental approval is considered as **skipping school** l. parents will be notified regarding the truancy m. consequences may include any of the following: - lunch detentions equivalent to the time missed - at-home or in-school suspension (internal suspensions include lunchtime detention) m. **evaluations missed due to *skipping* will receive an automatic zero**
2. Late to School, Sign-in Procedures	a. students who arrive at school any time after the beginning of classes must report to the General Office to *sign-in* b. students should be accompanied by a parent/guardian, or have an explanatory note	c. lates impede student learning and are disruptive to classes already in progress d. punctuality is a key employability skill and an important life skill	e. students who do not follow sign-in or sign-out procedures will be subject to disciplinary consequences deemed appropriate by the school administration, such as serving an office detention. Parents may be notified.
3. Late to Class	a. students are expected **to be in their seats and ready for class** by the time the bell rings to begin classes b. all necessary material such as pens, paper, textbooks, etc., are to be brought to class	c. lates to class impede student learning and are disruptive to classes already in progress d. punctuality is a key employability skill as well as an important life skill	e. classroom teachers will keep a record of unmotivated lates f. returning to a locker to get materials that should have been brought to class may be counted as a late g. discipline procedures: At the 4th accumulated late, from any class, per month, students will receive an office detention, and for any other time they are late.

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			h. any late for an excessive amount of time will be reported to the administration and immediate consequences may be given.
4. Sign-out Procedures	a. students who intend to leave school before the end of the school day must report to the General Office to sign-out b. Students must see their teachers before leaving to know the work that will be missed. c. if they are not accompanied by a parent/guardian to sign them out, they must provide a note to the General Office before their departure d. **no student will be allowed to leave school without permission from a parent/guardian. If they do, it will be considered skipping**	e. school attendance has both social and legal implications for the student, parents and school	f. students who do not follow sign-in or sign-out procedures will be subject to disciplinary consequences deemed appropriate by the school administration such as serving an office detention. Parents may be notified.
5. Visitors to School	a. visitors must report to the General Office and sign in. They may only tour the school if they are accompanied by a staff member, otherwise they must remain in the lobby, or they may be asked to wait outside, depending on the circumstances b. No students from other schools may visit or attend classes at JHS, as JHS staff is solely responsible for students registered at the school.	c. staff and students need to work undisturbed in a safe environment	d. unauthorized visitors will be asked to leave e. police may be contacted
6. Hallways, Stairwells, Locker Area	a. students are expected to walk not run, speak quietly not shout, **be respectful to other people** at all times, no pushing, shoving, tripping, or vulgarity b. no loitering or eating in hallways or stairwells or washrooms.	c. society expects us to act appropriately and treat other people with respect and be responsible for our actions	d. students who don't follow these rules may be assigned office detentions or other disciplinary actions deemed appropriate by the administration

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7. Food, Beverages, Littering, Cafeteria	a. **eating is only permitted in the cafeteria and outside** at approved times b. students are responsible for cleaning up their eating area in the cafeteria and cooperating with the lunch hour supervisor c. a teacher may permit bottled water in the classroom d. students are to eat their food from Breakfast Club in the cafeteria before class starts. Students whose bus arrives late may eat their breakfast in their first period class e. students are not allowed to bring or drink any kind of energy drinks while under school care. This includes bus and activities.	f. keeping our environment clean and being responsible for our garbage is a very important expectation in our society g. energy drinks are known to cause cardiac arrests, type II diabetes, vomiting, allergic reactions, headaches or migraines, and insomnia.	h. students will be asked to clean up their garbage or the entire cafeteria, or the area outside i. disciplinary measures may include any of the following: - the privilege of eating in the cafeteria may be removed - office detentions or suspensions may be imposed - If during an activity or on the bus, parents will be notified and sanctions may apply.
8. Buses	a. students are expected to be prepared to board in the designated bus area in front of the school b. students are expected to behave in an appropriate manner while riding, embarking on, or disembarking buses c. **the teachers and after-school supervisors are in charge of the bus area and their instructions must be followed** d. students are only permitted to use their assigned buses e. **the bus driver is in charge of the bus and his/her instructions must be followed at all times**	f. disruptive behaviour in the bus loading area and/or on the bus is an **important safety issue** and also **shows a lack of respect** towards other people	g. most of the buses servicing JHS are operated under the jurisdiction of Centre de Services Scolaire Scolaire des Samares and they have the **final say** in matters of bus discipline h. discipline infractions on the bus may result in various consequences including the issuing of bus tickets by the school administration or bus driver, as well as consequences at school. i. repeated infractions will result in bus privileges being withdrawn for increasingly longer periods of time.
9. Smoking	a. it is strictly forbidden to smoke tobacco products or vaping on school property (both inside and outside), at all times b. students are not permitted to charge any vaping devices on school property	c. the law supports the fact that smoking is dangerous to a person's health and those around them d. Tobacco Control Act, CQLR, c. L-6.2	e. Parents of all students who smoke or vape, on or off school property, will be notified. f. anyone caught smoking on school property will be subject to consequences that may include suspension from school. The student will also be subject to fines imposed by the government of Quebec

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			g. any vaping device may be confiscated and may only be returned to the student's parent/guardian
10. Drugs & Alcohol	a. **alcohol and/or drugs are not allowed on school property or at activities under school jurisdiction**	b. the use of alcohol and/or drugs is illegal for minors and is not conducive to the learning process or a healthy and successful lifestyle	
11.Drugs & Alcohol: Consequences	c. administration may proceed with the search of a student when there are reasonable grounds to believe that there has been a breach of school regulations ***and/or*** that evidence of the violation will be found. During this search, administration can examine the following: student's bag(s) and containers, clothing, personal effects, school supplies, and locker. Student lockers are School Board property and may be searched without the presence of the student. d. illegal substances or drug related items will be seized. e. police may become involved f. a student may be suspended from school and a follow-up with the parent(s)/guardian(s) may be requested by the school administration g. when the student returns to school, visits with the guidance counsellor/social worker/behaviour intervention specialist may be mandated. h. there will be a **one month exclusion** from any extracurricular activities that involve the student being away from school i. **the consequences above are considered as minimums and apply for the first offense** j. **for a second offense, a request to school board directors may be made for a longer suspension, as well as possible relocation to another school** k. **the student may be required to participate in a rehabilitation program before returning to school**		
12.Hallway Pass	a. students who want to leave the classroom for any reason (ex: bathroom, locker) must request a hallway pass from their teacher.	b. to know the whereabouts of all students at all times for security purposes c. to reduce the amount of instructional time missed by students. d. To help students learn important time management skills.	e. any student out of class without their hallway pass or note from the teacher may receive an office detention f. At the 4th time using the hall pass in the same month, disciplinary sanctions will apply. g. Excessive use of the hallway pass may result in further disciplinary consequences.

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13.Cell Phones and Electronic Devices **Personal Belongings**	a.The use of cell phones, earphones, and personal devices is strictly prohibited from 9:10 AM to 3:55PM. Applies during: All class time Breaks and lunch Any time on school property (indoors or outdoors) Applies to all students in Quebec (Elementary, secondary and vocational studies) Devices must be: Stored in lockers before 9:10 AM Not visible, carried, or used until 3:55 PM **b.lockers must have a functional lock and remained locked at all times. This lock must be a school lock.** c.school bags, backpacks, lunch boxes and purses are not to be brought to class or to the gymnasium d.On field trips, the cell phone policy will apply according to the type of visit.	d. the school cannot guarantee the security of these devices e. using these devices in the classroom distracts from the learning process and proper communication f. recording a person without permission is ethically unacceptable and in certain situations may be a violation of the Criminal Code g. every student has the right to work in a safe and quiet environment h. This policy aligns with the provincial directive and the recommendations of the Special Commission on the Impacts of Screens and Social Media.	1st offence: Device confiscated → sent to administration. Returned at end of day. Parents notified 2nd Device confiscated as above. Parents notified. Student must serve a lunch detention Warning: 1-day in-school suspension at next offense. 3rd Device confiscated. Automatic 1-day in-school suspension. Parents contacted. 4th+ Continued 1-day at-home suspensions for each further offense. l. photographing or recording students or staff without their consent will be addressed by administration promptly. School and/or legal consequences may apply. m. additional consequences may be imposed by the SWLSB **n. A visible cell phone and/or electronic device during an in-class evaluation, or a formal SWLSB or MEQ exam will result in an automatic mark of zero**
14. **15.Computer Use & Technology**	a. students are encouraged to use computers and tablets available at JHS for the express purpose of **academic advancement** b. students are to keep their ID code private c. students are allowed to work on assigned computers only and **are responsible for the equipment they use**	d. computer knowledge has become an essential learning and employability skill but must be used properly and responsibly	e. students might have computer privileges restricted or removed f. improper use of computers may result in office detentions or suspensions g. students may be held financially responsible for any damages they cause h. student files, folders, and Internet use are subject to monitoring by the school administration i. Please refer to the SWLSB user policy ICT policy (2000-IT-

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			01_Use_of_Technology - 2018-05-23) for further information.
15. Restricted Areas	a. students are not allowed on or playing around the overpass on Notre-Dame Street, close to the train track or on any private property around the school. b. It is forbidden for all JHS students to go to Antonio-Barette Park c. Secondary 1 and DP 1 students are not allowed off school property.	d. these areas are considered to be dangerous for student and public safety	e. students will be subject to disciplinary measures deemed appropriate by the school administration which may include the following: - office detention - restriction to school property - parents may be contacted
16.Plagiarism and use of Artificial Intelligence (AI)	a. plagiarism (using any portion of someone else's work or artificial intelligence as your own) **is forbidden; students will be educated and cautioned about the proper use of other people's work** b. students and parents will be requested to sign a JHS Plagiarism Contract	c. students need to develop research skills as an education and employability skill d. they must do so while respecting the moral and legal parameters regarding the use of other people's work	e. plagiarism on an assignment, in whole or in part, **will result in an automatic mark of zero on the assignment. Administration and parents will be notified about the plagiarism incident**
17.Safety & Security	a. possession of, and/or threatening with a weapon (real or replica; legal or illegal) of any type on school property or at school related events is **EXPRESSLY FORBIDDEN** b. students are discouraged from bringing excessive amounts of money or valuables to school c. **the school is not responsible for the loss or theft of these items**	d. JHS aims to be a safe and healthy environment for all members of the school e. the school cannot guarantee the security of valuables	f. consequences may include: - office detentions or suspensions and possible recommendation for expulsion - confiscation of item - **police will be involved and charges laid** - **parents will be notified**

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18.Acts of Aggression	a. **As per the JHS ABAV plan (Anti-Byullying Anti-Violence), acts of aggression towards students, or staff will NOT be tolerated** b. these may include physical or sexual harassment, verbal abuse, threats, fighting, assault, damages to property of students, staff, or the SWLSB c. our language will show respect for all persons, students and staff d. name calling, rude or obscene language, yelling, disrupting, cyberbullying, and spreading hurtful rumours are all UNACCEPTABLE	e. JHS aims to be a school where students and staff learn and work in a courteous, respectful and safe environment f. acting respectfully towards others is an essential learning and life skill	g. a variety of consequences may apply including but not restricted to: - office detentions - suspensions - possible recommendation for expulsion - **parents may be contacted** - **police and/or Youth Protection services may be contacted**
19.Classroom Conduct	a. the teacher is responsible for all aspects of learning and classroom management b. students must cooperate and comply with teacher rules & requests in a proper and respectful manner c. a student asked to leave the classroom to sit outside, or report to the General Office must do so immediately	d. the teacher is responsible for creating and managing an environment that is conducive to the learning process e. learning to follow rules and requests in a class is an essential learning and life skill f. good classroom behaviour is conducive to academic success	g. a variety of consequences may be deemed appropriate and applied by the teacher, school administration, and school board. These may include *teacher or office detentions*, suspension, removal from class or possible recommendation for expulsion h. parents may be notified by the teacher if their child has been sent out of class for disciplinary reasons - skipping a teacher detention will result in further disciplinary measures deemed appropriate by the school administration that may include; office detention, student tracer, behaviour contract, or suspension

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20. Detention Hall	a. students who have been assigned office detentions are expected to be there on time and follow the detention hall rules and procedures b. complete silence is mandatory. Anyone talking, fooling around, or who disregards the teacher's requests may be kept in for extra minutes, or have to redo the detention entirely c. A detention either lasts 15 or 30 minutes and students must report to the detention room before 12:05. d. teachers may assign specific work for the student to do during detention hall and inform the General Office	e. students are expected to learn and accept that there are sometimes negative consequences for their actions f. school is a place where young people are still in the process of development and must learn that society has certain expectations and that as individuals they are responsible for their actions	g. if a student does not attend an office detention without justification the following consequences will apply: - 1st time — assigned two office detentions - 2nd time — automatic ½ day suspension + office detention. h. additional skipped office detentions will have consequences of increasing severity i. an appropriate alternative consequence determined by the administration may be deemed more appropriate for example, a student may be banned from certain activities, or requested to attend school on a ped day j. parents will be notified
21. Dress Code: Expectations	a. students are expected to dress appropriately at school and all school activities b. clothing that is intended to distract others, carry rude or inappropriate advertising (including alcohol or drug references), symbols, or messages is **not permitted** c. students must wear clothing with sleeves d. specifically students are **not permitted** to wear/show any of the following: - tank tops, see through clothing, short shorts or skirts, skin tight shorts ("biker shorts"), muscle shirts, revealing tops, visible boxers, undergarments, pyjamas, bare midriffs, or bare shoulders. e. no holes in clothes above the knee allowed f. students are not permitted to **wear hats or hoods** in school g. students are not permitted to wear outdoor clothing like winter coats and boots to class h. students are expected to wear shoes at all times (slippers are not permitted) i. Skirts or shorts should minimally reach mid-thigh (approximately their arm's length when put to the side). j. bedding items such as pajamas, blankets or pillows are not permitted		
		k. inappropriate clothing can interfere with the learning process l. clothing is a reflection of the person's individuality but is expected to be respectful towards themselves and others m. learning the limits of acceptable clothing is an important employability and life skill	n. students may be asked to change into more appropriate clothing o. hats may be confiscated and held in the office p. office detentions or suspensions may be applied q. parents may be notified

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22. Physical Education Wear	a. students of ALL grades must wear a t-shirt and sport shorts to physical education class and any extra-curricular sport activity. b. for outdoor activities in colder weather, students may wear other **appropriate** clothing such as sweatpants, track pants, and long sleeves (approved by teacher) c. students must have proper footwear such as running shoes. The following are **NOT ALLOWED:** ballerina shoes, sandals, light canvas shoes, and boots d. students are expected to change into their everyday clothes at the end of Physical Education class or an extra-curricular sports activity	e. proper clothing must be worn so that the students can move freely while participating safely in the various activities f. to avoid inappropriate exposure during physical activities g. to respect others and the student's personal hygiene	h. all students from Secondary 1 to 5 receive a participation mark for every physical education class. For every class that students are not appropriately dressed, this mark will be zero. Therefore, all students must wear proper Physical Education clothes. i. for students who persistently do not follow the physical education dress code, the following can occur: parents may be contacted, written work and office detentions may be assigned.
23. Homework	a. students will complete their homework in the manner requested by the teacher and it is to be completed satisfactorily for the date due b. if the student is having difficulty completing their work it is their **responsibility** to see their teacher for assistance **before the work is due** c. teachers' remediation schedules are posted around the school and on the JHS website d. students who are absent are expected to keep up with the work assigned online, and to submit assignment digitally when possible or requested.	e. the management and completion of homework is essential for student success f. time management skills by doing homework are an important employability and life skill	g. homework not done on time or deemed incomplete by the teacher may result in a communication home. h. the student must return the completed homework by the next class i. if the work is not completed and returned on time, the teacher may assign the student a **teacher detention** to ensure that the work is completed j. if the student does not attend that detention the parent may be notified and the student may, at the teacher's discretion, receive a zero for that assignment other corrective measures may also be imposed by the school administration

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24. Field Trips	a. Students are encouraged to participate in the multiple field trips offered at JHS. b. The JHS Code of Conduct applies during field trips.	c. Field trips can be an integral part of learning d. Students represent JHS while on a field trip.	e. Misbehaviour on a field trip may lead to consequences at school and/or ban from future trips. f. Students who received a school suspension within a month prior to a field trip may be ineligible for the trip. g. Students who miss an excessive amount of school may be ineligible for a field trip.
25. Discipline File **Suspensions, End of Year Activity**	a. in general, students are expected to act in a responsible manner at all times b. students who commit infractions of the JHS Code of Conduct regulations should keep in mind that **every action has a consequence and a student is responsible for his or her actions** c. this means that misbehaviour will be penalized d. misbehaviour will be recorded in the Student Discipline File e. **students are reminded that they are the author of their own discipline file** **REASON FOR EXPECTATION** f. the school is a society and like all societies there must be rules and consequences to assure that students behave in a manner conducive to a safe and healthy learning environment g. the end of year activity is seen as a ***Reward Activity*** for good behaviour during the school year h. Students who receive multiple (5 or more) detentions / year or are suspended during the year maybe ineligible to attend the end-of-year reward trip.		
Discipline File: Consequences	i. **parents will be notified of significant and repeated discipline infractions** j. students may be ineligible to participate in the end of year activity if: - student has had 5 or more office detentions throughout the school year - student has been suspended within a month prior to the activity k. students who misbehave on a field trip may lose the right to go on other field trips during the year l. when suspended from school, that student is responsible for any work missed m. **parents will be informed of the suspension** and in many cases will be requested to meet, or communicate with the administrator before the student returns		

26. Gambling and Reselling	a. Students should not participate in any form of game that involves gambling b. Students should not be selling goods at school for personal gain	c. gambling is not a habit that aligns with the values that are taught at school, may lead to arguments among students and even addiction. d. Only authorized fundraisers, for the collective good of the students, may take place at school.	e. students will be asked to cease the activity. f. parents will be notified. g. police may be informed depending on the scale of the activity.