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INTRODUCTION

The mission of Québec schools is to provide opportunities for instruction, socialization, and certification. (See <http://www.education.gouv.qc.ca>). In order to do this, we need to provide and nurture the environment, school culture, and climate in which these can best be achieved for the success of the greatest number of students. This Code of Conduct is designed to be adhered to by all members of the CVR community¹, as we are all stakeholders in the success of our students, the future of CVR, and its reputation as an exemplary school.

Most of this document outlines the Code of Conduct and the Rules of Safety which govern the school community. It represents the standards, expectations, and procedures for behaviour and the school's intervention measures for misbehaviour. This Code and the Rules are reviewed annually and printed in the student agenda so that all stakeholders understand these expectations, conform to them, and understand the consequences for misbehaviour. It is designed to encourage all CVR community members to:

- maintain a safe and secure learning environment;
- be accountable for their actions and realize that privileges accompany responsibility;
- acquire the values and attitudes necessary for responsible citizenship;
- display a positive attitude toward learning and the school environment;
- know and obey the rules, and respect the decisions of those in authority;
- demonstrate appreciation and respect for the dignity and integrity of all;
- respect people belonging to various cultural, social, and ethnic groups; and,
- develop a sense of responsibility to the school community and to other groups in which they participate.

The following approaches will be taken into consideration when applying this code:

- 1) Preventive Measures are designed to inform and educate before an infraction, and/or deal with misdemeanor offenses to prevent recurrence; these include but are not limited to the publication of this document in the student agenda, classroom management techniques, teacher detentions, and informal behaviour contracts.
- 2) Corrective Measures are designed to help educate and correct more chronic and recurring misbehaviour; these include but are not limited to school detentions, formal behaviour contracts, suspension (in or out of school), ECA bans, and/or providing restitution and/or making amends.
- 3) Protective Measures are designed to maintain a safe, supportive and conducive learning environment and deal with misbehaviour that threatens this; these include but are not limited to recommending an alternative learning environment, prolonged suspension, possible disciplinary hearing at the board level, and/or involving the police.
- 4) Reintegration Measures provide the necessary support, assurance, and conditions for a successful and productive transition back to school for a student who has undergone corrective and/or protective measures.

¹ Members of the CVR community include: all students, parents/guardians and volunteers, all visitors and guests, and all staff, including other personnel, such as from the CLSC for example.

The following tiered intervention protocol is in place to help categorize misbehaviour and determine the consequences for it:

- 1) **Misdemeanor:** minor infractions which are dealt with in the moment, and with the adult involved. Solved using preventive measures, alone or in combination.
- 2) **Chronic:** repeated, continued, and thus far uncorrected misbehaviour, which will be dealt with by both the adult reporting the misbehaviour and an administrator, as well the parent/guardian will be notified; consequences include a combination of corrective and re-integration measures².

Note: The administration reserves the right to apply any of the above consequences, in any combination, as needed and as deemed most appropriate to each case, with, if necessary, consultation with the staff member(s) involved, taking into consideration factors such as severity, frequency, and duration.

- 3) **Severe:** misconduct which clearly violates the safety and dignity of CVR community members, also known as **zero-tolerance** offenses. Severe misconduct will result in automatic sanction(s) which are outlined in this document in the relevant sections. These will be dealt with by using protective and re-integration measures.

Types of consequences include but are not limited to:

- discussion with student, verbal/written warning, reprimand
- parent/guardian notification
- amends (eg. required apology) and/or restitution (eg. clean up duty, replacement cost/fine),
- formal or informal behaviour modification contract
- referral to: Mediation Station, Detention Hall (at lunch or after school), an alternative learning environment (eg. PASS), school service counselling, alcohol or drug counselling
- detention, loss of free time at school (eg. whammy), suspension (in-school or out-of-school), mandatory teacher tutorial
- loss of privileges such as participation in ECA activities, driving own vehicle to school, etc.
- NFSB Discipline Hearing, police fines, and/or prosecution under the Criminal Code.

² If **re-admit protocols** involve a formal contract, consequences will be prescribed if the behaviour continues after the student is re-admitted.

CVR'S CODE OF CONDUCT

1) Attendance

- a) Attend all classes and be on time.
- b) Stay in class unless there is written permission in the student's own agenda by an adult in charge and return within a reasonable time.
- c) Remain on school property unless permission is granted by a parent or legal guardian which has been verified by an administrator. They also must sign in and out accordingly.
- d) Be responsible for coursework while absent: contact a class buddy, contact the teacher, and /or use the resources available such as a syllabus or course website to ensure good standing in the class.

i) Protocols for absences, late arrivals, late buses, and signing in and out³

Parents/guardians are encouraged to notify the school of an absence in advance wherever possible. Absentee notes are required and must accompany students on the first day they return to school following an absence. These notes are to be brought directly to the office. Notes must contain: the date, valid reason for absence, and signature of parent/guardian. This procedure applies to all students registered at CVR. See pg. 20 for reproducible notes.

Students arriving late for school must report to the office with a parent/guardian or a note from a parent/guardian authorizing the late arrival. They must register on the sign-in list and obtain a late arrival referral from the receptionist. Students who do not have a note or are not accompanied by a parent/guardian will be subject to disciplinary measures at the discretion of the administration.

Students signing out during the school day, including at noon hour, must present themselves and a parent/guardian to the office and register on the sign-out list. Any student wishing to sign out must have a note from a parent/guardian. Students who leave without proper permission will be subject to disciplinary measures at the discretion of the administration.

Students staying after school must also be accounted for. There are TWO sign-up sheets: one for signing up for the late buses and one for being picked up, walking, or driving oneself home. All sections of the sign-up sheet must be filled out clearly:

- Print your full name.
- Identify the name of the activity.
- Print the name of the supervising staff member.

No student can stay after school unsupervised, without a specific school-related purpose, and without an authorized plan to get home.

Failure to follow these rules will result in an automatic loss of the privilege to stay after school.

³ It is the school's legal responsibility to maintain an accurate accounting of presence in the building for all CVR community members, especially in case of emergency.

2) Emotional and Physical Safety⁴

“It is public policy...to recognize the inherent dignity and worth of every person and to provide for equal rights, [mutual respect], and opportunities without discrimination”⁵. CVR has **zero tolerance for offensive language, actions, and/or images** which denigrate or demean oneself and/or others in any way, and/or cause offense, especially with regards to race, religion, culture, sexuality, sexual orientation, gender, ability, class, family, physical appearance, clothing, and/or mannerisms, and/or physical or intellectual qualities. These actions can seriously affect one’s physical and emotional health and well-being, one’s academic or professional performance, and one’s sense of belonging in the school community. Many of these offenses are also **illegal**. These actions are categorized as such:

a) **Harassment**

Harassment **is** behaviour that is deemed by the receiver as unwelcome, unwanted, uninvited, offensive, intimidating, hostile, and/or inappropriate. This can include psychological manipulation and overtures or comments which may affect a person’s dignity and/or physical/emotional integrity, cause humiliation and/or offense. Harassment can occur once or be repeated. It also includes any behaviour which extorts or expects some favour in exchange. It can be done in person or online, and/or via proxy or avatar. Harassment **is not**: welcome flirtation, welcome and sincere personal compliments, welcome signs of affection between members of the CVR community. In other words, harassment is **unwelcome**. The following are examples of harassment:

- Verbal (oral and written) harassment includes threats, taunts, derogatory comments, insults, racial slurs, inappropriate jokes or remarks, whistling, starting or perpetuating rumours, prank phone calls / messages, name-calling, unflattering impersonations, graffiti, making demands, etc.
- Sexual harassment includes catcalls, whistling, sounds, rating and/or making comparisons, soliciting and/or sending graphic images of oneself or another, displaying and/or sending sexually explicit materials, refusing to take ‘no’ for an answer, starting or perpetuating rumours, self-exposure, propositioning, bragging about one’s conquests and/or prowess, as well as leering, ogling, inappropriate staring, rude gestures, inappropriate drawings or graffiti, etc.
- Physical harassment includes unwanted contact such as touching, grabbing, patting, petting, hugging, pinning to a door or locker for example, impeding one’s movements, insulting or threatening gestures or eye contact, etc.

b) **Bullying**

Bullying is complex and includes many different aspects of intimidation, violence, and victimization which are **repeated over time**. It includes planned actions to create fear and/or harm another person, and can be emotional, physical, and/or verbal; it also includes cyberbullying if it is done online. Bullying is **not** a random act of misbehaviour, an accident or an isolated incident, such as a conflict, that may affect a person adversely at one time.

⁴ It is important to note that **both** the intent of the sender **and** the perception of the receiver are important factors in any interaction, and that we are each responsible for our own actions with regards to ourselves and others.

⁵ From the Policy Statement on Sexual Harassment and Inappropriate Gender-Related Comment and Contact, Ontario Human Rights Commission, 1993.

c) Physical Threat, Assault, Violence, and/or Intimidation

Members of the CVR community have the right to learn and work in a safe, secure, environment free from serious physical threat or assault. Thus, they shall refrain from:

- Pushing, shoving, fighting, kicking, tripping, spitting, biting, roughhousing, fake-wrestling, and the like;
- Grabbing another's arm, pulling someone's hair, choking another and such;
- Throwing snowballs or any other object in or out of school that could cause danger to anyone in the vicinity, etc;
- Impeding one's movement, throwing or pushing property at, on or in the direction of another, using one's imposing physical presence or advantage, etc; and/or,
- Verbal (oral, written, image or online) threats of physical attack of any kind.

i) Protocols for reporting incidents which violate emotional and physical safety

Ignoring or avoiding these issues, incidents, and/or people leads to a culture of silence, blame, shame, victimization, and/or participation and tacit approval. This too is unacceptable.

For Students:

- a) In person, students can talk to someone they trust and feel comfortable with:
 - Family member, parent, family friend – open a dialogue
 - Staff member, teacher, advisor, Mediation Station (to fill out an incident report).
- b) Online, students can fill out their own incident report:
 - Go to cvrhighschool.com, click on Student Services tab, then Mediation Station
 - Click on the type of incident being reported.
 - Log in using your NFSB login and fill out and send the form.

The information goes directly to Mediation Station and remains strictly confidential. Pending investigation and follow-up on the report, a protocol will be put in place for how to handle the incident, involving a restorative justice model of arbitration and/or mediation between all parties.

For Adults:

- a) Report incidents to both the relevant vice-principal and the principal and fill out the relevant incident form(s) in a timely fashion and discuss disciplinary options.
- b) Invoke either NFSB policy "Physical Assault or Intimidation of Board Employees" or "Protection of Employees, Students, and Non-Employees from Harassment and Discrimination".

Immediate sanction(s) for severe infractions are: automatic out-of-school suspension; and, pending investigation, possible loss of privileges, up to 5 months ECA ban, assigned community service hours, replacement cost/fine, an NFSB Discipline Hearing, prosecution under the Criminal Code, and/or possible involvement of the Department of Youth Protection.

NOTE: For all other possible consequences please see page 2 whereby the administration reserves the right to apply any consequences, in any combination, as needed and as deemed most appropriate to each case, with, if necessary, consultation with the staff member(s) involved, taking into consideration factors such as severity, frequency, and duration.

3) Entrepreneurial Activities

The sale of goods or services by students for personal gain is forbidden. Those involved will be subject to disciplinary action at the discretion of the administration.

4) A Clean and Secure Environment

CVR's buildings and grounds are a source of pride and a shared, secure space for all to enjoy, including many visitors and volunteers. All CVR community members should feel their belongings and privacy are protected, and their values are respected. To keep it that way, students are expected to:

- a) Refrain from tampering with fire alarms, classroom phones or other safety equipment, or making prank calls to 911, etc.
- b) Refrain from bringing dangerous items to school such as firecrackers, fireworks, and/or weapons of any kind or facsimiles thereof. See the Criminal Code.
- c) Behave responsibly on the school bus and follow all safety rules. (See pg. 12).
- d) Respect all school property and premises, including but not limited to: furniture, equipment, classrooms, buses, hallways, lockers, bathrooms, library and cafeteria, and thus refrain from all forms of littering, graffiti and vandalism.
- e) Respect all personal property on the premises, including on the bus, and thus refrain from theft, graffiti and vandalism.
- f) Respect the right to privacy of all community members and thus refrain from recording, circulating, and/or manipulating the words and images of others without their consent. Students are reminded to keep cellphones in their lockers during class time.
- g) Respect the personal and shared spaces of the school, including buses, by refraining from vulgar and disrespectful language and behaviour which could be easily overheard in public spaces, as well as from inappropriate public displays of affection.

Immediate sanction(s) for severe infractions are: automatic suspension; and, pending investigation, possible loss of privileges, up to 5 months ECA ban, community service hours, replacement cost/fine, an NFSB Discipline Hearing, prosecution under the Criminal Code, and/or possible involvement of the Department of Youth Protection.

NOTE: For all other possible consequences please see page 2 whereby the administration reserves the right to apply any consequences, in any combination, as needed and as deemed most appropriate to each case, with, if necessary, consultation with the staff member(s) involved, taking into consideration factors such as severity, frequency, and duration.

5) Insubordination

Insubordination is a defiant refusal to comply with a rule of conduct and safety, often accompanied by a blatant disrespect for the authority requesting compliance. As such it will not be tolerated. Insubordination includes, but is not limited to, disruption in the classroom that affects the learning environment (such as talking, walking around, arriving late, eating, texting/use of device, etc.), refusal to conform to a rule or to follow a staff member's instructions or requests, rude or disrespectful language, actions and/or attitudes in response to said instructions or requests towards any adult in the CVR community.

See page 2 for all possible consequences, whereby the administration reserves the right to apply any consequences, in any combination, as needed and as deemed most appropriate to each case, with, if necessary, consultation with the staff member(s) involved, taking into consideration factors such as severity, frequency, and duration. **For severe infractions immediate sanctions will include automatic suspension.**

6) A Drug-free, Alcohol-free, and Intoxicant-free Environment⁶

The CVR environment encompasses all buildings, grounds, vehicles, including buses, and events which CVR students (regardless of age) attend in the name of CVR and/or the NFSB, whether on or off campus, and at any day of the week, at any time. This includes the school and its grounds, as well as buses, planes, and trains, field trips, other schools for competitive events or trips, other towns and countries during school-sanctioned events. These are **severe, zero-tolerance** offenses. Students shall refrain from the following:

- a) Purchasing, bringing, possessing (including paraphernalia) drugs, alcohol, and/or other intoxicants of any kind⁷.
- b) Transferring, dealing or distributing drugs, alcohol, and/or other intoxicants, (including paraphernalia), of any kind.
- c) Consuming or being under the influence of drugs, alcohol, and/or other intoxicants of any kind.
- d) Aiding, abetting, assisting, and concealing the possession, consumption, purchase or distribution of any drugs, alcohol, and/or other intoxicants of any kind (including paraphernalia) by any other student under the above conditions.

Immediate sanctions include: Immediate **out-of-school** suspension (5 days), 5-month ECA ban (excluding summer vacation period), and parent/guardian notification. Mandatory meeting with a drug counselor. The police may be involved.

NOTE: For all other possible consequences please see page 2 whereby the administration reserves the right to apply any consequences, in any combination, as needed and as deemed most appropriate to each case, with, if necessary, consultation with the staff member(s) involved, taking into consideration factors such as severity, frequency, and duration.

7) Privacy and Personal Property

Students are reminded that all items of personal property brought to school are their responsibility. Students must have two combination locks, one for their corridor locker, and the other for their gym locker. Students are obliged to use the locker and combination lock assigned to them by the office. Personal locks will be removed. The security of the locker is the student's responsibility. Students are expected to maintain their lockers in a clean condition. Students are not permitted to switch lockers or to share lockers, or lock combinations, with other students. Students are legally responsible for the contents of their locker.

As per the Supreme Court ruling, the school administration has the right to search lockers and property, including vehicles, if they have information indicating that there is something on a student's person or in their personal property, locker or vehicle that could compromise safety and security. If the student is uncooperative or non-compliant, or if the student displays threatening behavior, s/he will be subject to disciplinary action at the discretion of the administration. The police will be involved.

NOTE: The school premises are monitored by surveillance cameras.

⁶ See the NFSB's "Procedure Related to the Possession of Alcohol or Illegal Drugs" in which an illegal drug includes any controlled substance defined in the Criminal Code.

⁷ Paraphernalia and intoxicants include the use of vapes or e-cigarettes and their contents.

8) A Smoke-free Campus

In accordance with the Quebec Tobacco Act (2005), Le Ministère de la Santé et des Services sociaux(2016) and NFSB policy ADC, the use of tobacco, which includes products such as chewing tobacco, as well as vaping, e-cigarettes, and other such paraphernalia with nicotine content, is prohibited on the premises or in the building of any secondary school. It is also prohibited to remove or modify a 'no smoking' sign. Failure to comply with these smoking regulations will result in fines and disciplinary action as per school rules, school board policy, and legal regulations.

Immediate sanctions by age group are:

Less than 14 years of age
<p>1st offense: Warning, detention, notice to parent/guardian with acknowledgement, meeting with school nurse</p> <p>2nd offense: 1-day suspension, letter to parent/guardian, notification that fines will apply after second offense, issued by the Sûreté du Québec, meeting with school nurse, discussion with parent/guardian</p> <p>3rd offense: 3-day suspension, warning letter that repeated offenses will lead to more days suspended and increased fines issued by the Sûreté du Québec</p>
14-17 years of age
<p>1st offense: Warning, detention, notice to parent/guardian with acknowledgement, meeting with school nurse</p> <p>2nd offense: 1-day suspension, letter to parent/guardian with acknowledgement, indicating that the child has used or distributed tobacco products on school premises for second time, warning that next time will be fines issued by the Sûreté du Québec, minimum of 2 meetings with school nurse, meeting with parent/guardian</p> <p>3rd offense: 3-day suspension letter to parent/guardian, increased fines issued by the Sûreté du Québec (up to \$250)</p>
18+ years of age
<p>1st offense: Warning to all students 18 years and over that this age group will be fined automatically. Fines will be issued by the Sûreté du Québec and will increase in value (up to \$750).</p>

NOTE: For all other possible consequences please see page 2 whereby the administration reserves the right to apply any consequences, in any combination, as needed and as deemed most appropriate to each case, with, if necessary, consultation with the staff member(s) involved, taking into consideration factors such as severity, frequency, and duration.

9) Use of Information and Communication Technology (ICT)

All members of the CVR community are expected to represent themselves in person and online, for example via social media, with the values represented in this code of conduct and befitting a Spartan. Access to ICT in school is a privilege, and as such it can be limited or revoked. Responsible, respectful, and lawful use of ICT is expected by all members of the CVR community. Students and staff should have no expectation of privacy while using the NFSB wireless network, especially while on school property and during the school day.

Communication devices include, but are not limited to, cell phones, laptops, desktops, tablets, smart watches and/or MP3 players. New technology that comes on the market will be judged on its appropriateness as the need arises. The use of laser pointers is forbidden. **During class time, students must leave their wireless devices in their lockers unless otherwise directed by their classroom teacher.**

Immediate sanctions for the unauthorized possession and/or use of wireless devices include but are not limited to: confiscation until the end of the period; confiscation until the end of the day; disciplinary referral to the office with parent/guardian being asked to retrieve the device from the office; suspension for defiance of school policy as well as parent/guardian being asked to meet with the administration.

NOTE: For all other possible consequences please see page 2 whereby the administration reserves the right to apply any consequences, in any combination, as needed and as deemed most appropriate to each case, with, if necessary, consultation with the staff member(s) involved, taking into consideration factors such as severity, frequency, and duration.

10) Dress Code

The school is a professional, educational environment in which the basic rules of decorum apply. All CVR community members should dress in a manner befitting themselves, respect for others, and the learning context. We do not wear the same clothes to exercise, as we do in the classroom, or to a dance or party. Keeping this contextual awareness in mind, community members are to ensure that undergarments are kept covered, skin exposure is minimized and seasonally appropriate, and that clothing fits properly, is clean and in good repair.

The following are **not permitted** in school **at all**: wearing sunglasses, hoods, clothing and/or paraphernalia related to drugs, alcohol or sex, as well as any clothing that can be perceived as threatening, offensive or sexually explicit.

The following are not permitted in class, including the gym and locker rooms: backpacks, purses, and outdoor clothing. Also, hats are not permitted in the office, auditorium, or in classrooms, including the gym, locker rooms, and library, where the teacher has a “no hat” rule.

NOTE: The dress code is adapted for special circumstances such as during exams, for example, when hats are prohibited. Students who do not comply with the dress code will be asked to put on more appropriate clothes of their own or be provided temporary cover up by the school. Should the student refuse or continually violate this policy, this will be considered insubordination. (Please see pg. 6 for the consequences of insubordination).

11) Academic Integrity

Cheating and **plagiarism** are unacceptable at CVR; they violate integrity, equity, and trust. As an academic institution, first and foremost, this is the worst 'crime' a student can commit as a student within their academic careers. Therefore, students are taught properly from grades 7-11 in every discipline what intellectual property is, what plagiarism and cheating are, how to conduct reliable research, and how to effectively cite their sources.

More and more information is available online and more and more the boundaries between public and private space are being blurred. This is exactly why learning how to properly protect intellectual property is so important, as well as understanding what can and cannot be taken freely. Intent cannot be measured. Students are measured by their actions and what they submit and claim as their own work; this cannot be a fraudulent representation.

Cheating is a form of fraud in which deceit, collusion, distortion of truth (lying), or the efforts of another person are used to gain an academic advantage; it is also using unauthorized material to complete assignments, inventing sources, recopying on a test, forging medical notes, and submitting work procured via payment or coercion that is not one's own.

Plagiarism is a form of theft in which the words, phrases, ideas, or thought patterns (organization) of another person are used as though they were one's own; it is the use of poor paraphrasing, submitting work that is too similar in content, organization, or language use to another person because of close collaboration, as well as memorizing protected material and recopying or re-stating it. It is also the re-submission of one's own work for a different course or teacher without properly referencing oneself. It can be as little as a few words or a sentence, or as much as an entire paper.

All instances of cheating and plagiarism will result in the following consequences: (1) an unconditional grade of "zero" on the assignment, project, or exam/test/quiz regardless of the amount of plagiarism or cheating; (2) notification to administration and parents/guardians by the teacher; (3) a memo/notification in the student's digital file entered by the administration; and, (4) the comment "Plagiarized on an assignment, project, test/exam/quiz, or report" and/or "Cheated on an assignment, project, test/exam/quiz, or report" will be printed on a report card.

In the case of cheating on an exam/test/quiz, all those obviously involved, as interpreted by the teacher/investigator, on a case-by-case basis, will receive a "zero". This is because often the direction of the cheating cannot be proved due to complicit participation from classmates.

It is at the teacher's sole discretion whether to provide an opportunity to redo or make up, and at what cost. In addition, various departments may have addenda to this policy. Also, repeat offenders may face additional sanctions.

Parents/guardians and students can further inform themselves at:

<http://kidshealth.org/kid/feeling/school/plagiarism.html>

NOTE: "Collusion" and "complicit participation" include the willing participation of friends, acquaintances, and/or relatives in the partial or total production of school work that is claimed by the student as authentically her/his own, but, which is, in fact, not.

12) Participation in School Activities

It is a privilege, not a right, for students to participate in an extra-curricular activity (ECA), which is defined as any non-academic, school-sponsored activity that occurs outside of the student's academic timetable (i.e. before school, during recess, at lunch, after school, and in the evening) such as team practices, intramurals, lunch groups/meetings such as yearbook, leadership, games room, setting up for/attending a dance, the prom, carnival day field trips. Academic activities are not ECAs as academic success is a mission of the school. These include tutorials, the Homework Room, convocation, the Performing Arts option course, and academic field trips (attendance for which is left to the discretion of the principal and the teacher(s) in charge).

Periodically, the school administration and/or staff, will review the academic progress of students, including attendance, schoolwork, and behaviour, so that students can be encouraged to prioritize their academic standing. This may lead to the possibility of a temporary suspension of extra-curricular privileges. Also, chronic and/or severe infractions will lead to the loss of ECA privileges for up to 5 months; this is called an ECA ban. **Students on an ECA ban are not allowed to participate in ANY non-academic, school-sponsored activity, including scorekeeping for or watching games.** However, if students pay for a service or course (such as Driver's Ed. or Irish dancing through the CLC) or are paid for services, they may be on the premises to take the course or do their paid job. If a student on an ECA ban bought a ticket, such as for a show or dance, the student is not allowed to attend. Refunds may be issued depending on the event.

13) Homework & Accountability for the Submission of School Work

Homework is an integral part of student success. It should be a normal extension of lessons taught in class, whether to allow more time to complete assignments or to reinforce concepts taught. It can include study, review, written assignments, reports, practice exercises, and/or project work. It is assigned at the discretion of the teacher depending on the course objectives and grade level. A supervised after school homework room in the library is open on specific days. The following is a guide to the amount of time to be spent on homework, and is expected to be averaged out over the course of the term among the subjects:

- Cycle I (Secondary I & II) – one hour to one hour 15 min. per night
- Cycle II (Secondary III, IV, V) – from 90 min to 2 hrs per night

Students should have a routine time and place for homework which is free from distraction. It is important to allow enough time to do a good job. As well, parent/guardian interest and assistance in homework encourages most students to do well.

Holding students accountable for their learning and for doing and submitting the work assigned is an integral part of education. As such, protocols have been developed to ensure that students who can be so motivated to produce do. These include but are not limited to: contacting parents/guardians, recommending the student attend homework room or academic coaching at lunch, a teacher-recommended tutorial or work session at lunch or after school, referral to the guidance counsellor, the administration and/or Mediation Station for advice and/or support in knowing about and earning the credits needed to achieve one's goals. Different departments may also have their own policies regarding accepting or penalizing late work.

TRANSPORTATION

1) NFSB Buses

Transportation is provided by the NFSB to all students living more than 2 km from the school. Those living less than 2 km from the school are expected to walk to the nearest pick-up point as specified by the contractor. Late buses run to the main centers.

- a) Students are NOT PERMITTED TO GET OFF the buses in the morning or afternoon at any other place except school, home or the designated stop.
 - b) Requests from parents/guardians for a change of regular bus for special reasons will be considered only if space is available. Please contact the NFSB Transportation department.
 - c) Transportation privileges may be revoked for any student who does not conform to the bus rules or compromises the safety of other students. Loss of transportation privileges does not absolve compulsory school attendance.
 - d) Students are expected to follow the rules of conduct as follows:
 - i) Be at the bus stop on time; DO NOT play on the street while waiting for the bus.
 - ii) Wait for the bus to come to a complete stop; board single file, in an orderly fashion, using the hand rail. Find a seat quickly; don't push others. Keep aisle clear.
 - iii) Remain seated, talk quietly. Eating and/or drinking is prohibited on the bus.
 - iv) Always listen to the driver's instructions; the driver is in charge.
 - v) Never put your head or arms out of the school bus windows.
 - vi) Know where the emergency exits are, but DO NOT tamper with them.
 - vii) Never throw anything in the bus or out the school bus windows.
 - viii) Wait until the school bus comes to a complete stop before leaving your seat to get off the bus. Descend in a single file. Walk a safe distance from the bus so the driver can see you and know you're out of danger.
 - ix) Should you need to cross in front of the school bus, keep a safe distance and watch for the driver's signal. Do not run. Proceed with caution at all times.
 - x) Large items are not permitted on the bus. If a student must bring a large item to school, alternate transportation must be arranged.
- e) All transportation rules apply on field trips, as well as any other school-sanctioned activity.

N.B. Sanctions are applied as per the NFSB School Board Transportation Policy

2) Student Vehicles

Permission to drive a car to school is a privilege exclusive to grade 11 students, and ONLY those who maintain good academic standing (ie grades & work submitted, behavioural records, and fees paid to date). Students cannot drive a car to school until they have submitted the Student Vehicle Authorization Form, signed by their parents/guardians, **and** by an administrator. Student drivers must *then* abide by **all** the following regulations; any infraction risks this privilege being revoked. (Return of the privilege is at the admin.'s discretion):

- a) Only use the vehicle as a means of transport to and from school
 - a. Do not transport other students without admin & parental permission
 - b. Do not sign in late or out early without parental consent
 - c. Do not use the vehicle at any other time (eg. lunch) without admin. authorization
- b) Register the vehicle with security personnel
 - a. Park only in the parking section reserved for students
 - b. Unauthorized student vehicles may be towed.
- c) Obey the Highway Safety Code and one-way traffic signs and speed limit on campus

These restrictions are carried out to ensure both the proper conduct of student drivers and to permit security personnel to control unauthorized visitors at school.

NOTE: Parking on the premises is at the owner's risk

PROTOCOLS FOR THE USE OF VARIOUS CVR'S FACILITIES

1) Rules for Student Use of the Library

CVR's Library is the largest English language library in the Valley and is fully computerized with internet access. It has an extensive selection of books for students and teachers, including audiobooks and e-readers. The library is a multimedia facility and can accommodate several classes at once. It is important to note that it is still a library and thus the noise level must be kept to a minimum to respect all students and their tasks.

Course textbooks can also be signed out through the library for free. If a textbook is lost or damaged, the cost must be assumed by the student. In the case of a damaged book, this assessment will take place at the end of the year. All workbooks and consumable materials are paid for by the students.

- a) It is understood that students use the library to work.
- b) Students are issued a personal library I.D. Card. Since we have installed a computerized circulation system, students will be required to present their I.D. Card every time a book is to be loaned.
- c) Students may borrow three books at one time. Books are signed out for 2 weeks and may be renewed. Project and reference books are signed out overnight only.
- d) All overnight books must be returned before the start of period one so that they will be available for the use of others during the day.
- e) No student is permitted to wear outdoor clothing in the library.
- f) No food or drink is permitted.
- g) Books which are lost, misplaced, or damaged must be replaced at the expense of the student who signed for the books.
- h) Students are not permitted in the library without adult supervision.
- i) Chronic misbehaviour in the library will lead to disciplinary action.
- j) No cellphones!

2) Safety Regulations in the Food Laboratory

- a) Be cautious when using sharp knives.
- b) Do not leave knives in hot soapy water.
- c) Wash and wipe blades immediately after use and put into proper drawers.
- d) Do not set books and papers, or other flammable materials, on stovetops.
- e) Turn off burners and ovens when lab is completed.
- f) Do not touch electrical outlets with wet hands.
- g) Be careful when walking with sharp scissors or knives.
- h) No pushing or running in the lab.

3) Rules for Use of the Cafeteria

CVR has a full-service cafeteria offering full course meals, as well as a salad bar, sandwiches, snacks, drinks, and desserts. Students are to eat and drink in the cafeteria and NOT litter. Students must also respect school property and behave appropriately and with respect when in the cafeteria.

4) Safety Regulations in the Science Laboratory

- a) Proper safety equipment is to be worn: aprons and goggles as indicated by the teachers.
- b) Long hair is to be tied back. Bracelets, dangling jewellery and scarves are not permitted.
- c) Closed shoes must be worn. Sandals or open-toed shoes are not permitted.
- d) Work in teams at your assigned stations.
- e) Cupboards are off limits except with teacher permission.
- f) Sitting on the counters and sinks is not permitted as chemicals may be present.
- g) Pushing and shoving or “horseplay” is not permitted.
- h) Work stations are to be wiped with paper towels and left clean.
- i) The teacher’s lab instructions are to be strictly followed.
- j) Broken glass and spills must be reported to the teacher. Students are not to clean it up themselves.
- k) Intentional damage to equipment will be paid for by the students.
- l) Replacement of stolen equipment is the responsibility of the student(s).
- m) Students should know the location of the eyewash, shower, fire extinguisher and fire blankets.

5) Safety Regulations in the Tech Lab

- a) Always think “safety”: notify the instructor of any injuries or unsafe conditions.
- b) Always obtain the instructor’s permission before using tools and power tools.
- c) Before using a tool for the first time, have a good understanding of its use.
- d) Always use the right tool for the job.
- e) Give any job your full attention.
- f) Wear eye protection when engaged in an activity where eye hazards exist or when using power tools.
- g) Pushing and shoving or “horseplay” is not permitted.
- h) Maintain the appropriate margin of safety for each machine.
- i) Carry all sharp-edged tools with the edges down (not in pockets).
- j) With few exceptions, cut away from you when using edged tools.
- k) Do not remove any machine guards without the instructor’s approval.
- l) Keep hands away from any moving machine parts.
- m) Do not distract power tool operators.
- n) Keep the floor clear of excessive litter and scraps of material.
- o) Used rags should be placed in a safety container.
- p) Close any vices and clamps when they are not in use.

PROTOCOLS OF THE ATHLETICS DEPARTMENT

Athletics at CVR are an integral part of a student's overall education. Athletics is not an end but rather a means to an end. That end is the overall development and education of individuals. While winning is important at CVR, the main goals include the teaching of dedication, determination, discipline, sportsmanship, good citizenship, and the fostering of positive school spirit.

The intramural program provides an opportunity for students to participate in a variety of team sports. Participation is based on a student's desire to play. Interscholastic sports, on the other hand, are highly competitive. It should be clear that membership on a team is based largely on skill level. This implies that some players will play more often than others. Game time will be at the coach's discretion and is determined by many variables, such as skill, experience, the type of sport, how close the score is, and the number of players on the team. At the Bantam level there will be a greater emphasis on participation for all team members, however, playing time remains the coach's prerogative.

Teachers and coaches must communicate to ensure that academic standing and success are the priority. If students do not participate in all their classes, they are not permitted to participate in ECA activities on that day.

Dress Policy in Physical Education Class: Everyone must wear correct footwear in the gymnasium. Appropriate athletic bottoms and a CVR t-shirt are required. The CVR gym t-shirt must be purchased at the school. T-shirts must be intact and must not include any writing in or on the t-shirt other than the student's name. **Cleats** are never to be worn in the school.

Locker Rooms: Students must bring in their own lock and are permitted to lock their belongings for the Phys. Ed. period only and must empty their gym locker and remove the lock at the end of the period. **STUDENTS MUST NOT LEAVE ANY VALUABLE ITEMS IN THE GYM LOCKER ROOMS.**

No food or beverages are permitted in the gym or weight room, except water bottles.

Safety Regulations in the Gymnasium and Weight Room

- a) No students are permitted in the gym or weight room without supervision.
- b) Correct footwear is mandatory.
- c) Students are always expected to exercise safe and appropriate behaviour in the gym and weight room. Dangerous actions will be reported to the administration.
- d) All equipment used must be cleaned and returned to the appropriate location.
- e) No hats in the gymnasium.

STUDENT SERVICES DEPARTMENT

The Student Services team includes specially-trained individuals who are available to assist students in several ways. Specifically, the Student Services team includes a guidance counsellor, addiction therapist, psychologist, mental health worker, social aid technician, behaviour coach, psychoeducator, social worker, nurse, and doctor.

Students can arrange to see any member of the Student Services team by contacting him/her directly or by going through the office. For further information, parents/guardians may call the school at (450) 829-2381 and ask for Student Services.

Some useful emergency phone numbers are as follows:

Emergency	911
Info Santé	811
CSSS Huntingdon	(450) 829-2321
Tel-Aide	(450) 377-0600
Tel-Jeunes (24 hrs/7 days)	1-800-263-2266
Jeunesse j'écoute	1-800-668-6868
Le tournant (Crisis Intervention)	1-866-277-3553
Outreach Streetworkers	(450) 370-2420
Pavillon Foster	1-866-851-2255
SOS Violence	1-800-363-9010
Suicide Action	1-514-723-4000
Youth Protection	1-800-361-5310
Calacs La Vigie	1-450-371-4222

1) **Guidance**

Guidance consists of information and counseling designed to help the students of CVR make appropriate academic and vocational plans. This involves choosing courses that best suit the individual's aptitudes and interests and providing the background required for post-secondary studies or employment. In addition, by arranging information sessions and maintaining an up-to-date career and college library, the Student Services area is a valuable resource center.

Our guidance counsellor is also trained to provide personal and/or group counselling related to the problems encountered by today's youth. Beyond this, as Head of the Student Services department, this person coordinates the activities of the Student Services team and acts as a referral agent to resources outside the school. Office hours are every day in the Student Services office.

2) **Mediation Station**

The Mediation Station is a safe place for all students. With the help of our social aid technicians and behaviour / life skills coach, students can find support and counselling for whatever they are going through. Whether through anti-bullying initiatives, crisis intervention, or social skills training, the Mediation Station staff work closely with staff and administrators to ensure that all students enjoy a safe and secure environment.

3) Health Services

Lifestyle choices made in adolescence can have long-term positive or negative effects.

A nurse is assigned to CVR for several days per week. Her/his mandate is to promote health and wellness. S/he acts as a health resource for both staff and students, and organizes vaccination clinics, youth health clinics and provides health and sexuality counselling. S/he also provides health and sexuality curriculum support to teachers.

A mental health counsellor is available by referral only.

CLC counselling services are available to provide emotional and social support to students and families for such problems as lack of motivation, school failure, student conflict, family issues, personal problems (shyness, lack of confidence, sexuality concerns, etc.). They can also provide information on the Law on Young Offenders and Youth Protection. If the need arises, students may be referred to other services and organizations.

Pavillon Foster offers drug and gambling rehabilitation through the Centre Intégré de Santé et des Services Sociaux de la Montérégie funded by the Ministère de la Santé et des Services Sociaux. The Youth program is designed for teens aged 12-17. The services offered include an evaluation of individual needs, individual counselling, family counselling and support. All services are free and confidential. For an appointment, contact the intervenante au programme Dépendance.

NOTE: If a student becomes ill (fever, vomiting, diarrhea, etc.) during school hours, s/he will need to be sent home. Please ensure your child has valid contact numbers to call to be picked up and be driven home. **Please call CVR immediately with any changes to your home and work phone numbers, or emergency contacts, including e-mail addresses as well as any changes to your child's health.**

COMMUNICATION

1) Emergency School Closure

In the event that school must be closed due to inclement weather or other emergency, check the CVR website www.cvrhighschool.com and **NFSB & CVR Facebook accounts**. The following radio stations are also contacted: CHOM 97.7; CJAD 800; CFLV; WVMV; CKOD; CFQR Q92; CBM, as well as the TV show Salut Bonjour and its website.

2) CVR Voice and Website

CVR publishes a newsletter for parents/guardians, students and staff. A digital copy of the newsletter is posted on the school website www.cvrhighschool.com along with up-to-date information on different activities and programs. This is an excellent way to stay informed about important events and issues. As well, many teachers have websites or wikis accessible via the CVR website.

ACADEMIC INFORMATION

1) Reporting and Evaluation

The student's progress in all subjects is measured throughout each term and a formal report is issued at term end. Term evaluation can be derived from class tests, quizzes, term papers, projects, homework, assignments and lab reports; it may involve at least one formal test. Term marks are expressed in percentages with 60% as the passing mark. There are four formal reports issued each year; including a progress report each fall. The final school mark is issued in the June report. As well, in July, the Ministry of Education issues a "Statement of Records" to Secondary IV and V (Grades 10 & 11) students which lists the credits earned and the related marks, including final marks for courses that have MEES exams.

2) Graduation Ceremony (Convocation) Criteria

Eligibility criteria for participation in the Graduation Ceremony are as follows:

- a) Any student who appears as though s/he will attain all the necessary credits to receive a High School Leaving Certificate by the end of June exams.
- b) Any student who has completed the Work Oriented Training Path (WOTP) program and has spent at least five years in secondary school.

3) Quebec Secondary School Diploma Requirements

Students must accumulate a minimum of 54 credits in Secondary IV and V, of which at least 20 are at the Secondary V level. The following courses are compulsory:

- Secondary V English Language Arts
- Secondary V French
- Secondary V Ethics or Physical Education & Health
- Secondary IV Mathematics
- Secondary IV Science and Technology
- Secondary IV History of Quebec and Canada
- Secondary IV Arts

4) CVR Educational Foundation

This charitable foundation was established in March 1985 to help promote academic excellence by providing substantial bursaries and scholarships to deserving CVR students planning to pursue post-secondary studies. These are awarded at convocation. The selection process is based on the student's application package which includes letters of reference and intent, as well as marks in which a weighting formula considers the degree of difficulty of each course. See www.cvredfoundation.com or via www.cvrhighschool.com

5) SASS Foundation

Student Activity Sponsorship Society (SASS) was established in 2018. Its purpose is to advance education by providing financial assistance to students and groups of Chateauguy Valley Regional High School, to be used in co-curricular and extra-curricular activities; based on needs.

6) Individualized Education Plans (IEPs)

IEPs are completed by the school team and sent home with the student to be reviewed and signed by the parent/guardian. Feedback on the IEP is encouraged. If parents/guardians do not receive their copy, they should contact the school.

STUDENT CLUBS & ACTIVITIES

CVR offers a wide spectrum of activities to interest and engage all students.

1) The Arts Department

The Arts Department seeks to acquaint students with a wide variety of styles and experiences, giving them the opportunity to explore their potential and give voice to their creative abilities and interests. It fosters self-esteem, self-discipline and communication skills, as well as teamwork and collaboration. In particular, the Performing Arts, the sense of pride and accomplishment students feel as the audience rises to its feet in ovation is second to none. Extracurricular clubs and events in the arts include Art Club, The After-Hours Choir, Battle of the Bands, Open Mic Night, and various small-scale cabarets. Each year well over 3500 audience members are witness to what has become a proud tradition at CVR and our students have been cast in a light of which they can be fiercely proud.

Middle School students get to explore all four artistic disciplines – Music, Dance, Visual Arts and Drama – to discover their own strengths and potentials. Students in Grades 9 and 10 are free to choose option courses in the artistic discipline of their choice, thus, allowing for more concentrated study in one or more of the Arts. The Fall term of the Grade 11 Performing Arts option block is dedicated exclusively to the production of a major Broadway musical which is taught collaboratively and uses all four disciplines. The Spring term traditionally ends with a large-scale, theme-based performance featuring students in both Grades 10 and 11.

2) Student Leadership

CVR's Student Leadership group plays an important and active role in the school's student life. This group plans and executes theme days, local and global fundraising efforts, school dances, student assemblies, guest speakers, and much more. Involvement helps foster organizational, cooperative and leadership skills.

3) Student Coalition

Coalition is the student body's democratic voice; it acts as a liaison with the administration and the NFSB. Each year, coalition takes on a special action project to improve the quality of student life each year.

4) CVR's Student Caisse Étudiante

Founded in 2014 and the first in an anglophone school in Quebec, the student caisse is an active branch of the Desjardins financial cooperative. At CVR, it is offered as an Entrepreneurship option course for credit. Students learn the job of a bank teller, customer service and balancing a cash. They learn how to promote financial awareness in the school by running various promotional activities and workshops to best market our services. Students gain real-life work experience and skills such as branding, teamwork, leadership, event planning, public speaking, managing and supervising personnel, among others.

5) CVR PRIDE

CVR Pride is a student-led group which provides a safe place for all to meet, discuss and support each other, and to talk through issues related to sexual orientation and gender identity. The main goal of PRIDE is to educate and demystify presumptions, with the hope of ending homophobia and transphobia.

JUSTIFICATION FOR STUDENT ABSENCE REPRODUCIBLE NOTE

JUSTIFICATION FOR STUDENT ABSENCE	JUSTIFICATION FOR STUDENT ABSENCE
<p>Student's Full Name: _____</p> <p>Grade: _____ was absent from school</p> <p>on _____ day(s) month year</p> <p>for the reason indicated below:</p> <p>Medical/ Dentist appointment <input type="checkbox"/> Illness <input type="checkbox"/></p> <p>Other <input type="checkbox"/> _____</p> <p>Family obligations <input type="checkbox"/> (please explain)</p> <p>Please send this form <u>to the office</u> with your child on his/her first day back at school.</p> <p>_____ (Signature of Parent or Guardian)</p>	<p>Student's Full Name: _____</p> <p>Grade: _____ was absent from school</p> <p>on _____ day(s) month year</p> <p>for the reason indicated below:</p> <p>Medical/ Dentist appointment <input type="checkbox"/> Illness <input type="checkbox"/></p> <p>Other <input type="checkbox"/> _____</p> <p>Family obligations <input type="checkbox"/> (please explain)</p> <p>Please send this form <u>to the office</u> with your child on his/her first day back at school.</p> <p>_____ (Signature of Parent or Guardian)</p>

ACKNOWLEDGEMENT OF SCHOOL RULES AND CODE OF CONDUCT

Dear Student and Parent/Guardian:

The pages you have just read outline the code of conduct, school rules, and consequences in the case of an infraction, as well as related procedural information.

As a school community, we are all responsible for the learning environment, and as a member of this school community we acknowledge that these guidelines are to be respected and adhered to by all.

We ask that this document be read carefully by all students and their parents/guardians and that the acknowledgement portion below be signed and returned to the main office as soon as possible.

SCHOOL RULES AND CODE OF CONDUCT

I, _____, as a student of Chateauguay Valley Regional High School, have read the booklet and am fully aware of the commitment I have to the school community. I will abide by the school rules and the code of conduct, and fully realize that failure to do so will have consequences, as outlined in this document.

Student's name: _____

Student's signature: _____

Parent/Guardian's Signature: _____

Date signed: _____