



# ASJ Rules and Regulations Guidelines



## DEFINITIONS AND POSSIBLE CONSEQUENCES

### **AEROSOLS**

As aerosols are irritants for many people, they may not be used at school. This applies particularly to body sprays and deodorants like AXE body spray.

### **AGGRESSION/BULLYING**

- causing harm to another person by hurting him/her with physical force or with hurtful/taunting words
- hitting, pushing, tripping, intimidating, threatening, punching, name calling, intentionally blocking the path of another student, etc.

**By law (Bill 56) the Intervention Protocol on Bullying and Violence must be applied to any form of bullying or violence.**

### **ATTENDANCE POLICY**

Attending class is one of the major factors contributing to success at school. Students should always attempt to miss as few classes as possible.

If a student is absent, a parent must call the school at 418-335-5366 before classes begin to inform the school.

### **CHECK IN**

If a student arrives at any time during the day after school has begun, the student must report to the office to check in to school. A slip will be issued which the student should present to the teacher upon arriving in class.

### **CHECK OUT**

If a student has a scheduled appointment and must leave school before the end of the day, the student must advise the office of their departure. All parents at ASJ must enter the building when picking up their child for an appointment during the day. Your child will be called to the office by the secretary.

### **DANGEROUS OBJECTS/MATERIALS**

Students must not be in possession of any knife or sharp instrument at school, or any other dangerous object/implement. Bringing any of these types of objects to school creates an unsafe environment.

### **DESTRUCTION OF PROPERTY**

- Students are expected to maintain the quality of their environment at school. Actions that lead to the destruction of school property in any way are not acceptable.

### **DRIVER'S EDUCATION**

Driver's education classes must be scheduled outside of the regular school day hours. Courses scheduled at lunch must be ended in time to return before the start of period 4.

### **DRUGS/ALCOHOL AND RELATED PARAPHERNALIA**

Possession of drugs, alcohol or any related paraphernalia (refer to CQSB policy) is not accepted at school and will lead to suspension.

### **ELECTRONIC DEVICES**

Electronic devices (cell phones, MP3 players, etc.) are not permitted in class and will be confiscated unless the device is being used with the permission of the teacher. They should not be brought to assemblies unless permission has been given by the school. Repeated misuse will lead to the loss of electronic privileges at school. Students must not use their personal devices to play games that are inappropriate for a school environment.

### **ENERGY DRINKS**

Energy drinks are not permitted on school grounds.

## **EVALUATION AND EXAMINATION PERIODS:**

In all instances, students and parents should consider that the end of terms and the end of semesters are critical times for evaluation.

The introduction of extended examinations and learning evaluation situations at all grade levels makes consistent student attendance critical during the evaluation period.

Absences during the midterm and end of year evaluation periods (January, May and June) can only be excused for valid reasons following a meeting with the school administration.

Accommodation will be made only for students with a valid absence during an evaluation period. Students with unjustified or invalid absences during those periods will be marked accordingly by classroom teachers. There is a high probability every year that end of year exams begin as early as mid-April (FSL and ELA). Students must be in school every day during the evaluation periods, as the student's success will depend on consistent attendance during these time periods. Most importantly, no accommodations are possible following absences during June exams. Students will automatically be registered to re-write exams at the end of July.

## **HOMEWORK**

Homework is assigned to follow-up on classwork, or to prepare for subsequent classes. It is assigned as part of the learning process and thus the expectation is that homework will be completed on time. For incomplete homework, students will be assigned to the homework room every day until the assignment is handed in.

## **INSUBORDINATION**

Disrespect of Authority

- Talking in a disrespectful manner to a school staff member
- Refusing to follow directions from a school staff member
- Refusing to speak English in class
- Ignoring school rules and procedures

All members of the school community are expected to live in an environment of mutual respect, which is completely incompatible with insubordination.

## **LEAVING SCHOOL GROUNDS**

Students are allowed to leave school grounds only if parents have signed the permission slip for them to do so.

Students are expected to behave appropriately and safely when off school grounds. They are also responsible for returning to school on time. Failure to respect these guidelines will result in the loss of exit privileges.

Students who leave the school in another student's car should ensure they have permission from their parents as this is done at their own risk.

## **LOCKERS**

Lockers are on loan to students and must be treated respectfully. This includes not entering or tampering with other students' lockers. The administration has the authority to open and search contents of lockers if circumstances warrant such a procedure.

Lockers should be kept locked at all times, and students should refrain from sharing their combinations. The protection of school items such as textbooks is always the responsibility of each student.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities and organized team sports is a privilege. If a student is suspended from school, he/she may be suspended from any extra-curricular activity or organized sporting event that takes place during the time of the suspension.

Additionally, administration may restrict students from participating in extra-curricular activities including organized sports as a consequence for unacceptable behavior.

## **PARTICIPATION IN SCHOOL ACTIVITIES DURING REGULAR SCHOOL HOURS**

Participation in school wide activities is expected throughout the year and skipping an activity may lead to forfeiting the privilege of attending the year end trip regardless of any fundraising that was done.

## **PLAGIARISM & ACADEMIC DISHONESTY**

Most students are academically honest and work hard to develop their research and writing skills in order to present their own ideas. Claiming someone else's work as your own, including information found on the internet is plagiarism, and is a serious academic offence that carries a heavy penalty as students move through their academic careers. Students found plagiarizing will have to restart the assignment in the homework room, and will attend during lunches until the work is complete. Parents will also be notified by the teacher.

## **How to avoid plagiarism**

Make sure you acknowledge the source of all information, ideas, images, and works you use in your school assignments. Beware of using the “copy/paste” feature on your computer, as this can lead directly to plagiarism.

## **When do I use citations and parenthetical references?**

- When you use the exact words of the author.
- When you paraphrase the ideas of the author (even if you have made many changes to the original text).
- When you use statistical information.
- When you use another person’s images, film clips or music.

## **Remember**

- Submitting another person’s work as your own is plagiarism.
- Changing a few words from another source is plagiarism and not your own work.
- Paraphrasing by changing many words but presenting the ideas as your own is plagiarism.
- Cutting and pasting from internet sources and essays or another student’s work is plagiarism.
- Cite your sources and avoid plagiarism.

## **PUNCTUALITY**

- Students are expected to be punctual at all time during a school day. If a student is late, he/she must report to the office to receive a late slip before being allowed back in class. If no person is in the office at this time, the student should go immediately to their class. The teacher will record the late arrival. Repeated lateness will result in a meeting with the principal and parents if necessary.

## **RETURN OF NOTICES THAT REQUIRE PARENT SIGNATURE**

Many important notices and permission slips go home that must be returned with a parent signature. Failure to return the slip in a timely manner (two days) causes our secretary unnecessary work and time. It is a student’s responsibility to have notices signed and returned upon request, and demonstrates respect for our school secretary.

## **SCHOOL OUTINGS**

Students who have

- been having behavior issues OR
- have received 2 suspensions and who are not showing any improvement in their behavior OR
- have shown a lack of effort academically

may forfeit the privilege of attending school outings with their class regardless of any fundraising that was done. Any money fundraised will go toward the trip or activity it was intended for.

\*\*\*Any student who is in possession of alcohol or drugs / drug paraphernalia during a school outing may be sent home immediately at the expense of the parents. The decision will be made by the trip chaperones based on the circumstances.

## **SECONDARY 5 GRADUATION**

A Secondary 5 Graduation is a school event. As such, we encourage parents to keep the event alcohol free for ASJ students and anyone under the age of 18.

## **SKIPPING CLASSES:**

As stated earlier, attending class is one of the major factors contributing to success at school. Skipping classes inhibits a student’s learning and is therefore not an acceptable choice. Students will have to recover any material or work missed during homework detention, and parents will be notified.

## **STUDENT DRIVERS**

All drivers are expected to be highly vigilant and respectful while on school property. Parking at school is a privilege. All drivers are expected to enter and exit school property undistracted and at safe speeds.

## **STUDENT GUESTS**

If a student would like to bring a guest to school, the student must obtain advance permission from all of their teachers for the given day. A form must be picked up at the office and signed by each teacher. Student guests who do not have permission to be on school grounds will be asked politely to leave.

## **TEXTBOOKS AND LIBRARY BOOKS**

All textbooks and library books are the property of A.S. Johnson High School. They are loaned to students for a prescribed period or for the duration of their course.

Textbooks or library books that are lost or damaged beyond normal wear and tear will have to be replaced at the expense of the student.

Students can incur late fees for library books not returned on time at a rate of 10 cents per day per book. Parents will be notified and their assistance requested when a situation becomes unreasonable.

#### **DETENTIONS PROCEDURE**

Lunch detentions may be assigned by staff for a variety of reasons. The student will be advised of his/her detention, and it becomes their responsibility to attend their detention. If a student is unable to attend an assigned detention for a valid reason, they must make arrangements with their teacher or the office. When a student skips a detention, they will be assigned to spend a lunch period in the company of the school principal.

#### **HOMEWORK DETENTION EXPECTATIONS**

A homework detention is assigned to complete school work. The atmosphere should be that of a study area.

If a student does not complete their work in the assigned time, he/she should complete the work at home during the evening. If the work is not finished by the next day, the student will be reassigned to the homework room at lunch. This will be repeated until the work is completed in a satisfactory way (the student demonstrates that they have learned the required elements). If the student is unable to complete the work, they must discuss their need for help with their teacher.

## **ASJ SCHOOL DRESS CODE**

**In the spirit of respect both for themselves and others, and with the understanding that appropriate attire is dependent on the situation, the dress code expectations for ASJ students are listed below. These guidelines apply equally to boys and girls:**

- All skirts, skorts, dresses and shorts must reach mid-thigh. No thigh should be exposed above this, including holes in pants.
- All shirts and sweaters must cover the stomach area completely at all times while sitting or standing.
- Hats and caps may be worn as students walk to their lockers upon entering the school, and from their lockers while exiting the school. They should be left in lockers at all other times.
- Underwear should not be exposed at any time. Hanging pants are not acceptable in a school setting.
- All shirts and sweaters must have logos that are appropriate for school. Inappropriate slogans and logos that promote violence, racism, disrespect, and drugs and alcohol are not permitted. Sexually explicit content is also not permitted.
- Wearing jewelry depicting drugs and/or alcohol is not permitted.

*\*See visual representation below.*

If a student is dressed inappropriately, they will be sent to the office and given an opportunity to change. This may include wearing clothing loaned by the office (different shirt, shorts, belt). Repeated inappropriate clothing will result in a meeting with parents to address the situation.

# My clothes reflect the respect of my person

## 1 Head cover

Hats, caps and hoodies are forbidden inside the school. Hats and caps must be kept in lockers.

## 2 Upper body

The clothing of the upper body must cover the entire belly, back and waist. The upper body and lower body clothing must meet at all times.

## 3 Lower body

The lower body clothing must cover the waist bum and mid thigh. They must always hide your underwear. Holes in the jeans must be beneath the mid-thigh.

## 4 Shoes

Shoes are mandatory at all times.

## Vulgar or obscene clothing

All clothing must be school appropriate. No inappropriate slogans or logos will be accepted.



**If a student is dressed inappropriately, they will be asked to change.**  
Staff members may also lend the student appropriate clothing.