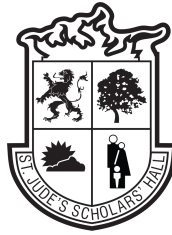


*Accende Magnitudinem Animi
Igniting Greatness of Spirit*



*where bright kids become great students
and everyday successes become
a lifetime of achievement*

SJSH CODE OF CONDUCT

Standards of Good Behaviour & Teachability, Order & Discipline Policy and School Rules

SJSH Standards of Good Behaviour and Teachability

Above all else, a student will . . .

- **be honest and trustworthy;**
- **be a positive, consistent and willing participant;**
- **be a visible example of good citizenship;**
- **come to the aid of another.**

An SJSH student will demonstrate **RESPECT for SELF** by . . .

- being clean, neat and presentable;
- wearing the full school uniform properly at all times;
- being acceptably groomed with good personal hygiene and corporal sanctity;
- having a positive and optimistic attitude;
- maintaining or improving academic effort and performance;
- applying oneself in each class;
- maintaining an academic performance equal to or better than assessed abilities;
- demonstrating a daily commitment to achieve to one's potential;
- completing all work assigned in a timely fashion and with due diligence;
- maintaining excellent daily attendance and punctuality;
- being a morally and ethically centered individual.

An SJSH student will demonstrate **RESPECT for ADULTS** by . . .

- interacting positively with all adults, on and off school property at all times;
- complying with the authority of SJSH;
- complying with SJSH's Student Order and Discipline Policies and its consequences;
- adhering to the rules of SJSH and the laws of Canada.

An SJSH student will demonstrate **RESPECT for PEERS** by . . .

- recognizing the rights and freedom of others;
- supporting a peer's ability to benefit from attending school;
- interacting positively with all peers:
- respecting a student's right of privacy, their personal property, their physical and emotional security;
- speaking well of fellow students, at all times and in all medias;
- accepting others into work and social groups;
- providing assistance to others when needed;
- providing encouragement to others;
- having a positive influence upon others' attitudes and efforts

An SJSH student will demonstrate **RESPECT for PROPERTY** by . . .

- respecting ownership of possessions;
- maintaining a clean locker, the school's property and the public environment;
- being a steward of SJSH's property keeping it clean and free of damage;
- picking up after one's self and others;
- respecting all public and private property.

An SJSH student will demonstrate **RESPECT for AUTHORITY** by . . .

- obeying the school rules, local bi-laws and provincial and federal laws;
- speaking respectfully to all persons of authority (police, elders, teachers, parents etc.);
- complying to all requests/commands/instructions of an authority;
- positively and publicly promoting the good will and reputation of SJSH;
- being a law-abiding citizen;
- taking personal responsibility and accepting accountability for one's own choices;

An SJSH student will demonstrate **RESPECT for OTHERS** by . . .

- participating in school activities that benefit the school, local community, the environment, or the world;
- by promoting social cohesion in SJSH.

An SJSH student will demonstrate **RESPECT for SJSH's VALUES** by . . .

- emulating, by word and deed, everywhere and at all times, the beliefs, values, traditions, customs and life principles of the founders, owners, parents and families of SJSH.

EVERY STUDENT CAN EARN “Scholar-of-the-Month”

On the first day of each new month, every student returns to “Student-in-Good-Standing” status. At the end of every month, every student will be evaluated according to the criteria of the Standards of Good Behaviour/Teachability. As a result of this monthly evaluation, every student has an opportunity to become a “Scholar of the Month” or maintain their “Student in Good Standing” status. A student who consistently earns “Scholar of the Month” in the Fall Semester (Sept. to Dec.) and/or in the Winter & Spring Semester (Jan. to May) will be invited to attend a lunch buffet as a guest of the school. A student will disqualify one’s self from being a “Student in Good Standing” or “Scholar of the Month” as a result of choosing an office trip and/or unacceptable attendance and/or failing to maintain academic performance and/or accumulating too many homework strikes.

SJSH Order and Discipline Policy

Above all else, a student will . . .

- **be honest and trustworthy;**
- **be a positive, consistent and willing participant;**
- **be a visible example of good citizenship;**
- **come to the aid of another.**

This Order and Discipline Chart is not a complete listing of all behaviours, but rather, it is only a sampling or generalized list of behaviours. SJSH will be the sole determiner of any behaviour and its place on the chart.

In the opinion of SJSH, there are behaviours and/or attitudes and/or degrees of behaviours, listed or not, that shall result in suspension, termination of registration or expulsion. Scholars’ Hall reserves the right to determine the class of any behaviour. SJSH also reserves the right to terminate registration or expel any student, for any reason, without regard to this chart.

Each violation will result in an “Office Trip”, a visit to the office where administrative staff or the Director will discuss what caused the office trip. At that time, the number of demerit points to be allocated to the student for their misbehaviour will be recorded by the office. Students will also be required to serve a detention during their lunch hour.

A running total of demerit points earned by a student will be kept with the following consequences occurring at these occasions and Parents will be informed if/when . . .

- 30 demerit points are earned which results in a 1-day ‘in school’ suspension;
- 50 demerit points are earned which results in a 3-day, ‘in-school’ or at home, suspension, as determined by SJSH;
- 70 demerit points are earned which results in a 5-day “out-of-school” suspension. Student is removed from the school;
- 90 demerit points are earned. SJSH determines the type and duration of consequence, including but not limited to suspension; termination of registration, or expulsion.

At the end of each month, $\frac{3}{4}$ of a person’s total accumulated demerit points earned during the weeks before the last week of the month will be erased and only $\frac{1}{4}$ of the accumulated demerit points plus the last week’s demerit points will be carried over to the next month, i.e. 1st weeks of a month 30 demerit points were earned and last week of the month 10 demerit points were earned – carry-over to the next month = $(30 \times \frac{3}{4}) + (10) = 20$ points.

Any student, prior to or during any school day, who, knowingly or unknowing, is in possession of any substance which could alter or distort perception or who, knowingly or unknowing, uses or is under or perceived to be under the influence, of any stimulant, hallucinogen, dissociative, opioid, inhalant, cannabis, or any other substance, including but not limited to alcohol, marijuana, prescription medications, and/or any drug will be immediately sent home for an undetermined time during which SJSH will consider consequence including but not limited to suspension, termination of registration or expulsion.

Any student who commits a criminal act, breaks a law or is suspected of a criminal act or breaking a law will be immediately sent home for an undetermined time, and SJSH will consider a consequence including, but not limited to, suspension, termination of registration or expulsion.

Class A Unnecessary Behaviour	Class B Undesirable Behaviour	Class C Inappropriate Behaviour	Class D Unacceptable Behaviour	Class E Inadmissible Behaviour	Class F Intolerable Behaviour
Refusal Rudeness Verbal disrespect Non-compliance Interfering with an other's educational / social experience Uniform non-compliance Fooling around Lates to school Lates to class Skipping class Skipping Homework Club Dropped-off or Picked-up in front of the school, or across the street from the school Unknowing disobeying school authority Not reporting or being in the company of others' Class B behaviour	Repeat of Class A Teasing Exclusion Gossip Drama Attitude Lying Swearing Argumentative Rough play Truant – half day Leaving property Throwing an object not directed at someone Knowingly disobeying school authority Challenging school authority Publicly posting any material on any media which does not reflect the values of SJSH Not reporting or being in the company of others' Class C behaviour Academic Dishonesty	Repeat of Class B Swearing at a person Aggressive action, word or deed without intent to injure or harm Mutual Fighting Temper Tantrums Property Damage Inappropriate use of social media Use of banned items i.e. lighter, tobacco, drug or vape paraphernalia Full day truant Rough play resulting in injury Accidentally setting off fire alarm Throwing an object directed at someone Passive - Aggressive behaviour Failure to remove any material on any media which does not reflect the values of SJSH Not reporting or being in the company of others' Class D behaviour	Repeat of Class C Cheating on a an assignment, project, exam, evaluation Plagiarizing on an assignment, project, exam, evaluation Verbal threats Harassment Bullying Targeted Fighting Possession of a weapon at school Any activity or behaviour which negatively reflects upon SJSH Intentionally setting off fire alarm Possession of banned items i.e. lighter, tobacco, drug or vape paraphernalia Not reporting or being in the company of others' Class E behaviour	Repeat of Class D Aggressive action, word or deed with intent to injure or harm Cheating on a final assignment, project, exam, evaluation Plagiarizing on a final assignment, project, exam, evaluation Violence Unintentionally causing damage or injury Exposing a weapon during school day Smoking, vaping in school, on school grounds, in sight of school, on private property or seen Threatening school authority i.e. violence, police, legal, human rights Not reporting or being in the company of others' Class F behaviour	Repeat of Class E Premeditated aggressive action, word or deed with intent to injure or harm Intentionally causing physical harm or damage Alcohol or drug possession or consumption before or during school & events Threatening with a weapon Any illegal activity, any time, any where
Demerit Points (1 x age)	Demerit Points (2 x age)	Demerit Points (3 x age)	Demerit Points (4 x age)	To be determined by SJSH	

SJSH School Rules

Above all else, a student will . . .

- **be honest and trustworthy;**
- **be a positive, consistent and willing participant;**
- **be a visible example of good citizenship;**
- **come to the aid of another.**

- All uniform items must be purchased from the school's uniform company;
- Non-uniform items are not permitted to be worn at school;
- Other than the approved uniform no other items of clothing can be worn at school;
- The uniform must be worn with respect and dignity;
- All students are required to have a uniform appropriate to Lower School or Upper School standards;
- The first day of school, every week, is a dress uniform day for all students. Dress uniforms are required for picture day, Remembrance Day, and other days specified by SJSH. SJSH will specify what must be worn for school outings/trips.
- Students must arrive in full day or dress uniform and leave in full uniform;
- Uniforms must be clean and in good repair and worn according to SJSH's instructions;
- Students who show up at school not in proper uniform for that day will not be permitted to attend classes until the proper uniform has been brought from home or is otherwise acquired (it's in the wash, or it's too small, or it's lost, or I forgot, or no-one informed me, etc. will not excuse a student from being in proper uniform of the day);
- Dress shirts must be tucked in and pants must be worn at the waist with a belt (oversized pants are not permitted);
- Socks (or tights, stockings, etc.) are to be one of the colours in the school tartan;
- Pants and skirts must be worn at appropriate height and length – pants, cuffed or hemmed;
- Shoes which leave black marks are NOT allowed in the school;
- Proper gym uniform includes running shoes. The full gym uniform must be worn in all gym classes;
- If a gym uniform is not worn, the student will be required to complete tasks assigned during the gym time and will be recorded as absent from gym class for grading purposes. Alternatively, if available, the student may borrow a proper gym uniform from someone prior to the class, or from the "Lost & Found" or one from the uniforms donated by former students and attend gym class without any loss of attendance or grading.
- Hats, headwear, headbands, and sunglasses are not part of the school's uniform and are not permitted. Footwear, accessories, jewellery, or appropriateness of body piercing, tattoos, hair style and colour is determined by SJSH.

Attendance

- Daily attendance is a requirement of enrollment;
- Absence for any reason requires an explanation from a parent or guardian;
- Whether due to illness, a medical condition, vacations, appointments, with or without parental permission, absenteeism can jeopardize promotion. It is recognized that days absent can occur for a number of legitimate reasons and that a student with effort and "catch-up" time can maintain their marks to a point. However, absenteeism beyond a certain point will not allow a student to demonstrate the learning expectations as stated by the Ontario Ministry of Education;
- Late to school and/or late to class is a form of absence and will affect school performance;
- Excessive lates can result in their school year (courses) being in jeopardy;
- Absenteeism and/or tardiness letters are issued when school performance is negatively affected;
- In order to succeed in school, regular attendance is a must. If a student misses too many classes, whether it is due to illness, a medical condition, appointments, vacations, and even with parental permission, their school year may be in jeopardy. It is recognized that days absent can occur for a number of legitimate reasons and that a student with effort and "catch-up" time can maintain their marks to a point. However, absenteeism beyond a certain point will not allow a student to demonstrate the learning expectations as stated by the Ontario Ministry of Education. Late to school and/or late to class is a form of absence and it will affect marks and school performance as well. Excessive lates can also result in their school year (courses) being in jeopardy. If marks and/or school performance are being negatively affected by a child's absenteeism, parents will be notified.

Smoking / Vaping Policy

- Smoking/Vaping is not permitted at anytime, anywhere, on or off the school's property;
- Any item related to smoking/vaping (i.e. a lighter, or cigarettes, e-cigarettes) that is brought on to the school property, in a pocket, a bag, a locker, a car, etc., will be confiscated and destroyed and a consequence will apply;
- Smoking/vaping is not permitted in the school building, on the school property, in proximity to the school, on any other property or on-route to and from school.

Homework

- The "rule of thumb" for homework given to each student to do at home is five minutes times their grade;
- Sunday, Monday, Tuesday, Wednesday, and Thursday nights are homework nights;
- Parents are not to help (teach) their child do homework;
- Parents are not to assign a homework time;
- If the homework is consistently not done or done poorly, the student will be in HomeWork Club;
- Skipping HomeWork Club is the same as skipping a class;
- A student can be required to spend time in HomeWork Club getting caught up on work missed;
- Every Friday is "stay till it's done" day. If a student has not completed all their week's work by 2:30 on a Friday, they will not be dismissed for the weekend until the work is done and done well;
- If a student is absent on a Friday and has unfinished work, the next day of attendance will be a "stay till it's done" day;
- A student may ask for the privilege to not stay on Friday and to do their work over the weekend if and only if the work is completed to their teacher's satisfaction and it is submitted prior to the start of 'Oh Canada' on the first school day after the weekend. This weekend privilege will be permanently lost, for the duration of the semester, if work is not done or not submitted before the start of the next school day.

Dismissal and Pick-Ups

- Parents should not arrive at the school to pick-up their child more than 10 minutes before dismissal;
- All students must be dropped off and picked up only at the back student entrances;

- No stopping is permitted on Trillium Drive at any time;
- Students may not wait, be dropped off or picked up at the front of the school;
- Parents must park at the back of the school in the designated spots;
- The front parking spots are not be used by parents before 8:30 am or after 2:45 pm (1:45 pm on Fridays);
- The student entrance doors will be locked after classes commence. Please use buzz the office for admission;
- All students must sign out when leaving the property. The office must be informed when a student is going home.

Examinations

- Final exams will be written in the morning;
- Any student not completed all their projects, ISU's, assignments will not be allowed to leave after an exam and must remain until all work is completed or the end of the day;
- Any student not completed all their projects, ISU's, assignments must attend school even if they do not have an examination scheduled for that day;
- Only those students who have completed all their homework, assignments, and independent studies will be permitted to go home after their exams;
- All accommodations for exams must be in place before the day of the exam;
- Students arriving late to an exam will have only the time remaining to write even if accommodated;
- Examinations missed will earn zero;
- Changes to exam taking must be pre-approved by the Principal at least one week prior.

Cell Phones/Electronics/Smart Watches i.e. communication technology (CT)

- No CT devices are allowed for Grades JK to 5;
- No CT's, other than a calculator or computer which are allowed for Grades 6 to 12. This includes cell phones, smart watches, cameras, pagers, games, CD players, ear-buds, e-mail devices, etc.
- Any non-school-approved device, at school, will be confiscated and returned to the student . . .
 the 1st time – at the end of the day
 the 2nd time – at the end of the week
 the 3rd time – at the end of the month
 the 4th time – at the end of the semester
 the 5th time – at the end of the school year
- Parents may retrieve the electronic item with assurance that the item will not be brought back to the school;
- Any electronic device used for anything other than assigned schoolwork will be confiscated and future use may be restricted or denied regardless of educational needs;
- All use of social media at school is forbidden;
- All negative or inappropriate social media posts, while a SJSH student, 24/7 are forbidden;
- All social media posts will be monitored. Inappropriate social use will be subject to SJSH Code of Behaviour;
- Parents who need to contact their child at school must call the office. Students cannot use cell phones during class;
- Parents are asked to monitor their child's on line behaviour. Parents are also asked to not allow their child to use dangerous social media sites such as: Discord; SnapChat; Ask.fm; Tik Tok; Whisper; Kik Messenger; Tinder; Instagram; Omegle; Telegram; Blendr; Periscope; Houseparty; Voxel; Holla; Bigo; WeChat; Whatsapp.

Student Vehicles

- Bringing a vehicle to school and/or parking a vehicle at school is with the permission of the Principal. Any unauthorized, improper, unsafe (without regard to self or others), or illegal use of a vehicle will result in the Principal's permission being revoked;
- Vehicles are to be used solely for arriving or leaving the school property. No one (students, friends, parents, or persons known or unknown to the school) is to be in or around any vehicle, at any time during the school day, except to drop off or pick up a student;
- Student drivers will be assigned a parking spot. Students will not park anywhere except their school-assigned spot.
- Student drivers cannot transport other students before or after school without prior written permission from their parents and the passenger's parents. Arrival and departure parental permission does not permit any transportation during the school day i.e. spares, lunch, breaks.
- Student drivers will not transport any student during the school day (especially at lunch or spares). Students will lose their vehicle privileges if they take any student in their vehicle during the school day or before or after school without the necessary prior written permission.

Leaving the Property

- All elementary students (grades JK to 8) are not permitted to leave the school property;
- High school students have the privilege of leaving the school property only during lunch or spare;
- High school students leaving the property at lunch must sign out and sign in;
- High school students with Homework strikes are not permitted to leave the property at lunch;
- High school students who earn an office trip lose the privilege of leaving the property;
- A student is permitted to leave the school's property when a parent picks up their child or a parent has pre-arranged for their child to be picked up by someone else. Verifiable phone calls will be accepted as parental notification;
- Any student leaving the property during class time will not be permitted to return and will be recorded as truant for the balance of that day, and they will serve their office trip the next day. Parents will be notified.

Miscellaneous

- Only SJSH approved food and drink is permitted in lunch room;
- No food or drink in any classroom at any time;
- No backpacks, knapsacks, or purses are allowed into a classroom/washroom;
- All students must be in each class with all books, pens, homework, etc. before the bell rings, otherwise they are late;
- Students on unsupervised study periods must remain in SJSH designated areas;
- Students will use the washroom facilities on their own personal time i.e. breaks, lunch, before and after school;
- Bathroom break during class time will be permitted on a very limited basis (emergencies excepted).

Note to Parents: SJSH takes particular care in the interpretation, application and enforcement of the CODE OF CONDUCT. It is, however, impossible to be aware of every thought; action; behaviour, and/or comment of every student, everywhere, all the time. Therefore, if your child is the recipient of an infraction of this policy, please contact the Administration immediately and an investigation will be initiated.

Please remember that SJSH will not take one person's word against another without the school affirming independent, verifiable evidence of the accusation. There are always three sides to every story – your perspective; their perspective and a third perspective as determined by investigation.

As the Director has always said, "We are very, very good at solving little problems but terrible at solving big problems." So, please, do not let a small problem get so big (as a result of not informing the school in a timely fashion) that we will not be able to solve it to your satisfaction.

SJSH maintains an open door – both as a policy and as a physical actuality – our door is always open. The school has been physically designed so that parents, teachers and students can communicate directly to the administration at any time regardless of other appointments in progress. No appointment needed!

Some indicators that a student's success at SJSH would be jeopardized and/or enrollment discontinued include, but are not limited to:

- parents not communicating to the school about issues their child is experiencing. We cannot fix a problem we know nothing about unless the parent does not tell us what their child is telling them or what they notice or think is happening;
- the student's parents not making full disclosure of the student's intellectual, academic, social, emotional, behavioural, medical, psychological and criminal, current and historical, information;
- the student does not continue to meet the SJSH CODE OF CONDUCT: Student Order/Discipline Policy and the Student Standards of Good Behaviour/Teachability and the School Rules;
- the student's parents/guardians do not continue to support and promote the philosophies, policies, staff and decisions of the school and finally;
- that the parents/guardians allow or encourage, by act or omission of an act, any behaviours that are contrary to the SJSH CODE OF CONDUCT.

All of the above indicators and the SJSH CODE OF CONDUCT, and all of its parts, shall be solely at SJSH's definition and interpretation and implementation. SJSH has the right to add to these definitions and/or amend these definitions at any time.

The SJSH CODE OF CONDUCT: Student Order/Discipline Policy and Student Standards of Good Behaviour and Teachability and School Rules and its implementation are described herein and is a condition of registration and continued enrollment. SJSH reserves the exclusive and sole right to review, investigate, question and/or detain individual students or groups of students before taking any action with respect to the keeping of good order and discipline in the school.