



## **CODE OF CONDUCT 2020-2021**

### **MISSION STATEMENT**

Laval Senior Academy provides a solid educational foundation to achieve both academic and personal growth. Our goal is to develop responsible citizens and life-long learners. Through a committed partnership between students, staff, and community, we are dedicated to uphold diversity and mutual respect.

### **VISION STATEMENT**

Laval Senior Academy is a school where all active members work together, to fulfill potential growth by teaching through engagement. We value respect and strongly believe in integrity, identity, choice and personal responsibility. Our educational programs form the basis for a comprehensive and individualized education, which prepares students for post-secondary studies. LSA is an inclusive school that offers equal opportunity, embracing diversity and acceptance for all.

## **RULES AND PROCEDURES**

Laval Senior Academy is a school that is dedicated to providing a positive and cooperative learning environment that promotes tolerance, self-esteem, respect for others and a strong sense of community. At Laval Senior Academy, the pursuit of appropriate conduct is a shared responsibility among students, parents and the school. This Code of Conduct establishes clear guidelines for a safe, caring, and orderly environment that promotes purposeful learning.

Every school has a set of rules designed to ensure the safety of students and staff as well as promote student learning.

### **Attendance**

There is a clear relationship between regular attendance at school and student success. At LSA, students are expected to be in school on time every day. Schoolwork and attendance take precedence over medical and other appointments and other engagements.

### **Absences**

In the event of an unavoidable absence due to a valid or serious reason, parents are asked to notify the school of the absence by calling or emailing the according administration office as follows:

Secondary 3 (450) 686-6300 Ext. 9016 or by email at [lmcarthur@swlauriersb.qc.ca](mailto:lmcarthur@swlauriersb.qc.ca)

Secondary 4 (450) 686-6300 Ext. 9077 or by email at [spisanelli@swlauriersb.qc.ca](mailto:spisanelli@swlauriersb.qc.ca)

Secondary 5 (450) 686-6300 Ext. 9026 or by email at [pzichella@swlauriersb.qc.ca](mailto:pzichella@swlauriersb.qc.ca)

For all absences, including those due to fieldtrips, it is the student's responsibility to find out what work has been missed and to get caught up. The student is encouraged to communicate with his/her teacher and should attend remediation in order to catch up.

Any missed evaluation due to an unjustified absence will not be rescheduled.

### **Lates**

Punctuality is defined as being in class, with all necessary materials by the 2<sup>nd</sup> bell. All students are expected to be punctual.

**Oversleeping, traffic, missing the bus, and non-medical appointments, are not justifiable reasons for being late.** For reasons of safety, parents are asked to advise the school of their child's late arrival.

## **RULES AND PROCEDURES (con't)**

Doors open at 8:15am each morning.

Should a student arrive late they are required to report to their respective administration office for a late slip and must report immediately to class. Failure to do so in the first ten minutes of class, will be considered skipping, and students will be sent to the Anchor room.

For each late arrival in a day, the student will be required to attend a detention from 1:15-1:45pm. Should the student be late to more than one class in one day, he/she will be required to serve an afterschool detention.

Students that are chronically late will have to serve a pedagogical day detention and may need to have a parent accompany them to school for readmission.

### **Early Dismissal**

In the exceptional event requiring an early dismissal, students must present themselves to the administration office to get a departure slip **at the beginning of the school day**. The early dismissal slip will **not** be issued after 8:50. Please plan ahead. Students will not be permitted to be signed out during class time.

Should a student become ill during the day, he/she may be sent home by the administration who will inform the parents.

### **Vacation**

All vacations should be planned based on the school calendar. NO academic accommodations will be made for students who miss school.

### **Extra-Curricular Trips & Activities**

Participation and extra-curricular trips and activities is a privilege. Students must have a strong attendance and behavioural records to participate in these activities. Absenteeism, chronic lateness, and/or suspensions will disqualify students. Students must also be in good academic standing in order to attend activities that take place during instructional time. These criteria apply to concentration related activities as well.

Please note that school fees must be paid, in order to participate in extra-curricular trips and activities.

## RULES AND PROCEDURES (con't)

### Electronic Devices

Due to the growing dependence on electronic devices, and in an effort to develop responsible digital citizens, as well as to encourage and improve student engagement and concentration, the use of electronic devices and earbuds is prohibited during class time (in class or in the hallways).

All electronic devices, including cell phones and smartwatches, must be left at home or in lockers, or submitted to the teacher upon entry into the classroom. No earbuds, or other types of headphones are permitted during class time (in class, hallway, washroom).

- Students who are found to have their device(s) on them will have them confiscated and will have them returned only at the end of the school day by Administration.
- **A second confiscation** will result in the device(s) being returned only at the end of the following school day.
- **Further confiscations** will require that parents collect the device(s) at the end of the following school day.

In supporting this policy, we ask that parents refrain from contacting their children directly during instructional time. In cases of emergency, we ask that they contact Administration.

The misuse of technology to threaten, ridicule, spread rumours, or defame character will not be tolerated and represents a violation of school safety protocols. As such, this may warrant suspension, police involvement or expulsion.

The school will not be responsible for damaged, lost or stolen electronic devices.

### Dress Code

Students must dress appropriately for school. Student dress is expected to be neat and clean so that each student contributes to a positive, respectful, healthy, and safe environment.

Student dress is the responsibility of the student and parents. Students must adhere to the following guidelines:

- Undergarments must not be visible.
- Clothing must be sized-to-fit and of appropriate length, including tops and bottoms.
- Clothing must be void of offensive and inappropriate logos, pictures, and language.
- Hats or any kind of head gear is not permitted in class, excluding religious observances.
- Outerwear is not permitted in class. Backpacks, purses, side-slings, and other bags are not permitted in class.

## **RULES AND PROCEDURES (con't)**

Students who do not adhere to these guidelines will be sent to the Administration and disciplined accordingly.

### Consequences of Dress Code Violation

1<sup>st</sup> offence: Students will be asked to change

2<sup>nd</sup> offence: Students will be asked to change, a detention will be issued and parents will be informed.

3<sup>rd</sup> offence: Students will be asked to change and a suspension will be issued.

\*The final decision on whether certain attire is acceptable rests with Administration.

### **Physical Education**

- Students are expected to change for all Physical Education classes (including all sports Concentration programs) and to wear appropriate footwear. Exemption from Physical Education: All students are required to participate in Physical Education classes unless excused for medical reasons. Each exemption must be supported by a handwritten letter from their parent/guardian addressed to their Phys. Ed teacher.
- For Physical Education students must wear the LSA grey Phys. Ed. T-shirt and black shorts or sweatpants. The LSA hoodie may be worn as well, when cold.
- Dance class students must wear the following apparel to class: LSA grey t-shirt or LSA sweatshirt, thick black tights, leggings, LSA black sweatpants or LSA black shorts.
- Students are not permitted to wear boots.
- Cellphones are not permitted in the gyms.
- Sports Concentration students should wear their practice uniform.
- Bags and outer wear are not permitted in the gyms.

## **Prohibited Activities / Items**

### **Drugs and Alcohol**

- Possession, use, distribution, showing evidence of having consumed, selling, soliciting, or facilitating the sale of alcohol or drugs is prohibited. Possession of drug paraphernalia or any item purported to be such is also prohibited. While in attendance at school or school-sponsored events, students must remove themselves immediately from any situation where such prohibited activities are occurring.
- Students understand that the community encourages them to report any situation which poses a danger to the health and safety of themselves and fellow students or which represents a violation of the law and the code to which LSA is committed.
- The principal may decide to retain the services of an individual or company that offers the services of trained sniffer dogs in order to search lockers and public areas of the school should the latter have reasonable suspicion that the code of conduct is being infringed with regard to the present section.

### **Students who violate the Drug and Alcohol Policy will be subject to the following disciplinary and guidance actions.**

- A report will be submitted to the parents, School Board and/or police.
- The student shall be suspended up to 5 days.
- The student will be restricted from all school activities during the suspension.

### **In addition, the following action may be taken:**

- Recommendation of longer suspension from the SWLSB.
- An action plan of referral to an appropriate counseling program and doctor will be recommended with the expectation that at least one session will be held during the suspension. Student may have access to in-school services such as counselor, social worker, psychologist, nurse, etc.
- Recommendation of expulsion.
- Transfer or alternative placement subject to consultation with the SWLSB.

### **Smoking & Vaping**

- Smoking in school and within **9 metres** of school grounds is illegal. This includes all types of smoking devices, including electronic cigarettes. The school grounds include the football field, hockey rink, baseball field, parking lots, breezeway and the gated pathway leading to the breezeway.
- Any cigarette, e-cigarette, vape or smoking paraphernalia visible on school property will be confiscated, including cigarettes placed behind the ear.

- Any student caught with a vaping device will have it confiscated as the device could contain illegal substances. All confiscated devices will be returned to a parent or guardian and the cartridges will be handed to the official authorities and/or destroyed. Refusal to relinquish the device will result in an immediate suspension and a parent meeting with administration will be required prior to the student returning to school.

### **Card Playing & Gambling**

- Card playing and gambling is prohibited on school premises (regardless of whether money or goods are being exchanged between persons) unless it is part of a structured extra-curricular activity.

### **Prohibited Activities / Items (con't)**

- Pushing, shoving, rough play, running or shouting in the hallways are not permitted.
- Excessive displays of affection are not tolerated.
- Students are required to have a hall pass whenever given permission to leave class during class time.
- Students have “passing time” to gather their material and take care of personal needs (toilet, drinking water, etc.). Students do not have permission to go to their locker during class time unless authorized by their teacher.
- Students are not permitted to eat or loiter in the stairwell.
- Hazardous and harmful or disruptive materials are not allowed on school property.
- Students will not loiter on the private property of our neighbors in the community. This includes the surrounding apartment buildings and businesses.
- Students share a responsibility for maintaining a clean school environment inside and outside and are asked to use the litter receptacles for their garbage.
- Food is not permitted on the synthetic field.
- Vandalism, graffiti, and the destruction or careless use of school property is not permitted.
- Students and parents will be expected to pay the costs of any wilful damage.
- Food delivery is prohibited on school grounds.

### **CONSEQUENCES**

Should any student at Laval Senior Academy not adhere to these behavioural expectations he/she understands that he/she must accept the responsibility for his/her actions. Any of the following sanctions will be applied:

- teacher detention
- teacher communication to parents
- administrative communication to parents

- administrative detention
- meeting with an administrator
- administrative warning
- suspension from extra-curricular activities
- loss of bus transportation
- after school or pedagogical day detention
- community service
- referral to the Student Support Centre
- meeting with parents
- suspension
- request to SWLSB for expulsion

### **Detentions / Community Service**

- Detentions may be assigned by a teacher and take precedence over all other personal circumstances of students. Moreover, additional detentions and community service may be assigned if deemed appropriate by the administrator. A student who disagrees with a detention cannot unilaterally decide not to attend.
- Missing a detention is a serious offence. Arriving late for a detention will result in having to make up the time. It is the responsibility of the student to notify teachers when there is a conflict.
- Any student who misses a lunch detention given by a teacher will be referred to administration.
- Participation in recess, lunch and after school extra-curricular activities cannot take priority over disciplinary measures.

### **Reasons for immediate suspension (internal or external)**

In the event of:

- profanity directed at a staff member
- violence
- fighting
- vandalism
- smoking/vaping on school property
- Possession of a vape on school property
- drinking alcohol on school property
- violation of certain clauses in the electronics policy
- skipping class
- bullying (refer to pages 10-11 for further information)
- consumption and/or possession of alcohol and/or drugs
- failure to submit to any consequences given by an administrator, OR
- any behaviour that violates the civil or criminal code of Canada or Quebec

In certain cases, parents may be required to meet with administration prior to their son/daughter's return to school.

## Academic Information

### Academic Integrity

All students must be honest and forthright in their academic studies. The educational process is corrupted when students falsify results of one's research, steal the words or ideas of another or use translation tools such as Google Translate (plagiarism), cheat on an assignment or evaluation, or allow or assist another to commit these acts. Students are expected to do their own work and neither give nor receive unauthorized assistance. **Any student who fails to comply to this expectation will be given a grade of zero.** Furthermore, Administration reserves the right to impose additional sanctions if necessary.

### **Plagiarism**

Definition: the deliberate, intentional and unauthorized use and imitation of a piece of writing, text, or other work created by someone else other than yourself. This includes information from the internet and All other sources of information, electronic or hard copy.

All Laval Senior Academy students have been instructed on the seriousness of this offence and what constitutes "Plagiarism."

We place the same importance on plagiarism as our CEGEP's, trade schools, and universities; therefore, students who plagiarize will face the following:

- Review of the work in question in consultation with the teacher
- Notification of parents/guardians and administration
- Designation of an automatic zero (0%) on the work submitted.

### **Cheating**

Any form of cheating on quizzes, tests, and exams will result in a zero.

### Promotion Policy

- Every class is important and students are expected to take responsibility for their learning and always perform to the best of their ability.
- **The decision of the final placement of the student rests with the Principal.**

### Homework Policy

- Homework is an essential part of the learning process and students are required to:
  - Prepare for classroom discussions by reading and researching at home.
  - Review and practice skills introduced during class time.
  - Review material and prepare for tests.

## **Academic Information (con't)**

### **Textbooks**

- Textbooks are lent to students and should be covered. Damaged or lost textbooks must be paid for by the student.
- If textbooks are not returned in good order at the end of the school year, the repair cost or replacement cost will be charged to students.
- All students will be held financially responsible for any materials that they borrow from Laval Senior Academy. This includes but is not limited to library books, text books, musical instruments, art supplies etc.

### **Absence from ANY class evaluation**

Unjustified absences will result in a grade of zero. Any missed evaluation due to an unjustified absence will not be rescheduled. Oversleeping, traffic, missing the bus, and non-medical appointment, are not justifiable reasons for absences. **It is the student's responsibility to inform the teacher in advance if they have an appointment and/or fieldtrip.**

### **Absence from MEES and compulsory evaluations**

An absence from a MEES compulsory exam is only acceptable if the absence involves certain specific conditions. If a student is absent from an exam, the school board must submit evidence to the Director of Sanction des Études which addresses the reason for the absence.

The following reasons are accepted with proof:

- Serious illness or accident confirmed by a medical report or certificate
- Death of a close relative
- Court summons
- Participation on an important event, for which the coordinator for the certification of studies in general education in the youth sector of the Direction de la Sanction des Études, has given its approval beforehand.

### **Student Services/Youth Center**

The Student Services Department is composed of a team of professionals, which includes, a guidance counsellor, social worker, nurse, drug counsellor, educational psychologist and spiritual animator.

These professionals are ready, willing, and able to assist students and their families with a wide variety of concerns. Students and their families are encouraged to consult this team regarding:

- Education planning
- Health issues and concerns

- Interpersonal conflict
- Addiction
- Mental Health
- At-Risk Sexual Behaviors (STI and early pregnancy)
- External support services

### **Summer school**

- The purpose of summer school is to enable a student who has failed English Language Arts, French Second Language, Mathematics or a non-core subject during the regular school year to receive instruction that will conclude with a final examination. If a student is successful in the final examination, he/she will be promoted to the next level in that course, but might not be used for placement in selected courses.
- Summer school should be used as a second chance for those who feel they can succeed and are prepared to make a sincere effort. Students should not have a mark below 50% to be eligible for summer school. If the mark is lower than 50%, then a school administrator must authorize it. Students who have passed a course and who wish to improve their standing may also enroll in summer school.
- Summer school results will not be used for placement in enriched courses.

### **Bus Transportation**

Students are expected to behave properly and respect their peers and surroundings. Serious infractions will lead to suspension of transportation privileges. Please note that all rules apply on the bus. Please visit the STL website for the Student Code of Conduct at [www.stl.laval.qc.ca](http://www.stl.laval.qc.ca).

### **Cars, motorcycles and scooters**

Students are to respect all the safety rules, especially when entering the school grounds and parking lots. Students are permitted to park their vehicles in the small far East parking lot near Daniel Johnson. Students who drive themselves to school must ensure their vehicle is registered at all times during the school year.

**LSA AND THE SWLSB MAINTAIN NO RESPONSIBILITY FOR PERSONAL VEHICLES PARKED ON SCHOOL GROUNDS.**

### **Lockers**

The lockers and locks are the property of the school. The principal has the right to open a student's locker and carry out a search should the latter have reasonable suspicion that the Code of Conduct has been infringed by the student.

## **ANTI-BULLYING/ANTI-VIOLENCE**

Bullying runs contrary to the values of the LSA community. Everyone at Laval Senior Academy has a right to attend school without being demeaned or abused. Parents, students and staff will do their utmost to ensure that the dignity of all individuals is maintained. We also understand that an effective deterrent to bullying is education aimed at the bully, the bullied and the bystander. The bully must accept responsibility for his/her actions with the full understanding that such contempt for the dignity of others carries swift consequences.

### **What is bullying?**

“**Bullying**” is defined as any repeated direct or indirect behavior, comment, act or gesture, whether deliberate or not, (including in cyberspace), which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, intimidates or ostracizes.

### **The following actions constitute bullying if they meet the above-mentioned criteria:**

#### **Direct (Physical):**

- Hitting, kicking, punching
- Pushing, shoving, spitting
- Forcing others to hand over money or possessions
- Forcing someone to do something they don't want to do

#### **Direct (Verbal):**

- Name calling
- Teasing, insults, putdowns
- Threats of any kind
- Making fun of someone because of their appearance, physical characteristics or cultural background
- Making fun of someone's actions
- Hurting others based on gender, sexual orientation, religion or ethnic background

#### **Indirect: (social and psychological)**

- Excluding others from an activity or a group
- Spreading hurtful/inappropriate stories about others
- Making inappropriate gestures
- Taking, hiding or damaging something which belongs to someone else
- Sending offensive emails or text messages
- Inappropriately using websites, chat-sites or camera phones

### **What is cyber-bullying?**

Bullying also can happen on-line or electronically. Cyber bullying is when children or teens bully each other using the internet, mobile phones or other cyber technology.

This can include:

- Threats, insults, rumours
  - Identity theft
  - Harassment, discrimination, denigration, defamation
  - Filtering or online blocking
  - Inappropriate messages (mean, violent, sexual)
  - Posting fights/incidents, or pictures about others on any social media platform.
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- The misuse of technology to threaten, ridicule, spread rumours or defame character will not be tolerated and represents a violation of school safety protocols and as such may warrant suspension, police involvement or expulsion.
  - The lists above are not exhaustive. They are intended to provide examples of the various types of bullying.
  - Cyberspace reference means over and above school premises and hours.
  - At LSA, we believe that all community members need to treat each other with respect. The Anti-Bullying and Anti-Violence plan is in place and reviewed yearly. It is an official document outlining the details of the plan, which can be accessed on our school website.