

# CODE OF CONDUCT

## GENERAL PRINCIPLES:

- All students are expected to contribute to a safe, healthy and positive learning environment with mutual cooperation and respect for all members of the school community.
- Behaviour at school is based on the premise that each individual is treated with respect.
- LaurenHill Academy promotes an attitude of understanding, acceptance and diversity. Under no circumstances will LaurenHill Academy tolerate any discriminatory incident, be it verbal, written, or physical among any member of the LaurenHill community.
  - *Discriminatory incidents can take the form of name-calling, slurs, insults, intimidation, physical assault, racial jokes, written racial insults, teasing, graffiti, etc.*
- **It is a firm administrative policy that involvement in activities that contravene school, Board or societal laws/policies (violence, theft, vandalism, racism, drugs, alcohol, etc.) would be considered grounds for expulsion.**

## RESPONSIBILITIES

- Students must behave in a courteous and co-operative manner in order to permit teachers to teach and all students to learn.
- Students must respect the dignity, welfare and material possessions of every member of the LaurenHill school community.
- Students must treat the school building and grounds with respect.
- Students must arrive to class on time and prepared to work. They must bring all required materials and assignments and must remain in class until dismissed by the subject teacher. Failure to comply with class rules will result in teacher detention. If detention is skipped, a school detention will be issued by administration.
- Students must comply with reasonable requests made by any staff member (i.e. seating arrangement, identifying oneself upon request, etc.).

## GENERAL RULES

- Students must attend school every day and must arrive on time. Skipping classes will result in an automatic suspension. Please refer to the “School Policies” section for details regarding lates.
- Students must adhere to the uniform regulations at all times. (See “Uniform Code”.) Students violating the code can expect to be sent home to change into proper uniform.
- Students are not permitted to wear earphones during passing-time or class time.
- Junior Campus students **MUST** remain in the building during recess and on Junior Campus property at lunch. Failure to comply will result in a detention.
- Senior Campus students must remain in school during recess and are **NOT** permitted to go to Junior Campus during school hours, including lunch, unless they have the permission from the school’s administration. Failure to comply will result in a detention.

- Students must use the side entrances. The main entrance is reserved for staff and visitors. Students must leave the building promptly after school unless involved in a supervised activity.
- Books must be carried to class. On Senior Campus, no bags or backpacks are permitted in class. On Junior Campus only “shoe-string bags” are permitted to be used during the school day.
- SMOKING is NOT permitted within the building, or within sight of the building and during any school sponsored activity. Anyone caught breaking this rule will be **suspended immediately**.
- Theft of any kind will result in an immediate suspension and can result in an expulsion from LaurenHill Academy.
- 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 bring hot beverages in the school building at any time for safety reasons. LaurenHill also, in accordance with the Ministry of Education’s policy on healthy eating and active living, does not support bringing high-sugared beverages into the school.
- Students are not permitted to chew gum in the building.
- Students are not permitted to park on school property.
- LaurenHill Academy will not accept any physical or verbal abuse. (i.e. offensive language, fighting in any form, intimidation, cyber bullying etc.)
- Trespassing on private property at any time will result in disciplinary measures.
- In order to ensure the safety of our students, the school has a “**No Visitors Policy**”. Students found socializing with unauthorized visitors are subject to disciplinary action.
- LHA is a BYOD school. LHA believes in the educational value of electronic assistance to support the curriculum and to facilitate student learning. However, students, staff and parents must adhere to a code of ethics and become respectful digital citizens. Therefore, the LHA Acceptable Use Policy must be strictly followed by all. Students must sign an agreement form as prescribed by the EMSB. Failure to follow the agreement will result in consequences related to the gravity of the misbehaviour(s). Please refer to the Acceptable Use Policy.

#### **OFFICE DETENTIONS:**

After-school detentions are assigned by the administration for students who do not adhere to the Code of Conduct. Students will be given a detention slip to be signed by their parents, which must be returned to the detention room teacher supervising. Failure to attend a detention will result in an additional detention to be served by the student. Failure to attend the detentions will result in a suspension.

**Any additional student behaviour that is deemed inappropriate by administration will be addressed through various disciplinary actions. Students who develop a chronic pattern of breaking school rules and regulations will be at risk of jeopardizing their placement at LaurenHill Academy.**

# SCHOOL POLICIES

## LATES

Pupils are expected to be in school when the warning bell rings at 8:10 a.m. (9:20 Wednesdays) in order to be admitted to class. Students who do not arrive at homeroom on time must report to the office to ensure their presence in school. A student who comes to school and fails to report to homeroom or to the office will be considered late and will be given a detention.

Pupils late for class after lunch without a valid reason will receive an automatic detention.

## Term 1 & 2

A student will be considered chronically late after the third violation and will be subject to strict disciplinary measures. On the third late, a detention and a letter of warning, to be signed by the parents and returned to school, will be issued. On the fourth late, a suspension will be issued and parents will have to accompany their student to school for readmission.

## Term 3

Term 3 being longer, a student will be considered chronically late after the fifth violation when the student will be issued a detention and a letter of warning to be signed by the parents and returned to school. On the sixth late, a suspension will be issued and parents will have to accompany their student to school for readmission.

**In order to be exempted from a late, a medical note must be provided.**

## Wednesday Late

Students arriving late on Wednesday morning without a medical note will have an automatic detention to be served the same day. The late will also be cumulative within the term.

Description/ Day	Mon/Tues/Thurs/Fri.	Wednesday	Procedure
Warning bell	8:10 am	9:26 am	Must report to class
Homeroom (HR)	8:15 am – 8:25 am	9:30 am – 9:35 am	Marked late in HR
After homeroom	After 8:25 am	After 9:35	Report to main office

Furthermore, pupils must be on time for each class during the day.

## **TELEPHONE MESSAGES**

Telephone messages for students will be accepted for **EMERGENCY SITUATIONS ONLY.**

## ABSENCES

Parents are required to call the school to report an absence.

## EARLY DISMISSAL

**No pupil may leave the school during school hours without permission from the office.** Any student who does so will be considered to be skipping classes.

A student who requires an **early dismissal** must bring a dated note signed by his or her parents and must present it to the homeroom teacher in order to be allowed to leave. If a student becomes ill during the day he/she may be sent home by the administration who will inform parents. It is important therefore, that all parents provide a telephone number on the information sheet at the beginning of the year so that they may be contacted during school hours.

## **VANDALISM**

Lockers and all other school property must be respected. Students will be held financially responsible for any damages to school property. Washrooms must be left in a clean and orderly fashion. Vandalism of any nature will be dealt with severely and immediately. The intervention of higher authorities is certain.

## **TEXTBOOKS**

Students will receive free of charge a loan of textbooks for the year and they are responsible for their care. They must pay for all lost or damaged texts.

## **SCHOOL PROPERTY**

Lockers are school property and are loaned to students for the school year. Students must use the locker assigned to them. They are for the storage of books and personal possessions **ONLY**. **Students must use LHA locks on their lockers.**

The administration has the right to search lockers if deemed warranted.

Each student is also assigned a gym locker for use during physical education classes only. **Nothing should be left in those lockers outside of scheduled gym classes.** Each student will require two LaurenHill combination locks. It is his or her responsibility to avoid leaving valuable articles in the lockers and to make certain that nobody gets the combination. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

## **DETENTIONS**

Detentions may be assigned by school personnel for a number of reasons such as classroom disruption, being late for classes, uniform violations, etc.

## **SNOW STORMS**

In case of severe snow storms parents are asked to follow us on social media or listen to the radio early in the morning. The School Board will announce over major radio stations whether or not schools will be open. Updated information is also available on its website: [www.emsb.qc.ca](http://www.emsb.qc.ca)

## **FIRE & LOCKDOWN DRILLS**

Fire and lockdown drills are undertaken periodically. Fire drills are performed in order to practice evacuating the building in case of emergency. Lockdown drills are intended to instruct students in the procedures to follow when an emergency exists either inside or outside the school. They must be taken seriously. Students must not talk, push or shove, and must pay full attention to any directives that may be given.

## **VACATION POLICY**

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

## **SCHOOL AND STUDENTS WORKING PART TIME**

While there are many benefits for a student seeking part time work after school hours, parents and students are urged to limit the number of hours worked and carefully monitor the effects a part time job may have on the student's school achievement. The QEP recommends 15 hours or less per week.

## **GRADUATION**

All parents of Secondary V students must sign and return the form that explains in detail the requirements needed to attend LaurenHill Academy's Graduation Ceremony in early June.

## **REPORTING TO PARENTS**

During the school year three report cards and a progress report will be issued. Parents will be invited to meet with the teachers for two of these reports. Please refer to the School Calendar for dates.

**Dismissal 3:06pm. Students must be out of the building by 3:25 pm unless involved in a supervised after-school activity.**

## PROMOTION POLICY

### Cycle I & II (Secondary I, II, III & IV):

Promotion policy determined by the Ministry's reform regulation.

### High School Graduation Requirements:

A minimum of 54 Sec IV & V credits, including at least 20 Sec V credits.

Mandatory Sec IV credits:

- 4 credits in Mathematics (Cultural, Science)
- 4 credits in History and Citizenship / Histoire et Citoyenneté
- 4 credits in Science & Technology
- 2 credits in Art Education (Music, Art, Dance or Drama)  Mandatory Sec V credits:
- 6 credits in English Language Arts
- 4 credits in French Second Language
- 2 credits in Ethics & Religious Culture OR Physical Education

## LHA PLAGIARISM POLICY

### Plagiarism

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

All LaurenHill 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 (%) on the work submitted.

If a second offence occurs, in addition to the zero (0%), the students will face a suspension and the offence will remain on their permanent record.

### Cheating

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

## LAURENHILL ACADEMY UNIFORM CODE

All students attending LaurenHill Academy are required to wear the school uniform effective on the first day of school. **Students are expected to be in complete uniform coming to school in the morning and leaving the building after school. No changing of clothes is permitted.** Other clothing (including the gym and any LHA sweatshirt) is not permitted.

### **Our uniform consists of:**

- LHA Burgundy zip front cardigan, v-neck pullover sweater, or vest. These items must be worn over the white LHA polo or dress shirt.
- LHA Black pants for boys
- LHA Black pants or skort for girls (to be worn with knee-high socks or hosiery)
- LHA long sleeve dress shirt or fitted poplin shirt, short or long sleeved polo shirt, or white turtleneck
- Black shoes & belts
- School tie (optional)

All items are custom designed and carry the school crest or tag. The items are available through our school supplier,  
**TOP MARKS** (5760 Ferrier Street, Montreal, 514-344-5454 OR [www.topmarks.ca](http://www.topmarks.ca)). No substitute will be permitted.

The **LHA black pants** are custom designed. The style cannot be altered or tapered. Belts must be solid black with regular size buckle and must be worn through loops.

The **LHA black skort** is custom designed. An appropriate length is no shorter than slightly above the knee. In order to meet the skort length requirements of **2.5" above the knee**, our supplier can provide skorts of various lengths to accommodate female students' heights. **Students who wear the skort must wear it with solid colored knee socks (right below the knee) or hosiery.** They must be a solid colour (black, burgundy or white only - no stripes).

All **LHA shirts** are custom designed and carry the LHA logo. Undergarment worn under shirts and turtleneck must be plain white, with no print, design or logo. (Undergarments of any kind cannot extend below the shirt length worn.)

**Shoes:** Solid black shoes must be maintained and presentable at all times. (**Booties, high-tops, boots, sandals, or slippers** are **NOT permitted**). Shoes with stripes and logos (that are not back) are **NOT** permitted.

**All students are obliged to wear socks:** Black, burgundy or white **solid** colour socks must be worn with pants. Socks are not to be worn with knee socks or stockings. Leggings are not permitted.

**Warm Weather Uniform:** Students are allowed to wear their LHA top with Cargo shorts sold by our supplier Top Marks only. The black cargo shorts can be worn with white or black running shoes (no high-tops permitted). White shoes will be accepted **only** during the period when the Cargo short is authorized. Only solid black or white ankle socks are permitted with the cargo shorts. **The period covered is from August to October 10 and from May 1 to the end of the school year.**

The **Dance** and **Gym uniform** are sold by the school and must be used exclusively for these classes. In addition, athletic shoes are mandatory for gym class to prevent injury. If students fail to comply, they will receive a school detention.

**Other restrictions:**

**No other sweatshirt will be permitted during school hours.**

Fad hairstyling and colouring, excessive make-up, jewellery and facial piercing do not conform to the uniform policy endorsed by LaurenHill Academy and therefore are not permitted in the school. Wallet-chains are not permitted in school.

Headgear (hats, caps, hoodies, bandanas, etc.) and sunglasses may not be worn, in any fashion, in the school building.

**ONLY THE SCHOOL UNIFORM IS PERMITTED IN THE BUILDING.**

**A student not wearing the school uniform will be sent to the office where action to correct the situation will be taken by the administration.**

## RULES GOVERNING PARTICIPATION IN ACTIVITIES

- School activities are a privilege and not a right.
- Students have to earn the privilege to participate in any school activity.
- Student participation in any activity will be subject to school personnel approval based upon the following criteria:
  - **respect for others**
  - **attendance**
  - **work habits**
  - **appropriate behaviour on previous activities/excursions**
  - **respect for property**
  - **punctuality**
  - **attitude**
- Any student who is suspended cannot participate in **any** school event during the period of suspension. Students who are on school suspension are not permitted on school property unless authorized by an administrator.
- Any student owing school fees and/or workbook fees cannot attend any overnight trip.
- Any student participating in an extracurricular activity that requires missing school must be in good academic standing. The administration will determine whether she/he can participate.
- Any student involved in Sports must sign and abide by the Athletic Contract.

## ATHLETIC CONTRACT

At LaurenHill we strongly believe in students being involved in activities outside of class. The athletic contract is a partnership between students, teachers, and parents to help ensure that students remain focused on the priority of school which is academic success. The commitment that comes with such activities can, in some cases, affect an individual student's time management. Due to this, we have an athletic contract.

It is expected that, as an athlete, students must display appropriate behavior at all times. At school, during class and break times, students must follow the code of behavior that is stipulated in the student agenda. The code of behavior remains in effect while representing LaurenHill Academy outside of school: in transit to venues and at other venues.

A student who is not able to adhere to these minimal academic and behavioural requirements will not be permitted to miss class time for their activities. In order to return to good standing, students must demonstrate that they are taking all the proper steps toward improving their academic situation. This contract stipulates that students involved in activities outside of class must maintain passing grades. (not failing more than two subjects while maintaining a grade average of over 60%)



## **Acceptable Use Policy @ LHA**

*“If we teach today as we taught yesterday, we rob our children of tomorrow.”  
- John Dewey*

### **Setting the Stage for the 21<sup>st</sup> Century Learning**

A brief glimpse into any typical classroom will reveal that today’s students are not the same learners that we were. These digital natives have grown up surrounded by computing technology as a natural part of their everyday lives. They live in a multimedia world, they constantly connect and collaborate, and they access information that is live and on-demand through mobile devices. Today’s education system is evolving to take full advantage of the potential of mobile technology devices to inspire learning and create independent, critical thinkers. Bring your own device (BYOD) models have shown greater student accountability and engagement when the device is personally owned.

### **Educational Impact**

LaurenHill Academy (LHA) strongly believes in the educational value of electronic services; it recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation and communication. The use of individual personal devices in a BYOD program highlights the shifting roles of both teachers and students in a technology-rich classroom environment. Teachers are moving towards more of a facilitator role as students take more ownership of their own learning and share what they have learned using integrative technology tools. BYOD embraces the idea that when students are viewed as key contributors to their learning process, they tend to take ownership, and when they are given important responsibilities, they tend to perform better.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We encourage the use of technology as a means to learn and thrive in the 21<sup>st</sup> century. This will help prepare our students for success in achieving their goals in the competitive global, electronic age.

We, at LHA, are pleased to offer our students, staff, and guests’ access to computer technology, including access to the Internet for educational purposes. The guest network is meant primarily to provide Internet access to non English-Montreal-School-Board (EMSB) employees or connectivity to non-EMSB computers. Minimal security is established, and users are responsible for maintaining their own system security such as anti-virus program, spam filters, etc. In addition, there is no guarantee of availability or performance. As a user of this service, your child will be expected to abide by LaurenHill Academy’s rules of network etiquette (see separate document)

### **Security and Damages**

The responsibility of keeping the device secure rests with the individual owner. LaurenHill Academy is not liable for any device stolen or damaged. EMSB/LHA is not responsible for any loss or damage to users’ data or storage devices, neither for any other problems incurred as a result of using its Information and Communication Technology (ICT) System. Protective cases for personal devices are encouraged.

### **Student Agreement**

At LHA we believe that access to the tools and resources of a world-wide network and the understanding of when and how these tools are appropriately and effectively used is essential to every student’s education. The use of technology to access educational material is not a necessity but a privilege as this access will benefit the learning environment. However, when the rules are abused, privileges and devices will be taken away. Students and guests participating in the BYOD must adhere to the Student Code of Conduct as well as to English Montreal School Board’s policies, particularly Internet Acceptable Use and Internet Safety. Additionally,

- The student takes full responsibility for his/her own device. The school is not responsible for the security or damage of any device.
- The student will not post personal contact information about him/herself without the permission of parents and teachers (photo, address, telephone number, parents' work addresses or telephone numbers, credit card).
- The student shall inform the teacher right away if he/she comes across any information that is inappropriate or makes him/her feel uncomfortable.
- The student will not give out her/his password to anyone other than the teacher. Each student is responsible for the activity associated with her/his account.
- The student must access the Internet through his/her own EMSB account.
- The student understands that access to the internet is provided by the EMSB and, as such, the EMSB has the legal right to monitor usage of the service. Anyone can read messages sent, and the work on the device is not private.
- The student complies with teachers' request to shut down the device, close the screen or hand over the device when asked.
- The student accesses only those files on the device or Internet sites which are relevant to the classroom curriculum. Games are not permitted.
- The student understands that infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is a violation and will result in disciplinary actions.
- The student realizes that printing from personal devices will not be possible at school.
- The student is prohibited from using EMSB Internet access to operate a business, conduct an external job search, solicit money for personal gain, campaign for political cases or candidates, or promote or solicit funds for religious or other personal causes.
- The student is not permitted to wear earphones during passing-time or class time.
- Devices must be in silent mode while on school grounds.
- **Devices may not be used for non-instructional purposes, such as making personal phone calls, text/instant messaging and social media during class time or passing time.**
- The device cannot be used during assessment, unless otherwise directed by the teacher.
- Devices may not be used to record, transmit or post photographic images or videos of a person, or persons during school activities and/or hours.
- The school has the right to collect and examine any device that is suspected of causing problems or of being the source of an attack or virus infection.
- The device is charged prior to bringing it to school and runs off its own battery while at school. Students will not be permitted to use electrical outlets at school.
- The owner is responsible for the repair of any malfunctioning/damaged devices. LHA will not supply technical services for the student owned devices.

### **Enforcement**

Inappropriate use will result in disciplinary measures deemed appropriate by administration at the school level. Instances of probable inappropriate use may be investigated. The EMSB shall act discreetly and in a confidential manner in conducting such investigations.

Investigations that uncover inappropriate use may result in the EMSB:

1. Cancelling or limiting access to the network or ICT systems;
2. Disclosing information found during the investigation to EMSB authorities, or law enforcement agencies;
3. Taking disciplinary measures, including suspension or expulsion, depending on the degree and severity of the violation.

## Digital Citizenship Information for Parents @ LHA

LaurenHill Academy believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. Modelling what appropriate and responsible use looks like is an imperative aspect of digital citizenship when using technology within our learning.

As a **parent**, you are an integral part of the digital citizenship development of your child. Please review the description of a LaurenHill digital citizen with your child and view the recommended parent links included in this pamphlet. [A Digital Citizen](#)

- participates in positive educational, cultural, and economic activities using technology • uses critical thinking
- is literate in the language, symbols, and texts of digital technologies
- uses technology to relate to others in positive, meaningful ways maintains honesty and integrity while using technology
- respects the concepts of privacy and freedom of speech in a digital world

### Pillars of Digital Citizenship at LaurenHill Academy

1. **Respect and Protect Yourself**
2. **Respect and Protect Others**
3. **Respect and Protect Intellectual Property**



### Links for Parents

Childnet <http://www.childnet.com/parents-and-carers>

Childnet strives to take a balanced approach, making sure to promote the positive opportunities, as well as responding to the risks and equipping young people to deal with them.

Digizen <http://www.digizen.org/parents/>

Digizen provides information to parents to strengthen their awareness and understanding of what digital citizenship is. It shares specific advice and resources on issues such as social networking and cyberbullying.

Common Sense Media <http://www.commonsensemedia.org/blog>

Blog on digital citizenship issue, written by parents, for parents.

“Digital citizenship isn’t just about recognising and dealing with online hazards. It’s about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy- using your online presence to grow and shape your world in a safe, creative way and inspiring others to do the same” [www.digizen.org](http://www.digizen.org)

## **SCHOOL SERVICES**

### **CAFETERIA:**

The Cafeteria is available to students at before Homeroom, recess and during lunch hour to provide nutritionally balanced snacks and meals. Students may bring their own lunches to school. No food is permitted in the classrooms or halls at any time. Students must not leave garbage on the tables and are asked to use the garbage receptacles that are provided and return all trays.

### **HOMEWORK PROGRAM**

Starting in October, this program is offered free of charge to students. Admission is based on teacher referrals and is in addition to the remediation sessions offered by teachers.

### **HEALTH CARE**

A school nurse is available to the students to provide information regarding health matters and to deal with serious health problems. The school is not legally responsible for accidents. It is essential that you inform the school in writing of any medical problems that might affect your child's participation in school life.

### **GUIDANCE**

Qualified guidance counsellors are available to provide educational, vocational and personal counselling services for all students. Parents are also welcome to consult the guidance counsellors. A student who wishes to see a guidance counsellor must first make an appointment.

### **SCHOOL SOCIAL SERVICES**

Through individual, family or group counselling, the school social worker can focus on issues that affect an adolescent's well-being, behaviour and academic performance. This could include such issues as mourning the loss of a loved one, interpersonal conflicts, family communication, and child protection. The school social worker is an employee of the CLSC St. Laurent and can be reached at 514-748-6381.

### **OPUS CARDS (REDUCED BUS/METRO FARE)**

The OPUS Card will be made available, price to be determined, to students who require them. More information will be made available to students in September.

### **LIBRARY**

The school's libraries have extensive collections of books, reference collections and current periodicals in both French and English. They are open to students before and after school as well as during the lunch hour. A photocopy machine is available for students at a minimal cost.

### **STUDENT COUNCIL**

LaurenHill Academy's Student Council organizes many of the school's social activities. We hope that all students will support and encourage the activities of the Student Council.

### **YEARBOOK**

The LHA Yearbook is an annual publication produced by the students in the Yearbook course, with the help of an afterschool Yearbook Committee. It is a wonderful souvenir made up of pictures of the students, their social activities, clubs, teams, as well as samples of art and literature. The Yearbook Committee solicits your support as a sponsor or advertiser. Students are encouraged to purchase the yearbook as a memento of their year. Please note that pictures of all students appear in the yearbook unless otherwise requested by parents, in writing, at the beginning of each school year.