



SAINTE-AGATHE ACADEMY

Secondary Code of Conduct 2025-2026

**France Celestino
Principal**

26, rue Napoléon
Sainte-Agathe (Québec) J8C 1Z3
T 819 326-2563
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saa.schoolqc.ca

This belongs to

Name : _____

Grade : _____

Student ID Number : _____



MISSION STATEMENT: SAA strives to equip all students with the skills to inspire lifelong learning.

VISION STATEMENT: SAA believes that youth can be empowered through authentic learning experiences led by innovative teachers dedicated to

- engagement in the community
- being active within our natural surroundings
- fostering independence, integrity and well-being

CORE VALUES:

- Respect of self, others and the environment
- Tolerance and collaboration
- Well-being and connecting with natural surroundings
- Academic rigor
- Personal growth and community engagement

SAA P.R.I.D.E.

- P** Means being **proud** of who you are and how you conduct yourself both in and out of school.
- R** Means having **respect** for yourself and those around you in all situations.
- I** Means having **integrity**. “If it is not right, don’t do it. If it is not true, don’t say it.” - Marcus Aurelius
- D** Means **dreaming** about what you can do to make a difference for yourself and those around you. Dream about what you can become.
- E** Means to **educate** yourself and those around you whenever the opportunity presents itself.

CODE OF CONDUCT

THE FOLLOWING ARE EXPECTED:

- Respect and consideration for students, teachers, staff and professionals.
- Respect for the environment, school grounds, buildings, books and materials.
- Compliance with classroom procedures and requirements.
- Behavior that in no way disrupts the educational process for the teacher and the other students.

GENERAL GUIDELINES

DAILY SCHEDULE

8:50 - 9:15	ARRIVAL	12:30 - 1:45	PERIOD 3
9:15 - 10:30	PERIOD 1	1:45 - 2:45	STUDY/REMEDIATION/ECA
10:30 - 10:45	BREAK	2:45 - 3:50	TRANSITION
10:45 - 12:00	PERIOD 2	3:50 - 4:05	PERIOD 4
12:00 - 12:30	LUNCH	4:05 - 4:10	DISMISSAL

VISITORS TO THE SCHOOL AND SCHOOL PREMISES

All visitors must enter by the front door and wait for instructions from the office on how to proceed. If an appointment has been made with a teacher, the secretary will contact the teacher.

ILLNESS-ACCIDENTS

Students showing any signs of illness should remain at home. If a student is well enough to be at school, he/she must attend all classes. If illness or an accident of a serious nature occurs at school, parents will be called to pick up their child. In very serious cases, an ambulance may be called upon to transport a child to the hospital for treatment. It is a legal parental responsibility to include on the child's medical form an emergency number where you or your designate can be reached at all times.

ATTENDANCE POLICY

Quebec provincial law states in the Education Act (Article 18) that parents are required to send their children to school regularly during the hours and terms the school is in session.

Absenteeism:

A parent or a guardian is responsible for notifying the school if a child is absent, late or being picked up (call before 2:00 p.m.), through the Mozaik portal or by telephone (819) 326-2563 and **PRESS 1**.

Justified Absences:

Absences can only be justified by a parent or guardian on Mozaik. Students shall not be penalized for missed assignments or evaluations if the absence is justified within 24 hours. Assignments must still be completed at home. Evaluations must be completed during Period 5 or as prescribed by the teacher, within 5 school days, during the retake sessions offered at lunch or during period 5.

Justified absences include:

- Reasons of health or medical appointments
- Religious holidays
- Funeral
- Approved school activities
- Limited absences from school subject to the knowledge of the teacher

- **Unjustified Absences**

Students whose absences are unjustified on the days of evaluations may receive a mark of zero %. Unjustified absences include:

- Unexcused absences from class or exams
- Excessive lateness to class (more than 10 minutes)
- Family vacation time scheduled on school days

Late Arrival

It is the student's responsibility to arrive on time with all the required instructional material for class. Lates are recorded and will be reported to the office for subsequent action.

Family Vacations and Athlete Life

Students must make early arrangements to keep up with the curriculum. Students are responsible for keeping up with their academic assignments.

Parents/Guardians:

- Should carefully consider the negative effect that absence from school may have on their children's academic progress.
- Must provide written notification to the school principal at least two weeks in advance of vacations occurring while school is in session.
- Cannot schedule vacation time during exam periods (May-June).

Exemption from Physical Education

Students are required to participate in Physical Education classes unless excused for medical reasons. A doctor's note is required.

Leaving School Grounds

Students must sign out at the office if feeling ill, for a personal family matter, or an appointment. A note from the parents or contact with parents is essential before any "sign-out" can be authorized.

- Secondary I, II and III students must remain on school property **at all times between 9:00 and 4:10.**
- Secondary IV and V students have permission to leave school property during lunchtime. Students are required to return to class on time and to behave responsibly in the village. This privilege may be revoked by the school administration if expectations are not met by the students. **The administration reserves the right to deny access to bussing when a student has left school grounds during period 5.**

HALLWAY DECORUM

All movement should be at a walking pace. Students must identify themselves when requested to do so. The consumption of food and drink is confined to the cafeteria only. Exceptions are breaks, remediation and detentions.

HOMEWORK POLICY/ Study Period

Students are responsible for completing work by the assigned deadline. If there is no valid reason for the incomplete work the teacher will take appropriate action. Students can complete assignments and/or get remediation from 1:45 to 2:45. Students are responsible to attend this study block when having difficulty or when assigned by the teacher.

SECONDARY GUIDELINES FOR CLOTHING ATTIRE

Minimum Coverage

Just above
the knee
and/or
mid-thigh



Closed shoes



- No rips or cuts in clothing
- No holes
- No hood on head
- No hats or caps
- No profanity/violent/drug related graphics
- Shorts, dresses and skirts must be mid-thigh or longer
- No high heels
- No cross-bags or purses
- No visible underwear
- No pajama pants
- Private areas must be covered as determined by school staff

Physical Education: Gym attire is required during classes: shorts/sweatpants/leggings, t-shirt, and running shoes.

INDECENT APPAREL OR BEHAVIOR

It is forbidden for anyone to wear indecent apparel or to exhibit immoral behavior, which contravenes the standards of decency. Students are also forbidden to engage in activities of an intimate or sexual nature.

PERSONAL ITEMS

School bags, coats, jackets, cell phones and devices (headset, ear pods, smart watch) and other personal items, must always be stored in the locker and secured with a padlock. Students are expected to bring only the required books and materials to class, unless otherwise instructed. For special activities, use designated space for equipment.

SKATEBOARDS / SCOOTERS (non-motorized)

The use of skateboards/non-motorized scooters on school property is restricted to a designated area approved by the administrator. Students must wear proper protective gear while using the skateboards. Permission must be given by the parent to be allowed in the designated skate park area.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities at S.A.A. provide for a variety of interests and talents through programs in athletics, clubs, intramural, cultural activities and school dances as well. It is considered a privilege that can be removed if academics and behaviours justify it. If a student signs up for an ECA they must commit to be present for the duration of the activity.

TEXTBOOKS

Textbooks are issued free of charge. Student are asked to cover textbooks. Damaged or lost textbooks will be charged to the parents for replacement at full cost.

ELECTRONIC DEVICES AND CELL PHONES

Students are reminded that all electronic devices can only be used in class **for academic purposes and with the authorization of the teacher for educational purposes**. Cell phones and other personal devices (headset, ear pods, smart watch, etc.) are to be kept in lockers during school hours, from the time students get off the bus to the time they leave the building for the day. The use of a device during school hours, without consent, can lead to the device being confiscated for up to 5 days. Any lost or stolen electronic devices (Apple watch, ear buds, etc.) and /or cell phones are not the school's responsibility.

It is illegal to photograph, videotape and/or post unauthorized video of students, and staff members. Students cannot record or publish.

TECHNOLOGY

Students and staff using school devices must abide by the "*Acceptable Use of Information and Technology Resources*" School Board policy inserted at the end of this code of conduct.

TRANSPORTATION

Transportation is provided by the Centre de services scolaire des Laurentides. Students riding buses are under the authority of the bus driver and must abide by his/her instructions. Refusal to obey the bus rules or improper conduct may result in a suspension from transportation. Parents may be held accountable for any damage their child causes on the bus. Any transportation issues should be addressed to the Centre de services scolaire des Laurentides. **Changing school buses, even on occasion, is not permitted by the CSSDL.**

MEDICATION

If a student needs medication to be administered at school, parents must complete the required form available at the office and provide the medication in the original package with the prescription paper attached.

CAFETERIA

The cafeteria serves complete meals at lunch daily. Students may bring their own lunches, but all food and drink consumption is restricted to the cafeteria. Students are not allowed to have food catered to the school from outside. Cutlery, plates, etc. will only be available for students who purchase their meal from the cafeteria.

FIRE DRILL/SCHOOL EVACUATION

During a fire drill or school evacuation students leave their books, materials, etc. in the classroom and walk quietly out of the school with their teacher by a predetermined route (posted in every classroom). Once outside, the students remain with their teachers until the “all clear” signal is given. Students then return to class in the same manner.

LOCKDOWN

Student and parents will be informed ahead of time of a practice lockdown. Lockdown practices will be held twice yearly.

SCHOOL CLOSING

For school closure due to inclement weather or other reasons, the School Board notifies parents via the Sir Wilfrid Laurier School Board App and the SWLSB website. Please note that our students use transportation provided by Centre de services scolaire des Laurentides. Usually school is closed following a decision made by the Centre de services scolaire des Laurentides.

LIBRARY

The library is available to all students. Parents are charged for damage or lost books.

THE FOLLOWING ARE PROHIBITED:

1. PLAGIARISM

It is strictly forbidden for any student to plagiarize. This act is illegal and therefore the student will receive zero on the assignment or evaluation. The use of AI (ChatGPT or other) is forbidden unless permitted by the teacher.

2. SWEARING

Foul and abusive language is deemed inappropriate behavior.

3. AGGRESSIVE BEHAVIOR, DISCRIMINATION OR BULLYING

Physical, verbal, or sexual violence will not be tolerated, including on the internet. Coercion, threats, bullying, cyber-bullying, blackmail, undue pressure or harassment shall not be tolerated, especially to obtain an article, a service or a favor from anyone against their will. Verbal, written or physical insults shall not be tolerated. Malicious gossip or the spreading of any information compromising a person’s reputation is strictly forbidden. It is strictly forbidden to express, encourage or spread hatred toward another individual or group of individuals. The use/distribution of sexist and/or racist material is forbidden, including on the internet. Violent play, verbal aggression, or hate speech will not be tolerated.

4. WEAPONS POSSESSION

It is strictly forbidden for any student to carry, exhibit or use any weapon, any object similar to a weapon and, in general, any object which could be used to harm, threaten or intimidate.

5. FORBIDDEN MATERIAL TO MINORS

It is strictly forbidden to produce, possess, distribute or sell any material prohibited to minors, including material of a pornographic nature.

6. DRUGS AND ALCOHOL

It is forbidden for students to consume, possess, distribute or sell alcohol or drugs in school. It is also forbidden for students under the influence of drugs or alcohol to arrive at school and participate in any classes or any school activity.

7. ENERGY DRINKS

Energy drinks are not allowed on school premises.

8. SMOKING AND VAPING

As per provincial laws smoking, vaping, or the distribution/selling of nicotine products, is not permitted on school grounds. Devices will be confiscated.

9. THEFT

It is strictly forbidden for students to take possession of, or to use anyone's property without the owner's authorization. It is recommended that all valuable items be labeled with student's name. It is mandatory to lock the locker.

10. FRAUD

Forgery of signatures and misrepresentations of other authorizations are strictly forbidden.

11. MONEY TRANSACTIONS

Wagering or money games are strictly forbidden. Any unauthorized commercial or profit-making activity (loans, rentals, sales) is strictly forbidden.

12. VANDALISM

Damaging, or destruction of, school property will not be tolerated. Parents will be charged for damages.

SUSPENSIONS AND DISCIPLINARY MEASURES

In school suspensions: for the duration of the suspension, students work in a room separate from their classmates where they complete assignments and reflect on expected behavior. They are not permitted to go out during breaks. As well, students cannot participate in any organized extra-curricular activity.

Out of school suspensions: students are not permitted in the school building or on school grounds during the course of their suspension. As well, students cannot participate in any organized extra-curricular activity. Students and parents are expected to make an appointment with the principal/staff assistant to be re-integrated back into school. A written reflection is produced by the student stating how the behavior will be corrected.

The Administration reserves the right to search any student's locker or backpack for any reasonable doubt or suspicion requiring action.

All the above violations will be dealt with in a firm manner. The student may be taken out of class and parents will be notified. This may result in loss of privileges, lunch detentions, parent conferences, home suspensions, or if necessary, involvement of local youth protection officer, social worker and/or police intervention.

Sainte-Agathe Academy Code of Conduct

I have read the SAA Secondary Code of Conduct printed in my teen's agenda, and discussed it with my teen. We both understand these rules and agree to observe them throughout the 2025-2026 school year.

Date: _____

Parent name: _____

Student name: _____

Parent signature: _____

Student signature: _____



Under 18 (High School, Adult and Vocational Training) Student User Agreement

- When using school computers, I will use appropriate language and not look at or use anyone else's work without permission;
- I shall not give out personal information;
- I shall keep my password confidential and not give out to anyone;
- I understand that anyone can read messages I send and that my work on the computer is not private;
- I understand that my online activities (digital footprint) are permanent and not always private;
- I shall not download or share any copyrighted materials that I do not have the rights to;
- I have read and I understood the rules and agree to follow them. If I do not follow these rules I know that I may have my computer privileges restricted or taken away at any time.

Student Agreement

I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I agree to abide by it and understand that any violation of any provision may result in the loss of access privilege and school sanctions.

Student's School or Centre: _____

Level or Program: _____

Student's Name (please print): _____

Student's Signature: _____

Date: _____

Date of Birth: _____

Student's Signature: _____

A complete version of the Policy is available on the School Board Web site at www.swlauriersb.qc.ca

Parent / Guardian Consent

As the parent / guardian of the above named student, I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I grant permission for my son / daughter / charge to access networked services such as e-mail and the Internet.

Name of Parent / Guardian (Please Print): _____

Signature of Parent / Guardian: _____

Date: _____