



SAINTE-AGATHE ACADEMY

Secondary Code of Conduct 2026-2027

Gloria Cuccarolo
Principal

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T 819 326-2563
<https://saa.swlauriersb.qc.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 self, others and the environment
- Tolerance and collaboration
- Well-being and connecting with natural surroundings
- Academic rigour
- 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.

GENERAL GUIDELINES

DAILY SCHEDULE

8:45 - 9:15	ARRIVAL	12:55 - 2:10	PERIOD 3
9:15 - 10:30	PERIOD 1	2:10 - 2:20	BREAK
10:30 - 10:45	BREAK	2:20 - 3:35	PERIOD 4
10:45 - 12:00	PERIOD 2	3:35 - 4:10	REMEDIATION
12:00 - 12:55	LUNCH	4:10 - 4:15	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, they 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. Students arriving at school are expected to be ready and with a capacity to learn.

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 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 ClicÉcole or by telephone (819) 326-2563 and **PRESS 1.**

Justified Absences:

Absences can only be justified by a parent or guardian on ClicÉcole. 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 remediation period or as prescribed by the teacher, within 5 school days.

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 0%. 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. Late arrivals are recorded and 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 they are 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 arrival 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

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/ REMEDIATION

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 3:35 to 4:10. Students are responsible for attending this remediation 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

Students are expected to bring only the required books and materials to class, unless otherwise instructed. For special activities, use designated space for equipment.

RULES & REGULATIONS

Students and school staff have the right to evolve in an environment that is conducive to learning and development, and in a setting that is respectful, considerate, welcoming, tolerant, secure, healthy and inclusive in which cooperation, mutual aid and attentiveness are shared values

CIVILITY

Students have the duty to show civility at all times towards other students and school staff, respect authority and their learning environment, and develop positive behaviours that favour the involvement of students in their academic success.

Students must conduct themselves in a civil manner and, more specifically:

- (1) respect the authority of school staff and the rules of the school, including those of the classroom;
- (2) act and communicate with other students and school staff in a respectful, courteous and polite manner at all times, irrespective of the communication method used;
- (3) refrain from committing any acts of intimidation or violence;
- (4) use a formal form of address when speaking to school staff (ie. “madam” or “sir” or “Miss” or “Mr.” to address school staff)
- (5) respect the reputation and privacy of other students and school staff, in particular by obtaining their consent and the consent of the person having parental authority over the student or the student’s tutor, as applicable, before capturing images or recording voices, and by using social media appropriately;

SKATEBOARDS / SKIM-BOARD / SKIS / SLEDS / 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 skateboards, sleds, skis, and skim-boards. 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, cultural activities and school dances. It is considered a privilege that can be removed if academics and behaviors justify it. **Any student who is suspended will have their ECA participation revoked.** If a student signs up for an ECA they must commit to being present for the duration of the activity.

TEXTBOOKS

Textbooks are issued free of charge. Students 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 prohibited from using, from the beginning to the end of the school day, a cell phone, earphones or any other personal mobile device on school grounds or in school buildings, or outside school grounds or buildings during school activities, except where such use is required by:

- (1) the methods of instruction selected by the teacher;
- (2) a student’s state of health or to provide assistance to any person due to their state of health or any other emergency situation; or
- (3) the special needs of a handicapped student or a student with a social maladjustment or a learning disability.

Cell phones and other personal devices (headset, ear pods, smart watches, 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 videos of students, and staff members. Students cannot record, publish, or distribute.

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 CSSLaurentides.**

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. Medication must be securely stored.

CAFETERIA

2026-2027 will be a transition period. A new format will come into effect during the school year.

For September, all students must bring a lunch from home with cutlery if needed.

- All eating and drinking must take place in the cafeteria
- Cutlery and dishware are not available
- A few microwaves are available for high school; thermoses are recommended
- Students keep eating areas clean, and wait to be dismissed
- Outside catered food is not permitted on school grounds

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

Students 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, Gemini, CoPilot, Claude 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 / ALCOHOL / ENERGY DRINKS / SMOKING / VAPING

It is forbidden for students to consume, possess, distribute or sell alcohol, drugs and energy drinks 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. As per provincial laws, smoking, vaping, or the distribution/selling of nicotine products, is not permitted on school grounds. Devices will be confiscated.

7. 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.

8. FRAUD & MONEY TRANSACTIONS

Forgery of signatures and misrepresentations of other authorizations are strictly forbidden. Wagering or money games are strictly forbidden. Any unauthorized commercial or profit-making activity (loans, rentals, sales) is strictly forbidden.

9. VANDALISM

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

SUSPENSIONS, DISCIPLINARY MEASURES & SANCTIONS

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. Also, students cannot participate in any organized extracurricular activity.

Out of school suspensions: students are not permitted in the school building or on school grounds during their suspension. Also, 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.

Sanctions: Sanctions may include warnings, behaviour reflection sheets, the removal of cell phones, earphones or any other personal mobile device, detentions, suspensions and expulsion. All sanctions are to be determined based on the nature, gravity, frequency and recurrence of the rule violations and applied using a gradual approach. There may be a possibility of reparative gestures, including in making a verbal or written apology, repairing or replacing damaged property, participating in talking circles and mediation sessions, and performing community work.

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 2026-2027 school year.

Date: _____

Parent name: _____ **Student name:** _____

Parent signature: _____ **Student signature:** _____

ANNEX B



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

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: _____