



# HIGH SCHOOL CODE OF CONDUCT - UPDATED

Kells Academy strives to be an open and welcoming community, in which all staff and students are valued for who they are, and the unique gifts they bring to the classroom and school. Our Code of Conduct is meant to help maintain an environment where all are respected and where student learning and growth can proceed in a friendly, orderly, and professional manner. While it is understood that students are bound to experiment and make mistakes, our goal at Kells is to support students through the ups and downs of adolescence so that, over time, all of our students fulfill their potential to become mature, responsible, independent, caring, confident, and contributing members of the wider community. We guide students in making good choices, and ask them to pause, reflect and learn from situations where their choices could have been better ones. Students and their parents are expected to know, understand, and abide by the Kells Code of Conduct outlined below.

## Dress Code

1. Students are expected to be in full school dress code (as stipulated in 'Dress Code') while at school, including field trips, after hours school events unless otherwise stipulated, recess and lunch. Students must also follow the school gym dress code during all physical education classes and sports activities. They are expected to keep their school and gym clothes clean and in a state of good repair. Students not respecting the proper dress code will have an infraction noted in their school file and will serve a half-hour detention. Repeated dress code infractions will result in the student being sent home. (See "High School Dress Code Policy")

## Electronics

2. Students are only permitted to use Kells iPads or approved non-Kells iPads or laptops during class time (as stipulated in 'Electronic Device Regulations'). Inappropriate use of iPads, laptops or Internet will be considered a serious behavioural offense. Students found responsible will lose electronic device privileges and may be subject to further disciplinary action. Alternative devices may only be used in the classroom for special circumstances with the teacher's permission.
3. Cell phone usage is not permitted anywhere in the school building. Students who need to make emergency calls may do so briefly in the main office. Parents are asked never to call or text students during the school day. Parents who need to contact a student during the school day should call the main office. Cell phones which are seen will be confiscated by a staff member and delivered to the principal's office and retained in the school's possession as follows. Cell phones may be collected at the reception desk at the end of each school day.
  - First infraction - one day
  - Second infraction - one week and parent must collect the phone from the school
  - Subsequent infractions - students using their cell phones repeatedly without permission may be subject to further disciplinary action at the school's discretion.



4. Communication is becoming ever more important in school life and the academic success of students. With all students now required to be connected during the school day, the school expects students to check their email accounts daily during morning recess for information relating to their classes including notifications of changes or special events (room changes, special assemblies, substitute teachers).

## **Attendance**

5. Students are encouraged to arrive at school by 8:05 a.m. to be settled in their Period 1 Class by 8:15 a.m. Parents must notify the office to justify a late arrival, absence or early dismissals.
6. Students are expected to be on time for all classes. Students who are late must report directly to the office and collect a late slip, which is to be given to the classroom teacher. Unexcused lateness will result in a 30-minute detention. Attendance inconsistencies will be addressed by the administration with students and parents/guardians.
7. Students needing to leave school early must have permission from a parent/guardian. We ask for a call, letter or email from the parent/guardian. Students cannot leave school to go home without checking out at the reception desk.
8. Students with an unexcused absence from school will be subject to an immediate suspension, and possibly forfeit his/her opportunity to attend classes and may be withdrawn from Kells Academy.

## **Exam Attendance**

9. Standardized testing is the Quebec Department of Education's method of evaluating students in a fair and comparative manner. To help prepare students adequately for this testing, our exam policies have been formulated to match the Ministry's guidelines. Twice during the year, the school will hold a formal exam period. Usually about 8 days prior to the formal exam period, we hold compulsory in-class exams for certain subjects. Please check the school Portal for the exact dates. For this in-class testing and for the formal exam period, the only valid reason for an absence is a medical/doctor's certificate. Only the following reasons may justify a student's absence from a provincial exam:
  - Serious illness or accident verified by a doctor's note
  - Death of a parent, guardian or close family member
  - Mandatory court appearance
  - Mandatory participation in a major life event
  - Mandatory isolation for a COVID-19-related reason



## **Prohibited Substances & Items**

10. Smoking (including vaping & e-cigarettes) is not permitted inside or within the vicinity of Kells Academy (Sherbrooke Street, Park Row East, de Maisonneuve and Mariette and Cavendish to Walkley). Students may be subject to immediate suspension and liable for expulsion. The student will forfeit the opportunity to attend classes and may be withdrawn from Kells Academy.
11. Students who traffic, use and/or possess drugs and/or alcohol on school property or during school activities may be subject to immediate suspension, make themselves liable for expulsion, and may be subject to legal action.
12. Students who retain inappropriate items, weapons, explosives, or poisonous substances of any kind on school property may be subject to immediate suspension, make themselves liable for expulsion, and may be subject to legal action. (The school will decide what constitutes "inappropriate" items or material).
13. Lockers are on loan to students and remain the property of the school. The school administration may at any time search a locker to verify its contents.
14. For safety and security reasons, and in order to ensure compliance with the rules of conduct during a trip, please be advised that bags and luggage of participants, as well as the hotel rooms, when applicable, can be searched and examined at any moment by staff representatives.

## **Behaviour**

15. Students are expected to show respect toward: one another, school personnel and school property inside and outside of the building, during school activities and in the community. Students who willfully disrespect others or damage the school or neighboring properties will be subject to immediate suspension, make themselves liable for expulsion and will be held responsible for their behavior and for any costs incurred.
16. Intimidation, bullying and/or cyberbullying are not tolerated:  
  
Students who display inappropriate, offensive and/or aggressive language via personal interaction or digital interaction will be subject to suspension or expulsion. Disciplinary measures will be held to the discretion of the administration.
17. Students who engage in physical altercations will be subject to suspension or expulsion. Disciplinary measures will be held to the discretion of the administration.



## On-Line Student Code of Conduct and Protocol

### 18. Prepare for Online Session:

- Be aware of your surroundings to ensure an appropriate setting for your background
- Dress appropriately (no hats) and be well-groomed
- Be seated at a table or desk
- Be mindful of the way you speak; refer to the Student Code of Conduct. Inappropriate language will not be tolerated

### 19. Enter Online Sessions

- You must enter your full name in English on your Live Room identification to be granted access to a class session.
- You will be admitted via a virtual waiting room
- Inappropriate gestures will not be tolerated

### 20. During Online Sessions

- Follow the same guidelines as a regular classroom:
  - Speak in turn
  - Respect everyone's opinion
  - Follow the teacher's instruction

\*Students are accountable to adhere to this Online Student Code of Conduct and Protocol during E – Classrooms as well. Inappropriate behavior, language or gestures can result in:

- Being removed from an E – Classroom
- Lose account privileges
- Disciplinary measures

## Academic Integrity

21. Students are expected to create work independently.

- All work submitted by students must be in their own words.
- Text from other authors used in their work must be in quotes and referenced at the end of the work.
- Work is done by the students themselves and not by another.

Any breach of these conditions is considered plagiarism. This includes cheating on tests and copying others' homework or assignments.

### Disciplinary Actions for Plagiarism

- 1st Infraction: Parent and the administration is notified via email; student can redo the assigned work with a 50% penalty
- 2nd Infraction: Parent and the administration is notified via email; student receives a mark of zero
- Any further plagiarism/cheating: case by case dealt by the administration

## ***Consequences of Code of Conduct Infractions - UPDATED***

Consequences are earned in proportion to the seriousness of the infraction. Parents will be informed of infractions. Students will be asked to complete written reflections so that they can learn from their mistakes.

1. Half-hour Detention
  - a. Served daily from 3:15 - 3:45 p.m.
  - b. Generally earned through minor infractions such as lateness and dress code violations
2. Hour Detention
  - a. Served daily from 3:15 - 4:15 p.m.
  - b. Generally earned through more serious infractions such as:
    - i. Foul language or negative attitude
    - ii. Missing a half-hour detention
    - iii. Repeated minor infractions
    - iv. Repeated incomplete academic work
3. Orange Sheet
  - a. Orange Sheets are earned for serious violations, usually involving dishonesty and/or disrespect
  - b. The Orange Sheet process involves:
    - i. Full documentation of the incident completed by staff and student
    - ii. In-depth student reflection attached to Orange Sheet
    - iii. Parent sign-off
    - iv. Possible suspension
  - c. Orange Sheets are maintained in the student's file from year to year and form part of a student's discipline record. Students issued Orange Sheets typically serve multiple detentions.
4. Suspension
  - a. Served for one or more full school days in school or at home
  - b. Earned for very serious infractions such as physical or verbal altercations, bullying, highly offensive speech, etc.
5. Expulsion
  - a. Students may be asked to leave the school either during the school year or at year-end
  - b. Earned through multiple suspensions or when the school administration has determined that a student, through their actions, is no longer welcome to a Kells education

**By signing below, we acknowledge that we have read, understand and will adhere to the guidelines outlined in the Kells Academy Code of Conduct. (PLEASE WRITE ALL INFORMATION IN ENGLISH or FRENCH)**

\_\_\_\_\_  
Student's Family Name

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (YY/MM/DD)

\_\_\_\_\_  
Parent/Guardian Family Name

\_\_\_\_\_  
Parent/Guardian First Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date (YY/MM/DD)

**Kells Academy**

6865 de Maisonneuve Blvd. W, Montreal, Quebec, H4B 1T1  
kadmin@kells.ca [www.kells.ca](http://www.kells.ca)