



# Student Code of Conduct

## Uniform

1. Students are expected to **wear full school uniform** (as stipulated in 'Dress Regulations'), while at school, including during recess and lunch. Students not in proper uniform will be sent home to change. Students must also wear the school gym uniform during all physical education classes and sports activities. They are expected to keep their school and gym uniforms clean and in a state of good repair. **3 uniform infractions** will result in a Saturday detention from 8:30am - 10:30am.

## Electronics

2. Students are only permitted to use **iPads or approved laptops** during class time (as stipulated in 'Electronic Device Regulations'). Inappropriate use of iPads, laptops or internet will be considered a serious behavioural offence. 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 during class time.** Cell phones will be confiscated by the teacher should a student use their cell phone. Students are permitted to use their cell phones during breaks, between classes and lunch.
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 regularly 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. Students are expected to be on time for all classes. Students late in the morning are to report directly to the office. **3 unjustified late arrivals in a month will result in Saturday detention from 8:30am - 10:30am.** Parents must notify the office to justify a late arrival, absence or early dismissals. Attendance inconsistencies will be addressed by administration with students and parents/guardians.

**Exam Attendance:** 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.

6. Students needing to leave school early must have permission from a parent/guardian and a member of the school administration. We ask for a call, letter or email from the parent/guardian. **Students cannot leave school without checking out at the reception desk.**

### **Prohibited Substances & Items**

7. Smoking is not permitted inside the school boundaries of Kells Academy (Sherbrooke Street, Park Row East, de Maisonneuve and Mariette).
8. Students, who traffic, use and/or possess illegal drugs, alcohol, weapons, explosives, or poisonous substances of any kind, or who retain inappropriate items or materials 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).

### **Behavior**

9. Students are expected to show respect to school personnel and pride in school property, both inside the building and in the community. Students who willfully disrespect school personnel or damage the school or neighboring properties will be disciplined and will be held responsible for their behavior and for any costs incurred.
10. Intimidation, bullying and/or cyberbullying is 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 administration.
11. Students who engage in physical altercations will be subject to suspension or expulsion. Disciplinary measures will be held to the discretion of administration.