

Our code of conduct adheres to the Quebec Charter of Human Rights and Freedoms which states in Section 10: "Every person has a right to full and equal recognition and exercise of [their] human rights and freedoms, without distinction, exclusion or preference based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap."

FACE School, by our program and educational philosophy, aims to develop in the student self-discipline, a sense of responsibility, and cooperation. We favour a code of conduct that addresses the community as a whole, composed of students, parents, and staff. The code of conduct should be regarded as guidelines instituted to favour a harmonious and agreeable atmosphere destined to promote learning. Living in a society is based on mutual respect, mutual trust, politeness, cooperation, and consideration of others. Hence, our code of conduct is developed on these basic principles.

## **RESPECT : ATTENDANCE, POLITENESS, DRESS CODE...**

### **ATTENDANCE AND PUNCTUALITY**

In order to succeed, to fully develop and also to contribute to the development of our community, one must be present and on time. These two factors are the foundation of respect and responsibility. All members of our community are expected to fulfill these basic requirements. As the school load is considerable, attendance is of prime importance. All students are expected to be in their classrooms before the bell, 8:30am for Kindergarten and 8:20 a.m. for Grade 1 to Sec. 5.

#### **LATE ARRIVAL OF A STUDENT**

Students in kindergarten to grade 6 must go to office 105 (with their agenda) to obtain a late slip (kindergarten students must be accompanied by a parent). Students in grades 7 to 11 must go to the school reception desk with their agenda and their student ID.

\*After getting their late slip, students must go to class promptly.

#### **ABSENCE OF A STUDENT**

In the event of a student's absence, the parent or legal guardian must notify the school as soon as possible, indicating the reason for the absence.

By e-mail: [face.reception@cssdm.gouv.qc.ca](mailto:face.reception@cssdm.gouv.qc.ca)

By telephone: 514 350-8899, and press 2 or extension 8735

Upon return, students are expected to see their teachers to see the missed work. We encourage students to attend remediation periods following absences to also review missed material. A student who missed an evaluation during their absence must refer to the administration for further arrangements.

#### **LATE ARRIVALS**

If the absences/late arrivals are reoccurring, and if no justifiable reasons are given, the student will meet the Special Education Technician or the vice-principal as to find a solution to rectify the situation. It is important to note that the time allotted to learning is a key factor to success. It is important that we work together toward this goal.

If you are concerned about the frequency of your child's absences and late arrivals and would like to discuss with us ways to help your child improve their punctuality, please call the vice-principal. We are committed to helping students in all aspects of their academic career in order to ensure their success.

### **EARLY DISMISSAL IN HIGH SCHOOL**

Students are not permitted to leave the school without permission from a parent or guardian. If your child needs to leave school they must present themselves to the secretary at the reception with written authorization. If you have already called the secretary to advise them of the early dismissal, your child must still inform the secretary at reception that they are leaving. This includes during lunch time. Doing so guarantees that the student's departure will be justified and noted.

### **ABSENCE FOR TRAVEL OR OTHER ACTIVITY**

School attendance is subject to Article 14 in the Quebec Education Act. Not attending school for reasons other than illness or the death of a family member constitutes an infringement of this legal obligation. The school, therefore, cannot authorize such absences, and consequently cannot condone them by facilitating the situation ie assignments or studies during these unauthorized absences. Teachers are under no obligation to offer any support to students absent for personal reasons. It is the sole responsibility of the student to catch up on their studies.

### **ABSENCE DURING AN EVALUATION**

Only a medical certificate, death certificate, or court subpoena can serve as reasonable motive to miss a summative evaluation, school board evaluation or Ministry evaluation. Absence due to travel cannot be used as an acceptable motive.

**EMSB policy defines serious absenteeism problem as: "a student who has accumulated invalid absences equivalent to ten (10) percent or more of the school term".**

### **VIRTUAL MEDICAL APPOINTMENTS DURING SCHOOL HOURS**

We cannot accommodate students who require a space or supervision to attend a virtual medical appointment at school.

## **PROTOCOL FOR ABSENCES AND LATES**

Parents are asked to notify the school in advance when their child will be absent for a medical appointment or other valid reason.

### **Procedure for late arrivals:**

The student is allowed two late arrivals during the 9-day cycle.

After the third unmotivated late arrival, the student will receive a 30-minute detention for each additional late arrival.

Students that are late after-lunch for an unmotivated reason will receive a detention automatically.

The student has to report in the delay required to their detention after receiving it, either at lunch or after-school.

**Procedure for unmotivated absences:**

Students who are absent for a class without a motivated reason will receive a detention of one hour.

They must do their detention within the week. Students may choose to complete their detention at the following times:

<b>LUNCH- 12 :30 to 1 :30 p.m.</b>	<b>EVENING #1- 3 :50- à 4 :20 p.m.</b>	<b>EVENING #2- 4 :20 p.m. – 4 :50 p.m.</b>
Tuesdays, Wednesdays and Thursdays Room 352	Everyday Room 352	Everyday Room 352
Please note that the detention room is open on Day 9 from 11:30 -1:30 p.m.		
<b>Students who arrive late for their detention will not be permitted to enter.</b>		

*Students who do not follow this procedure can be asked to, to serve an internal suspension, complete their detention hours on a pedagogical day, be placed on a behavioural contract and/ or further sanctions.*

**Note:**

- Parents motivate absences; however, the administration decides whether the motive is appropriate and may determine consequences if necessary.
- Follow-up will be done with students who do not cooperate and the parents will be contacted.
- Being late by more than 25 minutes is considered an absence.
- Students must work individually (reading or homework) on school-related subjects in the detention room. If they do not have any work, work will be provided.

**DRESS CODE**

The dress code of all the members of our community, regardless of gender, and including staff and parents, must be appropriate for a school setting. Everyone must come to school properly dressed, in clothing adapted to the season and activities.

In addition, the following requirements apply in conjunction with consultation with our student council in June 2021 and inspired by Oregon Now, an organization that fosters a non-sexist dress code and model for all.

**(a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, shorts) and shoes.**

**(b) Shirts and dresses must have fabric in the front and back and on the sides (under the arms).**

**(c) Clothing must cover undergarments (waistbands, straps and transitional wear excluded ).**

**(d) Fabric covering chest, genitals and buttocks must be opaque.**

**(e) With the exception of medical and religious reasons, students' faces must be visible while headwear, hats, and hoodies are worn, and they must not interfere with the other students' and staff's line of vision.**

**(f) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.**

**g) Clothing must not serve to marginalize or harm others. This includes, but isn't limited to clothing promoting sexism, racism or homophobia.**

**For concerts or all official activity**

The FACE polo shirt is mandatory with the appropriate pants and footwear.

**For Physical Education classes and Dance classes**

The appropriate attire is mandatory: T-shirt, shorts, sweatpants or leggings and athletic footwear.

**COURTESY, POLITENESS, ETIQUETTE**

At all times, all members of the community must be respectful of "Others". Politeness and courtesy are the essentials of the well-being of a society, and living in a society implies cooperation, constructive dialogue and the promotion of a calm atmosphere conducive to learning.

**ENVIRONMENT**

A school is a living space, one that is much more inspiring if it is well maintained. At FACE we pride ourselves on the "family-like" atmosphere we have created. Let us bear witness to this feeling of belonging by working together at keeping the school and surrounding areas clean. It is our individual responsibility to maintain the cleanliness of the school at all times by picking up after ourselves and each other when necessary.

**AGENDA**

The agenda is an organizational tool and we encourage our students to use it in order to help plan, organize and keep track of their work to help them succeed. It should be brought to every class and home every day. In addition to being a great way of staying organized, the agenda serves as a communication tool between members of the community. All students are responsible for having their agenda with them at all times while in the school. It is strongly encouraged that parents, teachers, and all other academically involved staff work with students to ensure the efficient use of the agenda.

## **FACE ACADEMIC ORIENTATIONS**

FACE School has as an organizational scheme, in elementary school, one that is based on the high school model: all the elementary students have several teachers and (therefore no homeroom teacher in elementary grades). They also devote 1/3 of their time to the Fine Arts (Visual Art, Drama, or Music). Moreover, as in all other schools, in order for the students to accumulate the necessary number of credits to obtain a graduation certificate in Sec 5, all Art courses will be evaluated according to Quebec Education Program. Meanwhile the Music, Visual Art, Drama courses have more rigorous requirements. Through our *Fine Arts Project* we encourage the students to excel to that which is required in regular schools. Consequently, the time allocated to the core courses is compressed and classes are at a more accelerated pace. The student who chooses to attend FACE must be committed to work in order to realize their full potential. There is a substantial amount of work at FACE, at school and after school hours (homework, practicing an instrument, concerts...) Adults who make the choice to have their child attend FACE, as well as the adults who work here are committed to providing all that is necessary to achieve success. (As the school is composed of fixed groups, we cannot offer certain accommodations offered by other high schools). For example, failure of a course or Ministry exam, unless taken during Summer School, cannot be taken again during the following regular school year. All remedial work must be undertaken outside of the school or a student must accept to continue their education at another school.

## **SPECIFIC COMMITMENT IN ARTISTIC TRAINING**

At FACE, concerts, rehearsals and production weeks play an integral part of the learning process and evaluations. Attendance is mandatory. Students may not miss class to attend performances held during regular school hours, as this would interfere with their own academic success.

## **INVOLVEMENT IN THE COMMUNITY**

Multiple events organized by the student council, staff, graduating class and much more occur during the school year. All are invited to participate. These events play a major role in the life of the school and enrich our school culture! All these events may be filmed and used for promotional or pedagogical uses. However, all involved waive copyright and distribution rights (no one may sell or distribute without the written authorization from the administration).

## **HOMEWORK AND PROJECTS**

All schoolwork should be submitted by the due date decided by the teacher. Handing in late assignments may result in penalties according to the rules established by each teacher at the start of the academic year and communicated to both students and parents.

## **PLAGIARISM**

Plagiarism is strictly forbidden. Plagiarized work will receive a zero and parents will be contacted. Students are reminded that:

- submitting another person's work as your own is plagiarism;
- changing a few words from another source is plagiarism and not your own work;
- paraphrasing by changing many words but presenting the ideas as your own is plagiarism;
- cutting and pasting from internet or other sources, or another student's work, is plagiarism;
- citing all sources is important and can help avoid plagiarism.

Students are encouraged to speak to their teacher if clarifications are required.

# COMMUNITY

## Educational intention:

Favour the participation of the members of our community in the life of our school so as to enrich and offer a stimulating and nourishing milieu to all.

## **PARTNERS**

At FACE School, we believe it is beneficial to have the involvement of individuals and organizations who may not be directly associated with our school. Occasionally we may have guests come share with us their experiences, passions, specialties, or coordinate educational workshops. Guests may include parents, alumni, or individuals working in community organizations.

## **PARENTS**

Parents are welcome in our school and several reasons can justify their presence among us (meet a staff member, volunteer work...). It is nonetheless important that the presence of parents respect teachers and students and basic security regulations. There are more than 3000 parents in our community and it is impossible that the personnel of the school know each and every one. If you are interested in volunteering or getting involved in our community, please contact Mme Michelle Vachon at [vachon.mi@cssdm.gouv.qc.ca](mailto:vachon.mi@cssdm.gouv.qc.ca).

### **School Procedure For Visiting Parents Or Other Guest:**

You must present yourself to the reception to identify yourself, provide reason for visit and verify availability of the individual one hopes to meet. Parents, guests, volunteers, alumni cannot circulate freely in the school without a visitor pass. This is a security measure that allows us to be sure that only individuals who possess a visitor pass are present in the building. Due to COVID-19, the number of visitors will be limited in the building.

# HEALTH AND WELL-BEING

## Educational intention :

Empower, educate and encourage all members of the community to adopt healthy lifestyle habits and to have a responsible and reflected consumption, placing good health at the forefront.

## **SNACKS**

In the view of adopting healthy habits for lifestyle and well being, all members of the community (students, parents, staff, and other partners) should try to have healthy snacks (fruit, yogurt, granola bars, cheese, etc.) during school days to maintain a balanced diet.

## **BEVERAGES**

Always in the spirit of promoting healthy habits, all the members of the community are strongly encouraged to opt for healthy beverages (water, juice, milk, other). As caffeine has a negative impact on the body, all are strongly encouraged to eliminate or reduce its consumption.

## LUNCH

In order to reserve class time for work, all the members of the community (students, parents, and staff) must eat their meal during the time period reserved for this purpose. In case of emergencies, we have lunch coupons available at office 105.

## TOBACCO AND VAPING

As you know, smoking is harmful to your health and the health of those around you. The school is a smoke-free zone. In accordance with the law and out of concern for the health of everyone and respect for the whole community, smoking and "vaping" are forbidden on school grounds and during school activities.

## DRUGS AND ALCOHOL

For legal reasons and obviously for health reasons, as well as permitting all to be available for work and learning, consumption of drugs and alcohol will not be tolerated. **Please note the following additional information in regards to our drug and alcohol policy at school**

- It is forbidden to possess, consume, distribute or sell drugs, and alcohol on the school grounds and premises, in its buildings and during school activities.
- It is forbidden to possess or consume any food containing drugs (edibles) on the school grounds and premises, in its buildings and during school activities.
- The school administration reserves the right to inspect a student's locker if they are suspected of being under the influence of drugs or alcohol and may consequently be suspended or expelled immediately.
- Students under the influence of drugs or alcohol will be suspended until a review of their file is completed.
- Any student found to be in possession of illegal drugs or illegal items on school grounds will be reported to the police, in accordance with the law.
- It is forbidden to be in possession of any drug paraphernalia on the school grounds and premises, in its buildings and during school activities.
- Please note that in any of these given situations, the administration will contact the student's parents following the incident.
- A student who wishes to discuss their consumption habits, in all confidentiality, in order to make informed choices may meet with one of our professionals. We encourage the student to speak to a professional in order to schedule an appointment.

***All forms of consumption (drugs or alcohol) is not only forbidden on school grounds but also during any extra-curricular activity, whether at school or outside the building.***

# MEDIA, TECHNOLOGY, AND ENTERTAINMENT

## COMPUTERS, MOBILE DEVICES, AND TECHNOLOGY

Unless specifically authorized by school personnel for pedagogical purposes, the use of cell phones, tablets, headphones, smartwatches, or any other personal mobile devices is prohibited on school premises. In this regard, students must:

- either store it in their locker during class time
- or leave it in a designated area at the entrance to the classroom and take it back when they leave.

The student and their parents understand and accept that in the event of breakage, loss or theft of the device, the EMSB and its staff cannot be held responsible.

## NEW TECHNOLOGY

It is forbidden to publish or distribute, notably on social media, remarks, images or any other type of communication that might cause harm to the integrity, private life, reputation or security of the school, students, parents or other members of the personnel, as it is dictated by law, to film or photograph anyone without their express written permission.

We encourage you to review our **Online Etiquette** document that was developed by our school team to help set parameters and guidelines to ensure a safe and respectful online experience that is included in this agenda.

# LIVING TOGETHER AND CITIZENSHIP

All the members of the community must display a sense of open-mindedness in relationship to their peers and to avoid, under all circumstances, negative behaviours that can hinder a positive climate. In the case of a conflict, a student must seek help from an adult in order to rectify the situation in the briefest delay, otherwise the student must wait until an adult intervenes in the matter. All members of the community are invited to settle as quickly as possible any situation that is problematic.

Bullying, at school or outside, in cyberspace, during class time or not, is obviously unacceptable. A protocol of prevention and intervention concerning bullying has been established at school. In conformity with the EMSB policies, we invite you to review our Safe School Action Plan on our website to learn more about the expectations and measures in place to promote a caring and positive environment for all our students. This framework is in conjunction with Bill 56 (which is an act to prevent and stop bullying and violence in schools (June 2012)).

The Education Act defines the following:

- “The word ‘bullying’ means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes”;
- “The word ‘violence’ means any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts or oppresses.

**Please note the following additional details about the implications of this Bill in our school milieu.**



- We invite all members of the community to denounce bullying. We invite you to visit our school website to read and review our school's Safe School Action Plan that respects Bill 56. You will find our prevention policies and protocols for handling bullying incidents.
- You will find our denunciation form at office 105 or on our website. All denunciations are confidential.
- Schools have a responsibility to investigate and track all incidents of bullying, including cyber-bullying, whether or not incident(s) happen within our school premises.
- Our school has put certain strategies in place according to our plan to help guide our interventions to address this issue. Please contact the vice-principal for more information.

**Each teacher may complete the afore-mentioned code of conduct with additional elements adapted to his/her classroom or work place.**

**ELEMENTS PARTICULAR TO OUR SCHOOL**

**METHOD OF INTERVENTION**

In the rules established in the code of conduct, we find rights, responsibilities and certain consequences for forgetting or disregarding obligations and homework. Note that even if all must expect systematic consequences, the personnel of the school will always take into consideration the following three elements during an intervention:

1. The event and context
2. The person(s) involved
3. The type of measure appropriate based on the incident: restorative or disciplinary

**POSSIBLE MEASURES**

Measures of assistance	Measures of restorative nature	Measures of punitive nature
<ul style="list-style-type: none"> <li>- Attempt to apply with the help of an adult the steps for problem-solving strategies to solve conflicts</li> <li>- Intervention with a staff member</li> <li>- Referral to seek support from support services at school (behaviour tech., psychologist, resource teacher...)</li> <li>-Support from an outside organization (YMCA, CIUSS, other)....</li> </ul>	<ul style="list-style-type: none"> <li>- Community work</li> <li>- Reflection</li> <li>- Reimbursement in case of damage or loss</li> <li>- Verbal or written agreements</li> <li>- Mediation</li> <li>- ...</li> </ul>	<ul style="list-style-type: none"> <li>- Objects confiscated</li> <li>- Withdrawal from class or activity</li> <li>- Make up time</li> <li>- Internal or external suspensions</li> <li>- Contract</li> <li>- Another school</li> <li>- ...</li> </ul>

**LOCKERS**

Each student is responsible for the locker assigned. It is important to note that the locker remains the property of the school. The school authorities may, based on reasonable doubt, verify the state or contents

of a locker at any time, without previous notice, with or without the student's presence. The school is not responsible for lost or stolen objects deposited in the lockers or elsewhere within the school.

## **FIRE ALARM SYSTEM**

The fire alarm system is only activated in the case of an emergency. Any malicious use of the fire alarm system could result in a criminal charge being laid on the person responsible.

Furthermore, the student and their parents will be held responsible for charges and damages caused by the false alarm.

## **SECURITY**

Fights, possession of weapons or other objects destined to be used as weapons, taxing, causing a false fire alarm, verbal aggression, threats or verbal harassment, physical or virtual or any other type of intimidation will bring about disciplinary measures.

## **SKATE BOARDS, INLINE SKATES, ETC**

The use of skateboards and inline skates is forbidden in school and in the yard.

## **SUPERVISION AND SECURITY OF THE CHILDREN**

**Schoolyard supervision of the students is assured as of 7:30 a.m.** We ask that you respect this arrival time. At the end of classes all students must leave the building and grounds as quickly as possible, as no supervision is assured. Students left alone will be brought to the daycare service and parents will be required to pay the cost of this service. Please note that due to COVID-19, these rules may change.

## **COMMUNICATION PARENTS-TEACHERS**

The primary vision at FACE is to develop our students' autonomy and their commitment to learning. We expect students to take ownership in their communication with teachers. This will also foster a positive teacher and student relationship.

**We encourage you to follow the following steps:**

- Ask your child for information.
- Use the agenda to communicate with the teacher: this tool is within the student's control and remains an important link between the parent and teacher.
- Leave a telephone message with your contact information with your child's assigned secretary in order to get a return call from the teacher.
- Use the teacher's email address should the teacher agree upon this mode of communication.
- Communicate with the administration by email or telephone for further information.

## CAFETERIA

The school cafeteria offers to the students, with the exception of students in Kindergarten, who eat in their homeroom, a vast array of healthy food at an affordable price. At recess, home-baked muffins, cookies, cakes, fresh fruit, snacks, real juice, milk, cheese etc are but a few options available to the students. Lunch includes all of the above-mentioned items as well as soup, hot meals, vegetables, an assortment of salads – all this at a reasonable cost. The average cost of a meal was \$2.00 (2023-2024). Information about payment options are available by contacting our school secretary.

## FIRST AID SERVICES

A CLSC nurse comes to school every week. Her role: to present prevention workshops/guarantee follow-up of medical files. The nurse is not responsible for first aid treatments. Volunteer parents provide first aid treatment. They assist the students in the case of minor injuries and discomfort. They are not health care professionals.

### Chronic Illness, Medication, Vaccinations

#### **Medication:**

If a child requires medication during the day, please contact your area manager. Special rules apply.

#### **Chronic Illness:**

Any illness or health problem must be reported to the school using the "Health Form". In the event of a change during the school year, please notify the sector director or school nurse directly at 514-350-8899 ext. 8039.

#### **Lice control**

This is a parental responsibility.

## **Emergency-Ambulance**

School staff will arrange for first aid in the event of a minor emergency. In the event of a situation requiring urgent medical attention, the school will contact the parents. If the situation requires an ambulance, the cost will be charged to the parents.

