



SAINTE AGATHE ACADEMY

Secondary
Student Agenda
2019-2020

France Celestino
Principal

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This agenda belongs to

Name : _____

Grade : _____

Student ID Number : _____



Mission Statement

Ste. Agathe Academy
offers a general education in the youth sector.

We strive to create an environment
in which every student will meet with
academic success and have every
opportunity for personal growth.

We actively encourage students to
integrate the school's code of ethics
as part of their daily lives. SAA provides
a positive and cooperative learning
experience that fosters tolerance,
self-esteem, respect for self and others,
and a strong sense of community.

S.A.A. P.R.I.D.E.

- P** Means being **proud** of whom 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 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.

STUDENT BEHAVIOR CODE

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.
- Clothing that is appropriate for the safety and health of the student and that is clean, neat and modest at all times.
- At S.A.A. we encourage our students to get involved in helping the community. Community service gives students a chance to extend learning beyond the classroom and help to foster a sense of caring for others.

THE FOLLOWING ARE PROHIBITED:

1. **PLAGERISM**

It is strictly forbidden for any student to plagiarize. This act is illegal and therefore your child will receive zero on the assignment.

2. **SWEARING**

Foul and abusive language will not be tolerated.

3. **AGGRESSIVE BEHAVIOR**

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 his or her 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.

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. **HATE-MONGERING, DISCRIMINATION OR BULLYING**

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.

6. **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 indulge in activities of an intimate or sexual nature.

7. 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.

8. ENERGY DRINKS

Any drinks containing caffeine will not be allowed on school premises.

9. 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.

10. SMOKING AND VAPING

According to the provincial law smoking or vaping will not be permitted on school grounds.

11. 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.

12. FRAUD

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

13. MONEY TRANSACTIONS

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

Consequences: Any and 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 officers and/or police intervention.

GENERAL S.A.A. GUIDELINES

HIGH SCHOOL DRESS CODE

PERMITTED

- A solid white, grey, black, red or pink polo shirt with or without school logo (long or short sleeves)
- Solid black or solid beige jeans, pants, knee length shorts or capris, all to be worn at the waist
- A solid black, grey or blue sweater or hoodie may be worn over polo with or without school logo (no other logo permitted)
- Shoes need to be worn in school at all times

NOT PERMITTED:

- Dresses, skirts and leggings
- Roller soled shoes
- Caps and hats inside the school building
- Articles of clothing with holes in them

DURING Physical Education ONLY

- Solid black shorts, knee length or solid black sweat pants or leggings
- Solid grey or black t-shirt, solid grey or black dry fit t-shirt, with or without logo
- Running shoes are required at all times in the gym.

Protective headgear will be obligatory for certain designated activities.

The school reserves the right to rule on acceptable attire.

1st violation: Appropriate attire will be lent to the student. Parents will be advised that the student is out of dress code.

2nd violation: Parent will be asked to bring appropriate attire for the student. Student will be issued an in school detention.

3rd violation: In school suspension. A meeting will be arranged with parent.

ELECTRONIC DEVICES AND CELL PHONES

Students are reminded that all electronic devices can only be used in class, **for Academic purposes**, with the authorization of the teacher. It is at your own risk if you use it without consent and it will be confiscated. **Reminder: Any lost or stolen electronic devices and or cell phones are not the school’s responsibility. Please note that it is illegal to photograph, videotape and/or post unauthorized video of students, and staff members.**

SCHOOL BAGS

School bags, coats, and jackets must always be stored in lockers. Students are expected to bring only the required books and materials to class.

SKATEBOARDS

The use of skateboards on school property is restricted to the backyard area. Students must wear proper protective gear while using the skateboards. This activity will only be permitted in the skate park zone.

DAILY SCHEDULE

9:05 – 9:15	arrival	12:30 – 1:45	period 3
9:15 – 10:30	period 1	1:45 – 2:40	lunch
10:30 – 10:45	recess	2:40 – 3:55	period 4
10:45 – 12:00	period 2	3:55 – 4:00	dismissal
12:00 – 12:30	recess		

ATTENDANCE POLICY

Importance of Attendance: Sainte Agathe Academy recognizes Quebec state law as stated in the **Education Act (Article 18)** that requires parents to send their children to school regularly during the hours and terms the school is in session. Learning experiences that occurs in the classroom are considered to be meaningful and essential components of the learning process and academic success. Studies have shown that students who attend class regularly have better academic results. The teachers, staff and administration at SAA have maintained that attendance to assigned classes is essential and therefore, have established an attendance requirement for all courses offered. A student should not be absent for reasons other than those listed. Reasons for justified attendance should be communicated by telephone or in writing by a parent or guardian. This will allow the school to verify the justification for all absences.

It is the student's responsibility to attend all classes and this policy aims to make students accountable for their decisions and behavior towards attendance.

Absenteeism:

Parents must notify the school if their child will be absent, late or picked up (call before 2:00p.m.) When a student has been absent from school **for any reason**, notification can be done:

- With the presentation of a dated note signed by a parent or guardian
- By telephone (819) 326-2563 EXT 8905 and/or **PRESS 1**

Excessive absences for no valid reason may jeopardize a student being allowed to complete a school year or have undesirable academic consequences.

Justified Absences

Students shall not be penalized for missed assignments or evaluations if their absences from class are justified within 48 hours. These assignments or evaluations must still be completed either at home or during compulsory remediation (at the teacher's discretion).

Justified absences include:

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

Unjustified Absences

Students whose absences are unjustified on the days of evaluations may receive a mark of zero %. Assignments must nonetheless be completed.

Unjustified absences include:

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

Family Vacations

Students must make early arrangements for lost instruction time or to make up missed assignments. Parents/Guardians:

- Should carefully consider the negative effect that absence from school may have on their children’s total education 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.

Late Arrival

Students are expected to be in school when the bell rings at 9:15 a.m. A student who arrives after that must report to the office in order to be admitted to the class. Students are also expected to arrive on time for each class, i.e. before the second bell. Parents share the responsibility with the student for arriving at school on time. A student with repetitive lateness will be given a detention.

Leaving School Grounds

All students must sign out of school with the Secretary in the event of illness, 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.

IMPORTANT NOTICE

- Secondary I, II and III students must remain on school property at lunch time. Students who walk home for lunch must provide a note by parents.
- Secondary IV and V students have permission to leave school property. Students are responsible for returning to afternoon class on time and for behaving responsibly in the village. **This privilege may be revoked by school administration if expectations are not met by the students.**
- At recess no students are permitted off school premises.

Exemption from Physical Education

All students are required to participate in Physical Education classes unless excused for medical reasons. A medical certificate may be requested.

PROMOTION POLICY

- Students must pass **TWO** of the three **CORE** subjects. (English, French, Math) as well as maintain at 60 % average in the remaining subjects in order to be considered for promotion to cycle 2, year 2.
- The decision on the final placement of the student rests with the Administration of the school.
- The results achieved in summer school (Sir Wilfrid Laurier and other accredited schools) will be considered when determining a student’s final placement for the following year.

REQUIREMENTS FOR A DIPLOMA OF SECONDARY EDUCATION

Students must earn at least 54 credits at the sec. 4 or 5 level. Among those credits, there must be:

- At least 20 credits in Sec. 5.

- 6 credits in the Language of Instruction (ELA) Sec. 5.
- 4 credits in Second Language (FSL) Sec. 5
- 4 credits in History & Citizenship Education, Sec. 4.
- 4 credits in Math Sec. 4.
- 2 credits in Arts Education Sec. 4
- 4 credits in Science & Technology Sec. 4, **OR** 6 credits in Applied Science & Technology, Sec. 4.
- 2 credits in Physical Education & Health Sec. 5, **OR** 2 credits in Ethics & Religious Culture Sec. 5.

E-LEARN

All S.A.A. students are invited to check out LEARN, a great on-line resource on tutorials, information and courses offered by the government of Québec. Logins and passwords are available from your homeroom teacher and level administrator. Go to <http://www.swlauriersb.qc.ca/schools/saa/english/elearn.htm> for more information.

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 remediation and detentions. It is strictly forbidden to bring food during class time.

HOMEWORK POLICY/REMEDICATION RESOURCE

Well chosen, clearly communicated homework is an integral part of the instructional process at Ste. Agathe Academy.

Students are responsible for having work completed by the assigned deadline. If there is no reasonable excuse for the work not being completed, the teacher will take appropriate action. Remediation sessions during lunch time can be scheduled by individual teachers. It is the student's responsibility to attend these sessions when experiencing difficulties as well as when recommended by a teacher.

ILLNESS-ACCIDENTS

Students who are ill should remain at home. They cannot perform adequately and may infect others. If the student is well enough to be at school, the student must attend all classes. If illness or an accident occurs at school and is of a serious nature, parents will be called and asked to pick up their child. In very serious cases school personnel or an ambulance may be called upon to transport a child to the Ste. Agathe Hospital for treatment. **It is a legal parental responsibility to include on your child's medical form an emergency number where you or your designate can be reached at all times.**

SUSPENSIONS AND ALTERNATE PATH

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

In school suspensions: students will be placed in a different classroom with assigned work and not permitted to go out for any recesses.

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. **Students who miss exams on a detention day may be subject to lose their marks.**

Alternate Paths: Students may be recommended to spend their suspension involved in community service.

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.

VISITORS TO THE SCHOOL AND SCHOOL PREMISES

For security measures, all visitors are required to check in with the administration office.

TEXTBOOKS

Textbooks are issued free of charge and must be covered with plastic. Damaged or lost textbooks must be paid for by the pupil. If all the textbooks are not returned in good order at the end of the year, the replacement cost will be charged to the student.

COMPUTER USE

All students and staff using school computers must abide by the "Acceptable Use of Information and Technology Resources" policy of the board inserted at the end of this code of behavior.

ACADEMIC RECOGNITION

Graduating students who retain a final 80% or higher average will be inducted into the "Cum Laude Society" at the graduating ceremony.

NON-CUSTODIAL PARENT

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, records and disciplinary actions. It is the custodial parent's responsibility to provide the school with a copy of the custodial section of the court order to be kept in the student's file.

TRANSPORTATION

Ste. Agathe Academy students are transported by Commission 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 loss of transportation. Parents may be held accountable for any damage their child may cause on the bus. Any transportation issues should be addressed to the Commission Scolaire des Laurentides. **Note that changing school buses is not permitted by the Transportation Company.**

MEDICATION

The school does not administer any medication to the students. If a child needs medication to be administered at school, parents must complete the required documentation, available at the office.

CAFETERIA

The S.A.A. cafeteria serves complete meals at both recess and lunch daily. Students may bring their own lunches, but all food and drink consumption is restricted to the cafeteria at all times. When they have finished eating, students are required to carry their trays to the dish return area. **Students are not allowed to have food catered to the school from outside. Cutlery, plates, etc will only be given to students who purchase their meal from the cafeteria.**

ALLERGIES

Since some students suffer from severe allergies to nuts and nut products, parents are asked not to send any of these items for lunches and snacks.

FIRE DRILL/SCHOOL EVACUATION

During a fire drill or school evacuation students will 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 will remain with their teachers until the “all clear” signal is given. Students will then return to class in the same manner.

SCHOOL CLOSING

In the event that the school must be closed due to inclement weather or some other reason, the School Board notifies parents via the Sir Wilfrid Laurier School Board App and the SWLSB website. Please note that our students use the same buses as the students from Commission Scolaire des Laurentides. Usually school is closed following a decision made by Commission Scolaire des Laurentides.

GUIDANCE COUNSELOR

The guidance counselor offers high school students counseling for personal problems, academic concerns and career planning. Appointments may be made at the office.

LIBRARY

The library is available to all students and offers the following materials and services:

- Reading material (in English and French) for all ages.
- Research aids (Internet, reference books, and encyclopedias), computer center, DVD's and video cassettes.
- Students are allowed to borrow books on a short term basis.
- Students are responsible if books are damaged or lost.

I have read the SAA Student Behavior Code and SAA Guidelines, and discussed them with my teen. We both understand these rules and agree to observe them throughout the 2019-2020 school year.

Date: _____

Parent name: _____ Student name: _____

Parent signature: _____ Student signature: _____

Rules and Regulations for the Acceptable Use of Information
and Communication Technology Resources

Information and Communication Technology Resources are made available in order to:

- Support pedagogical activities;
- Help fulfill educational mandates; and
- Promote the exchange of and access to information throughout the world.

Use must be consistent with the educational objectives and policies of the SWL School Board.

1.0 PERSONAL SAFETY OF STUDENTS: The student must:

- 1.1 Never post personal information about themselves or other people. Personal information includes, but is not limited to, phone number, home address, age, etc.
- 1.2 Never establish on-line communication with anyone without parent/school authorization.
- 1.3 Never meet someone they have met online unless authorized by the parent or the school.
- 1.4 Promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

2.0 INAPPROPRIATE ACTIVITIES:

Users must **refrain** from inappropriate activities such as:

- 2.1 Use the network system either for personal financial gains or for posting of goods and services. No unauthorized purchase of goods or services can be transacted on the network system.
- 2.2 Trespass on other people's work or files.
- 2.3 Attempt to log in under another user's account name.
- 2.4 Deliberate attempt to disrupt the network performance or destroy data by spreading viruses or by any other means.

- 2.5 Modify copy or transfer any software.
- 2.6 Place unlawful information on the network or distribute it via the system.

3.0 **SYSTEM SECURITY:** Users must at all times:

- 3.1 Remain within their authorized access area.
- 3.2 Never tamper or exploit any security system.
- 3.3 Never tamper with equipment.
- 3.4 Report any abnormality, breach of security or inappropriate use.

4.0 **INAPPROPRIATE LANGUAGE AND MATERIAL:**
Users must at all times:

- 4.1 Use language that is not obscene, threatening, or disrespectful.
- 4.2 Avoid personal or discriminatory attacks.
- 4.3 Refrain from posting false or defamatory information.
- 4.4 Refrain from accessing, sending, or receiving any material that is pornographic, dangerous or that advocates hate or violence.

5.0 **RESPECTING RESOURCE LIMITS**
Users are expected to:

- 5.1 Use the equipment at their disposal diligently and with proper care;
- 5.2 Use the resources only for educational, professional and administrative activities.
- 5.3 Refrain from sending global messages, chain letters or other type of communications, which would cause congestion to the network system.
- 5.4 Protect the confidentiality of passwords.
- 5.5 Maintain the integrity of the electronic mail system by checking their e-mail frequently and deleting obsolete messages.
- 5.6 Download files that are absolutely necessary and remove obsolete files.
- 5.7 Subscribe only to newsgroups, etc. that is relevant to their educational, professional or administrative needs.

Sainte-Agathe Academy Code of Conduct

I have read the SAA Student Behavior Code and SAA Guidelines printed in my child's agenda, and discussed them with my teen. We both understand these rules and agree to observe them throughout the 2019-2020 school year.

Date: _____

Parent name: _____ Student name: _____

Parent signature: _____ Student signature: _____

**SIR WILFRID LAURIER SCHOOL BOARD
STUDENT USER AGREEMENT FOR SAINTE AGATHE ACADEMY**

Name of Student: _____ School Year _____

I have read and understand the Policy for the Acceptable Use of Information and Communication Technology. I agree to abide by the provision therein and understand that any violation of the provision is unethical and will result in loss of access privilege, school disciplinary and/or appropriate legal action.

Student's signature: _____

Parent Consent and Signature

As the parent or guardian of the above name student, I have read and understand the Policy for the Acceptable Use of Information and Communication Technology. I grant permission for my son or daughter to access networked services such as e-mail and the Internet. I understand and agree that individuals and families may be held liable for violations. I further understand that although the School Board has taken reasonable precautions to ensure that inappropriate material is unavailable through the network, it is not possible to completely eliminate the possibility of exposure to such materials.

Name: _____ Relationship to student: _____

Parent/Guardian signature: _____ Date: _____

* The Sir Wilfrid Laurier School Board reserves the right to take legal action when deemed appropriate.