



Faith Christian Academy
490 Rue Chicoine
Vaudreuil-Dorion, QC J7V 7E4
450-218-2021
admin@faith-christianacademy.com
www.faith-christianacademy.com

Code of Conduct

The Faith Christian Academy (FCA) Code of Conduct is designed to facilitate a safe and encouraging learning environment for students, staff and parents.

FCA students are to:

- Be polite and respectful to peers, staff and school guests, demonstrating a respect for authority and self-discipline
- Respect private and public property both at school and off school grounds
- Use polite and respectful language at all times; reframing from foul or inappropriate language both in spoken and written communications
- Follow the school dress code
- Avoid any form of physical or verbal aggression in person or online
- Uses technology in a positive and productive manner both during and outside of school hours
- At all times work to the best of his or her ability
- Complete assignments, meet deadlines, and study for tests and exams
- Arrive at school and classes on time and come to school prepared to learn with the correct attitude, textbooks and supplies
- Have a healthy respect for his or her own body, thus refrain from the use of drugs, tobacco and alcohol

FCA staff members are to:

- Be polite and respectful to students and their parents
- Expect reasonable and appropriate behavior from students and their parents
- Conduct classes in a manner leading to learning and acquisition of skills
- Provide adequate notice for tests and evaluations
- Provide clear and concise directions for all assignments
- Evaluate assignments, tests, and exams in accordance with Ministry of Educations guidelines, in a clear and transparent manner
- Establish clear, consistent and equitable classroom guidelines for students
- Communicate with parents as necessary

FCA Parents are to:

- Receive regular communications from the school
- Communicate with teachers or administrators regarding concerns for their son or daughter
- Ensure the punctuality and daily attendance of their son or daughter

- Collaborate with the school to encourage a positive attitude towards learning for the student
- Deal with school personnel in a respectful and courteous manner

Why is a Code of Conduct Necessary?

In order to provide a safe school environment rules and regulations for conduct are necessary. Each student is obliged to respect the rules outlined in this Code of Conduct. The rules are designed to facilitate the following:

- Establish and maintain a safe and positive school environment
- Help students develop self-discipline, responsibility and accountability in both their school and extracurricular lives
- Protect the basic rights of all members of the school community from harm or abuse

Failure to comply with these rules will bring about specific disciplinary sanctions. Disciplinary sanctions are graded and applied according to the severity of the infraction, its frequency or both.

The classroom teacher or person in authority will handle **minor violations** of the code of behaviour and will use disciplinary measures of support and encouragement such as but not limited to:

- Verbal reminders of appropriate behaviour
- Removal of privileges
- A conference with the student
- An in-class or lunch time detention
- Assignment of additional academic work
- Teacher contact with student's parent
- Referral to administration

School administrators will handle repeated or major violations. An Incident Report will be made and kept in the students file. Disciplinary sanctions will be applied according to the severity of the infraction, and may include but are not limited to:

- Meeting with student
- Meeting or conversation with parent (s)
- Letter of reprimand sent to parents and kept in student file
- An in-class or lunch time detention
- Assignment of community service hours
- Out of school suspension*
- Expulsion
- Police notified **

*During an out of school suspension the student is denied access to the school and all educational services offered therein. Additionally, students will be denied access to social,

athletic and any extra-curricular activities even if they take place after school hours. The following are examples of situations in which out of school suspensions may be applied:

- The student has been involved in an act of violence towards any member of the school community, including verbal, physical or cyber aggression
- The student refuses to accept disciplinary measures imposed by school authorities
- The student repeatedly refuses to abide by school rules of conduct
- The student's behaviour interferes with the education of other students
- The student poses a danger to himself / herself or to others

Students who have been suspended from school will not be permitted to return to school unless accompanied by a parent / guardian for an in-take meeting. If a parent or guardian does not accompany a student returning from suspension the student must report to administration and remain until a parent meeting takes place. This in-take meeting will put in place the conditions for re-entry into the school community.

** The administration will contact the police for all serious violations of the code of conduct.

Rules of Behaviour

RESPECT FOR SELF:

Attendance:

- Students must attend all scheduled classes
- Students must be on time for school and classes

Dress Code:

- Students must wear the school uniform at all times during regular school days. The uniform must be clean and only includes items purchased from VVOG, the authorized provider for the FCA uniform. For males the uniform is grey pants, worn at the waist; white polo shirt – long or short sleeve – with school logo or white dress shirt; navy sweater or sweater vest with school logo; navy hoodie with school logo. For females the uniform is school kilt or skort (for elementary); grey dress pants; white polo shirt – long or short sleeve – with school logo or white blouse; navy sweater or sweater vest with school logo; navy hoodie with school logo.
- Students must wear the school gym uniform for gym class. The gym uniform is available from VVOG and includes a grey tee shirt with logo; grey track pants or navy sweat pants
- Students must wear black shoes at all times while inside the school building
- Students are must have gym shoes for gym class – runner, not skaters. Gym uniforms part of the class materials and failure to wear gym uniform will result in reduced participation marks
- On non-uniform days students must wear clothing that is respectful and does not distract other students from their work.

Prohibited Attire:

- Ripped clothing
- Tee shirts with unacceptable language, logos, sexual innuendo or promotion of violence, drugs or alcohol
- Halter or tube tops, spaghetti straps; exposed midriffs
- Visible underwear, low riding pants
- Excessive cleavage
- Short shorts or skirts – fingertip rule applies
- No headgear of any kind, hats, bandanas, visors etc. Exception for religious purposes)
- Offensive jewelry or logos of any kind are not allowed

Smoking:

- Students are not allowed to smoke during school hours including lunchtime and all extracurricular activities. Cigarette facsimiles (e-cigarettes) are prohibited on school property.

Lunch Hour:

- High School students have the privilege of leaving school property, but are expected to respect the privacy and property of the residents who live nearby and the merchants whose establishments they frequent. Secondary One and Two students must have written permission on file to leave property.

RESPECT FOR OTHERS:**Attitude:**

- Students must show respect for all members of the school community; they are expected to be cooperative and polite at all times.
- Disruptive behaviour that impedes the learning of others will not be tolerated.
- Offensive language will not be tolerated.
- Physical aggression will not be tolerated including fighting, play fighting birthday beats etc.
- In accordance with the FCA Anti-Bullying Policy, students will not harass other members of the FCA community. Harassment includes bullying, racial/ethno-cultural harassment or discrimination, cyber-bullying, physical or verbal abuse; slander and sexual harassment or discrimination.
- Videotaping acts of harassment, bullying or violence for the purposes of distribution on social media or entertainment is strictly forbidden.
- Bystanders in any conflict situations may be subject to sanctions by the administration or legal system.
- The video or audio recording of any person without their knowledge is strictly forbidden.

Classroom:

- Students must be prepared for class with all necessary materials.
- Damaging or stealing the property of others will not be tolerated and will result in both disciplinary and financial sanctions, e.g. restitution for damages.
- Students are to refrain from eating during class time.
- Students are to clean up after themselves e.g. put garbage in the bin, remove all personal belongings when moving to the next class etc.

Electronic Devices:

- Students bring electronic devices to school at their own risk. Should they choose to do so, the school is not responsible for the loss or damage of such devices.
- Cell phones and other mobile electronic devices may be used in the school building before school, during lunch and after school. Cell phones and other electronic devices may not be used between classes or during class time, except with the permission of the teacher. They should never be visible in the hallways during class time or in between classes.
- Recording application on phones or on any other electronic devices may not be used to invade or threaten personal privacy or to disrupt the safety or security of the learning environment or school.

Cyber Misconduct:

- Cyber-bullying is the use of technology to threaten, ridicule, and spread rumours or to defame character and will not be tolerated.
- The misuse of technology to invade or threaten personal privacy or to disrupt the school's environment of learning will not be tolerated. This also covers cyber misconduct committed outside of school hours.
- Serious cases of cyber misconduct may result in suspension or expulsion.
- Cyber threats will be reported to the police.

Illegal Substances, Weapons & Other Prohibited Items & Gambling:

- Possession or use alcohol or illegal drugs or drug paraphernalia of any kind are strictly prohibited at FCA.
- Possession of weapons, real or replica, are strictly prohibited at FCA.
 1. Parents will be contacted in the case of a student entering class who shows signs of having used alcohol or a controlled substance and or whose behaviour is disruptive to other student's right to learn. The student will be removed from the school immediately by the parent and suspension may be implemented.
 2. In the case of students caught dealing/supplying controlled substances or drug paraphernalia, the police will be contacted. The student may be suspended or expelled depending on the specifics of the situation.
 3. In the case of a student bringing a weapon (s) to school (real or replica) the police will be contacted and sanctions will be enforced.
- Gambling of any kind is not allowed on school property.

RESPECT FOR THE SCHOOL ENVIRONMENT:

General Cleanliness:

- Students are responsible for maintaining the cleanliness of the school environment both indoors and outdoors.
- Littering will not be tolerated.
- Students are expected to clean up after themselves in the lunch area and hallways, i.e. put all garbage in the garbage cans.
- Vandalism, graffiti and the destruction or careless use of school property is prohibited. Students and their parents will be expected to pay restitution for any damage, breakage, vandalism the student may cause.
- Tampering with the fire alarm system or any other safety equipment will not be tolerated and may be cause for suspension and police involvement.

Hallways:

- Pushing, shoving running, shouting, swearing or any other rowdy behaviour will not be tolerated in the hallways.
- Students are expected to keep hallways clean i.e. put garbage in garbage cans or recycle bins.
- Excessive displays of affection are prohibited.

School Visitors:

- FCA students are not allowed to visit other schools during the school day, including during lunchtime.
- Students from other schools or anyone else from outside FCA are not allowed in the FC Abuilding or anywhere on school property during the school day, without the permission of administration.
- If a FCA student has a guest from out of town who they would like to attend school with them for a day, they must seek permission for the school administration prior to bringing the guest to the school.

Detentions:

- Lunchtime detentions assigned by administrators are 30 minutes in length.
- Eating, talking and listening to music are prohibited during a detention.
- Students are expected to be punctual for their detention.
- If a detention is missed it is doubled. If the student does not attend the doubled detention he / she may be suspended.

ACADEMIC POLICIES:

Homework:

- Homework must be completed and handed in at the assigned times.
- Homework should be recorded daily.
- Plagiarism is forbidden. Plagiarism is defined as using someone else's work as one's own without proper acknowledgement.

- Any work considered to be plagiarized will be confiscated and may result in a mark of zero. The student's marks will be penalized at the discretion of the teacher or administrator.

Classroom Tests and Evaluation Situations:

- Students & parents should do everything possible to guarantee attendance for tests and other types of evaluations.
- Students are required to present a note from a parent when missing a class test or assignment.
- Consideration for a missed test will only be given for a valid reason.
- A grade of zero will be issued for missing a test. Assignment for a non-valid reason.
- Talking, eyes wandering or communicating of any kind during a test can be perceived as cheating.
- Notes and papers other than those required for the test can be considered as cheating.
- Cell phones and other electronic devices are not to be visible or used in test taking situations.

Examination and Evaluation Situation Periods:

- In all instances, students and parents should consider that the end of terms is critical times for evaluation.
- Student attendance during evaluation periods is critical.
- The introduction of extended examinations and learning evaluation situations at all grade levels makes consistent student attendance critical during evaluation periods.
- Absences during the evaluation periods can only be excused for the following reasons:
 1. Serious illness or accident confirmed by a medical report or certificate
 2. Death of a close relative
 3. A court summons
 4. Participation in a sporting or cultural event of national or international stature. This definition does not extend to include cross-border competitions or tournaments.
 5. Personal or immediate family crisis confirmed through meeting with school administration.
- Accommodation will be made only for students with a valid absence during evaluation situations and examination period. Classroom teachers will mark students with unjustified or invalid absences during those periods accordingly.

Textbooks:

- Textbooks are the property of FCA and are loaned to students for the duration of the course.
- Textbooks that are lost or damaged beyond normal wear and tear will have to be replaced at the expense of the student.

ATTENDANCE POLICY

- School attendance is one of the major factors contributing to success at school. It is also required by law and should therefore be taken seriously by both students and parents.

Absences:

- If a student cannot attend school the parent / guardian should call or email the school on that day to confirm that absence.
- Students who are absent have the responsibility to catch up on information and work missed.
- Chronic absenteeism affects academic performance and a meeting with parents will be requested to resolve the problem.
- Please note that teachers are not required to provide work for students who are absent, especially for extended holidays.

Signing In & Out:

- Students may only sign out from school during the day with written permission of their parents.
- When a student has a note to leave early they must sign out at administration.
- If students return to school during the day they must sign in at administration.

Lateness:

- Late arrival at the beginning of the day or for any class is disruptive and will not be tolerated.
- A note from the student's parent / guardian is required if a student is late.
- Students who are late without a note will be sanctioned.
- Students arriving late must sign in with administration.
- Chronic lateness will not be tolerated. Sanctions will be applied and meeting requested to resolve the problem.

Skipping Class:

- Skipping classes is prohibited. Sanctions will be assigned and parents may be notified.
- Students will be expected to make up the time in detention.
- Students who skip persistently may be suspended.

EXAM PROTOCOL:

- The only valid/acceptable reasons for missing a major exam are a serious illness, validated by a doctor's note, or a death in the family.
- Cell phones or any other electronic device are not allowed in the exam room. Failure to comply with this protocol will result in the confiscation of the equipment, and a mark of zero may be given for the exam.
- Backpacks, bags and jackets are not permitted in the exam room
- Students are required to bring their own pens, pencils, rulers etc.
- Students may not share or borrow materials from another student.
- Students should arrive at the exam room a minimum of 10 minutes before the start of the exam.

- Although some exams require the use of a calculator, please note that some exams prohibit the use of graphing calculators. Please make certain that you verify the materials you have permitted.
- Calculators on electronic devices are not permitted during an exam.
- Students are not to leave their seats during an exam.
- A student may be dismissed from the exam room and have their test annulled for the following reasons:
 1. Using materials not prescribed by the examination
 2. Knowingly helping another student or is being helped by another student (cheating)
 3. Attempting to communicate with another student
 4. Exposing written papers or answers sheets to the view of another student

Failure to comply with this protocol will result in the annulment of the exam.

FIELD TRIPS:

Participation in field trips, either day trip or an overnight trip, is based on the following criteria:

- **School Fees:** All school fees must be paid or a payment plan must be in place before the student participates in any overnight school field trip
- **Attendance:** Too many absences or work not being up to date may result in the student not being allowed to attend the field trip.
- **Overall Academic Standing:** Students' grades must be in good standing in order to participate in field trips.
- **Behaviour & Attitude:** Students must exhibit positive and cooperative attitudes. Having a suspension from school during the school year may restrict or prohibit participation.
- **Health:** Students must be deemed fit, by administration, both physically and mentally to take part on the trip. A doctor's note may be required in cases where health has been an issue during the school year.

PROM:

The Graduates Prom is a celebration of the students' academic accomplishments and graduation from high school. It is a privilege to participate not a right. The following rules apply:

- The prom is an alcohol and drug free event!
- Any student who has been asked to leave FCA is not permitted to attend any grad activities or school functions.
- Students must exhibit a positive and cooperative attitude in order to be allowed to attend the grad ball and/or convention.

- Guests of graduates, from outside the graduating class, who want to attend the prom are only allowed to attend at the discretion of the administration.

RULES FOR THE APPROPRIATE USE OF TECHNOLOGY:

- At FCA we believe it is important for students to learn responsible use of technology, which includes both use of hardware & software for the purpose of enhancing their learning environment.
- The use of the FCA network is a privilege and not a right! Students are expected to conduct themselves responsibly at all times while using hardware, software, and while being on-line or using any social media platforms.
- The use of the Internet, social media, mobile electronic devices and computer hardware and software is to be done in a responsible and appropriate manner at all times to ensure a positive learning environment.
- The use of computers, mobile electronic devices and the Internet in class will be for curriculum-based goals only.
- Students should be advocates for their own cyber safety and be active partners in promoting a positive school environment.

Cyber Misconduct is considered to be any misuse of technology which includes:

- Cyber bullying, that is using technology to threaten, intimidate, ridicule, spread rumours or defame character
- Using technology to disrupt the school environment
- Cheating on tests, exams or homework assignments by using electronic devices or the internet
- Recording the actions or words of an individual or group without their permission
- Posting images or text on-line of individuals or groups without their permission
- Downloading of files, programs or images without the permission of the teacher while in class.
- Downloading or creating texts, emails, and or images of a sexual nature
- Circumventing the FCA network security
- Deliberately damaging the school's data, hardware or software

Violation of these rules will result in suspension of computer privileges and may also result in the following:

- Suspension or expulsion from the school
- Reporting of cyber threats to local law enforcement
- Financial restitution for any replacement due to willful damage of school or private property.