

Chapter 9 – Code of Conduct and Dress Code

Code of Conduct

Preamble

This code of conduct shall apply to all members of the school community, which includes students, staff and parents.

This Code of Conduct, which was approved by the School Council on May 31, 2018, is meant to regulate the school life and the relationship between its various stakeholders. Any modification due to new regulations will be submitted to the School Council, and the entire community will be informed thereof.

The Lycée is a place of work and personal development where each student prepares to become an autonomous and contributing member of society. Living in a community of several hundred members requires that students and staff alike respect the rules of community living. This code of conduct is based on the principle of mutual respect that all members of the school community are entitled to and share a common desire to promote the values of the school. Its aim is to efficiently organize the school life by fostering the development of everyone's knowledge, their intellectual, physical and moral skills, and their own personality.

Upon enrollment at the Lycée, both the student and his/her parent or guardian indicates that they agree to adhere to its code of conduct. Within these guidelines, the rights and obligations of students are meant to prepare them to become responsible citizens. Getting to know and complying with these rights and obligations may be imposed through the implementation of prearranged sanctions. It is part of the civic education duty set by the French Ministry of Education and the Province of Alberta.

This code of conduct, which regulates the students' daily life at school, was established in conformity with the International Convention on the Rights of the Child of November 20, 1989 the laws of the French Republic and those of Canada and the Province of Alberta, including the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*.

The implementation of the rights and obligations of the members of the school community is therefore in compliance with fundamental values and principles such as non-denominationalism, equality, tolerance, neutrality, respect for others, and guaranteed protection against all forms of violence, intimidation, harassment or bullying.

In keeping with its mission and Alberta legislation, and its Safe and Caring Policy, the Lycée Louis Pasteur Society is committed and obligated to:

- Ensuring each student enrolled in a school operated by Lycée Louis Pasteur Society and each staff member employed by Lycée Louis Pasteur Society is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- The Lycée Louis Pasteur Society recognizes and affirms the rights of all staff members and enrolled students as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Staff and students will not be discriminated against for reasons of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, source of income, family status and sexual orientation as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.
- Providing all students with a welcoming, caring, respectful, and safe learning environment;
- Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community; and,
- Publishing as part of student registration, school start information and other forms, writing expectations for student behaviour (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school; and,
- Section 16.1(1), (3), (3.1), (4) and (6) of the School Act – Support for student organizations
 - 16.1(1) If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects

diversity and fosters a sense of belonging, the principal of the school shall:

- a) immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and
 - b) subject to subsection (4), within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operations, of the student organization or to assist in organizing the activity.
- (3) The students may select a respectful and inclusive name for the organization or activity, including the name “gay-straight alliance” or “queer-straight alliance”, after consulting with the principal. (3.1) For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer- straight alliance”.
 - (4) The principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison referred to in subsection (1), and if do informed, the Minister shall appoint a responsible adult work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.
 - (6) The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in subsection (1) is limited to the fact of the establishment of the organization or the holding of the activity.

The respect of the neutrality of the school and the secular State forbids any showing of religious or political affiliation on the school premises.

The Lycée Louis Pasteur Society is an organization bound by the Personal Information Protection Act. Disclosure of any personal information, including a student’s participation in a voluntary student organization or activity as outlined in this policy, must be in accordance with the Lycée Louis Pasteur Society’s responsibilities under the provisions of the Personal Information Protection Act.

General rules

Expected Conduct

Consistent with Section 12 of the School Act and in keeping with the mission and vision of Lycée Louis Pasteur Society each student is responsible for acting positively in support of a welcoming and caring learning environment by:

- Acting at all times in keeping with the vision and mission underlying the school;
- Respecting oneself and the rights of others in the school;
- Conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- Refrain from and refuse to tolerate bullying whether in or outside of the school or school hours or electronically;
- Inform a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts;
- Attend school regularly and punctually; Diligently and actively being prepared to learn and actively pursue learning;
- Being accountable for individual behaviours to teachers and school staff;
- Cooperating with school staff to make the school a positive learning environment for all; and,
- Knowing and following the rules of the school.

Unacceptable Conduct

Unacceptable behaviours that may negatively affect a member of the Lycée Louis Pasteur Society community or the school's learning environment, whether in or outside of the school or school hours or electronically, include, but are not limited to:

- Discrimination. In keeping with the Alberta Human Rights Act, no student or person may discriminate against a student on the basis of an individual student's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation.
- Acts of bullying, harassment or intimidation. As defined by the School Act, Section 1.1(b.1) bullying is defined as the "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one more individuals in the school community, including psychological harm or harm to an individual's reputation.
- Physical violence.

- Acts of retribution against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behavior.
- Illegal activities including, those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

Hallway Etiquette

For everyone's safety, running and playing in the hall is prohibited. Place lunch boxes,

backpacks and clothing in designated areas. Keep corridors clean and tidy.

Circulating in the hallway or the outdoor areas during class hours is strictly forbidden, except when specially authorized by a staff member.

Lunchroom Etiquette

Students are expected to:

- remain seated;
- eat enough;
- keep noise at a reasonable level;
- clean their table;
- refrain from playing with toys or other objects.

Recess

Up to Gr. 9 inclusive, students will not be allowed in the building during recess except when using the washrooms, in which case the students must notify one of the recess supervisors.

Students should:

- stay within the designated areas;
- respect other students' games;
- keep balls and equipment on the school property;
- never climb on the fence;
- use the playground equipment safely and respect the common-sense rules of conduct; and
- line up promptly at the end of recess in the designated areas and follow the teachers' directions.

In the case of extremely cold conditions or adverse weather, recess takes place indoors in one of the gym, the library, the multipurpose room, or in classes.

Telephone Etiquette

Students may use school telephones located in the hallways with permission from a staff member. Use of cellular phones is not permitted in the school. Cell phones should be turned off from the moment when the student arrives at school in the morning and until he/she leaves school in the afternoon.

Banned Substances

All illegal substances are banned from the school premises.

Smoking is not allowed anywhere on school property including the parking lot and all other outdoor areas. Alcohol is only permitted to be consumed by adults on the premises at specific school-approved functions and only with the proper permits.

Language Policy

Students must speak French in all French classes, English in English classes and Spanish in Spanish class. They are encouraged to communicate with each other in French at all times.

Lockers

Lockers are provided to students from Grade 1 up to keep their belongings organized. Locks are provided by the school for Collège and Lycée students for a refundable deposit of \$10.00 for each lock. For security reasons, only locks issued by the school may be used – the school reserves the right to remove locks and search lockers if necessary at any time.

Personal Items

Any personal items brought to school are the sole responsibility of the student. Items brought for “show and tell” or other classroom activities should be left in the classroom during the school day and taken home at the end of the day.

Cell phones, or any other communication devices, may not be used in the school during school hours. Items brought to school must remain in silent mode in the student backpack or locker. Electronic games may not be brought to school. The school is not responsible for lost or stolen items.

Photographic and recording devices of any kind may not be used on school property without the express permission of a member of staff.

Items such as pocket knives, any weapon, matches or dangerous materials are not permitted on school property at any time and will be confiscated immediately. Further disciplinary procedures will be taken according to the age and intent of the student. Any threatening behaviour will result in suspension and possible expulsion from the school.

School Supplies

Students should respect all school materials. The school books lent by the Lycée Louis Pasteur must be covered. Normal wear and tear is to be expected. However if, in the sole judgment of the school administration, any school supply if found unusually damaged or lost (books, DVDs, agendas, calculators, etc.) will be billed to parents.

Staff Rooms and Administrative offices

The staff rooms and administrative offices are reserved for teachers and administrators.

Neither students nor parents are permitted to enter unless specifically invited to do so by a member of the faculty or administration.

Discipline and Sanctions (Collège & Lycée)

The first step in learning the rules of life at the Lycée is in explaining and persuading the entire school community of their validity, the idea being that all accept these rules voluntarily. For ethical and security reasons, none of these rules may be broken. Hence the necessity for discipline and sanctions which are outlined in the code of conduct.

Discipline and sanctions shall follow the principles below:

The principle of legality: academic discipline and penalties may only be enforced within the regulatory framework set by the 2000-07-13 *Bulletin officiel de la République française*, the 2001-02-20 Ministerial letter and the laws of the Province of Alberta.

The adversarial principle: students must be given the opportunity to explain and defend themselves, whether before the Head of school prior to his deciding on a disciplinary measure, or before the Disciplinary Council. The legal representative(s) of the student must be informed and may also be heard if they so request.

The principle of proportionality: the disciplinary measure must be commensurate with the seriousness of the offense.

The principle of individualization: the penalty is inherently individual, tailored to each situation and takes into account personal factors such as the student's level of responsibility, age, background, and any mitigating circumstances. Penalties may not be collective.

Disciplinary measures will vary, depending on the type of behaviour and the student's age. If the child's behaviour requires an immediate intervention, he/she will be directed to the office of the Head of School, who will contact the parents.

a) Disciplinary Measures (to be used by or upon suggestion from any staff member):

- Written report in the student's agenda;
- Extra homework, to be signed by parents;
- Oral or written apologies;
- Detention;
- Community work to repair a voluntary degradation of the premises or equipment;
and /or
- Temporary exclusion from a course.

All disciplinary measures must respect the student's physical and mental integrity; therefore, all forms of physical or verbal abuse, as well as any humiliating, vexatious or degrading behavior are proscribed.

Students who misbehave or are absent without cause will not be punished with lower grades. Assigning lines or awarding a 0/20 is also proscribed.

b) Sanctions (to be solely determined by the Head of School or the disciplinary board):

- Warning;
- Reprimand (formal oral warning);
- Accountability measure: meant to allow students to take responsibility for their actions, by making them participate community-building, cultural, or training activities;
- Temporary exclusion from the class, during which the student will remain in school (8 days max.)
- Suspension from the school (up to 8 days)
- Expulsion

It must be noted that:

While the Head of School may only give a warning, a reprimand or impose a temporary exclusion of up to 8 days, the Disciplinary Council may impose any of the abovementioned penalties.

The Disciplinary Council, convened by the Head of School, shall make their decision after hearing the student and their parent/guardian, who may request counsel from a third party in their defense.

In general, only penalties outlined in the code of conduct may be imposed. In this regard, it should be noted that while the code of conduct imposes obligations to students, including an obligation to attend classes and to complete tasks related to their studies, it may not impose any obligation of result. Therefore, failure to succeed may not be penalized.

c) Alternative measures:

1. Prevention:

Prevention measures are aimed at preventing a misdeed:

- Implementation of an individual follow-up sheet to be filled out hourly by the teacher(s).
- Written “contracts” in which the student commits to specific goals in terms of behavior.

2. Compensation:

Students and their families may be offered to do some community work in compensation for property damages. Any degrading, humiliating or dangerous work will be prohibited. Should the student’s legal representative decline this offer, another penalty will be applied.

3. Inclusion:

The Head of School may turn an exclusion of up to 8 days into a temporary inclusion of the same duration. Such measures are meant to welcome unruly students in school but not in class. They will be placed under the supervision of school staff members not only to continue the school work that their classmates are doing in class, but also and most importantly so they can work on their personal project and find a new meaning to their studies and to school in general.

4. School life committee:

Prior to summoning the Disciplinary Council, the Head of School may decide to convene the School Life Committee.

Implemented by a Circular Letter dated March 27th, 1997, the School Life Committee aims to serve as a mediator/conciliator.

Its members are the Head of School, the homeroom teacher, teachers wishing to participate, the student and his/her parent or tutor.

The School Life Committee is convened whenever a student has a repetitively disruptive behavior that is often just a “minor breach” of the code of conduct but the accumulation of which creates a nuisance or even a danger to both the student and the school community. The decision of the School Life committee is in two parts: a penalty and a support system (tutoring, follow-up/tracking sheet, advice...) designed to help the student look after his / herself and to start behaving like a student again.

WARNING: Disciplinary measures, penalties or remedial measures listed in the code of conduct do not preclude criminal pursuit for offenses punishable under criminal law, such as physical or verbal abuse, racial discrimination, threats, alcohol consumption, drug use or sale, property damage, theft, extortion, etc.

Remediation and Support

In order to foster a positive learning environment, the Lycée Louis Pasteur Society will engage in reasonable and caring efforts to support both the individual(s) who may have been the subject or victim(s) of unacceptable behaviour(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions the Lycée Louis Pasteur Society may include, but are not limited to:

- Mentoring of individual students by other students;
- More focused attention to individual students;
- Regular follow-up meetings of specific teachers with individual students;
- Student Peer Support Groups, including GSA's as appropriate;
- Counselling; and
- Restorative justice processes.

Discipline and Sanctions (Maternelle and Elementary)

Breaches of the code of conduct and fundamental rules related to civility may give rise to reprimands and sanctions, which, where required, are, brought to the attention of families.

They should be phased, progressive, and educational. Their objective is to provide boundaries for students that are imposed by individual work and community living needs. The sanctions will be decided depending on the offense.

- Discussion – to make individual students reflect on their behaviour;
- Oral warning;
- Written work with an index card signed by the parents;
- Personalized and progressive sanction;
- Warning to the family by the Head of School;
- Temporary exclusion-inclusion by the Head of School;
- One to three days suspension called by the Head of School;
- Expulsion by a designated Board member after recommendation from the Head of School (with a proposition of a educational continuity plan in order to ensure the individual students' schooling until the end of the year).

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- Restorative justice processes.

Dress Code

All students are required to comply with the dress code as outlined below. Please ensure all clothing items are labelled clearly with your child's name.

Although not required (except the mandatory physical education uniforms for students in Grades 5 and up) parents have the option to purchase their child's school clothing from Lands' End. More information is available via [Land's End](#):

Students' appearance is to be neat and tidy at all times. Clothing items are to be clean and in good condition. The following clothing is not permitted:

- Extreme fashions
- Visible undergarments
- Jeans, cargo, yoga, leggings or sweat pants
- Shirts with patterns, stripes, logos (excluding the old and new Lycée approved logos), designs or any other embellishments
- Boot style and flip-flop style shoes

The Head of School or her representatives reserve the right to enforce the code when it is not respected.

Special care must be taken with the dress code at official school-organized events (chorale, assemblies, awarding of diplomas, sporting competitions etc.).

Dress Code for Maternelle Students (3, 4- and 5-year-old):

- Plain navy or dark grey pants, shorts, skirt, or tunic; no jeans or cargo pants
- Plain white, red or navy top; polo, collared or pullover shirts ONLY (no patterns, stripes, designs or other embellishments)
- Plain navy or dark grey sweater - optional
- Navy, gray or white socks or tights
- Shoes (to be left at school) - navy or black
- Running shoes (to be left at school) with non-marking soles suitable for physical activity

Casual day (dress code not required) – every Friday

Dress Code for Elementary and Collège students (Grades 1 to 9):

- Plain navy or dark grey tailored pants, shorts, skort, tunic or skirt
- Plain white, red or navy top; polo, collared or pullover shirts ONLY (no patterns, stripes, designs or other embellishments)
- Plain navy or dark grey sweater - optional
- Navy, gray or white socks or tights
- Footwear – indoor shoes to be left at school; navy or black with non-marking soles and a heel not to exceed 2.5 cm.

Casual days to be announced during the year.

Dress Code for High school Students (Grades 10 to 12):

No specific dress code applies (see above for clothing not permitted). Students' appearance is to be neat and tidy at all times. Clothing items are to be clean and in good condition. Indoor shoes should have a heel of no more than 2.5 cm.

Please note that physical education uniforms are mandatory for Grades 5 to 9. The following items must be purchased via [Land's End](#):

- Phoenix logo T-shirt
- Phoenix logo shorts
- Phoenix logo pants
- Non-marking running shoes suitable for physical activity

School Materials and Supplies

All school supplies are included in the school fees. Children receive their supplies at the beginning of the school year. Parents are responsible for replacement cost of agendas, books and calculators.

Scientific calculators are provided once to new students entering Grades 6 to 12. Each student is required to safeguard his or her calculator. If a student loses a calculator, parents will be required to replace it at their own expense.

Laptops are provided to students in Grades 9 to 12. They belong to the Lycée Louis Pasteur and are to be returned at the end of each school year.