



## GENERAL INFORMATION

Homeroom/Period 1	8:55 - 9:46
Period 2	9:51 - 10:42
Recess	10:42 – 10:57
Period 3	10:57 - 11:48
Period 4	11:53 - 12:44
Lunch	12:44 – 1:34
Period 5	1:34 - 2:25
Period 6	2:30 - 3:21

### **IB PROGRAM AT LAKESIDE ACADEMY**

In the 2009–2010 school year, we expanded the International Baccalaureate Middle Years Programme (IBMYP) to include all students. The IBMYP is a philosophy and framework for teaching that is student-centered. It aims to make education relevant by relating it to the community and to the world at large. Students develop analytical, critical thinking and inquiry skills in order to assess issues in the world and be able to address them. Students become problem solvers capable of making a positive contribution to society throughout their lives.

The Middle Years Programme provides a framework which allows students to develop the knowledge, attitudes and skills they need to participate effectively in life in the twenty-first century. The concept of balance is fundamental to the program in a number of ways. The program encourages the use of a variety of teaching and learning methodologies to produce a climate where students discover how they learn best in different contexts.

### **PERSONAL PROJECT**

The personal Project offers an opportunity for students to broaden their scope of intellectual pursuits with opportunities to explore social and global issues.

As stated, it is a project that is personal to the student and it is unique to what they are interested in. A student could make a cookbook, a piece of clothing, a model, a website, an animation, a video or anything that may interest them. The Personal Project is started in year 4 of the program and finishes in year 5. All students of Lakeside Academy take part in producing a Personal Project. The students will choose a supervisor from the Lakeside Academy staff that will help them through the process.

### **SERVICE IN ACTION**

The Community Service Program at Lakeside Academy is a unique educational opportunity designed to expose students to the needs of the community in which they live. Our program stresses hands on learning experiences with the emphasis placed on service to the community. Opportunities for student involvement within our school and the community at large are limitless. It is the student's responsibility to fulfill their community service requirements. This entails research as to the activities which are acceptable, organizing requirements with the coordinator of the activity and submitting the completed Community Service Log at the end of each term to the responsible teacher in charge. Parental encouragement and support is essential and is a direct function of the tremendous benefits that may be received by the student volunteer. Also, students will have opportunities to take part in service learning in the classroom in a variety of projects.

## **CODE OF CONDUCT**

Each student has the obligation to respect and comply with the Lakeside Academy Code of Conduct and to comply with administration and staff directives. In order to ensure that the rights of all, as outlined in the Lakeside Academy School Mission Statement and the LBPSB Safe Schools Policy, are safeguarded, we all share the responsibility to govern ourselves according to these rules.

### **ATTENDANCE, PUNCTUALITY AND EARLY DISMISSAL**

Students must be on time and attend all classes. Regular attendance is required by law and expected of everyone. Students who are habitually absent or excused for part of the day jeopardize their academic success. Parents/Guardians are asked to ensure that students attend faithfully and are absent only through illness or unavoidable circumstances. Parents/Guardians must call the office or send a note when the student will be absent and/or late for the day, stating the reason and duration of the absence. If a student must leave during the school day, a note must be written by the parent/guardian in the agenda and must be brought to the reception office at dismissal time. If an emergency arises or a sudden illness occurs during the morning or the afternoon sessions, a student may leave but must sign out at the reception office. An office staff member will be contacting the parent/guardian before the student leaves. If a parent/guardian does not call or send a note, the student will be considered as "skipping".

### **AGENDA**

Each Cycle One (grades 7 and 8) student is issued an agenda book at the beginning of the school year. The agenda must be carried by the student to each class, to write down homework, assignments, upcoming tests, and serves as a tool for parent/guardian/school communications. If the student loses his/her agenda, he/she will be expected to purchase a new one. Cycle II students are expected to either use their Google calendars, their mobile calendars or purchase an agenda through the school to keep track of assignments and responsibilities. Hall passes must be worn by any students who have permission to be out of class.

### **HOMEWORK: A SHARED RESPONSIBILITY**

Homework is essential to the learning process as it helps students develop good study habits and consolidates what has been taught or discussed in class. Students are encouraged to make complete and well organized notes for each subject. It is recommended that students set up a homework period between 1 and 2 ½ hours each evening. If no written work is assigned, this time should be spent reviewing material. This review will prepare the students for upcoming tests.

Students are expected to complete and return assignments on the due date. Penalties for failure to submit work could be applied. **Students who have not completed work may be asked by teachers to stay at lunch, after school, on half days or professional days to make up work.**

A repeated offense or a failure to report to the subject teacher could result in a phone call or a letter being sent home to parents/guardians. Repeated offenses will be reported to the office and a meeting with parents/guardians, teacher and student will be arranged. It could also result in detention or suspension.

### **STUDENT SUPPORT SERVICES**

#### **A) GUIDANCE SERVICES, COUNSELING, SCHOOL PSYCHOLOGIST**

The Lakeside guidance department offers personal, academic, vocational and career counseling. Personal counseling is available upon request and is confidential. Students requiring academic, vocational or career counseling can sign up for these services in the guidance area. The guidance library offers extensive information on Vocational Education programs, CEGEPs and Universities. Upon request, names of peer or adult tutors can be obtained through the counselor. Please consult the Lakeside Academy website for more information and requirements needed for high school leaving, admissions to CEGEP and vocational training.

#### **B) SOCIAL WORKER**

Lakeside Academy is within the territory of the CSSS Dorval/Lachine and Lakeside students may have access to the social worker on site. The social worker's main objective is to help with individual

or family counseling, drug intervention, anger management and referral to other health and social service professionals. The social worker is part of the school resource team which meets weekly to focus on the various needs of individual students. Meetings with the social worker are entirely confidential.

### **C) PLANNING ROOM**

The planning room is a place where students can work on improving their behaviour in class and throughout the school. The planning room technician will work with students to help them identify what behaviour was problematic and work towards a plan to change said behaviour.

When trouble arises in class, students will first be sent to an administrator who will decide if they should work in the planning room. The following are examples of situations that could require work in the planning room: disturbing others in class, repeatedly arriving late to class, repeatedly arriving to class without proper materials, noncompliance with a teacher's requests and directions and returning from suspension. A student request to use the planning room can be submitted to an administrator.

### **D) FSSTT SOCIAL AIDE TECHNICIAN**

The FSSTT social aide tech is an advocate for students with social/emotional/behavioural needs. This person also supports in-school personnel with behaviour management and assists with home intervention. By developing strong relationships with students, the aide tech is able to support those students through social and emotional difficulties.

### **E) NURSE**

Lakeside Academy is within the territory of the CSSS Dorval/Lachine and a community health nurse is assigned to the school two half days a week. Her work includes health promotion, illness prevention and vaccinations.

### **F) CUMULUS DRUG COUNSELOR**

Cumulus is a non-profit organization in Lachine. The mandate of Cumulus is to provide workshops and education to youth about drugs. We are only advised in the new school year whether we will be granted this service.

### **G) BOUNCE BACK PROGRAM – CARREFOUR JEUNESSE-EMPLOI (CJE)**

The Bounce Back counselor occupies two roles at Lakeside Academy:

1. The CJE provides a counselor that works with students that have recurring difficulties in the classroom. A student can be referred after failing to improve following other interventions. Students then spend an extended period (avg. of 2 weeks) in his room, located at Lakeside Academy, catching up in every subject while working on the issues that got them out of class. This program can be used as an alternative to out-of-school suspensions. The following are examples of situations that could require work in the Bounce Back room: disturbing others in class, repeatedly arriving late to class, coming to class without proper materials, and noncompliance with teachers' requests and instructions.
2. The counselor also helps students that are at risk of dropping out by setting goals for the future and helping them develop skills for the job market, including all job research related topics (CV, job application, mock interview, etc.)

**The West Island Community Resource Centre (CRC) is a community-based, non-profit organization serving the West Island community of Montreal. The CRC supports the West Island community by providing:**

- A community information and referral service by phone, in person, and by e-mail
- Specialized resource guides for vulnerable populations (seniors, youth, persons with disabilities and persons with low income)
- A no-cost legal clinic for West Island residents (offered several times a year)
- Support for community based initiatives and social development
- Connecting community partners through organized events and conferences
- A community event calendar and complete data-base of community resources available through the CRC website

### **CONTACT**

**WEST ISLAND COMMUNITY RESOURCE CENTRE**  
**114 DONEGANI AVENUE, POINTE-CLAIRE, QC H9R 2V4**  
**PHONE: 514-694-6404**  
**FAX: 514-782-0777**  
**EMAIL: [info@crcinfo.ca](mailto:info@crcinfo.ca)**  
**WEBSITE: [www.crcinfo.ca](http://www.crcinfo.ca)**

### **STUDENT OMBUDSMAN**

In accordance with the Education Act, the LBPSB has appointed a student ombudsman. Please refer to the school board's website at [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca) for more comprehensive information.

### **CAFETERIA**

For a copy of the high school menu, fixed price list and other information please visit the LBPSB Food Service & Nutrition Website: <http://foodservice.lbpsb.qc.ca>. All food served in the cafeteria complies with the LBPSB Food & Nutrition Policy adopted by the Council of Commissioners.

### **STUDENT DRIVERS**

Students are not permitted to park motor vehicles on school property. **The parking lots and driveways are out of bounds to students who drive.**

### **GAMES, SKATEBOARDS, ROLLER BLADES & BICYCLES**

We encourage students to play all games or sports on the back field. Skateboarding and rollerblading are not permitted on school property. All bicycles must be locked.

### **EMERGENCY SCHOOL CLOSURE**

Any decision regarding the closure of the school due to adverse weather conditions or other reasons will be made by ERMS (emergency messaging system) as an email. Information will be on the LBPSB and Lakeside websites and social media.

### **LOCKERS**

Each student is assigned their own locker, and is responsible for the cleanliness of his/her locker. Lockers cannot be shared. Lockers should remain locked at all times. Only school issued combination locks are allowed. The student is warned not to reveal his/her combination **to anyone**. Students should **only** use a gym locker during P.E. class to store their clothes. They must remove their lock from the gym locker at the end of the P.E. class. No valuables should be left in any locker. The school is not responsible for lost or stolen items.

**While the school respects the student's right to privacy, the locker is on loan to the student and the school reserves the right to inspect a student's locker and its contents or school bag if the safety or security of any student or staff member is deemed at risk.**

### **LIBRARY**

Our library provides a friendly atmosphere where exploring and learning are achieved through interaction in a comfortable environment. Our library collection holds a wide range of books and materials that reflect the important social and cultural issues of our time. Our library is a vital link to academic excellence.

Students are encouraged to consult the Librarian concerning reading titles, preferences and research needs. The return of loaned items **on time** is vital. Late returns will be charged.

### **BOOKS**

Textbooks and novels are supplied to students without charge. These books are the property of the school board and must be returned to the school at the end of the year, or upon withdrawal from the school during the term. **Any textbooks/novels lost or damaged beyond reasonable wear and tear must be replaced.** Once a book has been issued, it is the student's responsibility to look after it.

### **DIGITAL CITIZENSHIP**

Lakeside Academy expects responsible digital citizenship. Our goal is that all students will use technology in a positive manner.

#### **A) SCHOOL COMPUTERS AND CHROMEBOOKS**

All students using school computers and/or Chromebooks and their parents/guardians, must sign and agree to the terms of the Acceptable Use Policy (AUP) and **the Google Apps for Education Permission form**, prior to using them. These documents are issued to the students on the first day of school. Any student who fails to comply with the rules of the AUP will lose the privilege of using school computers and/or Chromebooks and face disciplinary consequences.

#### **B) RECORDING DEVICES (AUDIO, VIDEO, PHOTO), INCLUDING CELL PHONE CAMERAS**

Use is prohibited at all times on the property during the school day and school activities unless authorized by administration.

#### **C) ELECTRONICS, INCLUDING MUSIC LISTENING DEVICES, IPODS, HANDHELD VIDEO GAMES AND CELLULAR PHONES, ETC.**

If a student is using one or more of these devices at inappropriate times, the device will be confiscated, a detention given and the parent/guardian notified. A subsequent occurrence with the student will lead to further consequences. This includes a cell phone or other electronic device that falls out of a pocket or is used as a clock, calculator etc. Music listening devices must have individual earphones or headphones, no sound system is allowed. Any student who refuses to hand the device over to the adult in charge may be suspended.

**The school is not responsible for lost or stolen items.**

#### **D) MISUSE OF TECHNOLOGY, CYBER MISCONDUCT**

In accordance with the Lakeside Academy Anti-Violence and Anti-Bullying Plan and the LBPSB Safe and Caring Schools Policy, cyberbullying is the use of information and communication technologies, such as email, cell phone, personal websites and defamatory online polling sites, to threaten, ridicule, spread rumors, defame, invade or threaten personal privacy or to disrupt the culture for learning and will not be tolerated. The misuse of technology could result in suspensions and/or removal from the school community as outlined in the LA Anti-Violence and Anti-Bullying Plan. Police could be involved.

#### **E) AGREEMENT FOR USE OF STUDENTS' CREATIVE WORK, PHOTOGRAPHS**

In order for a student to have their picture taken or their work published, parents/guardians must sign and return the Student Media Release Consent form sent home at the beginning of the school year for students new to the school.

### **CHROMEBOOKS**

#### **A. Payment**

Students are required to purchase a Chromebook/computer in grade 7. Students are encouraged to order a Chromebook through the school in order to benefit from the warranty and services

included.

#### **B. Repairs/Warranty/Broken Devices**

In the event a student notices his/her Chromebook is experiencing problems, not functioning optimally and/or is not in working order, it must be brought to room 201 immediately so that it can be examined and the appropriate action taken. Depending on the Chromebook model and its warranty details, parents/guardians will be required to pay for any repair or make payment arrangements before the Chromebook is returned.

#### **C. Chromebook Cases**

It is encouraged that each student purchase a protective case for their Chromebook to avoid damage to the device. The responsibility of the device is ultimately the student's.

### **PHYSICAL EDUCATION**

Physical Education is compulsory for all students. In order to be excused from Physical Education, the student must have a medical note.

Physical education uniforms and running shoes are required for all students participating in the regular physical education classes, lunchtime activities, after school practices, intramurals and GMAA sports.

**The physical education uniform consists of a t-shirt which is provided by the physical education department and athletic shorts and/or athletic wear supplied by the student. Students are expected to change out of Phys-ed clothes after class.**

### **EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities including GMAA sports is a privilege and is based on academic effort and good behaviour.

- All work missed is to be made up by the student.
- All assignments are due on the given date.
- Co-operation and good rapport with staff is necessary. Teachers give their time to run an activity and expect to receive the help and support of students and parents/guardians.
- Any student absent from class or suspended from school is not permitted to participate in any school activity during the days he or she is absent.
- Extra costs/fees may apply to any ECA.
- **School fees must be paid or a payment plan devised in order to participate in any extracurricular activity.**

### **FIELD TRIPS**

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

- **Attendance:** Students must attend classes and be up to date in their work to be allowed to go on a field trip.
- **Overall Academic Standing:** Students' grades must be in good standing.
- **Behaviour & Attitude:** Students must exhibit positive and cooperative attitudes and not have been suspended from school during the school year in order to participate.
- **School Fees:** All school fees must be paid or a payment plan devised before a student participates in any school field trip.

### **DANCES**

- Smoking/vaping is not allowed anywhere or anytime at school dances.
- Students suspected of arriving under the influence of drugs or alcohol will be prohibited from entering the dance. Parents/Guardians will be contacted and regular school discipline invoked.
- Once inside the dance, students are not permitted outside unless they are leaving for the night.

- Doors close at 8:30 PM.
- One guest per LA student is allowed to be signed in for the dance. The LA student is responsible for their guest. The guest's full name and school must be on the guest list and approved by an administrator.
- All LA students and their guests must have their student ID with them to enter the dance.
- Food and drinks are not allowed in the gym.
- Cooperation is required at all times with organizers and staff.
- Students must wear appropriate attire and dance in a respectful manner.
- Consequences for infractions of the code of conduct are applied at all school dances.
- The LBPSB Safe and Caring Schools Policy applies to all school activities.

### **PROM**

- The prom is an alcohol and drug free event. It is a privilege to attend, not a right.
- Any student who has been asked to leave LA is not permitted to attend any grad activities or school functions.
- School fees must be paid in order to buy a ticket.
- Infractions of the Peaceful Living Code are applied at all school dances.
- The LBPSB Safe and Caring Schools Policy applies to all school activities.

### **HARASSMENT AND AGGRESSION OR VIOLENT BEHAVIOUR**

**Aggression/Violent Behaviour:** Students who fight, assault, threaten, bully or abuse another person could be suspended and/or receive consequences according to the LBPSB Safe and Caring Schools Policy and the Lakeside Academy Anti-Violence and Anti-Bullying plan. This includes play fighting or any physical aggression.

**Harassment:** In keeping with the LBPSB Safe and Caring Schools Policy and the Lakeside Academy Anti-Violence and Anti-Bullying plan, any behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affect a person's dignity or psychological or physical integrity and results in a harmful environment for that person could result in suspension. Other corrective measures are outlined in the LBPSB Safe and Caring Schools Policy.

### **POSSESSION OF WEAPONS**

A weapon may be defined as an object used with the intent of causing bodily harm. A non-prohibited weapon is essentially any object that may be used as a weapon. The decision as to whether or not an implement is a weapon rests with the school administration. Prohibited or restricted weapons are those that are unlawful to possess such as explosives, all forms of firearms or replicas. In accordance with the LBPSB Safe and Caring Schools Policy, students found in possession of weapons will be suspended and police may be involved. The length of the suspension will depend on the severity of the incident, the degree of involvement of the individual student and whether it is a repeated offence.

### **SUBSTANCE ABUSE, SMOKING AND GAMBLING**

The use of any type of tobacco product, including electronic cigarettes, and vapes are prohibited on school property according to Bill 112 and Bill 44 of the Quebec Tobacco Act. Parents/Guardians will be notified and students could be suspended and lose privileges.

The use or possession of illegal drugs and/or drug paraphernalia and/or alcohol is prohibited on or around school property. In accordance with the LBPSB Safe and Caring School Policy, students will be suspended, parents/guardians notified, student will be referred to a drug and alcohol counselor or outside agency. Police may be involved.

Trafficking or supplying of alcohol or illegal drugs is prohibited on or around school property. Parents/Guardians will be notified, student will be suspended and police will be involved. Student may be considered for expulsion.

### **ASSISTANCE (DETENTION) POLICY**

Students attending detention are expected to:

- be in complete uniform.
- have sufficient schoolwork to keep them busy during the allocated time.
- adhere to all school rules.

Any student who misses detention may be suspended.

### **SCHOOL SUSPENSIONS**

A student on suspension is not allowed on school property or in the vicinity of the school without the prior permission of the administration and may not participate in any school activity for at least the duration of the suspension.

### **FIRE ALARM**

Students who pull the fire alarm without just cause will be given a fine by the fire department and will be suspended from school.

### **LUNCH TIME PRIVILEGES**

Students from grades 8-10 may leave the premises to purchase their lunch but are expected to return on time and be respectful of the school corridor and the establishments that they visit.

Students may not order food to be delivered at any point to the school. Only staff members running events may Order food to be brought in for students. Failure to comply can result in consequences.

<b>1.0 Expected Classroom Behaviour</b>	<b>Potential Consequences</b>
Students are expected to:  1.1 strive for their personal best in all courses 1.2 be on time 1.3 be prepared with books and materials 1.4 do the work asked of them by teacher 1.5 follow the rules specified by the teacher and display courteous and cooperative behaviour at all times 1.6 respect the learning environment within the school 1.7 respect the rights of others	<ul style="list-style-type: none"><li>• Detention(s) and or assistance</li><li>• Loss of privileges</li><li>• Parents/Guardians notified and informed</li><li>• Parent/Guardian meeting</li><li>• Suspension</li><li>• Lakeside planning room (removal from class)</li><li>• Off-site planning room</li><li>• Bounce Back Program</li><li>• Boys and Girls Club Alternative Suspension</li></ul>
<b>2.0 Expected Academic Behaviour</b>	<b>Potential Consequences</b>
Students are expected to:  2.1 complete all assignments to the best of their ability. Neglect of homework and assignments will not be tolerated. 2.2 prepare diligently for tests and exams 2.3 practice academic honesty: no cheating or plagiarism	<ul style="list-style-type: none"><li>• Teacher's measures (mandatory remediation and/or detentions)</li><li>• Parent/Guardian conferences</li><li>• Contracts between school and student outlining expectations</li><li>• Course failure</li><li>• Lakeside planning room (removal from class)</li><li>• Off-site planning room</li><li>• Bounce Back Program</li><li>• Boys and Girls Club Alternative Suspension</li></ul>



3.0 Respect for Others, School and Personal Possessions	Potential Consequences
<p>Students are expected to:</p> <p>3.1 not engage in any acts of disrespect such as:</p> <ul style="list-style-type: none"> <li>• name-calling</li> <li>• ridiculing</li> <li>• teasing</li> <li>• harassing</li> <li>• spreading rumours or gossip</li> <li>• any other behaviour that may lessen the reputation of another</li> </ul> <p>3.2 follow instructions given by an adult in the school community</p> <p>3.3 be courteous and cooperative with staff members</p> <p>3.4 not make rude or disparaging comments about school personnel</p> <p>3.5 not swear or use foul language</p> <p>3.6 tell the truth</p> <p>3.7 not play fight, rough house, shove, grab and/or play tackle sports on school property</p> <p>3.8 not fight or encourage others to fight*</p> <p>3.9 not use physical, verbal, sexual comments and/or action that hurt another person**</p> <p>3.10 not throw snowballs, have water or food fights</p> <p>3.11 conduct themselves with decorum and not exhibit inappropriate displays of affection</p> <p>3.12 not intimidate, assault, tax or utter threats</p> <p>3.13 not corner or block normal movements</p> <p>3.14 not use electronic devices to invade/threaten personal privacy or to disrupt the safe and secure learning environment. Hacking and cyber-misconduct will not be tolerated.</p> <p>3.15 Students are expected to treat all property with respect.</p> <p>The following will not be tolerated:</p> <ul style="list-style-type: none"> <li>• writing on furniture</li> <li>• vandalism</li> <li>• defacing school grounds/property and/or personal property</li> <li>• damaging of school materials, library books and/or personal property</li> <li>• damaging and/or mistreating computer hardware/software</li> <li>• theft</li> </ul>	<ul style="list-style-type: none"> <li>• Detention(s) and or assistance</li> <li>• Loss of privileges</li> <li>• Parents/Guardians notified and informed</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> </ul> <p>N.B.</p> <ul style="list-style-type: none"> <li>• all physical fights will result in a suspension</li> <li>• police may be contacted when serious injuries occur or criminal acts of physical violence, verbal harassment are suspected</li> <li>• serious acts of violence may result in a recommendation for expulsion</li> </ul> <p>* including misuse of social media and/or technology</p> <p>** this includes fights that result from issues related to social media, rumours etc...</p> <ul style="list-style-type: none"> <li>• Detention(s) and or assistance</li> <li>• Loss of privileges</li> <li>• Parents/Guardians notified and informed</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> </ul> <p>N.B.</p> <ul style="list-style-type: none"> <li>• Students will be held responsible for the damages they cause</li> <li>• In case of theft: Police will be contacted.</li> <li>• Expulsion and/or alternative placement may be recommended.</li> </ul>

4.0 Zero Tolerance	Potential Consequences
<p><b>The following items/actions are strictly prohibited:</b></p> <p>4.1 weapons</p> <p>4.2 gambling</p> <p>4.3 toy pistols, cap guns</p> <p>4.4 screwdrivers</p> <p>4.5 firecrackers</p> <p>4.6 hazardous/destructive material(s) and/or substances</p> <p>4.7 stink bombs, aerosol products</p> <p>4.8 laser/pointer pen</p> <p>4.9 tampering with fire alarm system or any other safety equipment</p>	<ul style="list-style-type: none"> <li>• Parents/Guardians notified and informed</li> <li>• Suspension</li> <li>• Police may be contacted</li> <li>• Possible expulsion and/or alternative placement</li> </ul>

5.0 Controlled Substances and Alcohol	Potential Consequences
5.1 Student(s) wearing clothing that promotes drug or alcohol use	<ul style="list-style-type: none"> <li>• Parents/Guardians notified and informed</li> <li>• Student may be suspended for up to three (3) days</li> </ul>
<p>5.2 Use or possession of illicit / illegal drugs (including unauthorized use of prescription drugs) and/or drug paraphernalia</p> <p>5.3 Use and/or possession of alcohol</p> <p>5.4 Use of inhalants for the purpose of intoxication</p>	<ul style="list-style-type: none"> <li>• Parents/Guardians informed</li> <li>• Parent/Guardian is called to pick up child</li> <li>• First infraction, student may be suspended for up to five (5) school days and will be referred to outside support services</li> <li>• Second infraction, student may be suspended for up to ten (10) school days and student will be required to meet with outside support services.</li> <li>• Student may be required to sign contract with school before he/she is readmitted</li> <li>• Student may be referred for alternative placement</li> </ul>
5.5 Trafficking/Supplying of Alcohol or Illicit/Illegal Drugs	<ul style="list-style-type: none"> <li>• Police are contacted to investigate</li> <li>• Student is suspended and may be recommended for alternative placement and/or may be considered for expulsion</li> <li>• Youth Protection may be contacted</li> </ul>

6.0 Attendance	Potential Consequences
<p>Students are expected to:</p> <p>6.1 arrive at school on time</p> <p>6.2 present themselves at reception with a note from parent/guardian before proceeding to class if arriving late to school</p>	<ul style="list-style-type: none"> <li>• Parents/Guardians notified and informed</li> <li>• Students may be required to make up time at lunch, after school, on ½ days or on ped. days.</li> </ul> <p>If the problem persists:</p> <ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> </ul>

	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> </ul> <p>N.B.</p> <ul style="list-style-type: none"> <li>• Persistent, unauthorized absences will be reported to the Department of Youth Protection, as per the Education Act</li> <li>• Students who are consistently late and/or absent without a valid reason (medical/dental/outside services appointments) may be suspended and a meeting with parents/guardians will be required before the student is allowed to resume classes.</li> </ul>
<p>Leaving school during the day</p> <p>6.3 present a note at the reception to receive an early dismissal. Office staff will contact parents/guardians.</p> <p>6.4 sign out at reception before leaving school grounds.</p>	<ul style="list-style-type: none"> <li>• Students who fail to sign-out are subject to all potential consequences listed above (section 6.1-6.5), this is a safety issue.</li> </ul> <p>N.B.</p> <ul style="list-style-type: none"> <li>• Students who leave the school during the day do so at their own risk and are not supervised by school personnel</li> </ul>

<b>7.0 Hallway Behaviour</b>	<b>Potential Consequence</b>
<p>Students are expected to:</p> <p>7.1 walk in an orderly manner (no pushing, running, shouting etc...)</p> <p>7.2 keep the hallways and all areas of the school clean and dispose of garbage properly</p> <p>7.3 always have a hall pass when in halls during class</p> <p>7.4 use appropriate language at all times</p> <p>7.5 out of consideration for allergic individuals, no perfumes, sprays or other strong scents are to be used (in the corridors or in any other area of the building)</p>	<ul style="list-style-type: none"> <li>• Detention(s) and or assistance</li> <li>• Loss of privileges</li> <li>• Parents/Guardians notified and informed</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> </ul>

<b>8.0 Lunch and Snacks</b>	<b>Potential Consequences</b>
<p>Students:</p> <p>8.1 At recess, students may eat snacks outside of the cafeteria, but all garbage must be disposed of properly</p> <p>8.2 must eat their lunch and purchase food in the cafeteria or in the lounge. It is strictly forbidden to eat lunch in the hallways and stairways.</p> <p>8.3 must demonstrate good manners and to be respectful towards the cafeteria staff</p> <p>8.4 must demonstrate appropriate behaviour at all</p>	<ul style="list-style-type: none"> <li>• Detention(s) and or assistance</li> <li>• Loss of privileges</li> <li>• Parents/Guardians notified and informed</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> <li>• Students caught stealing from the cafeteria</li> </ul>

times and locations during the lunch hour	will be suspended and the police may be notified
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9.0 Locks and Lockers	Potential Consequences
<p>Students:</p> <p>9.1 are assigned a locker for the school year and are expected to keep this locker all year.</p> <p>9.2 <u>must</u> use school issued locks for their assigned hall locker and when using phys-ed locker</p> <p>9.3 must keep all sports equipment in their own locker and use it only in the gym or back field with permission</p> <p>9.4 are responsible for the content of their lockers</p> <p>9.5 are not permitted to share their lock, lockers or combinations.</p> <p>9.6 are expected to keep their locker in order and tidy</p> <p>9.7 are not permitted to write in or on lockers</p> <p>9.8 are not to tamper with locks</p>	<ul style="list-style-type: none"> <li>• Item confiscation</li> <li>• Detention(s) and or assistance</li> <li>• Loss of privileges</li> <li>• Parents/Guardians notified and informed</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> <li>• Possible police involvement</li> <li>• Pay for lost or stolen items</li> <li>• Students may lose the privilege of locker and/or location of locker may change if they fail to abide by the expectations and regulations outlined</li> </ul> <p>N.B.</p> <ul style="list-style-type: none"> <li>• The school has the right to inspect lockers if problems are suspected.</li> </ul>

10.0 School Uniform	Potential Consequences
<p>Students:</p> <p>10.1 must be in uniform upon arrival until 3:21 p.m.</p> <p>10.2 who leave the school grounds and return during the school day must do so in uniform</p> <p>10.3 must remove hats, bandanas, hoods or any other (non-religious) headgear when entering the building</p> <p>10.4 must wear proper P.E. attire- P.E. shirt, shorts/sweatpants and running shoes</p> <p>10.5 who use the gym or weight room during school hours must use the locker rooms to change and store their belongings</p>	<p>Uniform infractions may result in the following disciplinary measures:</p> <ul style="list-style-type: none"> <li>• Parents/Guardians notified and informed</li> <li>• Sent home to change</li> <li>• Detention(s) and or assistance</li> <li>• If uniform problems persist:</li> <li>• Parent/Guardian meeting</li> <li>• Planning room</li> <li>• Suspension</li> </ul>

11.0 Smoking	Potential Consequences
<p>11.1 The use of any type of tobacco product, including electronic cigarettes, vapes are prohibited on school property according to Bill 112 and Bill 44 of the Quebec Tobacco Act</p>	<ul style="list-style-type: none"> <li>• Parent/Guardian informed and notified</li> <li>• Suspension up to three (3) school days</li> <li>• Student will be fined if school is fined</li> </ul>

12.0 Transportation	Potential Consequences
<p>12.1 Students are responsible for their behaviour on the school bus, STM bus and while walking to and from school</p>	<p>Any inappropriate behaviour that impacts and/or jeopardizes the safety of students travel to and from school is the school's responsibility.</p> <p>Inappropriate behaviour may result in:</p>

	<ul style="list-style-type: none"> <li>• Detention(s) and or assistance</li> <li>• Loss of privileges</li> <li>• Parents/Guardians notified and informed</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> <li>• Police and/or STM involvement</li> </ul>
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13.0 Electronics	Potential Consequences
13.1 Students may not use electronic devices in class unless they have the teacher's permission to do so.	<ul style="list-style-type: none"> <li>• Device will be confiscated and brought to the main office where it will be returned at the end of the day.</li> </ul> <p>If problems persist:</p> <ul style="list-style-type: none"> <li>• Detention(s) and or assistance</li> <li>• Loss of privileges</li> <li>• Parents/Guardians notified and informed</li> <li>• Parent/Guardian meeting</li> <li>• Lakeside planning room (removal from class)</li> <li>• Off-site planning room</li> <li>• Suspension</li> <li>• Bounce Back Program</li> <li>• Boys and Girls Club Alternative Suspension</li> </ul>

## **UNIFORM REGULATIONS**

**There is a compulsory school uniform at Lakeside Academy.**

**Purpose:** To identify the student body and to ensure that competition in fashion is eliminated.

It is each student's responsibility to be in the school **uniform upon entry to the building until 3:21 pm including recess and lunch**. Failure to be in uniform can result in the student being sent home to change. They may return to school when in proper uniform.

Students participating in any school activity either in the building or away from school must remain in uniform unless otherwise indicated by an administrator.

The full uniform must be worn from the first day of school. It is expected that students will keep the uniforms clean, pressed and in good repair, no ripped, torn or faded uniforms are allowed. Skirts should be worn at a modest length and pants are to be worn at the waist. Alterations that change the appearance of the uniform dress code are not accepted.

**No outerwear such as jackets, boots, hats, headbands, hoodies, bandanas or headgear may be worn. Similarly, scarves, sweatbands, neckbands, or wristbands, are not permitted.**

**The uniform is:**

- a) Solid black pants.
- b) Solid black shorts.

- c) Socks worn with pants can be of any color, but must not have any inappropriate print.
- d) Socks worn with cargo shorts must be in solid conservative colours (white, black, gray).
- e) Black pants (purchased by parents/guardians at any retail location) cannot have stripes or logos etc. No leggings, tights or jeggings will be accepted. **If parents/guardians are uncertain about a pant, they are encouraged to speak with the school before purchasing.**
- f) Black skirts (available through our distributor) must be no shorter than fingertip length. In keeping with the spirit of the uniform code, students may wear black tights with the skirt.
- g) Lakeside Blue Polo shirts, long sleeve polo shirt (all with the Lakeside logo and only available for purchase from the distributor) are mandatory and to be worn on a daily basis. When wearing a short sleeve polo shirt, any colour undergarment can be worn (visible at neck), but it cannot exceed the sleeve length and/or base of the shirt. If a student is cold, they have a zip up option, a sweatshirt and/or long sleeve polo. **Oversized shirts are not permitted. No exceptions.**
- h) **The only sweaters/sweatshirts permitted** are the fleece zip up cardigan or the sweatshirt available through our distributor.
- i) Lakeside zip front cardigan or sweatshirt can be worn at all times but must be worn with a polo shirt or blouse with the Lakeside logo underneath.
- j) Footwear must be closed-toe running or dress shoes. Boots, outer footwear, flip flops, sliders, slippers, high heels or sandals are not allowed.
- k) Graduation hoodies are to be worn only by the graduates of the current school year. The hood must remain off. Failure to respect this expectation may result in the student losing the privilege of wearing it.

