



Community Code: Campus Life On campus and online

The planning of your future has brought you to LaSalle College: an active, vibrant and stimulating community that aspires to enable students, like you, to excel and achieve their full potential. Whether a person is a member of the teaching or administrative personnel, or of the student body, such a community requires each and everyone’s support and commitment. Indeed, we believe that a positive environment is founded primarily on the adherence to a set of common values¹. These values stem from those upheld by LaSalle College and are in support of the institutional mission as well as the *ministère de l’Éducation et de l’Enseignement Supérieur (MEES)* stance on the scope of education². The commitment to these common values is analogous to the respect of a code of conduct that promotes a positive learning environment; therefore, the College has adopted its very own *Community Code*. On top of understanding the *Institutional Policy on Evaluating Learning (IPEL)*³ and your program’s specific requirements, you are responsible, for the benefit of the community, of reading and respecting the following rules at all times:

On campus and online	Specific to online classes
The student behaves in a responsible, respectful and courteous manner towards their peers and the teacher (Student Guide 2018-2019, <i>Articles 4.1, 4.14, 4.16 and 4.27</i> , p.52, p.57 and p.65).	Comments posted in the chat, or elsewhere on the platform are responsible, respectful and courteous. For example, using all caps online means you’re screaming. Writing in lowercase is appropriate and relevant to the class context.
The student refrains from using, <u>for personal purposes</u> , electronic devices such as cell phones, MP3 players, electronic calendars and calculators or laptops during course-related activities (Student Guide 2018-2019, <i>Articles 4.22 and 4.26</i> , p.59 and p.63).	The student does not use the course platforms for <u>personal purposes</u> .
The student uses the teaching language, at all times, during course-related activities (Student Guide 2018-2019, <i>Article 3.14</i> , p. 37).	The student avoids abbreviations such as “lol” and writes in full words and sentences.
The student is punctual for all course-related activities (Student Guide 2018-2019, <i>Articles 3.17.2 and 4.1</i> , p. 39 and p. 52).	Depending on the context of the class, the student must turn on their camera and respond when called upon to be considered present.

¹ The concept of common values was brought to us by Mr. Sébastien Patry, Humanities Teacher.

² The education of mature and rational citizens capable of contributing to the betterment of society is one of MELS’ many concerns (AUDET, Claudine and Diane Duquet. *Éduquer à la citoyenneté : Rapport annuel 1997-1998 sur l’état et les besoins de l’éducation*. Québec : Conseil supérieur de l’éducation, 1998).

³ *Institutional Policy on Evaluating Learning (IPEL)* Montréal: LaSalle College, 2013.

On campus and online	Specific to online classes
The student comes to class with all the mandatory material (Student Guide 2018-2019, <i>Article 4.10</i> , p. 62).	The student has the necessary computer equipment and a sufficient internet connection. The student pre-tests their technology equipment.
The student participates in their course and avoids apathy, negligence and lack of commitment (Student Guide 2018-2019, <i>Article 4.1</i> , p. 58)	The student turns on their camera and actively participates in the class using chat or other means recommended by the teacher.
The student comes to class dressed appropriately (Student Guide 2018-2019, <i>Articles 4.1</i> and <i>4.18</i> , p. 58 and p. 63).	Professional attire and posture are also required online. The student wears appropriate and neat attire and sits in a professional space. A neutral background is recommended. For example, the student uses a wallpaper or blurs the background to ensure privacy.
The student refrains from eating or drinking in classrooms (Student Guide 2018-2019, <i>Article 4.12</i> , p. 62).	Just like when on campus, the student eats meals during breaks.

Class Management Tools on Teams



1. **Session duration:** indicates how much time has elapsed since the session started.
2. **Camera:** if the camera icon is crossed out as in the illustration above, your camera is off. To turn it on, you need to click the camera icon.
3. **Microphone:** in the illustration above, your microphone is on. To turn it off, just click the icon.
4. **Share Screen:** if your teacher allows it, can you share a specific window with the whole class or your entire screen.
5. **More options (...):** this menu contains several options, including one to change your background or blur it.
6. **Raise your hand:** before speaking, raise your hand. If you want to put your hand down ", just click the icon again.
7. **Chat:** if you want to comment, you can write in the chat window that will appear after you click the icon.
8. **Meeting participants:** click here to see the list of meeting participants.
9. **Exit class:** click on this icon to leave the class.

Disciplinary Procedures

Any student found guilty of contravening a rule or directive may be subject to one or more of the following sanctions.

1. Warning

A verbal or written notice received by a teacher or other College representative constitutes a first level of disciplinary action. Generally used when the student acts in violation of the rules of conduct established by the College or teacher.

2. Withdrawal from a Class or Activity

The withdrawal from a class or an activity constitutes a second level of disciplinary action. This sanction is applied following a repeat offence, after a warning. It can also serve as a first measure following an isolated incident of a serious nature.

- 2.1 The teacher can demand that a student withdraw from a class or an activity for any reason deemed valid.
- 2.2 The teacher can demand that there be conditions attached to the reinstatement of a student removed from a class or an activity.
- 2.3 A student who fails to comply with the notice of withdrawal is liable to receive a more severe sanction; namely, suspension from a course for a definite period or, depending on the gravity of the contravention, for an indefinite period.
- 2.4 In all cases, the Program Directorate is informed.

3. Suspension from a Course*

The suspension from a course constitutes a third level of disciplinary action. This sanction is applied following a repeat offence, after a withdrawal from a class or an activity, or a warning, depending on the gravity of the contravention. It can also serve as a first measure following an isolated incident of a more serious nature.

Consequently, the student receives a letter from their Program Directorate informing him of the suspension as well as the reason, length and specifics attached to the abovementioned sanction. The suspension takes effect immediately after the student receives notification, verbally or in writing.

4. Expulsion from the College*

The expulsion from the College constitutes a fourth and final level of disciplinary action. This sanction is applied following a repeat offence, after a warning, withdrawal or suspension. It can also serve as a first measure following an isolated incident of a very serious nature.

Consequently, the student receives a letter from the Academic Studies Directorate informing them of the expulsion. In this case, they will no longer be authorized to enroll in LaSalle College programs or other institutions part of LaSalle International.

The following are considered severe acts of misconduct: any type of audio-visual recording of an activity without the College's consent, illegal use, possession, sale or distribution of controlled substances, sexual and psychological harassment as well as fraud, physical or psychological violence.

*The student subject to a suspension or expulsion can appeal the decision as per the rules stated in Article 2 of the document entitled *Disciplinary Procedures*⁴, available in Omnivox.

⁴ *Disciplinary Procedures*. Montréal: LaSalle College, 2011.