



## BEHAVIOUR CODE AND RULES 2022-2023

*The Behaviour Code and Rules represent the school's philosophy and behaviours to consider and avoid. We require that students review this document with their parents and agree to respect these rules.*

### 1. Civility

**ALL staff members have authority over ALL students at ALL times in ALL areas.**

- a) Vanguard School will not tolerate discrimination related to religion, race, sex, sexual orientation or disability.
- b) Vanguard School will not tolerate violence (physical, verbal, psychological)
- c) Vanguard School will not tolerate bullying or cyber-bullying
- d) Vanguard School will not tolerate swearing, profanity and teasing. Students must express themselves in a polite, respectable language.
- e) Students must be discreet in expressing affection.
- f) Students must follow an adequate hygiene regimen.
- g) Students (and their parents) will have to pay for damages caused to the school or property belonging to others.
- h) Theft is a serious offence that may result in severe disciplinary action and suspension from the school.

### 2. Presence on High School Property

- a) Students in Cycle 1 are **NOT** authorized to leave the high school property anytime. They must remain on the property during school hours.
- b) Students in Cycle 2 are authorized to leave the high school property during lunch all the while respect for the surrounding neighbourhood.

### 3. Attendance

- a) Students must attend all classes.
- b) The parents must justify all absences to the school secretary before 8:30 a.m.
- c) For repeated and prolonged absences, students (or parents) must provide the high school principal with acceptable reasons why they cannot attend classes.
- d) Disciplinary measures will be implemented in case of unjustified or repeated absences.

### 4. Punctuality

- a) Students who arrive 30 minutes late in the morning (between 8:05 and 8:35) will serve a 30-minute detention **after school** that same day and parents will be advised via the Pluriportail
- b) Student who arrive more than 30 minutes late in the morning (between 8:35 and 9:05) will serve a 60-minute detention **after school** that same day and parents will be advised via the Pluriportail



- c) Student who arrive late to class between periods or after a break will serve a 30-minute detention **at lunch** that same day/week and parents will be advised via the Pluriportail

## **5. Circulating on School Property**

- a) Students must circulate the halls only using doors reserved for the high school.
- b) It is forbidden to be in the spaces reserved for the elementary school (2<sup>nd</sup> floor, elementary cafeteria and elementary school yard)
- c) Skateboarding in the enclosed high school yard is permitted, wearing a helmet is mandatory.
- d) Students cannot invite or receive visitors on school property without the principal's authorization.

## **6. Dress Code**

- a) Only the polo and hoodie with the Vanguard logo are accepted and must be worn inside the school.
- b) Apparel that is directly associated with Vanguard School is permitted (official sports teams, clubs and activities).
- c) Only t-shirts are accepted to be worn underneath the short-sleeved polo.
- d) Wearing the hood from a hoodie is prohibited inside the school.
- e) Clothing should cover the entire body from the armpits to the mid thigh.
- f) Clothing must have a strap.
- g) Clothing must cover all undergarments.
- h) Clothing may not be see-through.
- i) Clothing may not have holes, or tears, be ragged or unclean.
- j) Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, field trips and other activities.
- k) Attire/grooming that depicts/advocates violence, weapons, criminal activity, or gang-related activity is prohibited. The depiction of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or used as a weapon is prohibited.

### **6.1 Free Dress Days**

All points from the above section 6 apply (except **6.a**), **6b**), **6.c**).

### **6.2 Caps**

Caps may be worn outdoors only.

### **6.3 Physical Education**

- a) T-shirts without inappropriate logos
- b) Shorts, Bermudas or jogging pants
- c) Running shoes with non-marking soles



- \*Students may not wear clothing worn during regular classes to physical education.
- \*Students without the proper attire will need to rent appropriate items (between \$2 and \$5).

## **7. Evaluation and Learning**

- a) A student found guilty of plagiarism or cheating or helping another student cheat will face severe disciplinary measures, which could result in expulsion from the school.
- b) All absences during official revision and evaluation periods (see school calendar) will not be compensated (with preparation material from the teachers) or accommodated (by changing the exam period). Unjustified absences may be followed by disciplinary measures unless justified by a medical certificate.
- c) During official evaluation periods, students who arrive more than 30 minutes late may not be admitted to the classroom to complete their evaluation.
- d) For homework or assignments not handed in, a teacher may keep the student in class during lunchtime and advise the parents if this problem persists.
- e) A student who regularly refuses to complete and hand-in assignments or homework faces possible disciplinary measures.

## **8. Disciplinary Measures**

### **8.1 Expulsion from Classes**

- a) A student may be expelled from the classroom if they develop attitudes and behaviours which disrupt the classroom.
- b) Each expulsion will be followed by makeup time.

### **8.2 Makeup Time**

- a) Makeup time is mandatory for students expelled from class or who have broken the high school Behaviour Code and Rules.
- b) Makeup time usually occurs during lunchtime, on PED days or at the end of the school day.

### **8.3 Disciplinary Notice**

- a) A disciplinary notice will be given to students to advise parents of a situation when the student's attitude or behaviour does not respect the Behaviour Code.
- b) Parents must sign and return the notice to the Principal within a specified time delay.
- c) Upon the 3<sup>rd</sup> notice, the student will receive a suspension.

## 8.4 Suspension

Students may be suspended under the following circumstances:

- a) Receiving a 3rd disciplinary notice;
- b) Not respecting the high school rules and regulations (fighting, stealing, drug or alcohol consumption, weapon possession, sale or possession of drugs and alcohol, improper language, disrespectful attitude and behaviour towards a staff member, continuously not completing assignments or homework); in other words, when the administration judges that a student refuses to participate in the educational project of the high school adequately;
- c) Possession of a weapon or of a similar nature

The School will notify Parents when this measure is applied.

A suspension may be one of the following:

- In-school:** the student will be at school but will not attend regular classes. A designated staff member will supervise lunchtime and breaks.
- External:** the student will remain at home to complete assignments. Before returning to regular classes, it is necessary for the student and their parents to meet with the Principal.

## 9. Drugs, Alcohol and Gambling

- a) It is forbidden to consume, possess, distribute, exchange, offer or sell alcohol, drugs or other products banned by the school or be under the influence of one or more of these substances.
- b) Any student caught trafficking drugs (bring to distribute, offer or sell) will face severe disciplinary measures and possible expulsion from the school.
- c) Gambling, including bets, is forbidden on school property.

## 10. Weapons

It is strictly forbidden to bring any type of weapon to school. A student caught with a weapon will face severe disciplinary measures and possible expulsion from the school.

## 11. Searches

- a) When the school authorities have reason to believe that a school rule has been violated or is in the process of being broken and that evidence of this violation is on the premises, on a student or was done with their property, the school authorities can search the premises, the student and their property.
- b) The school has a responsibility to the health and well-being of its students. To ensure this, the administration has implemented a substance abuse prevention and intervention policy with the help of a detection dog team.



## **12. Vandalism**

- a) It is forbidden to cause damage to classrooms, equipment or materials deliberately. In all vandalism cases, the cost of repair or replacement will be incurred by the student or their parents. Furthermore, disciplinary measures are applied.

## **13. Lockers**

- a) The school will assign lockers and locks to students. Only the administration can authorize a locker or lock change.
- b) If a lock is lost, students may get a replacement from the school secretary for a \$10 fee.

## **14. Use of School Laptops**

- a) Students must have their school laptops during class at all times.
- b) The school is not responsible for the loss, theft or damage caused to personal computers.
- c) The student will assume the cost of repairing damages to computer equipment caused deliberately or accidentally.

## **15. Electronic Devices**

- a) Smartphones must remain in the designated location in the classroom at the beginning of each class period.
- b) With the teacher's approval, students may use their smartphones in class for educational purposes or to listen to music.
- c) It is forbidden for students to use their portable speakers inside the school.

## **16. Phone cameras / Videos**

It is strictly forbidden for students to take pictures or videos of other students or staff members without the authorization of the Principal and the people concerned.

## **17. Internet**

- a) Students must respect the agreement contract for using the school's information and communication technology (ICT).
- b) It is strictly forbidden to post another student's picture on a website or social media without their parents' consent.
- c) It is strictly forbidden to post any staff member's picture on a website or social media without authorization.
- d) As mentioned in our policy against violence and bullying, threats, harassment, and defamation originating from home or school may lead to interventions from the school and possible legal action.

## **18. Cigarette and E-Cigarette (Vape) Use**



The use of tobacco and all electronic cigarette devices is strictly forbidden on all school premises (including the parking lot and in personal vehicles parked on school property).

**19. Consumption of Energy Drinks**

The consumption of energy drinks such as Red Bull is forbidden on school property.

**20. Posters**

Students wanting to put up posters must get approval from the Principal. Teachers are responsible for approving posters and signs placed within the classrooms.

**21. Fundraising**

Any type of solicitation or sale on school property is forbidden unless authorized by the Principal.

**22. Parking**

Students coming to school with a car must park on Isabey street.

**23. School Transport**

- a) Students agree to respect private and public transportation rules
- b) Students using private school transportation must read and respect the « Regulations for School Transport » sent to parents.

**24. Theft or Loss of Objects**

- a) Students may see the school secretary if they have lost or found an object.
- b) The school is not responsible for stealing or losing objects on its property.



**2022-2023**

We have read the Behaviour Code and Rules and agree to respect them. We understand that for each infraction, consequences will be given.

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Student Name (PRINT)

Group

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Student Signature

Date

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Parent 1 Signature

Date

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Parent 2 Signature

Date