

## **CODE OF CONDUCT AND COMMON RULES 2025-2026 HIGH SCHOOL**

To encourage a positive self-image.

To promote a space where all students can learn and where I can improve as well.

To live in a harmonious, caring, and safe environment.

A school's code of conduct is rooted in its core values. Vanguard School has a set of common rules that apply to the entire community of students, parents, and staff. These rules should be seen as guidelines designed to promote a harmonious and pleasant way of living together, as well as conditions conducive to learning. As life in society is based on mutual respect, trust, politeness, cooperation, and consideration for others, our common rules are derived from these basic principles. They set out the school's philosophy and values, as well as the behaviours to be observed and encouraged, and those to be avoided.

### **1. EXPECTED BEHAVIOURS**

**VALUE: RESPECT (Civic mindedness, attendance, punctuality, politeness, dress code, etc.)**

#### **EXPECTED BEHAVIOURS**

- I accept and respect others in their differences and difficulties;
- I am aware that my attendance has an impact on my success, so I am present and on time for all my classes;
- I respect the school dress code and do not enter the classroom wearing boots or shoes that could make the environment dirty. I dress neatly for school;
- I use respectful language and encourage positive behaviour;
- I avoid pushing and shoving, and I take care of the younger students when I'm in contact with them;
- I am discreet in my romantic relationships;
- I take responsibility in conflictual situations and use peaceful means to resolve them;
- I cooperate with all the adults in the school;
- I do not interfere with the healthy learning conditions of my classmates;

- I take care of my work environment and my school by keeping all school premises and equipment clean and in good condition (*nothing is put up on the walls without permission from the sector principal*);
- I respect the **right to personal image and privacy**. I will not take photos or record anyone without their consent, nor will I distribute images of my friends or teachers without their consent. (*To ensure respect for everyone's image and privacy, the sector principal reserves the right to check the content of cell phones or other electronic or mechanical devices. Parents will be notified of any content that violates a person's integrity, honour, reputation, or right to image. Consequences will be applied per our Anti-Bullying Policy*);
- I may leave the school grounds at lunchtime; however, I must make sure to return to school in time for my next class, and I must be respectful of the neighbourhood. **I am expected to take advantage of this right without infringing on the rights of others**;
- I respect the code of conduct at all times: during school and extracurricular activities, on school and public transportation, during outings, etc.

## VALUES: COMMITMENT AND RESPONSIBILITY

### EXPECTED BEHAVIOURS

- I participate in school life activities;
- I do my part in teamwork, collaborating, and taking part in proposed projects and outings;
- I use the tools and strategies suggested by my teachers to support my learning;
- I help others whenever I can;
- I take care of my hygiene;
- I will put my **cell phone** or other electronic device in my school bag and **turn off the ringer** as soon as I enter the school grounds. The use of cell phones and other electronic devices is prohibited on school grounds, including during recess and lunch hours; (*Use may only be authorized by a teacher in the classroom for educational purposes.*)
- I use only the doors and spaces reserved for high school students (2nd floor, Elementary cafeteria, Elementary playground), unless I am doing an activity authorized by the sector principal;
- I take care of the material loaned to me by the school (textbooks, computer, calculator, headphones), and I recognize that I am fully responsible for returning them in good condition; otherwise, I will be charged for them. I must therefore keep them with me at all times or lock them in my locker (*leaving them in the classroom is not sufficient*);
- For everyone's safety, if I use a skateboard, it is only allowed inside the high school yard, and a helmet must be worn.
- For safety reasons, I do not invite any visitors on school property.
- I adopt healthy lifestyle habits, including a healthy diet (*Red Bull-type energy drinks are not allowed at school*);
- I respect the use of the locker assigned to me and the lock I have borrowed (*only the sector principal can authorize a change of locker or lock*).

## VALUE: PERSEVERANCE

### EXPECTED BEHAVIOURS

- I have the **necessary** materials for each **class**, and **I am ready to work when the bell rings**;
- I am committed **to working towards** the set goals and challenges;
- I apply myself to the assigned tasks, despite any **difficulties**. **I always do my best**;
- I follow **my work** plan and hand in my **work on time**;
- **I ask questions without** hesitation **when** I do **not** understand;
- I am willing to take **risks to** learn.
- I do not hesitate to ask for help from adults if ever I am not motivated to go to school.

## 2. INTERNAL PROCEDURES

### 2.1 ATTENDANCE AND PUNCTUALITY

- **Before 8:30 am**, I must go to the High School entrance to inform the student supervisor that I am late.
- **As of 8:30 am**, I must enter the school through the main entrance and then report to the secretary's office, accompanied by a student supervisor.
- If I am late without a motivated reason, I will be given a consequence.

### 2.2 DRESS CODE

**MINIMALLY**, you must wear:

- A **polo shirt** from the Vanguard collection, depending on the Elementary or High School
- **Pants or a skirt** from the Vanguard collection;
- Other pieces from the collection are optional, but available for those who want more variety; **HOWEVER, PIECES THAT ARE NOT PART OF OUR COLLECTION WILL NOT BE ACCEPTED (EXAMPLE: LAST YEAR'S HOODIE) ;**
- **Socks and tights** from the collection are not compulsory, so you are free to choose, but if they are visible, they must be black, navy blue, white or grey.
- It is not mandatory to purchase a specific pair of shoes; one pair of regular shoes is accepted; no colour restrictions for shoes;
- **Old uniforms will no longer be accepted**, but donations to charitable organizations are encouraged;
- Caps, hats and head coverings of any style may be worn outside the school walls and inside the school, but must be removed when entering the classroom.

### Physical Education

- The purchase of sports clothing **is not compulsory**; however, the sports pants from the

- collection can be worn in class.
- Students must have a different outfit for their physical education class (a different shirt and pants, or shorts).

### **For our Graduates**

- Students in Grade 6 and Grade 11 will be able to choose a round-neck shirt with "Graduate" written on the back that they can wear throughout the year.

## **2.3 PHYSICAL EDUCATION**

- **Clothes must be changed for your physical education class.** Out of respect for your classmates with whom you share a common space, and since you have been perspiring, **you must also change before returning to class.** No clothing worn in regular class should be used in physical education class, and vice versa.

You will need:

- Running shoes with non-marking soles;
- Short-sleeved shirt (other than the uniform);
- Short or long sports pants;
- Deodorant

## **2.4 EVALUATION PERIODS / ATTENDANCE**

- Any absence during official review and evaluation periods (see school calendar) will not be compensated (by teachers preparing material) or accommodated (by shifting exam times). Only a reason deemed valid by the MEQ/ or the sector principal, depending on the situation, may allow for a retake or an evaluation that is not considered in the overall assessment (serious illness, court order, etc.). All communication in this regard must go through the sector principal.

## **2.5 PARKING LOT**

- The on-site parking lot is reserved for the exclusive use of Vanguard staff, visitors and parents.

## **2.6 LOCKERS**

- It is important to remember that the locker remains the property of the school. Persons in authority may, if they have reasonable doubt, check the condition or contents of a locker at any time. Students are responsible for the cleanliness of their lockers, and no valuables should be left in them. The school is not responsible for lost or stolen items, whether left in the locker or elsewhere in the school.

### 3. FORBIDDEN GESTURES, AT SCHOOL AND IN SOCIETY

1. **Intimidation or physical violence** (tripping, coercing, hitting, pushing, etc.)
2. **Intimidation or verbal abuse** (insulting, discriminating, threatening, ridiculing, etc.)
3. **Intimidation or social violence** (spreading rumours, isolating, excluding, etc.)
4. **Intimidation or material violence** (destroying, vandalizing, activating a fire alarm system, claiming the property of others, including, for example, online images, etc.).
5. **Cyberbullying (acts of intimidation)** committed online (social media, text messages, e-mails, blogs, dissemination of photos, comments, images or any other type of communication that could harm the integrity, privacy, reputation or safety of the school, students, parents, or staff members).
6. **Possession of weapons**, illegal or violent objects, drugs, food containing drugs, or alcohol.
7. **Tobacco consumption on school premises**: Smoking is harmful to your health. The school is a non-smoking environment. Out of respect for the laws in force, for the health of everyone and the community as a whole, smoking and «vaping» are prohibited on school property.
8. **Consumption and sale of drugs and alcohol**: For obvious legal and health reasons, but also to enable everyone to be available for work and learning, no consumption of drugs or alcohol is tolerated. ***Any form of consumption (drugs or alcohol) is not only forbidden at school, but also in any extracurricular activities that may or may not take place at school.*** \*To make more enlightened choices, a student who wishes to discuss their consumption in complete confidentiality can do so with one of our counsellors.
9. **Plagiarism**: Intellectual property is a cornerstone of society. Any plagiarism or attempted plagiarism is punishable by law. It is important to note that «copy and paste» from the Internet or other sources will be punished as plagiarism, unless the sources are cited.
10. **Photographing, videotaping, and broadcasting**: It is forbidden to publish or broadcast, in particular through social media, words, images or any other type of communication that could harm the integrity, privacy, reputation or safety of the school, students, parents, or staff, just as it is forbidden, by law, to film or photograph anyone without their consent.

At Vanguard School, we aim to develop healthy behaviour, educate our students and make them responsible citizens, but breaking the law and behaving in a way that is unacceptable in society can lead not only to sanctions within our school, up to and including permanent expulsion, but also to sanctions per the applicable laws.

### 4. CONSEQUENCES OF NON-COMPLIANCE

Everyone should expect consequences for any non-compliance with the rules. However, school staff will always consider the following when intervening:

- i. The event and its context;
- ii. Person(s) involved;

- iii. The severity or repetitive nature of the action(s);
- iv. The type of consequence appropriate to the incident: restorative or punitive.

## POSSIBLE CONSEQUENCES/MEASURES

Support measures	Restorative measures	Punitive measures
<ul style="list-style-type: none"> <li>• Issue a warning.</li> <li>• Refer the student to a school professional (special care counsellor, psychologist, remedial teacher, etc.).</li> <li>• Hold a meeting with the parents.</li> <li>• Refer the student to outside organizations (CSSS, YMCA, DYP, nurse, guidance counsellor, social worker, etc.).</li> <li>• Implement a tracer.</li> <li>• Offer an alternative to suspension (e.g. YMCA program).</li> </ul>	<ul style="list-style-type: none"> <li>• Assign community work.</li> <li>• Encourage reflection.</li> <li>• Require reimbursement in the event of damage or loss.</li> <li>• Establish a verbal or written contract.</li> <li>• Facilitate mediation.</li> </ul>	<ul style="list-style-type: none"> <li>• Issue a disciplinary notice (by the sector principal) and obtain the parent's signature.</li> <li>• Confiscate prohibited items.</li> <li>• Withdraw free time at lunchtime, after school, or on pedagogical days (for reasons such as absences, lateness, suspensions, etc.).</li> <li>• Remove the student from class.</li> <li>• Limit certain privileges.</li> <li>• Assign a failing grade in case of plagiarism.</li> <li>• Exclude the student from a class or activity.</li> <li>• Impose an internal or external suspension.</li> <li>• Sign a commitment contract.</li> <li>• Implement a behavioural intervention plan.</li> <li>• Refer the student to outside contributors.</li> <li>• Suspend the student depending on the seriousness of the situation (e.g. after the 1st or 3rd disciplinary notice, for fighting, theft, use, possession, sale, or circulation of drugs or alcohol, disrespect toward staff, repeated refusal to complete schoolwork, imitation of a weapon, discrimination, intimidation, etc.).</li> <li>• Transfer the student to another school.</li> </ul>