



Code of Conduct

2024-2025

PURPOSE

A safe, caring and orderly school is the foundation for a successful learning environment. The PCHS Code of Conduct supports socially responsible behaviour and allows members of the school community to be aware of the expected behaviours and possible consequences.

FUNDAMENTAL BELIEFS

- All students have a right to a high-quality education.
- Everyone has a right to work in a safe environment.
- To value and celebrate our diverse school community.
- All members of the PCHS community shall not discriminate against others on the basis of race, color, ancestry, place of origin, religion, family or marital status, physical or mental disability, age, sexual orientation, gender identity or gender expression.
- Everyone has a responsibility to resolve conflicts in a way that is civil and respectful without using violent or threatening behaviour.

PCHS teachers and school staff are expected to maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

PCHS STAFF ARE EXPECTED TO:

- Show respect for all students, staff, parents, guardians, volunteers and members of the school community!
- Help students to become responsible citizens.
- Empower students to be positive leaders in their classroom, school and community.
- Maintain consistent and fair standards of behaviour for all students.

PCHS Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others.

PCHS STUDENTS ARE EXPECTED TO:

- Come to school prepared, on time and ready to learn.
- Show respect for themselves, for others and for those in authority.
- Demonstrate honesty and integrity.
- Refrain from bringing anything to school that may put the safety of others and themselves at risk.
- Follow the established rules, expected behaviours and take responsibility for their own actions.
- Seek help from school staff, if necessary, to resolve conflict peacefully.
- To use appropriate language when communicating with peers and adults (including online).

PCHS Parents/guardians and community members play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

PARENTS/GUARDIANS AND COMMUNITY MEMBERS ARE EXPECTED TO:

- Ensure that their child attends school regularly and on time.
- Inform the school promptly about their child's absence, late arrival or early dismissal.

- Engage in their child's school work and academic progress.
- Make sure their child is properly dressed and prepared for school.
- Communicate appropriately with staff and other community members.

ATTENDANCE AND PUNCTUALITY

PCHS students are expected to arrive at school on time and attend all of their classes on time. Late arrivals and absences interfere with teaching and learning. Full attendance is essential to school success.

- All absences must be approved by parents/guardians and be documented by the appropriate cycle level office.
- Students who arrive late must first present themselves to their level secretary for a note/
- Whenever absent, students are responsible for missed work.
- Parents/guardians are asked to plan student appointments and vacations outside of school hours to prevent absences.
- If students know that they will be absent, they must inform their teachers ahead of time and are expected to complete missed work.
- Students in Grade 7 and 8 must remain on school grounds throughout the school day.

Absence for exams (Mid-Year, May & June)

- Parents/guardians are responsible for verifying the exam schedule before booking appointments and vacations.
- Students are expected to be present for all exams.
- An official certification for the absence during a MEES exam or an IB Assessment is required (i.e., doctor's note, death certificate, etc.). If this documentation is not provided, the student will receive the mark of zero.
- Ministry Exams regulations and IB e Assessments are not governed by the school but by MEES and IB, and an official certification will be forwarded to the MEES and IB if it applies.

Grey Days

- Students should not miss classes during grey days (please see the school calendar)

ACADEMIC INTEGRITY

Students are expected to follow the guidelines as outlined by their teachers when submitting their work. Honesty is critical in evaluation situations and any form of dishonesty constitutes cheating.

Academic misconduct is defined as the behaviour that results in, or may result in, the student gaining an unfair advantage in one or more assessment components. It includes the following actions:

- Plagiarism/AI: An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.
- Collusion: Allowing individual work to be copied by another student or any form of promoting academic misconduct by another student. This is different from collaboration which is described as "working together on a common aim with shared information, which is an open and cooperative behaviour that does not result in allowing one's work to be copied or submitted for assessment by another."
- Duplication of work: Submitting the same piece of work for different assessment purposes.
- Misconduct during an examination: behaviour that would negatively affect other students' performance during an exam or create an unfair advantage for a student.

Possible consequences for academic misconduct include but are not limited to:

- A mark of zero for the assignment.
- Suspension
- Removal from IB program

DRESS CODE

School is a place of work for both students and staff members. Students and their parents/guardians are expected to support a learning environment where attire is appropriate. PCHS Wear expectations:

Tops

- Students must dress in PCHS Wear clothing.
- The PCHS Logo must be always visible.
- If students are wearing layers, the outer most layer must be PCHS Wear.
- PCHS Wear must not be altered in any way (cut, rolled, tied, dyed, held back with a clip or shortened etc).

Bottoms

- Sweatpants, jeans, skirts, leggings and shorts (Phys. Ed. Shorts lengths) can be worn.
- No inappropriate slogans, symbols on any bottoms.
- Clothing must cover undergarments.

Headgear

- Hats, hoods, bandanas, visors, etc., except for religious and or cultural purposes, are not permitted.

Additional Information

- Coats, jackets, bags, purses and backpacks are not allowed in class or while in line in the cafeteria.
- PCHS physical education (PE) t-shirt is compulsory for all PE students, at all grade levels.

APPROPRIATE ONLINE BEHAVIOUR

All members of the PCHS community are expected to use cyber technologies such as email, cell phone, text messaging, instant messaging, personal websites, online personal polling websites, and any other social media platform, responsibly both in AND outside of school. Cyberbullying or cyber-misconduct should not be used by an individual or group to harm or defame others or anyone within or beyond the PCHS community. The misuse of technology to invade or threaten personal privacy or to disrupt the school's culture of learning will not be tolerated.

Such acts are considered harassment and may be considered a criminal act and will be dealt with accordingly. Cyber threats will be reported to the local law enforcement (For details refer to the LBPSB 14 Appropriate Use of Digital Resources and Technologies Policy <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws>)

In all locations throughout the school where computers/tablets are provided for student use, the following rules must be followed:

- Workstations are provided for academic purposes only. They are not entertainment centres. As such, the unauthorized playing of games is considered inappropriate use of the school's computing facilities and is forbidden.
- Students are not to download or install software on the school's workstations or servers.
- Students are not to alter any of the hardware or software settings or physical connections of the workstation in such a way as to prevent its normal and effective use by others. This may be considered vandalism of school property.

It is expected that Internet use will be conducted in a responsible manner, and that the following policies will be adhered to by all members of the PCHS Community:

- Internet facilities are not to be used to transmit information or data that would reflect badly on the reputation of PCHS or any members of its administration, faculty, staff, or student body.
- The Internet is provided as a tool for academic research. As such, users are not to access sites that contain information or images of a pornographic, defamatory, demeaning, or subversive nature, even under the guise of research.
- If a student has taken or is in possession of unauthorized pictures, videos, sound clips, he/she will be required to erase them in the presence of a teacher or administration of the school.
- Students who take unauthorized or inappropriate pictures, videos and sound clips may have legal action taken against them by the individuals involved, and sanctions can be imposed by the school.
- If, at any time, a student shall incur a premium cost from using the Internet, or the school is billed at any time for unauthorized Internet activity, it is the responsibility of the parents of the student involved to cover the costs.
- Neither the students nor their parents will hold the school or its staff liable for any unauthorized materials retrieved from the Internet.

Consequences if these rules are not followed:

- Any of the school's interventions including the suspension of computer and Internet use at school.

CELL PHONE POLICY

Cell phones (including smart watches) are not permitted to be used at PCHS during school hours. If at any time a student needs to be reached, parents can contact the appropriate cycle office and the support staff will contact the student.

- Between 7:50 am and 2:30 pm cell phone use is not permitted at any point in or on school property.
- All students are not to use (check time, text, call, watch videos, listen to music, play games, check social media, take pictures) their phones at any point throughout the day (this includes personal time such as passing times, recess and/or lunch).
- The cycle offices are open from 7:30 a.m. to 3:30 p.m. Students may use the office phones to contact parents at any time during the school day.
- All forms of headphones or earphones are not permitted in accordance with the above policy unless a teacher requires students to use their own headphones or earphones in class for educational purposes only, at teacher's discretion.
- For cafeteria services, students may only pay using cash, debit card, or prepaid cafeteria card. Phones and smart watches are not to be used as payment methods.
- Students are permitted to bring a personal laptop to school for educational purposes only.

Consequences if the Cell Phone Policy is Not Upheld

Students who do not respect the cell phone policy will have their device immediately confiscated and held at the main office in addition to a formal letter of warning. A second offense will result in the device being held at the main office in addition to one or more of the following:

- Written assignment
- Detention at recess, lunch, after school, late entry or ped day
- Meeting with parent/guardian and child
- Removal from extra-curricular activities (ECAs) and or sports teams
- Suspension

Be advised that the school will not be held accountable for any damaged or stolen cell phone (or any other personal electronic device). The safest place for the cell phone is at home.

RESPECT FOR PROPERTY

Students are expected to take good care of school materials and property. There should be no damage to school resources, property or equipment. If such damage creates an expense to the school, then the person who does the damage will be expected to reimburse PCHS for costs.

Students are expected to eat whilst seated in the cafeteria, not in hallways, classrooms, stairways, atrium or the library. Students are expected to recycle, use compost collection and place garbage into garbage containers.

Students cannot use school property for personal entrepreneurial ends (this includes selling goods on school property).

LOCKERS

- Students are assigned a locker for the school year and are not permitted to share lockers.
- Students are expected to have a school issued lock only on their lockers at all times.
- Students are expected to keep their lockers clean and free of graffiti.
- Lockers are the property of PCHS and therefore the PCHS administration has the right to search or inspect lockers with or without the student present.
- Students are expected to store ALL bags in lockers at all times unless entering or leaving the building.

INTIMIDATION, HARASSEMENT AND VIOLENCE

PCHS students, staff members and community members, have the right to feel safe at PCHS. Any acts of harassment, discrimination, intimidation and threats of any type whether physical, emotional, verbal or sexual, including bullying, cyberbullying, are unacceptable. Students who encourage, support or promote acts of intimidation, harassment or violence either by direct action or by spectating are subject to school and or legal disciplinary action.

PCHS respects and applies the ABAV Plan and the LBPSB Safe & Caring Schools Policy. Students must follow all the guidelines of the digital citizenship policy as outlined by LBPSB.

ALCOHOL, DRUGS, TOBACCO, E-CIGARETTES , VAPORIZERS

Individuals have the right to be in a learning environment free of alcohol, drugs, tobacco, e-cigarettes and vaporizers. PCHS students have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, tobacco, e-cigarettes and vaporizers at any time at school or during any school function.

According to the law, PCHS has been designated a non-smoking building, smoking and vaporizing is forbidden for all students, staff and visitors on school grounds.

INTERVENTIONS AND CONSEQUENCES

PCHS staff and administration will apply the appropriate intervention or consequence depending on the severity of the behaviour and prior interventions or consequences:

- Contact with parent or guardian
- Conference with staff members, parents/guardians and administration
- Restitution, including a logical remedy for the problem
- Restorative justice or conflict resolution
- Community Service (E.g., cleaning school grounds, volunteer work)
- Peer Mediation
- Behavioural intervention plan
- Confiscation of personal items
- Changing into appropriate clothing for school
- Loss of privileges (field trips, extra-curricular activities)
- Intervention with behavioural technician in the Planning Room
- Detention with a staff member during recess, lunch, after school or during pedagogical days
- Referral to counseling, psychologist, FSSTT, social worker, nurse
- Referral to community support services such as the YMCA Alternative Suspension Program
- Referral to LBPSB Central Planning Room
- Change of class or modified schedule
- Suspension, including in-school or out of school
- Police involvement
- Expulsion and referral to an alternate educational placement

In all instances, school discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehaviour.