

# Rules of Conduct and Behaviour

Student behaviour is a three-way responsibility: for the student, to know what is expected of him/her; for the teacher, to establish clear, fair and consistent guidelines for student conduct in the classroom; for administrators, to assist teachers and students in adhering to these guidelines.

“Any disciplinary action must be fair, equitable, and consistent with the general aims and goals of education as well as the school’s anti-bullying and anti-violence plan. Whenever possible, the disciplinary action should allow for effective learning.” LBPSB Policy on Safe and Caring Schools, November 2008, p.7.

***Please refer to the Pierrefonds Comprehensive High School Anti-Bullying and Anti-Violence Plan on our website [pchs.lbpsb.qc.ca](http://pchs.lbpsb.qc.ca)***

## THE EDUCATIONAL PROJECT OF PCHS IS BASED ON RESPECT

### DISCIPLINARY RATIONALE

1. To teach and guide students towards responsible, respectful behaviour.
2. Disciplinary measures are expected to support and promote student awareness of their behaviour and the more appropriate choices available to them.
3. The school has the prerogative to assign detentions at lunch.
4. Parents will be notified if students are removed from class as a disciplinary measure and sent to the Planning Room.
5. Consequences may include the following chores: washing cafeteria tables; sweeping floors, hallways, entrances; washing desks, lockers, yard work; community work at large.
6. Repetitive wrongful behaviour will lead to cumulative/consecutive sanctions.
7. Students who are suspended from school may not return unless approved by administration. In all cases, parents are advised in writing and by telephone. Communication with the Administrator must take place in order to discuss conditions for re-entry to school.
8. When expulsion and/or transfer is being recommended, parents will be asked to attend a meeting with the Principal and they will receive full details of the recommendation in writing.
9. All expulsion recommendations will be forwarded to the office of the Assistant Director General. Parents are entitled to a hearing with the Assistant Director General before the case is brought before the Commissioners.

Minor violations of the **Code of Behaviour** will be handled by the classroom teacher who will use measures of support and encouragement such as:

- a conference between teacher and student
- teacher contact with the student’s parents/guardian
- detention with the teacher

Repeated or major violation will result in a Conduct Report to the Grade Level Administrator.

Disciplinary sanctions will be applied. These may take a variety of forms:

- Letter to parents/guardian
- Planning Room (every attempt will be made to contact the parent)
- Parent/Student/Grade Level Administrator conference
- In-School-Suspension (ISS)
- Attendance in school on Pedagogical day
- Community Service
- Out-of-School Suspension (OSS)

Disciplinary sanctions are applied according to the severity of the infraction, its frequency or both. Out-of-School Suspension is applied when the student's conduct is such that his or her continued presence in the classroom or in the school is very problematic and is interfering with the education of his/her peers.

During an Out-of-School Suspension, the student is denied access to the school and the educational services offered therein. During Out-of-School Suspension, the student is denied access to social, athletic and other extra-curricular activities even if they take place after regular school hours. The administration will not hesitate to refer serious offenders to the police. In addition, the School Board has the power to levy extended suspensions and to expel students from school.

All members of the school community must adhere to the **Code of Student Behaviour**:

## Code of Student Behaviour

<p><b>1. Classroom Behaviour</b></p>	<p><b>Consequences</b></p>
<p>Students are expected to:</p> <ul style="list-style-type: none"> <li>• strive for their personal best in all courses.</li> <li>• be on time.</li> <li>• be prepared with books and materials.</li> <li>• follow the rules specified by the teacher.</li> <li>• respect the rights of others.</li> </ul>	<p>Teachers' measures, parent conferences, administrative detentions, contracts between the student and the school outlining expectations, ISS (In-School Suspension) or OSS (Out-of-School Suspension).</p>
<p><b>2. Homework Assignments</b></p>	<p><b>Consequences</b></p>
<p>Students are expected to complete all assignments to the best of their ability. Neglecting homework and assignments will not be tolerated.</p>	<p>Teachers' measures, parent conferences, contracts between the student and the school outlining expectations, detentions, Planning Room and/or course failure.</p>
<p><b>3. Respect for Others</b></p>	<p><b>Consequences</b></p>
<p>The Lester B. Pearson School Board has a strict policy regarding violence.  <b>*See LBPSB Safe School Policy 2.7 and PCHS Anti-Bullying and Anti-Violence Plan.</b></p> <p>Respect means that we treat others as we wish to be treated.</p> <p>The following are acts of disrespect:</p> <ul style="list-style-type: none"> <li>• name-calling</li> <li>• ridiculing</li> <li>• teasing</li> <li>• harassing</li> <li>• intimidation</li> <li>• threatening</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal disrespect may result in detentions, community service, ISS or OSS.</li> <li>• Parents may be contacted.</li> <li>• All physical fights will result in OSS.</li> <li>• Acts of disrespect will result in action being taken by Administration.</li> <li>• Serious acts of violence may result in a recommendation for expulsion.</li> <li>• Police will be contacted when serious injuries occur or criminal acts of physical violence, verbal</li> </ul>

<ul style="list-style-type: none"> <li>• spreading rumours or gossip</li> <li>• pushing, shoving or grabbing</li> <li>• refusal to comply with teacher expectations</li> <li>• swearing or use of foul language is not tolerated</li> <li>• public displays of affection are considered inappropriate and disrespectful to the school community</li> <li>• cornering or blocking normal movements are signs of disrespect</li> <li>• any other behaviour that may lessen the reputation of another (this includes behaviour which is perpetrated using computer technology or programs)</li> <li>• no electronic devices may be used to invade/threaten personal privacy or to disrupt the safe and secure learning environment</li> <li>• hacking and cyber-misconduct will not be tolerated</li> <li>• indifference to any act of violence or bullying will not be tolerated</li> </ul>	<p>harassment are suspected.</p> <ul style="list-style-type: none"> <li>• Written record of the offence may be kept by the Administration.</li> </ul>
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<b>4. Zero Tolerance</b>	<b>Consequences</b>
<p><b>4.1 The following are not permitted at any time:</b></p> <ul style="list-style-type: none"> <li>• weapons</li> <li>• illegal drugs</li> <li>• alcohol</li> <li>• toy pistols, cap guns</li> <li>• screwdrivers</li> <li>• fire crackers</li> <li>• hazardous material or substances</li> <li>• stink bombs, aerosol products</li> <li>• laser/pointer pen</li> <li>• videos or photos of acts of violence or bullying</li> <li>• assault, taxing or uttering threats.</li> </ul> <p>These are criminal offences.</p>	<ul style="list-style-type: none"> <li>• Parents notified</li> <li>• Automatic Out-of-School Suspension</li> <li>• Police may be contacted</li> <li>• Possible expulsion</li> <li>• Written record of the offence may be kept by the Administration</li> </ul>
<p><b>4.2 Harassment of school personnel</b></p> <p>The school will not tolerate any form of harassment of its personnel, on or off school property either verbal or physical or through computer technology.</p> <p>The following are some examples:</p> <ul style="list-style-type: none"> <li>• speaking to a teacher in a rude or disrespectful manner</li> <li>• making rude comments about school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Parents Notified</li> <li>• Detention</li> <li>• OSS</li> </ul>

<p><b>5. Substance Abuse</b></p> <p>* See <b>Substance Abuse Policy of LBPSB</b> *</p>	<p><b>Consequences</b></p>
<ul style="list-style-type: none"> <li>• Students are not permitted to wear clothing that promotes drug or alcohol use</li> <li>• Students suspected of using drugs or alcohol (i.e. suspected of being intoxicated)</li> <li>• Students possessing drug paraphernalia</li>   <li>• Students caught in possession of drugs or alcohol</li>   <li>• Student trafficking drugs</li> </ul>	<ul style="list-style-type: none"> <li>• Sent to Administration</li> <li>• OSS for 3 days</li>   <li>• First referral to Administration- OSS for 3 days</li> <li>• Second referral to Administration- OSS for 5 days and student must be evaluated by a Drug Counsellor prior to returning to school</li> <li>• Evaluation by Drug Counsellor, Social Worker or other Student Service personnel</li>   <p>For each infraction all the following will apply:</p> <ul style="list-style-type: none"> <li>• materials will be confiscated</li> <li>• infraction noted in student file</li> <li>• Police are contacted</li> <li>• OSS for 5 days</li> </ul>   <p>For each infraction all of the following will apply:</p> <ul style="list-style-type: none"> <li>• Police are contacted</li> <li>• OSS for 7 days</li> <li>• Youth Protection is contacted</li> <li>• Drug Counselling</li> <li>• Possible transfer to another school</li> </ul> </ul>
<p><b>6. Respect for Property</b></p>	<p><b>Consequences</b></p>
<p>Students are expected to treat all property with respect. The following will not be tolerated:</p> <ul style="list-style-type: none"> <li>• writing on furniture</li> <li>• defacing school grounds, including lockers</li> <li>• theft</li> <li>• damaging of text or library books</li> <li>• damaging of computer hardware/software</li> </ul>	<ul style="list-style-type: none"> <li>• Detentions</li> <li>• Community service may be assigned for acts of disrespect towards the school environment.</li> <li>• OSS</li> <li>• Students will be held responsible for the damages they cause.</li> <li>• In case of theft, police will be contacted. Expulsion may be recommended.</li> </ul>
<p><b>7. Punctuality</b></p>	<p><b>Consequences</b></p>
<ul style="list-style-type: none"> <li>• Students are expected to arrive at school on time.</li> <li>• Students who arrive late for school must submit a note from a parent providing a significant reason for</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are late may be assigned detentions.</li> <li>• Persistent lateness may be followed by a case conference with Administration, parents and the</li> </ul>

<p>the lateness.</p> <ul style="list-style-type: none"> <li>Students who arrive late must report to the office then go to class.</li> </ul>	<p>student and possible suspension.</p>
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<b>8. Expected Presence</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>Students are expected to attend all their classes. Early dismissals are to be avoided and will be only considered if a student becomes ill and parents have been notified.</li> <li>Students who must leave the school during the day due to an appointment, must have a parental note specifying the time and nature of the dismissal, which must be given to their TAG teacher.</li> <li>Students must check out at the main office before leaving. Middle School students <b>must</b> remain on school grounds during lunchtime.</li> </ul>	<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 fail to check in or out are subject to detention(s) or other sanctions.</li> <li>Middle School students found off school property during the lunch hour will be subject to severe sanctions.</li> </ul> <p>Note: Senior students who leave the school during lunchtime are not covered under School Board insurance during that time.</p>

<b>9. Corridor Behaviour</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>Students are expected to walk in an orderly manner.</li> <li>Pushing, shoving, shouting or rowdy conduct is not tolerated.</li> </ul>	<ul style="list-style-type: none"> <li>Students may be assigned detentions.</li> <li>Behaviours that endanger the safety of others may result in OSS.</li> </ul>

<b>10. Cafeteria Behaviour</b>	<b>Consequences</b>
<p>Students are expected to eat in the cafeteria only.</p> <ul style="list-style-type: none"> <li>Students are strictly forbidden to eat in hallways, classrooms, stairways, the Atrium or the Library.</li> <li>Students are expected to clear their table area when finished and place all garbage in the appropriate containers.</li> <li>Students are expected to demonstrate good manners and to be respectful and responsible in the cafeteria.</li> <li>Students are not permitted to wear coats, jackets or carry backpacks when purchasing food.</li> </ul>	<ul style="list-style-type: none"> <li>Students may be assigned community service in the cafeteria.</li> <li>Detentions may be assigned.</li> <li>Students caught stealing from the cafeteria will be suspended and the police may be notified.</li> </ul>

<b>11. Lockers</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Students are assigned a locker for the school year and are expected to keep this locker all year.</li> <li>• Students must have a PCHS lock at all times. Additional locks are available at Reception for \$11.</li> <li>• Key locks are not to be used. Students are expected to keep their lockers clean and free of graffiti.</li> <li>• Students are not permitted to share their locks, lockers or combinations.</li> </ul> <p><b>Students should be aware of the following regulations:</b></p> <ul style="list-style-type: none"> <li>• Students are not permitted to return to their lockers during class time without a hall pass.</li> <li>• Students cannot go to their lockers between period 1 and TAG.</li> <li>• Students are not permitted to loiter in the locker areas.</li> <li>• Eating or drinking in all locker areas is strictly forbidden.</li> </ul>	<ul style="list-style-type: none"> <li>• Students may lose the privilege of locker use if they fail to abide by the expectations and regulations outlined.</li> <li>• The school has the right to inspect lockers (with or without the student's presence) if problems are suspected.</li> </ul>

<b>12. Dress Code</b>	<b>Consequences</b>
<p>Students are expected to dress appropriately for school according to the weather. Hats, hoods, and bandanas are to be removed and placed in their lockers.</p> <p>Students are not permitted to wear:</p> <ul style="list-style-type: none"> <li>• clothing with rude, vulgar, racist, sexist or violent slogans</li> <li>• clothing that reveals undergarments</li> <li>• inappropriately short shorts or skirts</li> <li>• clothing that reveals the midriff</li> <li>• tube tops, sleeveless tops and tops with spaghetti straps</li> <li>• chains attached to garments</li> <li>• male students must wear shirts with sleeves</li> <li>• any clothing deemed inappropriate by the Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be asked to return home or change.</li> <li>• Parents will be contacted.</li> <li>• Hats will be confiscated.</li> <li>• Other disciplinary sanctions may be applied.</li> </ul>

<b>13. Smoking</b>	<b>Consequences</b>
According to the law, PCHS has been designated a non-smoking building and smoking is forbidden for all students, staff and visitors. This ban includes the school grounds. The use of electronic cigarettes is also prohibited.	<ul style="list-style-type: none"> <li>• Parents will be called.</li> <li>• Suspension will be applied.</li> <li>• Police may be called to issue a ticket.</li> </ul>
<b>14. Items not Permitted in School</b>	<b>Consequences</b>
<ul style="list-style-type: none"> <li>• Skateboards or roller blades must not be used in school and must be placed in lockers once a student arrives at school. Bicycles should not be used in school.</li> </ul>	<ul style="list-style-type: none"> <li>• Items will be confiscated from students.</li> </ul>
<p>The following items are allowed in school but are not permitted during classes or TAG</p> <ul style="list-style-type: none"> <li>• Cell phones and visual and /or audio listening devices</li> </ul> <p>Any images taken of individuals cannot be transmitted in any way without the expressed permission of that person.</p>	<ul style="list-style-type: none"> <li>• Items will be confiscated by the teacher and brought to the office. Refusal to give the teacher the electronic device is considered insubordination and grounds for suspension.</li> <li>• Police may be contacted.</li> </ul>

