



WIC Rules

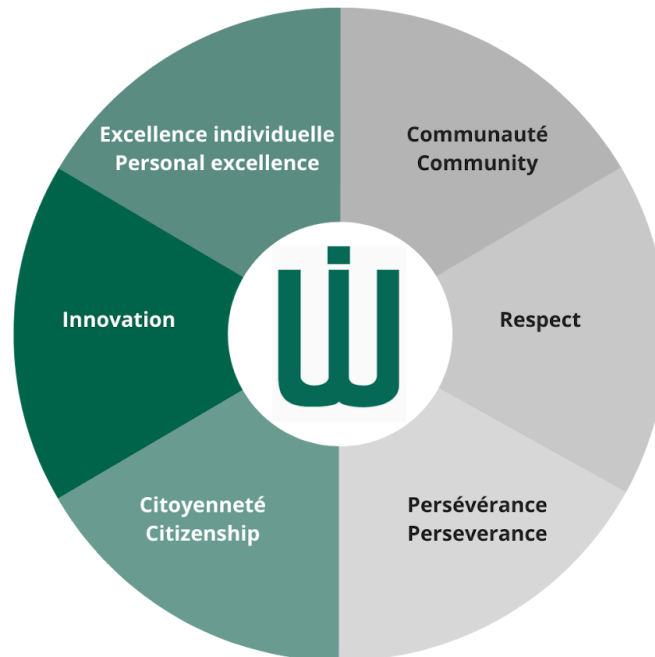
All students are expected to behave in a civilized manner. Any breach of the school code will be reported to the offending students so that they can modify their behavior accordingly.

Each infraction carries varying degrees of seriousness, as do the corresponding sanctions.

Any behavior which, although not named herein, is deemed to be clearly at odds with the philosophy underlying the school's rules, may result in a sanction at the discretion of the leadership team.

The philosophy underlying all school rules is as follows:

- That all members of the school community have the right to enjoy a safe, healthy and supportive environment
- That all students respect the rights and property of others and of the school.
- That all students who participate in school programs do so to the best of their ability.
- That all students behave in a thoughtful, respectful and courteous manner, **conveying values** while at school, in a school-chartered vehicle or at a school-related activity.



Minor misbehavior - the behavior does not interfere with the smooth running of a class or student learning, but disturbs the student or some of the students around him/her.

Examples of minor misbehavior :

- Disregarding teachers' instructions;
- Not handing in documents or homework at the designated time;
- Leaving a locker unlocked and unattended;
- Violating the dress code for the first time.
- Being late for class;
- Eating in places other than those designated for this purpose (cafeteria, courtyard);
- Disrespecting the French classroom environment;
- Use inappropriate language;
- Not behaving appropriately during assemblies;
- Running in the corridor;
- Use of cell phones and/or headphones outside prescribed times (see more specific rules below).
- Wearing a backpack

Intervention:

1. Have a discreet, private conversation with the student to hold him/her accountable for his/her disruptive behavior.

2. If the behavior persists, a communication to the parents (COBA reprimand) will be issued.
3. The grade director and/or support team are informed, and a meeting and possibly a detention are scheduled.
4. The level director is informed, an e-mail is sent notifying parents and possibly a Saturday morning detention or a pedagogical day will be given.
5. If the student continues to offend, the Head of school intervenes.

Please note that a student who accumulates 3 reprimands will receive a detention.

A detention is a period of approximately two hours of reading, writing or work after school on Wednesdays or on pedagogical days at the discretion of the grade directors or the Head of School

Please note that students who have accumulated two detentions during a term will not be eligible for the Head of School's excellence list and will receive a "N" (needs improvement) in the good citizenship section of the report card. In addition, an accumulation of detentions could lead to suspension. The student may also be placed on probation.

Major misbehavior:

- interferes with the smooth running of the class, and therefore with teaching, and consequently with the learning of other students, or
- minor misbehavior that persists despite various interventions.
- lack of respect (towards any member of the community or the values of the Collège)
- violent behavior, bullying, drugs, theft, etc.

Examples of major misconduct:

- Using profane, abusive or offensive language;
- Disrespecting school property or the property of others;
- Disregarding warnings from staff members;
- Violate College policy on acceptable use of technology;
- Bullying*;
- Harassment**;
- Making threats;
- Expressing comments damaging to reputation.

Intervention:

- inform level directors of the situation, who will decide on subsequent steps (involvement of student support team, parent meetings, detentions, reflections, suspensions, expulsion, etc.).

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Please note that students who have accumulated two detentions during a term will not be eligible for the Head of School's excellence list and will receive a "N" (needs improvement) in the good citizenship section of the report card. In addition, an accumulation of detentions could lead to suspension. The student may also be placed on probation.

Consequences for breaches of the code of conduct are at the discretion of leadership team.

Students may be **suspended** from school for the following reasons:

1. Cheating or copying;
2. Missing classes without permission;
3. Accumulate multiple detentions per term;
4. Fighting or intimidating others;
5. Damaging school property or the property of others;
6. Display inappropriate behavior or attitude;
7. Repeatedly contravene the College's policy on acceptable use of technology;
8. Engage in bullying*;
9. Harassment**;
10. Utter threats;
11. Expressing comments damaging to reputation.

A suspension may be served in-school or out-of-school. Out-of-school suspensions are given in cases where the principal feels it would be preferable for the offending student to remain outside the school walls until the problem in question has been resolved.

An external **suspension** (3 to 5 days) WILL be given for the following reasons:

1. Smoking or vaping or possession of a ecigarette
2. Being under the influence (**1st offense**) of an illegal substance

Following a suspension for these reasons, in addition to being placed on probation for the remainder of his or her time at the Collège, the student will be required to follow a support program. Any repeat offence will result in de facto expulsion.

Police authorities may be notified.

Students may be **expelled** from school for the following reasons:

1. Accumulation of suspensions;
2. Intentionally damaging, destroying or stealing school property or the property of others;
3. Use abusive, impolite, profane or offensive language toward College personnel or representatives;
4. Cheat or copy repeatedly;
5. Have in their possession a weapon or dangerous materials likely to pose a risk to the school community;
6. Display violent or aggressive behavior that causes physical or emotional injury;
7. Seriously contravene the College's policy on acceptable use of technology;
8. Repeated acts of bullying* or harassment**.

Expulsion from the school will apply, de facto, in the following cases:

1. For any repeat offence involving the use or possession of an illegal substance
2. The sale or distribution of prescription medication (with the exception of personal use of medication prescribed to the student by his or her physician), cannabis products or any other illegal substance.
3. Use of a weapon or dangerous materials (a weapon is defined as any object used with the intent to threaten or cause bodily harm).
4. Possession of a firearm.
5. Participation in a blatantly immoral or socially distasteful act.
6. Use of technology for criminal purposes.
7. Threats, intimidation*, harassment** of a criminal nature.

8. Remarks damaging to reputation.

9. Sexual harassment** of any member of the school community.

Police authorities will be notified.

Expulsion, as defined in the last two sections, **is effective immediately.**

Expulsion procedure:

In the event of a student being considered for expulsion, the following steps will apply:

- 1) The student and his/her family will be informed of the incident by the leadership team.
- 2) The student will be suspended indefinitely, pending investigation of the incident.
- 3) The leadership team will undertake a thorough investigation of the circumstances surrounding the incident and decide on the sanction to be imposed.
- 4) The Head of School will meet with the family to communicate the findings of the investigation and the sanction to be imposed. Written confirmation of the expulsion will be hand-delivered to the parents and/or sent by registered mail immediately after the meeting.

The decision to expel a student for violating any of these rules is the responsibility of the leadership team, made up of the Director General, the level directors and possibly in consultation with the school counselor. Once a decision has been rendered, the superintendent convenes a meeting with the parents and the student to give notice of the decision and the reasons for it (evidence, rules, case law). In addition, written confirmation of the expulsion will be hand-delivered to the parents and/or sent by registered mail immediately following the meeting. In the event that the student and/or parents feel that the procedures and/or rules have not been correctly applied, the family may request **in writing** that the expulsion decision be reviewed by the **committee**.

The sole function of the **review committee**, while respecting confidentiality, is to ensure that the procedure is rigorous and that the rules are properly applied. The Review Committee must be unanimous to overturn an expulsion decision. The Review Committee is made up of the Chairman of the Board (or Vice-Chairman), an administrator (Director of Finance and Operations), a faculty member and two Board members, all of whom must confirm that they have no personal connection with the family in question.

The notice of request for review must be sent by e-mail or registered mail, within 48 hours of the expulsion decision, and addressed to the Collège for the attention of the Review Committee. The parent(s) will present the basis on which he or she is requesting a review in writing to the

administrator sitting on the Review Committee (Director of Finance and Operations). The Review Committee meets, reviews the case on the basis of representations made to the Administrator by the parties concerned, and renders a decision within 5 school days of receipt of the request for review.

***Bullying and harassment:**

Please refer to the College's Anti-Violence and Anti-Bullying Plan for a detailed description of these and other terms.

Cell phones, headphones :

JUNIOR

Cell phones and any other technological object (earphones) are only permitted before first period, at lunchtime and after school EXCEPT if permitted by the teacher for pedagogical purposes. Phones must be kept in lockers during class.

As required by the government, for all assessments, smartwatches should be in a locker or in the cell phone range

MIDDLE/SENIOR

In order to protect learning and teaching time, cell phone and headset use is only permitted during breaks. Upon entering the classroom, students **must deposit** their cell phones and headphones in the cell phone rack hanging on the door of each room. They will take them back at the end of class, unless the teacher authorizes them for pedagogical purposes during class.

As required by the government, for all assessments, smartwatches should be in a locker or pocket.