



**BOURGET COLLEGE**



# Code of Conduct

## Bourget College

### 2025-26



**BOURGET  
COLLEGE**



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## Introduction

As part of its educational mission, Bourget College aims to develop the full potential of its students to foster their growth, building upon the aspects that shape their personalities. The College welcomes students with varying learning styles and makes every effort to prepare them for success in life.

In this context, the College's code of conduct draws inspiration from the values promoted by its educational mission, namely respect for oneself and others, supporting others, self-improvement, and empathy. The goal is to guide and support students from a humanistic perspective so they become engaged, responsible citizens involved in their community.

## Regulatory Framework

- The College is a private educational institution governed by the *Private Education Act* (hereafter referred to as the PEA).
- The College must have a code of conduct that outlines the rules of behavior and safety measures applicable within the institution, including the obligation for students to exhibit civility and respect toward staff members and their peers.
- The PEA stipulates that students in a private institution must contribute to establishing a healthy and safe learning environment.
- The reference framework *Police Presence in Educational Institutions* identifies the school environment as playing an essential role in fostering responsible social attitudes and behaviors. Police officers are key partners in educating students about their rights and responsibilities through preventive, deterrent, and corrective interventions.
- The reference framework *Police Presence in Educational Institutions* includes a section on searching students and their personal belongings. It states: "In an educational institution, students can expect full protection of their privacy. Teaching staff and school authorities are obligated to provide them with a safe environment while maintaining order and discipline. This may require searching students and their personal belongings."

## References:

1. *Private Education Act, RLRQ, c. E-9.1.*
2. *Private Education Act, art. 63.3, para. 1.*
3. *Private Education Act, art. 63.9.*
4. *Reference Framework Police Presence in Educational Institutions, p. 7.*





## Guiding Principles

- Student violations of the Code of Conduct are sanctioned according to a principle of progressive discipline, except in cases of highly inappropriate behavior as outlined below. The progression may include the following steps: verbal warning, infraction recorded in the Pluriportail, community service work, detention, suspension, or termination of the educational services contract (expulsion from the College). The progression of sanctions may vary in speed depending on the severity of the infraction, the context, frequency, and repeated nature of the behavior.
- Multiple sanctions may be applied for a single infraction. Highly inappropriate behaviors, particularly those listed in Section A, whether they occur within the College or outside (e.g., during off-campus outings, school transportation, online, etc.), are subject to sanctions that, depending on the severity of the situation, may result in the termination of the educational services contract (expulsion from the College) without prior application of progressive discipline.
- Highly reprehensible behaviors that do not result in the immediate expulsion of the student, as well as other repeated infractions (Sections B to G), are noted as grounds for expulsion after a decision by the administration. At the second warning of expulsion stage, the disciplinary committee reviews the student's file and determines the appropriate sanction, which may include termination of the educational services contract (expulsion from the College).
- The termination of the educational services contract (expulsion from the College) is decided by the College administration after a review and recommendation by the disciplinary committee.
- In assessing the severity of an infraction, the College takes into account the implications of the behavior, its intentional nature, the motivations behind it, and the context.
- The involvement or complicity of another student in a highly inappropriate infraction may result in the termination of the educational services contract (expulsion from the College) or a sanction equivalent to that imposed on the student who committed the sanctioned act, depending on the degree of complicity, motivation, and the context of the situation.
- In determining the appropriate sanction for a student, the College considers, among other factors, the student's disciplinary and academic record.
- The administration has all the necessary investigative authority for each situation, including, for example, the right to conduct interviews, authorize searches and seizures, and call on specialized external services (e.g., Sûreté du Québec, detection dogs, etc.).





**A) The student must comply with all applicable laws outside the College. Failure to adhere to the following guidelines (highly inappropriate behaviors) may result in the student's permanent expulsion from the College.**

**1. Tobacco, Vaping, Alcohol, and Drugs**

Smoking and vaping are strictly prohibited at all times within the College premises and on campus grounds. Additionally, possessing, selling, or offering tobacco or vaping products is forbidden. It is also prohibited to consume, possess, sell, or offer alcohol, drugs (including cannabis), or performance-enhancing substances, as well as to attend the College under the influence of alcohol, drugs (including cannabis), or other performance-enhancing substances.

**2. Aggression**

Except in cases of lawful self-defence, the use of physical force against anyone is strictly prohibited.

**3. Possession of Weapons**

It is forbidden to possess, transport, display, or use any weapon, any object resembling a weapon, or any object designed or used to harm or threaten others. Severe sanctions will be imposed on students found in possession of or using pyrotechnic devices (firecrackers), offensive or defensive weapons (knives, firearms, etc.).

**4. Threats and Harassment**

Coercion, threats, blackmail, intimidation, or harassment are prohibited, particularly when used to obtain property, services, or favors against someone's will, or to harm, oppress, or discriminate against them.

**5. Theft**

It is forbidden to take or use any property without the owner's permission, whether it belongs to an individual or the College. Students must always secure the lockers they use with a locked padlock; otherwise, the College will not conduct any investigation in case of theft.

**6. Vandalism**

Deliberately damaging rooms, equipment, or materials is prohibited. In all cases of vandalism, the cost of repairs will be paid by the student(s) responsible and/or their parents.



**7. Public Mischief**

Unjustified mobilization of the College's emergency resources, such as triggering the emergency fire alarm without cause or deliberately causing a false alarm, is prohibited.

**8. Indecency**

Acts contrary to decency and moral standards are prohibited.

**9. Fraud**

Falsification (e.g., signatures, authorizations) is prohibited. Unauthorized appropriation of a password is also forbidden.

**10. Pornographic Material**

Producing, possessing, or distributing any pornographic material is prohibited, as is the creation, possession, or dissemination of explicit sexual photos or videos that harm an individual. This includes digitally altered images created through forgery (e.g., hyper-realistic manipulations or deepfakes).

**11. Money**

Gambling and betting are prohibited. Any commercial or profit-making activity (lending, renting, selling) is also forbidden unless expressly authorized by the College administration.

**12. Privacy**

It is forbidden to disseminate information about individuals' private lives or statements that could harm their reputation.

**13. Defamatory Remarks**

Making, encouraging, or spreading hateful, violent, or discriminatory remarks as defined by law (particularly sexist or racist comments) is prohibited. Promoting such attitudes, including through social media, is also forbidden.

**14. Bullying**

All forms of bullying are prohibited. Bullying includes any behavior, words, actions, or gestures, whether deliberate or not, that are repetitive and occur in a context characterized by an imbalance of power between the individuals involved. This behavior causes distress, harm, oppression, or discrimination, including online.

**15. Violence**

All forms of violence are prohibited. Violence is defined as any intentional act of force - verbal, written, physical, psychological, or sexual—directed at an individual. This behavior



causes distress, harm, oppression, or discrimination by targeting their physical or psychological integrity, well-being, rights, or property.

**B) The student must demonstrate civility and respect towards others**

The fundamental principles of gender equality and uncovered faces must be respected by students, whoever they may be.

**1. Insults and Rudeness**

It is forbidden to insult anyone or address someone in a deliberately offensive manner, whether through words or gestures.

**2. Language**

Students are expected to a high quality of French and English in both spoken and written communication and to use formal address (*vouvoiement*) when speaking to adults. This includes mandatory use of terms like *Madame* and *Monsieur*. Swearing or using vulgar language is strictly prohibited.

**3. Communication**

In all forms of communication, the student must respect the values of the College.

**C) The student must respect the environment, as well as collective materials and equipment**

**1. Cleanliness of the Living Environment**

The student must dispose of waste in designated areas. They must also refrain from any behavior that could damage the environment or cause additional cleaning or repair work.

**2. Misuse of Equipment**

A student authorized to borrow or use equipment that does not belong to them must use it in accordance with its intended purpose. Misusing equipment in a way that could damage it is strictly prohibited.

**3. Borrowing**

Anything borrowed must be returned by the agreed deadline. If the borrowed item is equipment, it must be returned in good condition. If the equipment is damaged, the student who borrowed the item is responsible for its repair or replacement.

**4. Information Technology**

The student must comply with the Information and Communication Technology (ICT) usage policy available on the *Pluriportail* (see Appendix A).





**D) The student must follow the college's operational rules**

**1. Absence from Class**

It is forbidden to miss a class or mandatory activity without authorization or a reason deemed valid by the College administration.

**2. Electronic Devices**

Electronic devices include cell phones, laptops, tablets (iPads), smartwatches, portable video games, music players, cameras or recording devices, etc.

- The use of cell phones, headphones and personal mobile devices is prohibited at all times, including during breaks and lunch, on the entire Collège campus (automatic confiscation and an infraction recorded in the student's file). After three infractions, the student must hand in their cell phone every morning to the designated office until further notice.
- Only wired headphones are allowed inside the College.
- The student must protect confidentiality and show respect toward the College, other students, and staff (including on social media and any other form of electronic communication).
- The rules for using the iPad and laptop are outlined in the ICT usage policy available on the *Pluriportail*.

**3. Mandatory Dress Code**

From arrival until departure from the College, wearing the official uniform is mandatory. Here are the details about the official uniform:

- Navy blue, black, or white socks must be worn.
- It is forbidden to wear the sports uniform during class hours, except for physical education class or a sports activity (this also includes sports sweatshirts).
- For physical education classes, the uniform consists of the t-shirt, shorts, and navy pants with the College logo, along with sports shoes (warmer sports clothing with the College logo is allowed in cold weather).

**4. Loitering**

At all times, students should avoid loitering at the pool, the arena, the dome, or the sports complex (this includes the 6:30 pm transport service and evening outings).





**5. Motor Vehicles**

Any student who arrives at the College by motor vehicle (car, moped, or motorcycle) must park their vehicle in the P3 parking lot. It is forbidden to park the vehicle in the staff parking lot, and doing so will result in the vehicle being towed at the student's parents' expense.

**6. Classroom Expulsion**

If a student is asked by the teacher to leave the classroom, they must immediately go to the resource room in their building.

**E) The student must adopt behaviors that ensure their own safety and the safety of others**

**1. Emergency Evacuation**

In the event of an emergency evacuation, everyone must leave the College following the established procedure. It is strictly prohibited to run, push, behave inappropriately, or ignore the instructions of the responsible authorities.

**2. Unauthorized Outings**

At all times, it is prohibited to be off-campus without authorization. If a parent justifies the student's absence, the student must leave the College according to the departure time specified by the parent. In this case, the student may not remain on campus nor use the school transportation.

**3. Pushing and Running**

Any form of pushing is prohibited. The same applies to running inside the College.

**4. Laboratories and Physical Activity Rooms**

The student must respect the specific safety rules set by the supervisor, especially regarding attire, movement, and the use or handling of dangerous equipment or substances.

**F) The student must complete all required tasks to ensure their success and do so in respectful environment for other students**

**1. Assignments and Homework**

The student must complete and submit the assignments and homework requested by the teachers by the prescribed deadline.

**2. Late Assignments and Failure to Meet Deadlines**



- A student who fails to submit an assignment by the date set by the teacher will have their grade reduced by 10% of the maximum possible grade for each school day listed on the academic calendar.
  - As soon as the student knows they will be absent, they must inform their teachers and show autonomy by inquiring about the lessons, assignments, or assessments planned during their absence. The student must meet with their teacher to establish how to recover or make up the missed work.
  - In the two aforementioned cases, the teacher, if deemed necessary, may require the student to retake the assessment. This retake may take place during a differentiation period, detention, a pedagogical day, a class, or on Saturday morning.
  - Absence from assessments due to a family or leisure trip is not encouraged by the College administration. In such cases, the student or parents cannot demand remediation or support for the lessons missed during the absence. According to the Absence Policy for Vacations, a fee of \$75 may be charged for assessment retakes held on Saturday mornings.
  - The reasons for absence recognized by the College are:
    - Participation in a major sporting, cultural, or scientific event organized by the College
    - Death of a close relative
    - Serious illness or hospitalization
    - Court appearance
3. **Discipline in Class**
- During classes, the student must refrain from any behavior that disrupts the lesson. It is forbidden to go to the bathroom during class unless it is an emergency and with the teacher's permission.
4. **Tardiness**
- The student must be on time for their classes and activities. In case of tardiness, the student will receive an infraction on their record.
5. **Forgotten Materials**
- The student must have all the required materials for their classes and activities. If not, they risk receiving an infraction on their record.
6. **Plagiarism**
- During an assessment or the submission of work, if there is an attempt at plagiarism or



cheating, the student will have their evaluation withdrawn and will be referred to administration, with their parents being informed. One or more of the following sanctions may then be applied:

- Completing the entire assignment with a maximum grade of C
- Assigning a zero grade
- An internal suspension, a warning of expulsion, or permanent expulsion

If a student is complicit (informs or attempts to inform the offending student), their parents will be informed, and their result will be reduced by 20%. The student may face more severe sanctions if they repeat the offense.

The use of artificial intelligence is not permitted unless the teacher explicitly allows it.

### **G) The Student Must Respect the Rules of Conduct for School Transportation**

1. The school bus is an extension of the school; the code of conduct applies there as well. Cameras are installed on all buses.
2. School transportation is a privilege, not an inherent right. Procedures will apply to students who do not respect the rules of conduct and safety measures. The College has the right to immediately suspend the privilege of school transportation, for an indefinite period, depending on the severity of the infraction.
3. The student must be at their bus stop at least five minutes before the scheduled pick-up time.
4. The student must quickly sit on a seat without blocking the aisle and remain seated properly throughout the journey.
5. Eating is prohibited on the bus. Smoking, vaping, alcohol, and drugs are also prohibited on board the bus. It is forbidden to transport, exchange, or consume any prohibited substances.
6. The student is not allowed to throw any objects inside or outside the bus.
7. Passengers must keep the bus clean. Vandalism is not tolerated, and the costs for any damages caused will be charged to the parents of the responsible student.
8. The student must exhibit respectful behavior and language toward others.





9. The bus driver is responsible for the well-being and safety of all passengers. Passengers must follow and comply with their instructions.
10. Passengers must immediately inform their parents, the bus driver, and the administration if they or other students are victims of bullying.
11. In case of non-compliance with the rules or misconduct, sanctions may be applied. We distinguish between two types of infractions regarding school transportation: minor infractions and major infractions.

### **Minor Infraction:**

For each minor infraction, the student will first receive a verbal warning. If the situation persists, the student will then be given an infraction report by the driver, which will be recorded in the Pluriportail. A copy of this report will be given to the administration.

### **Possible Sanctions (on a scale):**

- Verbal warning and infraction report.
- On the third report, the parents will be notified by the school administration that the child's access to transportation will be suspended for a period of less than five days. The transport company and the driver will be informed of this decision.
- On the 4th report or more: If there is a recurrence, the right to transportation will be suspended for five (5) days or more, or permanently, following a decision by the administration. The transport company and the driver will be notified. A meeting with the administration, the student, and their parents is required before the student is reintegrated into the school transportation service.
- When the right to school transportation is temporarily or permanently suspended, the child's attendance at school remains mandatory. Parents must make the necessary arrangements for their child to attend school.



## Examples of Minor Infractions:

- Pushing or shoving between friends
- Malicious use of an electronic device
- Rudeness
- Moving around in the vehicle during the trip
- Sitting incorrectly
- Using crude or vulgar language
- Making the bus wait
- Opening windows without permission
- Speaking loudly and/or shouting
- Crossing behind the bus
- Eating or leaving garbage

## Major Infraction:

A major infraction constitutes a serious violation of the physical or psychological well-being of a person (physical or verbal violence, bullying, harassment, threats), a danger (to oneself, others, or the environment), or an obstruction to safety.

## Sanctions:

- Upon the first infraction, the student will receive a report on the Pluriportail detailing the nature of the act, its seriousness, and its effects on others.
- Immediate suspension by the administration.
- A meeting with the administration, the student, and their parents before the student is reintegrated into the school transportation service.
- The administration reserves the right to suspend the student from school transportation (for an indefinite period or permanent suspension depending on the severity of the situation).



- Upon the second infraction, the student will be permanently suspended from school transportation for the remainder of the school year. A meeting with the administration, the student, and their parents is required.

### **Examples of Major Infractions:**

- Bullying
- Harassement
- Not following the driver's instructions
- Malicious use of an electronic device
- Physical or verbal violence
- Consumption, possession, or trafficking of drugs or alcohol
- Pushing or fighting
- Intentional destruction of equipment or material
- Spitting on someone
- Throwing objects of any kind (inside or outside the bus)
- Opening the emergency exit, boarding or disembarking through this door



**ANNEX A**  
**RULES FOR USING LAPTOPS AND TABLETS**

1. I am aware that the use of my laptop or tablet at school is a privilege, not a right.
2. I place my laptop or tablet on the right corner of my desk at the beginning of each class.
3. I use my laptop or tablet only when my teacher permits it.
4. I use my laptop or tablet only for academic tasks.
5. I ensure that the volume on my laptop or tablet is always turned down in class, except when I am using my headphones.
6. I always use my laptop or tablet in compliance with all aspects of the school's code of conduct, as well as the values of the College (rigor, respect, effort, autonomy, and commitment).
7. I cannot record or download illicit content.
8. Obscene images are prohibited.
9. I allow the College staff to inspect my laptop or tablet at any time.
10. I understand that if I do not adhere to the laptop or tablet usage charter or the school's code of conduct, the College staff may confiscate my electronic device.
11. I take photos or videos only with the consent of the people being photographed or filmed.
12. I must ensure that my laptop or tablet is fully charged before arriving in class.







## **ANNEX B**

### **Commitment Contract – Sports Program School Year 2025-2026**

As a member of a sports program, I understand that representing Bourget College is a privilege, and I will take all necessary steps to achieve my academic and athletic goals throughout the current school year. I commit to being a loyal member of the program I am enrolled in and to supporting my peers in their efforts to reach these same goals.

#### **Academic Objectives for Students:**

1. Maintain a minimum grade of 65% in all core and ministry subjects.
2. Maintain an overall average of 70%.
3. Be responsible for making up any missed work or evaluations due to my participation in sports team activities. This makeup work must be completed as soon as possible and should not be postponed for several days beyond the initial deadline.
4. Follow the code of conduct in class and throughout school life, specifically:
  - Ensure full attendance at all classes and participate actively and positively in suggested activities.
  - Be punctual.
  - Dedicate the necessary time to my studies and assignments.
  - Maintain good relationships with fellow students and all staff members at the College.
  - Be respectful at all times.





**Student's Athletic Obligations:**

1. Be punctual, maintain a positive attitude, and be a good teammate for other members of my sports program.
2. Attend all training sessions and competitions as long as my academic obligations are met.
3. If I miss a training session or a competition, it is my responsibility to inform my coach at least 48 hours in advance.
4. Respect the school's code of conduct during training sessions and external outings.
5. Adhere to any disciplinary measures that may be imposed by the school, the person responsible for my program, or the league in which I participate.
6. Provide all medical information regarding my health and safety to the administration and the person responsible for my sports program.
7. Refrain from participating in any collective or individual activities that are harmful, humiliating, racist, prejudicial, or punitive toward a teammate, another student, an opponent, or anyone else.
8. My playing time is directly related to my involvement in my athletic obligations. If my commitment to my development as an athlete is insufficient and my efforts do not meet the expectations, I may face a reduction in my playing time. If any of the obligations of this contract are not respected, a member of the administration or the person responsible for my sports program may remove me from the program temporarily or permanently.

I understand that my behavior and leadership as a student-athlete can impact both my reputation and that of the College. Therefore, I commit to acting responsibly and respecting my academic and athletic obligations.

By signing this engagement contract electronically through the Pluriportail, I confirm that I will put forth all necessary efforts in my role as a student-athlete representing the College. I commit to giving my best at every training session, competition, and most importantly, ensuring my academic success while maintaining exemplary behavior.



**ANNEX C**

**Engagement Contract - Passion Program  
Academic Year 2025-2026**

As a member of the Passion Program, I understand that it is a privilege, and I will take all necessary measures to achieve my academic and personal development goals throughout this school year. I commit to being an exemplary member of the program to which I am enrolled and to support my peers in their efforts to achieve these same goals.

**Academic Objectives for Students:**

1. Maintain a minimum grade of 65% in all core and mandatory subjects.
2. Maintain an overall average of 70%.
3. Be responsible for making up any missed work or assessments during an absence due to activities related to my Passion Program. This makeup work must be done as soon as possible and must not be delayed for several days after the initial deadline.
4. Respect the code of conduct in the classroom and within the school life, specifically:
  - Ensure attendance at all classes and actively and positively participate in the activities suggested.
  - Be punctual.
  - Dedicate the necessary time to my studies and assignments.
  - Maintain good relationships with other students and all College staff.
  - Be respectful at all times.

**Objectives for Students:**

1. Be punctual, maintain a positive attitude, and be a good teammate to other members of my program.
2. Be present at all sessions of my Passion Program as long as my academic obligations are met.
3. If I need to miss a session, it is my responsibility to inform the person in charge of my program at least 48 hours in advance.





4. Respect the College's code of conduct at all times.
5. Refrain from participating in any collective or individual activities that are harmful, humiliating, racial, prejudicial, or punitive towards a teammate, another student at the College, or anyone else.

If any of these objectives (academic or developmental) are not met, a member of the administration or the person in charge of my Passion Program may remove me from the program temporarily or permanently.

By signing this engagement contract electronically through the Pluriportail, I confirm that I will make every effort in my role as a student passionate about my chosen program. I commit to giving my best in all the sessions in my schedule, while ensuring my academic success and maintaining exemplary behavior.

## Sources

Office of the Minister of Education:

<https://www.quebec.ca/nouvelles/actualites/details/respect-et-civisme-le-ministre-drainville-fixe-des-regles-claires-pour-toutes-les-ecoles-du-quebec-62539>

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