

# **Code of Conduct Residence 2024 - 2025**





Dear resident,

We look forward to welcoming you to the College Bourget residency.

We will work together to provide a comfortable, safe, and stimulating environment for you at the College to help you succeed both inside and outside of the classroom. We hope that your experience in the College Bourget residency will provide you with positive lifelong memories and provide you with the skills that will serve you well in the future.

The following Code of Conduct explains the expectations and rules that allow all residents and staff members to have a safe and positive experience. It is important that you read this document carefully with your family to be prepared for the start of the 2024-2025 academic year.

If you have any questions or comments, please feel free to contact me at the College.

We look forward to welcoming you in August!

Sincerely,

Nicholas Hayter  
Director of the College Bourget residence

[nicholas.hayter@cbourget.qc.ca](mailto:nicholas.hayter@cbourget.qc.ca)

(450) 451-0815 ext. 1350





## PURPOSE

A safe, caring and orderly school is the foundation for a successful learning environment. The College Bourget Residency Code of Conduct supports socially responsible behavior and allows members of the community to be aware of the expected behaviors 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.
- We value and celebrate our diverse community.
- All members of the College Bourget community shall not discriminate against others on the basis of race, colour, ancestry, place of origin, religion, physical or mental disability, age, sexual orientation or gender identity.
- Everyone has a responsibility to resolve conflicts in a way that is civil and respectful without using violent or threatening behavior.

College Bourget staff members are expected to maintain a positive living and learning environment and are expected to hold everyone to the highest standard of respectful and responsible behavior.

College Bourget staff will:

- 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 the school community.
- Maintain consistent and fair standards of behavior for all students.

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

## STUDENT RESIDENTS' RIGHTS:

- The right to be respected
- The right to privacy
- The right to information
- The right to confidentiality
- The right to be heard and consulted
- The right to peace and quiet.
- The right to adequate health, education, nutrition, support, and animation services





## STUDENT RESPONSIBILITIES

Students are responsible for maintaining a positive, harmonious living environment, we expect students to exercise good judgement, cooperate and communicate in a respectful manner.

The rules of the residency are simple and are based on the same principles as living in society:

- 1) *Self-respect*
- 2) *Respect for others*
- 3) *Respect for the roles and responsibilities of each person*
- 4) *Respect for the environment and its physical spaces*

### 1. SELF-RESPECT

Respecting yourself means showing that you are important and that you are a valued member of the College Bourget community:

To achieve this, you must:

- Wash yourself daily and ensure good personal hygiene.
- Dress neatly according to the school dress code.
- Wear the appropriate clothing for the circumstances and the season.
- Take care of your clothes (laundry, maintenance) and your personal belongings.
- Take care of your health.
- Not to use drugs, alcohol, smoke and vape.
- Eat healthy food and avoid wasting food.
- Inform residency staff if you are required to receive medical treatment or take medication.
- Not display in your room, on your clothing, on your body any material or images that are considered violent, discriminatory, degrading or promoting prohibited substances.
- Refrain from inappropriate sexual behavior.
- Use discretion regarding your privacy, personal and family life.
- Not trade or sell goods.

### 2. RESPECT FOR OTHERS

Living in residence requires everyone to work together, collaborate and respect each other. We live in an environment that is open to differences. To have harmonious relationships with your peers, you must show them that they are important. Remember that they have the same rights as you.

It is expected that:

- You respect others in your verbal and non-verbal language (harassment and intimidation are forbidden)
- You do not denigrate or ridicule others.
- You respect the privacy, environment, and well-being of others.





- You respect others in their differences: culture, language, religion, physical ability, gender identity etc.
- You are forbidden to act in an unsafe manner (no verbal or physical aggression).
- You do not threaten anyone by words, actions, or writings.
- You do not take the property of others without permission.
- You regard the established wake-up and bedtimes.
- You respect the way of life of others.
- You encourage others to follow the rules and expectations.

### 3. RESPECT FOR THE ROLES AND RESPONSIBILITIES OF EVERYONE

Respecting the roles and responsibilities of each person means accepting that certain tasks are entrusted to you and that others are under the authority of adults.

- You respect the school's code of conduct and recognize the need for rules.
- You understand that adults will make decisions to ensure the safety and to maintain the expected standards of behaviour and attitude.
- When you disagree, you express it politely and in a timely manner.
- Students must seek the consent from residency educators to leave the college campus.

### 4. RESPECT FOR THE ENVIRONMENT

Respecting the environment means taking care of what is available to you inside the residency building, on the campus and in the community.

It is expected that:

- You keep your room clean and tidy;
- You display appropriate photos, posters and drawings in appropriate places
- You commit to keeping the volume of audio devices low in order to respect others
- You take care of and maintain the sports, school, recreational, and educational material which is at your disposal
- You have respectful and responsible social attitudes
- You help clean and tidy the residency, cafeteria and college grounds





## DRESS CODE FOR EVENINGS AND WEEKENDS AT THE RESIDENCE

The people living at Bourget College residence are valued members of the community and the way they dress expresses their self-esteem. Cleanliness and good taste should be the symbol of all residents' attire. The College residence is an integral part of the educational project of our institution and, therefore, the values promoted by the College are applicable and transferable in the evening. The idea of proper clothing imposes a certain number of rules. The residence is not a place of absolute freedom and must remain a place of learning and respect, even in the choice of clothing. Clothing and behaviour are the combined responsibility of students, parents and educators. Sporty, casual dress appropriate for evening activities, such as study and animation periods, is always required.

The following clothing and accessories are prohibited:

- Students are expected to wear clothing that covers undergarments.
- Students' tops are expected to have straps and should not expose the stomach/midriff.
- Students are expected to wear shorts or skirts of an appropriate length (guide arm's length)
- Students are expected to wear clothing free from demeaning inscriptions or images conveying violent and discriminatory messages

Clothing worn in the comfort of the family home is not necessarily acceptable or desirable in the residence, as it remains a public place. Let us consider that the residence is a place of learning and integral development of a person where they are invited to adopt the values of the community of our Bourget family.

## ELECTRONIC DEVICES

- The purpose is to ensure responsible, appropriate, and controlled use of electronic devices such as cell phones, computers and tablets.
- The residence must be a community environment. We promote interpersonal relationships versus electronic devices.
- To ensure better control, we strongly recommend that parents monitor the amount of data/Internet/phone use by their child.

The use of devices is permitted in the residence from 3:55 p.m. until the curfew. Unless otherwise specified, the use of electronic devices after curfew in residence is prohibited. Educators may confiscate the device of those who do not respect the instructions regarding use. Students must seek the consent of other individuals to take photos or videos and must consult with a residence educator.





## RESIDENCY ROOMS

Your room is a private place. You are the only person who can have access to it. It must be always kept clean and tidy and should be locked when not in use. A deposit of \$5 will be taken for the key, the cost of replacement keys will be charged to students. The administration reserves the right to visit the rooms at any time.

When you wake up, you must make your bed and tidy your room before doing anything else. You are allowed to decorate your room if you respect the following guidelines:

- No graffiti or paint
- A poster must reflect the following principles: no content advocating violence, promotion of prohibited substances, sexism, racism, intolerance, inciting disrespect of self or others
- The poster must be accepted and authorized by one of the educators and may be attached with sticky tack.
- Families will be invoiced for any vandalism or damage caused to an individual room or area of the college.

## BEDTIME

- Secondary 1 and 2: 9:30pm
- Secondary 3 to 5 and Grade 9 to 12: 10:00pm
- Weekend: 11:00pm

## HYGIENE

Here are the hygiene rules you must follow:

- Brush your teeth when you wake up and at bedtime
- Wash your hands with soap and water before each meal and after going to the bathroom
- Change your underwear and socks daily
- Shower daily and wash your hair on a regular basis.

## STUDENT PARTICIPATION

List of weekly chores to be completed:

- Empty your trash can
- Wash your sink and mirror
- Sweep and wash your floor
- Put your clothes away in your closet
- Clean your windowsill
- Throw away your expired food
- Shut and lock doors and windows.





## POSSESSION AND CONSUMPTION

On the entire campus, including the residence, you may not consume, possess, distribute, vape, or sell alcohol, drugs, cigarettes, energy drinks or any other equivalent products, nor be under the influence of these substances. Should such a situation arise, the Director will be informed and consequences will be applied which may include a resident being removed from the campus and permanently excluded from the residency. Educators may administer a drug test in any situation where there is a suspicion of drug use.

## VEHICLES

Access to student's vehicles will be limited during the week, parents and the residency educator must provide consent before a resident uses their vehicle.

No other resident or passenger may be in the resident's vehicle without the prior consent of their parents and residency educator. The vehicle must be parked in the College's Arena parking lot. It must be understood that daily use of the vehicle is prohibited and that parking is a privilege granted to residents. In the event of a lack of cooperation on the part of the resident, the right to have his/her motorized vehicle on campus will be prohibited.

## PRESCRIPTION MEDICATION

Students in residence who have regular morning or evening medication must give their prescriptions to their residence educator. The medication must be prepared in pods (pillbox) or Dispill, clearly identified with the student's name, and with the current prescription from the pharmacy written on the back. The empty pods are given to the students concerned on the last day of the week, must be filled at home and brought back to the residence upon return. To take the morning medication, the student must report between 7:15 and 7:30 a.m. to the office of the residency educator.

Parents must communicate any modifications to the medication being taken by a resident.

## ILLNESS

In the case of a serious illness (to be determined by our residency educators) which prevents a student from attending class, a resident may be given permission by the Director to remain in their room. When a resident is absent because of illness, the residency educator may take the students electronic devices until 4:00pm.

Parents of 5-day residents are responsible for their child's medical appointments and transportation to appointments. Parents may be contacted to collect their child if their child is ill or injured.

Chantal Welburn will coordinate appointments, medical care and transportation for the 7-day residents only.







## WEEKEND RESIDENCY

Students staying in the residency at the weekend are expected to:

- Check in with residency educators at 4pm on Friday's (or the first day of the weekend).
- Check the schedule of meals and activities displayed on our board or refer to the messages sent on the weekend residence group.
- Communicate with Chantal Welburn prior to Wednesday for any activities that are taking place during the upcoming weekend (practice, showcase, game, field trip).
- When seeking consent to be absent from the weekend residency students must complete the request form **Annexe E – Weekend Activity Request Form** prior to the Wednesday.
- Residents may not leave the campus without authorization from the educators.
- During meals, to encourage group living and socializing among residents, cell phones are not permitted in the Cafe Rouge et Noir dining area.
- Clean up and tidy common areas (cafeteria, bistro, living room etc).
- Respect the weekend curfew and be on the appropriate residence floor at 10pm.  
Residents are permitted to be in common areas on their residence floor until 11pm if they are quiet and respect other residents and staff.
- Take showers prior to 11pm.
- Not engage in phone or video calls after 11pm.

## EXPECTATIONS DURING WEEKEND OUTINGS

During weekend outings and activities students are expected to:

- Engage positively in the outing or activity
- Remain seated on the bus throughout the trip
- Communicate appropriately to other students and staff members
- Listen to the instructions, meeting points and schedule
- Arrive on time, students may be charged if additional costs are incurred due to the late arrival of a student
- At the appropriate time, listen to music on headphones and not via a speaker
- Place all garbage into a trash can when departing the bus
- Ensure the bus is clean and close windows
- Respect the instructions of the bus driver, guide and educators





## INTERVENTIONS AND CONSEQUENCES

College Bourget staff and administration will apply the appropriate intervention or consequence depending on the severity of the behavior 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)
- Behavioral intervention plan
- Confiscation of personal items
- Changing into appropriate clothing
- Loss of privileges (practices, games, activities)
- Referral to counseling, psychologist, social worker, nurse
- Change of room
- Internal or external suspension
- Police involvement
- Expulsion from the residency
- Termination of the college educational contract

The college remains the owner of the rooms provided to residents and establishes the code of conduct. The director of the residence or one of his representatives will regularly visit the rooms to check that they are tidy, clean and that the expectations indicated in the code of conduct are being respected.

If necessary, residency educators are authorized, without prior notice, to check the contents of rooms to ensure compliance with rules and conditions relating to the consumption, possession and distribution of substances prohibited under the college's code of conduct.

If a student does not cooperate fully with the residency educators, coordinator or administration, the student's file may be referred directly to the College's disciplinary committee. It should be noted that the rules and regulations may be modified at any time by the management of College Bourget.

Students and parents are expected to sign the **Commitment to the College Bourget Residence Code of Conduct Annexe G**. This form must be given to a residence educator at the beginning of the school year in August.





## ANNEXE A

### BACK TO SCHOOL NIGHTS AT THE RESIDENCE AND CONTACT INFORMATION

The residence doors open at 7:00 p.m. on school nights (Sundays or Mondays when returning from a vacation) it is not permitted for students to arrive prior to the opening time. If you plan to drive your child to the College yourself on school nights, we ask that you respect the opening hours of the residence. Residents arriving on campus must report their presence to the educator, regardless of their status. Your child must remain within the campus boundaries as of arrival until bedtime.

The early arrival of a resident will result in an official warning and an invoice for supervision and food (daily rates apply). Parents are reminded to complete Annexe G for Occasional Residency requests.

If the student will be absent on the first night of school, you must contact the residence educator before 9:00pm and leave a message on the voice mail to indicate his/her absence. This is for the safety of our students.

#### **RESIDENTS (GIRLS) Secondary 1 to 5 and Grade 9 to 12**

Week: Bénédicte James, 450 451-0815 ext 1444

Weekend: Karine Séguin, 450 451-0815 ext 1403

#### **RESIDENTS (BOYS) Secondary 1 to 5 and Grade 9 to 12**

Week: Yvan Duplantie, 450 451-0815 ext 1361

Weekend: Stéphane Pilon, 450 451-0815 ext 1320

When leaving a message on one of the residence's voice mailboxes, please include the following information:

- Your name and your child's name
- Reason for absence
- Date of return to the College.





## ANNEXE B

### RECOMMENDED SUPPLIES FOR THE RESIDENCE

<i>Personal effects</i>	
	Brush
	Toothbrush
	Toothpaste
	Tissues
	Soap
	Cleaning clothes (2)
	Towels (2) + Pool towels (1)
	Hair dryer
	Shampoo
	Bag for dirty laundry
	Plastic cup
	Plate, spoon, bowl, butter knife for snacks (1 of each)
<i>Spare clothes (identified)</i>	
	Sweaters and/or shirts for the residence after 4PM
	Pants or jeans for the residence after 4pm
	Underwear
	Socks
	Sneakers for sports and residence
	Swimsuit/towel for the pool
	Shower sandals (highly recommended)
<i>Room</i>	
	Pillowcase
	Sheets and comforter
	Charger for electronic devices
	Bathrobe
	Standing Fan

Please note that students are not permitted to have the following items in their rooms:  
Refrigerator, Electric Cooler, Toaster, Television





**ANNEXE C**

**OUTINGS TO THE VILLAGE FOR STUDENTS**

Dear parents,

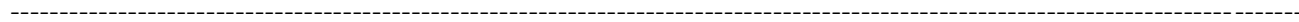
We are asking for your permission to allow your child to participate in outings to the village during the week. The objectives are to ensure the safety of your child and a better control of the presence during these outings.

Outings to the village remain a privilege for the residents. The educators take into account your child's commitment and sense of responsibility which are the two criteria to gain this privilege. The residence team reserves the right to withdraw your child's right to go on outings in the event of indiscipline or failure to comply with the Code of Conduct.

At no time may your child leave the campus without the authorization of an educator, even on the nights of arrival at the residence.

A parent's signature is required to authorize an unsupervised outing to the village. During these outings, the resident must sign his or her name in a register managed by his or her educator when leaving the residence and when returning from the village.

*The Residence Team*



**ANNEXE C**

**OUTINGS TO THE VILLAGE FOR STUDENTS**

I authorize my child \_\_\_\_\_

to participate in outings to the village.

Parent signature \_\_\_\_\_





ANNEXE D

WEEKDAY OUTINGS AUTHORIZATION

Student's name: \_\_\_\_\_

Grade level: \_\_\_\_\_

I authorize my child to leave the College residence in the evening with prior permission from the school.

Using his own car. Yes  No

By being a passenger in another student's car. Yes  No

By driving other students in his/her car. Yes  No

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that any use of alcohol or drugs is strictly prohibited, and that the College absolves itself of any responsibility in the event of an incident that may occur during these outings.

As a resident of Bourget College, I am committed to always notify the school of my whereabouts, as well as comply with the contracts and to be responsible at all times.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_





**ANNEXE E**  
**WEEKEND RESIDENCY OUTING REQUEST FORM**

Students wishing to be absent from the residency at the weekend must complete this form and submit it to the person responsible for 7-Day residents 48 hours prior to the date.

Permission to be away from the residency or activity remains a privilege. A request may be denied if a student is not meeting academic standards, or they are not meeting the expectations of the school and residency code of conduct. At no time may a resident leave the campus without the authorization. A member of the residency team will communicate with the host family to ensure the safety and security of our weekend resident.

Resident name: \_\_\_\_\_

Resident phone number: \_\_\_\_\_

Host student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Family contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Departure date and time: \_\_\_\_\_

Return date and time: \_\_\_\_\_

Expectations:

- Students must have submitted this form at least 48 hours prior to the date
- Students must have a good academic and behavioural standing
- Students must be accessible by cell phone at all times
- Under no circumstances may a resident be under the influence of drugs or alcohol
- Students must respect the established departure and return time
- Host families must meet the supervisory expectations of the College
- Students must organize their own transportation

Failure to comply with these expectations may result in the privilege being revoked by administration.

Decision:  Approved       Denied Reason: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





## ANNEXE G OCCASIONAL RESIDENCE PLACEMENT 2024-2025

Bourget College offers the possibility for its students to use the residence by the day, week or month.

**Please note that the school administration reserves the discretion to deny a request.**

### OPTION 1 -DAILY

- for one day only.
- for several consecutive days (less than 5 days) or non-consecutive days (for those practicing a sport, for example). Parents will be required to provide a schedule in advance indicating the days of occasional residence they plan to reserve.

An occasional residential day begins at 4:00 p.m. and ends at 4:00 p.m. the following day.

It includes:

- a dinner (except on Sunday nights when arrival is after 7:00 p.m.)
- bedding
- breakfast and lunch (or brunch at the weekends)

- Cost: \$75.66 plus taxes = **\$87.00/day**

If you wish to add dinner on the day of arrival, please indicate this in the space provided on the form.

An additional **\$9.25** will be added to the invoice.

### OPTION 2 – WEEKLY

A week's residency begins on Sunday evening at after 7:00 p.m. and ends on Friday at 4:00 p.m. (includes meals, sleeping arrangements and bedding).

- Cost: \$311.11 plus taxes = **\$360.00 / week**

### OPTION 3 – MONTHLY

One month of occasional residence is equivalent to four (4) weeks, or between 16 and 20 school days (includes meals, sleeping arrangements and bedding).

- Total cost: **\$1,050.00 (taxes not applicable) / month**

### IMPORTANT

Regardless of the formula chosen, there is no discount for those who usually use the school transportation service and no large family discount will be applicable.

You must send the occasional residence form to **Chantal Welburn** [chantal.welburn@cbourget.qc.ca](mailto:chantal.welburn@cbourget.qc.ca) **before 9am on the Tuesday for the week requested.** We will contact you within a few days of the request to inform you of our decision.







**ANNEXE G OCCASIONAL RESIDENCE PLACEMENT 2024-2025**

Student's name: \_\_\_\_\_ Group: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

During the student's stay in the residence:

Emergency contact person: \_\_\_\_\_ Tel: \_\_\_\_\_

The request is authorized by:  
\_\_\_\_\_

Chantal Welburn, person responsible for international students

Sports related request: <input type="checkbox"/> Team: _____
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<b>OPTION 1 - DAILY</b>
Desired date(s): _____ _____ _____
In the case of multiple non-consecutive days, please attach the calendar showing the dates you plan to attend. * With dinner on day of arrival: YES <input type="checkbox"/> NO <input type="checkbox"/> * (is for those who do not have annual dinner service and the 1st day of residency is not Sunday)

<b>Option 2 - WEEKLY</b>
From: _____ To: _____

<b>Option 3 - MONTHLY</b>
From: _____ To: _____

**PAYMENT OPTIONS**

A) I am enclosing a cheque made out to "College Bourget" in the amount of \$ \_\_\_\_\_.

or

B) I authorize Bourget College to add \$ \_\_\_\_\_ to the invoice for my child's fees.

\_\_\_\_\_  
Signature of Parent / Guardian required if you choose payment option B

Send to Chantal Welburn at [chantal.welburn@cbourget.qc.ca](mailto:chantal.welburn@cbourget.qc.ca)





**ANNEXE F**



**COMMITMENT TO RESPECT THE RESIDENCE'S CODE OF CONDUCT**

Student name: \_\_\_\_\_

My child and I have read the College Bourget Residency Code of Conduct.

By signing this form, we confirm that we understand the rules and expectations and will adhere to the Code of Conduct.

Parent signature:

\_\_\_\_\_

Resident signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

This document must be given to the residence educator at the beginning of the school year.

