



ST. THOMAS HIGH SCHOOL

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Principal: Mrs. Marie-Josée Coiteux

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT # _____ HOMEROOM _____

Personal commitment to uphold the St. Thomas code of conduct:

WE HAVE, BOTH PARENTS/GUARDIANS AND STUDENT, READ ALL OF THE INFORMATION ON ST. THOMAS HIGH SCHOOL. WE WILL FOLLOW AND SUPPORT ALL SCHOOL POLICIES, RULES AND REGULATIONS.

Student signature: _____

Parent/Guardian signature: _____

Administration

Principal

Marie-Josée Coiteux

Vice-Principals

Sylvie Pelletier

Teep Menon

Ian Alexander

PRINCIPAL'S MESSAGE

The beginning of a school year is filled with so much promise and potential. Our staff is committed to making sure that each of our students has the opportunity to realize all these opportunities and we hope that this agenda can be an important tool towards this goal.

To those of you in Secondary 1, I would like to welcome you on behalf of the entire school community. You have chosen a school with very high expectations and we are known for our academic success. Proper use of your time will also allow you to take advantage of all the opportunities to become involved in athletics, the arts, community service endeavors, and all other aspects of student life.

We could not function as well as we do without all our students and members of our community understanding how we treat each other in this building and what our behavioural expectations and responsibilities are. This agenda clearly explains what those responsibilities are.

Please refer to this agenda regularly as understanding our Code of Conduct will clarify how to best avoid any confusion and conflict that will take you away from what you are here for: to be successful and really enjoy your year. Signing the personal commitment at the bottom of the first page shows you pledge to do just that.

I wish you all a successful and memorable year!

Mrs. Marie-Josée Coiteux

Respect for All	4
------------------------	----------

Academic Policy	5
------------------------	----------

Academic Conduct	5
Evaluation	5
Graduation Requirements	6
Homework Policy	6
Interim Reporting and Report Cards	6
IB Middle Years Program	6

Code of Conduct	9
------------------------	----------

Attendance	9
Student Absence	10
Early Dismissal Required	10
Absence for a Summative Evaluation	10
Absences for Exams	10
Punctuality	10
Grey Days	11
Come to Class Prepared	11
Lockers	11

Behaving in a Safe and Respectful Manner	11
---	-----------

Appropriate Behaviour in the Schoolyard and in the Vicinity of School Property	12
School Detentions	12
Detention Room Rules	12
Major Infractions	13
Harassment, Bullying and Cyberbullying	13
Safe and Caring Schools Policy	14
Appropriate Online behaviour	14
Cell Phone Policy	15
Consequences if Cell Phone Policy Is Not Upheld	16
Dress Code in an Academic Setting	16
Appropriate Displays of Affection for an Academic Setting	17

Field Trips and Extra-Curricular Activities	17
--	-----------

Expected Behaviour for Students	17
---------------------------------	----

Safe Transit Practices	18
-------------------------------	-----------

Appropriate Behaviour on the School Bus	18
Guidelines for Drop-Off and Pick-Up of Students	18
Parking Rules and Laws	19
Non-Motorized Transportation (bicycles; skateboards; rollerblades; non-motorized scooters; etc.)	19

General School Information **19**

Athletics	19
Communication Between Home & School	19
Public Computers	19
Consumable Fees	20
Courtesy Phones	20
Cycle Calendar	20
Dances	20
Emergency Closing	20
Governing Board	20
Gymnasium	20
Honour Society	20
Lunch Period Regulations	20
Ombudsman	20
Parent Teacher Interviews	21
Physical Education Uniform	21
School Hours	21
Scholarships	21
Science Labs	21
Security System	21
Service as Action Opportunities	21
Textbooks	21
Volunteers	21
Visitors	21
Water Bottles	21
Working Part Time	21

School Services **22**

Cafeteria	22
Guidance Counsellors	22
Health Services	22
Library	23
Nurse	23
Social Worker	23
Tutoring	23

Community Helping Resources **23**

Respect for All

The staff and administration at St. Thomas High School aim to provide a supportive, positive and safe learning and working environment for all students and staff members. All students are expected to be respectful and honest in all of their academic endeavors and relationships with the school. Common courtesy, good manners and mutual respect are valued and expected. In an effort of cooperation and efficiency, it is essential for the school staff to work in collaboration with parents to ensure that we maintain a safe and respectful learning environment for all.

Respect for Others (Staff & Students)	<p>Students are expected to respect others regardless of race, colour, creed, sex, sexual orientation, gender, ability, status, age or appearance. Some examples include:</p> <ul style="list-style-type: none"> • Behaving in a safe manner; no bullying, teasing, or harassing • Reporting any bullying or violence that they witness to a responsible adult • Being polite and respectful • Using kind words and appropriate language; no name calling, no swearing • Caring for and including others • Taking responsibility for actions • Being honest and telling the truth • Respecting others' personal boundaries and property
Respect for Self	<p>Students are expected to care for themselves.</p> <ul style="list-style-type: none"> • Being kind to yourself • Caring for own physical and mental well-being • Asking for help when needed • Taking responsibility for your actions • Being honest and telling the truth • Following the dress code
Respect for Academics	<p>Students are expected to actively participate and be responsible learners.</p> <ul style="list-style-type: none"> • Always trying their best • Being on time and ready to work • Staying focused and allowing others to learn • Behaving appropriately in classes • Being honest academically • Completing and submitting assignments • Planning and studying for tests and exams • Allowing others to learn
Respect for School Property	<p>Students are expected to use equipment and property according to all applicable rules, with care and respect.</p> <ul style="list-style-type: none"> • Keeping their environment clean • Picking up own garbage and disposing of it properly • Caring for the property of others • Taking pride in our school; no vandalism • Returning materials promptly
Respect for Environment	<p>Students are expected to protect and care for the environment.</p> <ul style="list-style-type: none"> • Recycling • Composting • Reusing • Reducing • Using reusable lunch bag, dishes & water bottles • Reusing gently used school materials <p style="text-align: right;">(continued...)</p>
Respect for Digital Citizenship	<p>Students are expected to use school and personal devices appropriately by:</p> <ul style="list-style-type: none"> • Keeping cell phones turned off and put away in their locker at all times during school hours

	<ul style="list-style-type: none"> • Using programs and social media platforms appropriately including never bullying, threatening, harassing, or intimidating others, nor sharing content that does any of these things. • Refraining from taking unauthorized pictures, videos, and/or sound clips without appropriate consent. • Informing a staff member of any hateful statements, posts, photos (including modified or photoshopped images), videos etc... that jeopardize the safety and well-being of any member of the St. Thomas community.
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Academic Policy

Academic Conduct

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: 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.

Students must refrain from any of the above actions. Possible consequences for academic misconduct:

- A mark of zero for the assignment may be given
- School administration and parents/guardians will be informed
- Student and parents/guardians will meet with the appropriate vice-principal
- Student may be asked to redo the assignment
- Confirmed infractions will be documented
- Student may be referred to a school professional
- Students who repeat academic misconduct will be liable for suspension
- All involved students may also face consequences

Evaluation

Students will be provided with course outlines and *Standards and Procedures for Evaluation* at the beginning of each year by the subject teacher which can be found on our school website. Current evaluation practices in Quebec's Secondary Schools require a distinction be made between evaluation periods and examination periods. The MEES, the Lester B. Pearson School Board and individual secondary schools schedule and administer traditional formal examinations held within a set examination period. Normally, these periods are set twice per year in the form of mid-term examinations and end-of-year summative exams. Those periods will include uniform examinations produced by the MEES, complementary examinations produced by the Lester B. Pearson School Board and local examinations produced "in house" at the school level.

Parents must consider that the **ends of terms or Grey Days are critical times for evaluation**. Students with unjustified or invalid absences during those periods may receive a grade of zero. See **Attendance Section** in Code of Conduct.

Graduation Requirements

Diplomas will be awarded to students who meet the certification criteria: a minimum of 54 credits obtained in Secondary IV and V (of which 20 must be from Secondary V), as well as the successful completion of the following courses:

Secondary IV:

- 4 credits in History of Quebec and Canada
- 4 credits in General Science & Technology **OR** 6 credits in Applied Science & Technology
- 4 credits in Mathematics (CST) or 6 credits in Mathematics (TS or SN)
- 2 credits in Arts Education (Art, Drama, Music or Dance)

Secondary V:

- 6 credits in English
- 4 credits in French
- 2 credits in Ethics and Religious Culture **OR** Physical Education and Health

NOTE: students who pass a course with a 60% or higher will obtain all the credits for the course. No partial credits are given.

For students planning to attend CEGEP:

The minimum requirement for entrance into CEGEP is the Secondary School Diploma. However, CEGEP application is a competitive process, and certain CEGEP programs have additional course and grade requirements. Students planning to apply to CEGEP will benefit from obtaining the highest possible grades in all their subjects.

Homework Policy

Homework is a very important component of a student's education. It allows students to practice, study, reinforce and consolidate concepts learned in class. It also helps to develop work/study skills and provides an opportunity for students to challenge themselves. Finally, it offers parents/guardians a window into the student's progress.

If homework assignments are not complete:

- Marks may be negatively affected
- Student may be faced with other consequences outlined by the teacher
- Administration and parents/guardians may be informed

Interim Reporting and Report Cards

The academic year is divided into three terms, each with a formal report card distributed in November, March and June. There will also be an Interim Report sent home in October with teacher comments. All reports will be distributed electronically through the Mozaik Portal. **It is the responsibility of the parent/guardian to check their child's grades.**

IB Middle Years Programme

The International Baccalaureate (IB) offers quality programmes of international education to a worldwide community of schools. There are about one million students at IB schools in 140 countries.

The IB Mission

The International Baccalaureate aims to develop inquiring, knowledgeable and caring people who help create a better and more peaceful world through intercultural understanding and respect. The IB

offers challenging programmes of international education that encourage students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

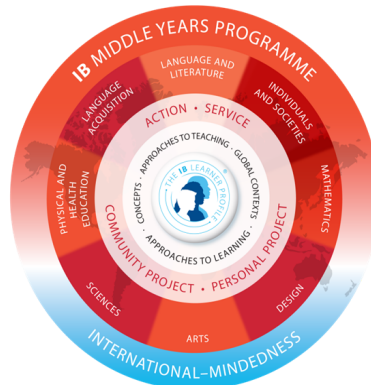
What is the Middle Years Programme?

The Middle Years Programme (MYP) is one of four programmes offered by the IB. It is designed for students aged 11 to 16. The MYP aims to help students develop their personal understanding, their emerging sense of self and responsibility in their community. MYP teachers organize the curriculum with appropriate attention to:

- **Teaching and learning in context.** Students learn best when their learning experiences have context and are connected to their lives and the world that they have experienced. Using global contexts, MYP students explore human identity, global challenges and what it means to be internationally-minded.
- **Conceptual understanding.** Concepts are big ideas that have relevance within specific disciplines and across subject areas. MYP students use concepts as a vehicle to inquire into issues and ideas of personal, local and global significance and examine knowledge holistically.
- **Approaches to learning (ATL).** A unifying thread throughout all MYP subject groups, ATL provides the foundation for independent learning and encourages the application of their knowledge and skills in unfamiliar contexts. Developing and applying these skills help students learn how to learn.
- **Service as action (community service).** Students take action when they apply what they are learning in the classroom and beyond. IB learners strive to be caring members of the community who demonstrate a commitment to service—making a positive difference to the lives of others and to the environment.
- **Language and identity.** MYP students are required to learn at least two languages (language of instruction and additional language of choice). Learning to communicate in a variety of ways is fundamental to their development of intercultural understanding and crucial to their identity affirmation.

What does the MYP curriculum contain?

The curriculum contains eight subject groups, connected together through Global Contexts.



How are students assessed?

The MYP offers a criterion-referenced model of assessment. This means that students' results are determined by performance against set standards, not by each student's position in the overall rank order. Teachers allow students to demonstrate achievement according to the required objectives within each subject group.

To be eligible for the MYP Certificate upon Completion of the Programme

- Each student must gain a mark of at least a two on seven in each subject area of the MYP. There are eight subject groups: Language and Literature (English), Language Acquisition (French), Math, Design, Humanities, Science, Physical Education, and Arts.

- Each student must gain at least a grade of three on seven for the Personal Project. This project is a student-selected inquiry begun in grade ten and completed in grade eleven.
- Each student must gain at least a grade of three on seven for each of the seven e-Assessment evaluations completed at the end of grade 11.
- Each student must have participated in the programme for at least the final 2 years (grade 10 and 11).
- Each student must have completed the required Service as Action hours.
- Each student must have gained a grade total of at least thirty-six from the eight subject groups and the personal project, out of a possible maximum of sixty-three.

IBMYP at St. Thomas High School

St. Thomas offers the International Baccalaureate Middle Years Programme from grade 7 to grade 11.

IB Middle Years Programme Requirements

The International Baccalaureate Middle Years Programme (IBMYP) at St. Thomas High School demands high academic achievement, community service and mature behaviour. Any student who does not maintain an academic average of over 70%, who fails subjects, does not meet the Community Service and Personal Project requirements, or whose behaviour has a negative impact on the classroom environment can be put on probation or required to leave the program.

IB Grades

Students receive an IB report card from the school twice throughout the school year. Grades in each subject are marked on seven (7) and are generated using special IB criteria for evaluation.

Service as Action Requirements

Students **take action when they apply what they are learning in the classroom** and beyond. IB learners strive to be caring members of the community who demonstrate a commitment to service, making a positive difference in the lives of others.

Students entering Secondary I will have a year to complete 10 hours of Service. Secondary II-V students will be required to complete 15 hours of Community Service between the months of June and May. Students complete their Community Service requirements by the month of December in Secondary V.

- **Sec I (Sep.) – Sec. I (May) – 10 hours**
 - **Sec I (June) – Sec. II (May) – 15 hours**
 - **Sec II (June) – Sec. III (May) – 15 hours**
 - **Sec. III (June) – Sec. IV (May) – 15 hours**
 - **Sec. IV (June) – Sec. V (March) – 15 hours**
- Remember you must always **complete a minimum of 2 different activities** regardless of the amount of hours completed.
 - Don't forget to **complete your reflections for each of your activities** otherwise they cannot be marked as complete and you will not receive the credit for the activity.

All service hours will be documented and confirmed on ManageBac <https://stthomas.managebac.com>

CODE OF CONDUCT

St. Thomas High School's Code of Conduct is in place to foster a positive learning environment for students, teachers and all administration and support staff. Cooperation between home and school is essential.

Failure to comply with any aspects of the Code of Conduct may result in the following:

- o Review of expectations and/or discussion with the teacher or administrator
- o Communication with a parent/guardian regarding the problem
- o Intervention by a member of the student support team
- o Written assignment
- o Detention at recess, lunch or after school
- o Letter of warning from the principal or vice-principal
- o Meeting with parent/guardian and child
- o Detention on a PED Day
- o Removal from extra-curricular activities (ECAs)
- o Behaviour contract
- o In-school suspension (a day's work away from the class)
- o Suspension at home. A parent/guardian must then accompany the child back to school and meet with the principal or appropriate staff before the child may return to class
- o Transfer to a school that better meets a student's needs
- o If damages are incurred, fines may be paid to the city

Attendance

Regular attendance is expected in all classes and is essential to achieve academic success. **Students are expected to be in school on time, and to be in each one of their classes on time.** *In general, students who miss class are at far greater risk of academic difficulties and failure. They may have difficulty catching up on lost instruction, struggle to maintain positive relationships with peers and adults in the school and have high rates of disengagement over time.*

All absences must be approved by parents/guardians and be documented by the appropriate cycle level office. Whenever possible, parents/guardians are asked to plan the student's appointments and vacations outside of school hours in order to prevent absences. They are asked not to request extensions from the prescribed dates. Please note that teachers are not required to provide students with schoolwork during personal vacation time outside of the school calendar holidays. A detailed calendar of school events and holidays is available through the LBPSB website, school website and agenda.

Whenever absent, students are responsible for missed work. If students know that they will be absent, they are expected to inform their teachers ahead of time and are expected to complete missed work.

Student absence

- Parents/guardians must notify the appropriate grade level office by telephone, email, or ManageBac as soon as possible, on or before the day of an absence. This notice from parents means an absence is *confirmed*.
- A student with an *unconfirmed* absence must report to the appropriate cycle office immediately upon returning from their absence.

If absent without the consent of parents/guardians, it is considered SKIPPING. Consequences may include any of the interventions outlined on page 9.

Early Dismissal required

- If an early dismissal is required, a confirmation from a parent or guardian must be communicated to the appropriate grade level office.
- If a student has a last-minute dismissal due to illness or family emergency, they must report to the grade level office before leaving school.

Under no circumstances may a student leave school property without clearance from the office (except Secondary III, IV and V students who are permitted to leave for lunch).

Absence for a summative evaluation

- Unconfirmed absences may result in a penalty at the discretion of the teacher and administration.
- Students must be prepared to complete the evaluation upon their return.
- A student must see all their teachers to arrange a suitable time for evaluation to take place.

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 eAssessment 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.

Punctuality

Students are expected to be on time for all of their classes, present in the classroom when the bell rings. **If a student is *repeatedly* late, they will be referred to administration.**

If student arrives late to school (after 7:55 a.m.):

- The office will verify if the absence or late has been confirmed by a parent or guardian via phone call, email, or ManageBac.
- Students will then have their agenda stamped in the office to allow entrance to class.

If a student is late to classes during the day:

- They will face consequences outlined by the teachers.

If a student is late to class after lunch:

- They may be sent to the appropriate level administrator.

Grey Days

Grey Days are indicated on the school calendar and take place at the end of a term before exams. It is the responsibility of the parent/guardian, as well as the student, to be aware of when grey days fall. There are no school events planned that interfere with class time unless it is for and during a specific class. It is crucial that, during Grey Days, students arrive at school and classes on time. Consequences may be issued for failure to comply.

Come to Class Prepared

Students are expected to come to class ready to learn and with all of their materials (i.e. writing tools, books, assignments, laptops and chargers, etc..) They must also have their **agenda** with them at all times in their classes. If a student loses their agenda, they are required to purchase a new one. This is essential in order for students to maximize their learning.

All students are asked to check their school assigned **email** and **online learning platforms** on a regular basis. **Penalties for late work are at the discretion of the teacher.**

If students fail to bring the required materials to class:

- They will face the consequences outlined by the teacher.
- They may be referred to a school professional for support with organizational skills.

Lockers

Lockers are on loan to the students and remain the property of the school. The school administration may at any time search a locker to verify the content.

Each student is required to have a **school-issued combination lock** for their locker. Locks are available for purchase at the school's cycle 1 office if a student has lost their lock. It is important that each student ensures that their locker is securely locked at all times when not in use. Each student will be assigned a locker. Lockers are not to be shared.

No student is permitted to change their locker assignment without permission from the administration . Students will be held responsible for all contents found in their assigned locker.
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Students are responsible for the condition of their locker. If a locker is vandalized, the student must immediately report this incident and damages to the main office. Otherwise, the student will be expected to pay for any or all repairs to this locker. **The school cannot assume any responsibility for lost or stolen items, including locks.**

Behaving in a Safe and Respectful Manner

Students are expected to treat others with care and respect and behave appropriately in school. They are expected to refrain from play fighting and roughhousing on and around school property. They are also expected and encouraged to assume responsibility for their behaviour.

Students are expected to:

- Respect others.
- Behave in a safe manner and to promote the safety of others.
- Report any bullying or fighting to a staff member.

- Respect the property and the privacy of others.
- Use equipment and property according to all applicable rules and with care and respect.

When students fail to respect our code of conduct, they may expect one or more of the interventions outlined on page 9.

Appropriate Behaviour in the Schoolyard and in the Vicinity of the School

Students are expected to exhibit proper and respectful behaviour on school grounds at all times. In addition, it is important that the school maintain good relations with its neighbors, the businesses, and other schools in the community.

Snowballs: A student, on or in the vicinity of school property, may not throw snowballs at other people, at buildings, or at parked or passing vehicles.

Littering: Students should put all their litter in the appropriate bins on and around school grounds.

School Detentions

St. Thomas's students are expected to follow the school and school board's rules and regulations, as well as the spirit in which the rules and regulations are intended. Failure to do so may result in one or more detentions being assigned to the student. In the event that a student receives a detention, they are expected to serve it without further reminder. School detentions may be assigned for the lunch period or after school through administration. Teachers may also assign their own detentions at their discretion.

Lunch Detentions:

- Lunch detentions are served for the first 25 minutes of the lunch period.
- Students who receive a detention before lunch are expected to serve it at lunch that same day.

After school Detentions:

- After school detentions are 50 min in length.
- Students who receive a detention after lunch will have the option of serving it the same or the next day.

Late arrival at a detention will be recorded on the attendance sheet, and the student will be expected to serve the remainder of the detention as well as a second detention the following day.

In the event of disruption in the detention room, the detention room supervisor determines the start and/or end time of the detention.

Students who fail to attend their assigned detention may receive additional detentions and are subject to school suspension.

Detention Room Rules

- A student must bring sufficient, suitable work (such as homework or school reading) to occupy detention time and work independently. Personal electronics are not permitted.
- No backpacks, schoolbags, or outdoor clothing is permitted in the detention room. A student may pick up belongings from his/her locker after the detention has been served.
- Students must remain in the detention room for the duration of the detention.
- No food or gum is permitted in the detention room.
- Sleeping is not permitted in the detention room.
- A disruptive and/or uncooperative student will be asked to leave the detention room and to go to the appropriate cycle office. The detention room supervisor will advise the office and

will complete a disciplinary form. Administration will determine consequences. Parents will be contacted by the administration.

- Students are asked to put up their chairs at the end of after school detention time.
- Students released from the after-school detention room are expected to pick up belongings from their lockers and immediately leave the building.

Major Infractions

Because major infractions are a threat to the safety and security of the school community, the following will result in immediate and severe disciplinary action. In all cases, the individuals implicated will be removed from the site of the infraction. The administrator in charge will then determine what action will be taken after an assessment of the gravity of the situation and the potential for further risk. This may include involving the authorities and legal proceedings against the student and their parents.

- Fighting
- Vandalism
- Theft
- Gambling
- Possession, use, or selling of tobacco products, e-cigarettes, and vapor cigarettes.
- Possession, use or sale of alcohol, drugs or drug paraphernalia.
- Extortion, taxing (suggestions or demands for payment accompanied by implied or explicit threats) and/or intimidation.
- Selling any items outside of an official school fundraiser.
- Possession or use of any weapon (or replica) or dangerous object.
- Chronic disrespect for school rules.
- Extreme rudeness or the use of abusive language including expressions of racial, sexist or ethnic bias, physical or verbal intimidation.
- Any action or behaviour which jeopardizes the safety and security of the school community.
- Inappropriate online behaviour
- Harassment, bullying and cyberbullying in any form.
- Visiting other schools outside of a sporting event or authorized school activity.

NOTE:

Drug Trafficking - For any infraction where the use or possession of alcohol or an illicit drug is for the purpose of trafficking/supplying: a) the police shall be called to investigate; b) the student(s) may be expelled. (*Lester B. Pearson School Board Safe and Caring Schools Policy*)

Pulling the Fire Alarm--A false fire alarm is considered a Criminal Offense and parents will be assigned any fines the school incurs.

Tampering with School Security Cameras – It is considered a Criminal Offense for any student to attempt to move, block, sabotage or break a school security camera. A student attempting to do so is subject to the consequences under the law and school rules.

Smoking/vaping anywhere on school property is an offense punishable by a fine (Pointe-Claire City bylaw).

Harassment, Bullying, or Cyberbullying — Psychological, Verbal, or Physical

Harassment, which in some cases may be described as bullying, can be psychological, verbal, or physical. Generally, harassment consists of repeated acts. However, in some cases, a single action may also be considered harassment.

Harassment includes:

- *Any action, intentional or not, including action of a sexual nature, directed at an individual or group by another individual or group who knows or ought to know that this action is unwanted.*

- Any implied or explicit bribe, and/or threat of reprisal.
- Any behaviour, verbal or physical, which creates an intimidating atmosphere.
- Any action, intentional or not, that demeans an individual or group.
- Any perceived threat to or abuse of personal property.

Specific examples include but are not limited to:

- Unwelcome leering or staring.
- Racial slurs, epithets, threats, verbal abuse, derogatory comments, or degrading descriptions.
- Unwelcome communication including that about an individual's body, attire, racial origin, gender identity, sexual orientation, or overly personal comments
- Invasion of an individual's privacy.
- Unwelcome jokes, stories, drawings, pictures, or gestures.
- The spreading of malicious rumours.
- Taxing
- Cornering or blocking normal movements.
- Misuse of power or position.
- Stalking

Safe and Caring Schools Policy

The Lester B. Pearson School Board believes that everyone in our community is entitled to a safe, secure, respectful, and caring environment. This policy governs all member of the LBPSB community and can be found in its entirety at: <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws>

Excerpt from Lester B. Pearson *Safe and Caring Schools Policy*:

Fighting - Violent behaviour

1. Students who fight, assault, or verbally abuse people may be suspended. The length of the suspension will depend on the severity of the incident and the degree of involvement of the individual student. The police may be involved.
2. Where the abuse is deemed to constitute an attack by two or more students on another, whether provoked or unprovoked, the police may be involved, and the length of the suspension will be five days.
3. Students who assault another person to the extent that serious bodily injury requiring medical intervention ensues shall be recommended for expulsion and the police will be involved.
4. Where the offence involves any form of sexual harassment, the procedures outlined in the section of this policy relating to harassment will be applied. The police may be involved, and the sanctions will be applied according to this policy.

Appropriate Online Behaviour

All members of the St. Thomas 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 St. Thomas 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*

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 St. Thomas Community:

- Internet facilities are not to be used to transmit information or data that would reflect badly on the reputation of St. Thomas High School 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 St. Thomas **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 7:55 am and 2:25 pm, cell phone use is not permitted at any point.**
- 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.

- 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

- The electronic device will be withheld or removed from the student and given to the appropriate cycle office. In lieu of removal, a student may be asked to bring their cell phone to the appropriate cycle office where it will be stored.
- Before turning the cell phone into the appropriate cycle office, *students are required to turn off their phone.*
- All offences will be recorded by the cycle office if the phone is brought to the office.
- Students who do not respect the cell phone policy may be subject to one or more of the interventions outlined on page 9.

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.

Dress Code for an Academic Setting

The purpose of the dress code is to foster an atmosphere of mutual respect for our students, teachers, and other staff members and it shall be enforced in accordance with the principles of equity, diversity, dignity, and inclusivity. Fostering an environment of respect and safety is a top priority at St. Thomas High School.

The following guidelines comprise our dress code:

- Clothing items or accessories which depict drugs, alcohol, violence, profanity, pornography, or hateful language/messages/images targeting groups based on race, ethnicity, gender, disability, sexual orientation, gender identity, or religious affiliation are not permitted.
- Tops must have opaque fabric on all sides, from armpit to armpit, and meet the waistband of the bottoms. Tops must have straps.
- Bottoms must cover the buttocks.
- Underwear must not be visible above or below the bottoms.
- Underwear, undershirts, and swimwear may not be worn as outerwear.
- Footwear must be worn at all times on school property.
- Hats/toques/bandanas/visors/hoods (except for religious headwear) are not to be worn indoors.
- Sunglasses are not acceptable while indoors.
- For security reasons, outdoor coats/jackets and bags must remain in the students' lockers during school hours. They are not to be worn in school.

Consequences for not respecting the dress code:

- Students will be sent to their cycle office and provided appropriate clothing to wear if needed.
- Unauthorized head gear will be withheld and given to the appropriate cycle office.
- Students who do not respect the dress code may be subject to one or more of the interventions listed on page 9.

Appropriate Displays of Affection for an Academic Setting

Students are expected to conduct themselves appropriately concerning public displays of physical affection.

Field Trips and Extra-Curricular Activities

Extra-Curricular Activities (ECAs) include but are not exclusive to athletic teams, clubs, co-curricular activities, field trips and dances. Students are encouraged to get involved in these activities; however, students should recognize that **participation in ECAs is a privilege and not a right**.

Participation in extracurricular activities is subject to regular school attendance, consistent effort in a student's schoolwork and appropriate behaviour as outlined in the school's Code of Conduct. Moreover, **it is the student's responsibility to ask their teacher for any work that was missed while participating in any of these activities**.

If any of these guidelines are not being followed, **a student may be withdrawn from extra-curricular activities at the discretion of teachers and/or administration**. If it is necessary to withdraw a student from any event or activity, reimbursement of any costs to parents/guardians will be at the discretion of the school. The school is not responsible for any costs related to the removal of a student from an activity/field trip; this will be incurred by the parents/guardians.

For safety and security reasons, please be advised that bags and luggage of participants, as well as the hotel rooms or lodgings, when applicable, may be searched and examined at any time by the school board representatives. By choosing to participate, you authorize the school board to perform such searches.

Participation is subject to approval by the school. Any attempt to participate without the school's permission will be considered as a refusal to comply with school directives. Students must demonstrate to the staff that they deserve to participate in an ECA. **Students who are suspended may not attend school functions, including field trips and ECAs**.

Expected Behaviour for Students who Participate in ECAs

- Students will maintain satisfactory grades and not allow any ECA to infringe upon their academic achievement.
- Students must demonstrate respect for the individuals and equipment associated with the ECA.
- Students must cooperate with all staff and volunteers.
- Students' and spectators' behaviour must be impeccable whether it is at St. Thomas or off of school premises. Sportsmanship, adherence to game rules and the rules of other schools, courtesy to all officials, guests, and hosts in other schools/buildings/organizations are expected at all times. Parents/guardians who ignore these rules may be asked to refrain from participating in any St. Thomas ECAs.
- Students must refer to specific contracts signed for individual field trips.

Safe Transit Practices

Appropriate Behaviour on the School Bus

Every member of the community has the right to safely commute to and from school.

(For more details refer to the *Lester B. Pearson School Board Student Transportation Policy* at <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws/>.)

Expected Behaviour for School Bus Safety:

1. Always be at the bus stop 10 minutes early.
2. Wait for the bus to come to a complete stop before boarding.
3. Board the school bus in single file, in an orderly fashion, using the handrail.
4. Find your seat quickly without pushing other students. Keep the aisle clear.
5. Remain seated and keep noise to a minimum.
6. Keep the bus clean by not eating, drinking or leaving trash on the bus.
7. Always be respectful and listen to the driver's instructions.
8. Keep your hands, head and all other objects inside the bus at all times.
9. Know where the emergency exits are but DO NOT tamper with them.
10. When getting off, wait until the bus comes to a complete stop before leaving your seat. Descend in a single file.
11. Walk a safe distance from the bus so that the driver can see you and know that you are out of danger.
12. Should you need to cross in front of the bus, keep a safe distance and watch for the driver's signal before stepping off of the curb. Do not run. Proceed with caution.
13. Students are permitted to carry only their bag and/or lunch box on the school bus. Any other items must be brought to school by the parents/guardians.
14. Only small instruments in cases (school bag size) are allowed. Trombones and saxophones must be placed under the seat. Guitars are not permitted.
15. If a student is caught with an illicit substance(s) on the bus, bus privileges will be revoked.
16. **Students are only permitted to travel on their designated bus. No exceptions.**
17. Compliance with all the above expected behaviours is mandatory.

Consequences for inappropriate behaviour on the bus:

- Parents/guardians will be informed
- One or more detentions or suspension may be issued
- Students are liable for suspension of bus privileges – parents/guardians then become responsible for the student's transportation to and from school

Guidelines for Drop-off or Pick-up of Students

- The school parking lot is reserved for staff members only.
- **Parents/Guardians are NOT permitted to enter nor park in the parking lot.** It is dangerous for students walking across the school parking lots while entering/leaving school due to the number of cars and buses exiting.
- Parking is prohibited directly in front of the main building, in the bus lanes both before and after school. This is a designated drop-off and pick-up area for bus use only. It is also prohibited, BY LAW, for cars to park in this area - it is for emergency vehicles only.
- There is a drop off in front of the school however, to reduce traffic, it is recommended that students be dropped-off on John Fisher Avenue or Summerhill Avenue.
- Cars should not double park when dropping-off or picking-up a student.
- Respect the speed limits and be wary of drivers who do not respect the school zone.

Parking Rules and Laws In and Around School Property

- Students and parents/guardians are responsible for reading parking signs in and around the vicinity of the school. **The school is not responsible for the cost of your parking tickets or towing costs.**
- Students are encouraged not to bring any motorized vehicles to school. **We cannot accept any responsibility for stolen or damaged bicycles and scooters.**
- **If a student has a car, please note that parking spots are reserved for staff only.**
- **Scooters must be registered at the Main Office. At that point they will be told where they can park.**
- **Consequences:**
 - Public authorities may be called
 - Vehicles may be towed
 - Fines may be issued

Non-Motorized Transportation (bicycles, skateboards, non-motorized scooters, etc.)

- It is the responsibility of the student to ensure that any non-motorized transportation is properly and adequately locked/secured.
- Students should refrain from using these methods of transportation on school property at all times.
- With the exception of transportation systems which fit into the student's locker, no methods of transportation should be brought into the school.
- The school is not responsible for any stolen or damaged items.

General Information

Athletics

St. Thomas High School has an enviable record of athletic achievements in city, regional and provincial competitions. Our athletics programs provide strong teams in a variety of sports. Students will be expected to pay a fee in order to participate. Our gymnasium and athletic fields provide opportunities for the development of excellent physical conditioning for all our students. Please refer to ECAs in a previous section.

Communication Between Home and School

The school communicates with parents in the following ways:

- By phoning the home or the office
- By interviews to discuss student progress
- Through online learning platforms (e.g. Managebac)
- By progress report cards
- Through individual and group emails

Public Computers

Students may access computers in the library at lunch or after school. Students must continue to follow appropriate digital citizenship rules at all times. Students will be charged for any damage to a computer or peripheral area. Students who do not respect the rules will be subject to sanctions including the loss of computer privileges or suspension of their school Google account.

Consumable Fees

The Lester B. Pearson School Board has authorized a Consumable Fee for St. Thomas. This fee is based on the cost of consumable material (workshop courses, workbooks and paper). The St. Thomas Governing Board approves yearly student and course fees. Each student will be billed individually.

Courtesy Phone

Courtesy telephones in the Cycle Offices are available to students from 7:30 a.m. to 3:30 p.m.

Cycle Calendar

St. Thomas operates on a 6 day, 7 period (50 minutes each) calendar. A cycle calendar indicating the monthly date and the cycle date can be found on the school's website and ManageBac.

Dances

School dances are supervised by staff members. School dances are generally held in the evening from 7:30 p.m. to 11:00 p.m. Students must be picked-up by parents/guardians at the end of the dance; there is no supervision after this time. Guests must be registered in advance.

Emergency Closing

From time to time, it may become necessary to close the school unexpectedly. In that event, the school community will be notified and buses may be called. ***In cases of an emergency, please wait to be contacted by the school before coming to pick up your child***

Governing Board

Parents of students enrolled at St. Thomas High School for the current year are advised that the election of candidates to the Governing Board will be held in September. The date and time will be announced. The participation of parents is essential to the formation of a Governing Board. A commitment to the Governing Board involves time, effort and flexibility.

Gymnasium

The use of any equipment or any physical education area must be approved by a member of the Physical Education Department. Students must follow the directives of the Physical Education teacher when in a Physical Education area. Students and teachers must report all injuries to the level vice-principal and complete an incident report form. No jewelry or breakable glasses should be worn during Physical Education activity.

Honour Society

The purpose of the Honour Society is to grant recognition to our top students who have had a successful academic term. Students are awarded a ***Gold Pass*** if their term average is at least 85% with no mark below 70%. The ***Gold Pass*** will allow Honour Students to absent themselves from class to do independent study or research in the library **with teacher permission once per term**.

Graduates are recognized as Honour students at the Closing Exercises if they have obtained a summary average of 85% and no mark below 70% in any course; these averages are based on Secondary 4 final MEES results and terms 1 and 2 of Secondary 5.

Lunch Period Regulations

- Junior students (Sec. I and II) are expected to remain on school property at lunchtime and to display the proper behaviours outlined in this document.
- When off school property, senior students (Sec. III, IV and V) are expected to behave in a respectful and courteous manner.
- Hallway/locker access is restricted during lunch hours. When permitted access), students must respect the classes in session and remain silent.
- During the lunch period, students must remain in designated supervised areas of the school, not in the hallways and stairwells.

Ombudsman

There is a procedure for the examination of complaints for parents or students of the LBPSB. More information can be found at www.lbpsb.qc.ca.

Parent/Teacher Interviews

Formal interviews are held in November and March. In addition to these scheduled times, parents may communicate with the teachers and administration as needed.

Physical Education Uniform/ Clothes

Students must wear running shoes and appropriate physical education clothes, including a St. Thomas T-Shirt to participate in physical education classes. All change of clothing must be done in designated areas only. St. Thomas Physical Education and other ST.T. clothing will be available to purchase through an online store. Students are encouraged to ***put a lock on the gym locker*** to safeguard their belongings. Without a lock, the students' belongings are at risk for theft. **The school is not responsible for stolen property.**

School Hours

Students are expected to arrive no earlier than 7:15 a.m. Students must leave the building immediately after school unless involved in tutorials or extra-curricular activities.

Scholarships

Each year scholarships and bursaries are available to deserving members of the graduating class. The criteria for these scholarships include academic excellence and participation in school and community life. Throughout the year the Guidance Department will inform students of available scholarships through the morning announcements and provide the necessary information for those who wish to apply.

Science Labs

Students are provided with rules and safety guidelines for appropriate use of lab equipment.

Security System

The school building is equipped with an alarm and surveillance cameras.

Service as Action Opportunities

As well as being a compulsory component of our IB program, St. Thomas offers numerous activities in which ALL the students are invited to participate in community activities. These respond to the needs of the neighbor we can see (in our community) and the neighbor we cannot see (in the larger community).

Textbooks

Students are provided with the required textbooks for all courses. Students are asked to make a real effort to care for these books that must last for several years. The cost of lost or damaged textbooks will be charged to parents.

Volunteers

Parents, grandparents, former students and members of the community are welcome. Volunteers are needed in many areas. Interested persons should call the school. Volunteers, coaches or parents who are in a direct supervisory role with students are required to pass a background police check before working with our students.

Visitors

All visitors to St. Thomas must check-in at the Reception and obtain a Visitor's Pass. Students are **not** permitted to invite outsiders to the school at any time during the school day.

Water Bottles

We strongly encourage students and staff to use multiple-use water bottles as opposed to single-use plastic water bottles. Refill stations are available for use by students and staff.

Working Part Time

While there are many benefits for a student seeking part-time work after school hours, parents and students are urged to monitor the effects a part-time job may have on the student's school achievement. It is important to emphasize that school work and academic success are a priority.

School Services

Cafeteria

St. Thomas offers a cafeteria service through the School Board and Chartwell's Food Services.

For a copy of your high school **menu**, fixed price list and other information, please visit the LBPSB Food Service & Nutrition Website <http://nutrition.lbpsb.qc.ca>. The current year price list and all food served in the Cafeteria complies with the LBPSB Food & Nutrition Policy adopted by the Council of Commissioners.

The cafeteria **hours** are from: 7:35 – 7:55; 9:40 – 9:55, and 10:45 – 12:35. It offers a large variety of food, full meals, snacks, soups, salads, and many *à la carte* items to supplement lunches from home. Please note: the cafeteria accepts cash, debit cards, and cafeteria cards. Students are not permitted to pay using their cell phones or smart watches.

Keeping the cafeteria clean requires the cooperation of every student. Trash must be placed in the receptacles and trays must be returned to their designated area.

At lunchtime, students may only consume food in designated areas.

Library

The aim of the Judge Lindsay Place library is to support students in their academic pursuits, to accommodate collaborative learning, and to provide interesting reads. The librarian can help with finding information on Internet and database search strategies, passwords for the LBPSB digital resources or suggestions for the next book to read.

Guidance Counsellors

Two guidance counsellors provide personal, vocational, and academic counselling to students of all grade levels. Parents and teachers are also welcome to contact a Guidance Counsellor at any time regarding a student's progress.

Personal counselling is a confidential process available to all students who are experiencing personal difficulties. Vocational counselling helps students learn about themselves and the world of work, and guides them towards establishing career and educational plans. Information on vocational training programs and post-secondary educational institutions (CEGEP and university) is available in the Guidance Office.

Students who wish to see a guidance counsellor can request an appointment by emailing the guidance counsellor directly. Parents may also do the same. See St. Thomas website for email addresses.

Tutoring

Students experiencing academic difficulties may benefit from the support of a private tutor. The Guidance Department can provide the names of private tutors, including CEGEP and university students, certified teachers, and senior St. Thomas students. Please contact the Guidance Counsellor to discuss what type of tutoring can best meet the needs of your child.

Health Services

Emergency first aid services are provided by the school's First Aid Team. Parents are reminded that should transportation by ambulance be necessary, they are responsible for costs incurred. Parents should not send their child to school ill. They should notify the school if their child has a health problem that would interfere with functioning at school and leave a parental emergency phone number for use in urgent situations. A *Parent Emergency Medical Request* form is to be completed at the beginning of every school year and returned to the school. Students requiring the use of the elevator for medical reasons must place a \$20.00 deposit for the key and return it when no longer required.

Medications are not administered by school personnel as per LBPSB's Policy on *Distributing Medications in School and Centers*.

Nurse

The CIUSSS de l'Ouest de l'Île de Montréal works closely with St. Thomas staff and community partners to ensure that the school is a healthy environment. The Nurse helps to improve, maintain and protect the health of the students by screening for health problems to orient students to appropriate resources. The Nurse offers group information sessions on health-related issues to students and school staff, provides support and consultations to school staff regarding first aid, monitors immunization, students' health records, and provides vaccinations. St. Thomas is assigned a nurse from the Lac St-Louis CLSC on a part-time basis. Please note: minor first aid can be administered by office staff.

Social Worker

The Social Worker provides prevention services and intervenes with children who are experiencing psychosocial, adaptation or integration problems by providing individual and family counselling; referring these children and their families to appropriate resources; acting as a consultant to school staff. St. Thomas is assigned a social worker from the Lac St-Louis CLSC on a part-time basis.

Community Helping Resources

West Island Directory of Community Services 2-1-1 or
<https://www.211qc.ca/en/directory/montreal/west-island>

AMCAL Family Services 514-694-3161 ext. 223
ANEB - Anorexia and Bulimia Québec 1-800-630-0907
Batshaw Youth and Family Centres 514-989-1885
Carrefour jeunesse emploi de l'Ouest-de-L'Île 514-782-0433
CAVAC 1-866-LECAVAC
CLSC – Pointe Claire 514-697-4110 CLSC – Pierrefonds 514-626-2572
West Island Community Shares - Food banks 514-695-8694
Fosters Addiction Rehabilitation Centre 514-486-1304
Friends for Mental Health, West-Island 514-636-6885
Info-Crime 514-393-1133
Kids Help Phone (ENG) 1-800-668-6868 – Tel-Jeunes (FR) 1-800-263-2266
Maison des jeunes À-Ma-Baie 514-685-2989
Maison des jeunes de Pierrefonds 514-683-4164
Project 10 514-989-4585 / Interligne 514-866-0103
Suicide Action Montréal 1-866-277-3553
West Island LGBTQ2+ Centre 514-794-5428
West-Island YMCA 514-630-9622