CODE OF CONDUCT
Academic Responsibility

Respect the Intellectual Property of Others
In all academic work it is essential to give credit to the people and sources that information and ideas came from. All print, electronic, and all other forms of research must be cited. Failing to do so constitutes intellectual theft and is called plagiarism. In its broadest sense, plagiarism means to take the words or ideas of someone else and to use them as your own. It includes using direct quotes and paraphrasing without giving credit to the original author, including other students. If unsure about whether or not a citation for a piece of information ASK YOUR TEACHER and/or CITE IT TO BE SAFE!

Consequences of plagiarism:
• A mark of zero for the assignment may be given
• School administration and parents/guardians will be informed
• Confirmed infractions will be documented
• A referral to the Planning Room may be issued
• Repeat offenders will be liable for suspension
• Students giving or attempting to give information, projects and/or assignments to another student may also face consequences

Allow for Honest Evaluation
Evaluation is an essential part of the learning process. It allows teachers to assess where students need extra support in their learning. As such, it is important that students are honest in evaluation situations by following the instructions and guidelines for proper completion of an evaluation set out by the teacher. Failing to do so constitutes cheating. A few guidelines to prevent this from happening are outlined below.

During examinations, students must refrain from:
• Obtaining or attempting to obtain information from another student or unauthorized source
• Giving or attempting to give information
• Using or attempting to use any unauthorized material
• In all evaluation situations students must refrain from submitting evaluation materials for which credit has previously been obtained, or which has previously been submitted in another course without the teacher’s knowledge and consent.

If you are dishonest during an evaluation situation:
• Student may receive a zero for the evaluation
• The administration and parents/guardians will be informed
• Student and parents/guardians will meet with the appropriate vice-principal
• Referred to a school professional
• Repeat offenders will be liable for suspension
Respect the Homework Policies of your Teachers

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 will be informed

Attendance

Regular attendance is expected in all classes and is essential to achieve academic success. ALL ABSENCES must be approved by your parents/guardians. ALL ABSENCES must be documented by the appropriate cycle level office.

Parents/guardians are asked to plan the student’s appointments and vacations/holidays outside of school hours in order to prevent absences. They are asked not to request extensions from the prescribed dates. Students are responsible for missed work. A detailed calendar of school events and holidays is available through the LBPSB website, school website and agenda.

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.

If absent:
• Parents/guardians must notify the appropriate level cycle as soon as possible, within 24 hours of the day of absence by telephone (514) 694-3770 and follow up by written notice. Failure to do so may result in detention(s).
• Absences will be considered excused if they are related to the following: death in the family, authorized religious observance, medical or dental appointment, or illness.
• Students must report to the appropriate cycle office immediately upon returning from an absence. Absences will be recorded in the student’s agenda.

If absent without the consent of parents/guardians consequences may include:
• Informing parents/guardians
• Detentions
• Meeting with the appropriate vice-principal or principal
• Removal from ECA
• Suspension, a probation contract, parent conference, and recommendation for review of school placement may be considered for repeat offenders

If absent for a formal evaluation:
• An official certification for the absences (i.e. doctor’s note, death certificate, etc.) is required
• There will be a penalty if this documentation is not provided
• Students must be prepared to complete the evaluation upon their return
• A student absent for 3 or more days may be required to complete the evaluation upon their return.
• A student must see all of his/her teachers to arrange a suitable time for evaluation to take place.
• Ministry Exams regulations are not governed by the school but by MEESR.

**If an early dismissal due to illness is required:**
• The student should report to the appropriate cycle office.
• Parents will be informed and required to provide permission.
• If an early dismissal is required.
• A written request from parents for dismissal on the morning of the early dismissal.

**Grey Days**
Grey days take place before a term ends and before exams. There are no school events planned that interfere with class time, unless it is for and during a specific class. Even more so during grey days, it is expected that students arrive to school and classes on time. Consequences may be issued for failure to comply.

**Be punctual for class**
Students are expected to be on time for school both in the morning and throughout the day.

**If student arrives late to school (after 7:55am):**
• Student must sign in at the appropriate cycle office.
• Student must provide a note from a parent/guardian which provides an explanation for the late arrival.
• Student will then have their agenda stamped in the office to allow entrance to class.
• Repeat offenders will face further consequences.

**If a student is late to classes during the day:**
• They will face consequences outlined by the teachers.

**If a student is repeatedly late and have already served one or more detentions:**
• The student is liable for suspension.
• Parents/guardians will be informed and called in for a meeting.
• A behaviour contract may be implemented.

**Come to Class Prepared**
Students are expected to bring all of the necessary materials to class (i.e. writing utensils, books, assignments, agendas, etc.). This is essential in order for students to maximize their learning.

**If students fail to bring the required materials to class:**
• They will face the consequences outlined by the teacher.
• Administration and parents will be informed for repeat offenders.
  o They may be liable for one or more detentions.
  o They may be referred to a school professional for support with organizational skills.

**Social Responsibility (General Conduct)**
*Treat all staff members with respect.*
Students are expected to treat all staff members with respect. Verbal, psychological, and physical abuse against staff members will not be tolerated.
Students are expected to follow directives issued by any staff member. Disregard for these directives and/or the staff member is blatant disrespect towards authority (insubordination).

If you are insubordinate towards any staff member:
- A Conduct Report will be issued
- Administration will be informed.
- Parents/guardians will be informed.
- One or more after school detentions may be issued.
- Make amends for disrespectful behaviour before returning to class.
- Parents/guardians may have to meet with the appropriate vice-principal
- Student may be referred to a school professional
- Student is liable for suspension
- Review of class placement

**Lockers**
Lockers are the property of the school and they may be opened and searched at any time. (Police Presence in Educational Institutions, Frame of Reference, MEESR)
Each student is required to have a lock for his/her locker. Locks are available for purchase at the school’s cycle office. It is important that each student makes certain that his/her locker is securely locked at all times when not in use. Each student will be assigned a locker. Lockers are not to be shared.

Only school issued Dudley combination locks may be used on school lockers.

No student is permitted to change his/her locker assignment without permission from the principal or vice-principal. **Students will be held responsible for all contents found in their assigned locker.**

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.**

**Respect the physical property and space of others**
Students are expected to treat the property of others with care and respect. Stealing (theft, taxing) and damaging individual or school property (vandalism/graffiti) are unacceptable behaviors and will not be tolerated.
Consequences for stealing/damaging property of others:
- May be suspended immediately
- Parents/guardians will be informed
- A meeting with the parents/guardians and the appropriate Vice Principal will be arranged
- May be referred to a school professional

These offences range in their degree of severity and thus punishments will be imposed accordingly. The principal and his/her staff will be the ultimate authority in determining the action taken against offending students. This may include involving the authorities and legal proceedings against the student and his/her parents. **As per articles 343, 465 (1) and 346 of the Criminal Code.**
Students are expected to behave in a way that is not dangerous or disrespectful to the well-being of others in the school and the community.

- A student may not run, push, or play fight in the school.
- A student may not use threatening language or gestures.
- A student may not fight, assault, or verbally abuse others.
- Students are not permitted to block stairways or hallways.

If you threaten/abuse the physical space of others:

- May be suspended immediately
- Parents/guardians will be informed
- A meeting with the parents/guardians and the appropriate Vice Principal may be arranged
- May be referred to a school professional
- These offences range in their degree of severity and thus consequences will be imposed accordingly. The principal and his/her staff will be the ultimate authority in determining the action taken against offending students. Authorities may be contacted.

Students who witness any form of fighting/bullying and do not take the necessary measures (reporting, and/or getting an adult to intervene) will face consequences as a bystander. Any student exploiting a fight by recording it will also face consequences (as per the school's Anti-Bullying Policy, please refer to school website)

Excerpt from Lester B. Pearson Safe School Policy:

Fighting - Violent Behavior
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.

Excerpt from the Criminal Code:
The following are criminal offences for which a student may be prosecuted:

Assault: Article 266 of the Criminal Code - An intentional attempt to use force or the actual use of force against another person through physical aggression (e.g. pushing, hitting, spitting) or use of a weapon or threat.

Threats: Article 264 (1) of the Criminal Code - A word or gesture made directly or indirectly, by which a person declares an intention to hurt someone. The threat can be to kill or harm a person, or to destroy or burn personal property.

For further details, please consult the Lester B. Pearson Safe and Caring Schools Policy and the referenced articles of the Criminal Code.

Appropriate Online Behaviour
All members of the St. Thomas community are expected to use cyber technologies such as e-mail, cell phone, text messaging, instant messaging, personal Web sites, online personal polling Web sites, and any other social media platform, responsibly both in and outside of school. Cyber-bullying or cyber-misconduct should not be used to demonstrate deliberate, repeated, and hostile behaviour 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 Digital Citizenship Policy dcp.lbpsb.qc.ca.)

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.
- Students are expected to follow the instructions of teachers, staff and administration.

It is expected that Internet use will be used 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 Saint 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, 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:

- Administration may be informed
- Parents/guardians may be informed
- May receive one or more after school detentions
- May have to meet with the appropriate vice-principal
- May be referred to a school professional
- May be liable for suspension
- May be liable for review of school placement
- Computer and Internet use at school may be suspended
**Definition of Harassment—Physical or Verbal Bullying, or Cyber Bullying**

Harassment, which in some cases may be described as bullying, can be psychological or physical. Specific examples include but are not limited to:

- unwelcome leering or staring;
- unwelcome racial slurs, epithets, threats, verbal abuse, derogatory comments, or degrading descriptions;
- unwelcome communication including that about an individual’s body, attire, racial origin, or overly personal comments;
- unwelcome invasion of an individual’s privacy;
- unwelcome jokes, stories, drawings, pictures, or gestures;
- the spreading of malicious rumours;
- suggestions or demands for payment accompanied by implied or explicit threats (taxing);
- cornering or blocking normal movements;
- misuse of power or position;
- stalking (Lester B. Pearson School Board Safe Schools Policy)

The Lester B. Pearson School Board believes that everyone in our community is entitled to a safe, secure, and respectful environment free from all forms of harassment and violent behaviour. (Lester B. Pearson School Board Safe Schools Policy)

- Generally, harassment consists of repeated acts. However, 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.

**Electronics Usage**

A student may use an electronic device in an academic context only. The classroom use of any electronic device requires approval by St Thomas High School staff and/or administration.

The school considers the non-educational use of a cell phone, a personal music playing device, a camera and all other electronic devices as a disruptive influence. All students are asked to: (a) leave the electronic device at home, or (b), shut off the electronic device and place it in a secure location (locker, car, etc.). Students who choose to carry an electronic device may do so – however, it must be turned off and concealed.

**Be advised:** the school will not be held accountable for a damaged or stolen electronic device.

**Be advised it is illegal to take unauthorized pictures, videos and sound clips on the school property without appropriate consent.** This activity is considered an invasion of privacy by both the Federal and Provincial Governments.
Consequences if electronic devices are incorrectly used:

- The electronic device will be withheld or removed from you
- It will be given to the appropriate Cycle office
- For a 1st offence, a student may retrieve the electronic device **ONLY** after serving a minimum of 1 administrative detention (2:25 PM).
- The electronic devices of repeat offenders will have to be retrieved by the parents/guardians of the student at the end of the school day
- The Administration has the right to ask that repeat offenders leave all of their unauthorized electronic devices at the front office during the school day for a time period decided upon by Administration
- **Repeat offenders are also liable for suspension**
- 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 pictures, videos and sound clips may have legal action taken against them by the individuals involved, and sanctions can be imposed by the school.
- School administration reserves the right to verify the contents of any electronic device that could be brought to school.

**Appropriate Clothing**

It is expected that students wear neat, clean, and properly fitting clothing at all times. The school staff reserves the right to define what attire is “appropriate” within the context of the school.

All St. Thomas High School parents/guardians are asked to support the school’s dress code by seeing that their child is properly attired when leaving home in the morning. The following list contains some (but not limited to) guidelines, to help students and parents/guardians make wise choices about what attire is appropriate for school:

- Clothing/jewellery which depict drugs, alcohol, beer, violence, profanity or inappropriate language/message is not acceptable
- No clothing should be ripped or torn
- Undershirts and spaghetti strap shirts are **NOT** acceptable
- Short skirts and short-shorts are not appropriate
- Chests, midriffs and backs must be covered at all times
- Inappropriate leggings/stockings are not acceptable
- Undergarments should not be visible (including boxer shorts)
- Footwear must be worn at all times on school property
- Sleepwear is not acceptable
- Hats/tuques/bandanas/visors/hoods etc. (except for religious headgear) are not to be worn
- Sunglasses are not acceptable while indoors
- For security reasons, outdoor coats/jackets and school bags must remain in the students’ lockers during school hours. They are not to be worn in the school building, in the cafeteria or the detention room.

**If you dress inappropriately:**
• Students will be directed to the appropriate Cycle office by a staff member
• Student will be expected to change clothes
• The student may be sent home to do so
• The student may be given an article of clothing to replace inappropriate item
• Parents/guardians may be called to bring the student appropriate attire
• Detentions may be issued
  Repeat offenders are liable for suspension
• Unauthorized head gear will be withheld – administration will decide when the student may have it back

Make the Right Choices
Students at St. Thomas are expected to consider the serious consequences of poor choices. Students should refrain from smoking cigarettes, e-cigarettes, vapour cigarettes, drinking, gambling and using illegal substances both on and off of school property. Possession, use, or selling of tobacco products, e-cigarettes and vapour cigarettes, drugs or drug paraphernalia and/or alcohol is prohibited. Smoking is not permitted on school property or the surrounding area as in accordance to the Tobacco Act. The consequences of any such behaviour will be severe.
  • Administration will be informed
  • Students caught smoking or selling any type of cigarettes on school property or surrounding area could be subject to a fine.
  • Prohibited substances will be withheld by administration for appropriate disposal.
  • The police may be contacted for assistance.
  • Parents/guardians will be informed
  • Parents/guardians will have to meet with administration
  • Suspended for a period of up to 5 days
  • Student may be referred to the guidance counsellor and the Planning Room technician
  • School placement may be reviewed

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 Drug Policy)

Pulling the Fire Alarm--A false fire alarm is considered a Criminal Offense and parents will be assessed the fines the school will have to pay. (Up to $2700)

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

Use Appropriate Displays of Affection for an Academic Setting
Students are expected to conduct themselves with complete propriety concerning public displays of affection.
Demonstrate Proper Behaviour in the Schoolyard and in the Vicinity of School Property

Students are expected to exhibit proper and respectful behaviour on school grounds at all times. **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 of their litter in the appropriate bins on and around school grounds. A student may not throw garbage (including cigarette butts) on school grounds (inside and out), as well as in the vicinity of school property.

**Consequences for violating these rules:**
- One or more detentions
- Student will be expected to pick up your litter
- Administration will be informed
- Repeat offenders are liable for suspension

Lunch Period Regulations
- Junior students (Sec. I and II) are expected to remain on school property at lunchtime and to display the proper behaviors outlined in this document.
- When off school property, students are expected to behave in a respectful and courteous manner.
- When permitted hallway access, students must respect the classes in session and remain silent.

Cafeteria
The cafeteria hours are from: 7:35-7:55; 9:40 – 9:55, and 10:45 – 12:35; and offers a large variety of food, full meals, snacks, soups, salads, and many à la carte items to supplement lunches from home. For a copy of the high school menu, fixed price list and other information please visit the LBPSB Food Service & Nutrition Website: [http://foodservice.lbpsb.qc.ca](http://foodservice.lbpsb.qc.ca). All food served in the cafeteria complies with the LBPSB Food & Nutrition Policy adopted by the Council of Commissioners.

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. Students are encouraged to support our recycling program by putting cans and paper in recycle bins. The cafeteria is the only area where students are permitted to consume food and beverages during lunchtime, unless given permission by staff.