



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)	Students are expected to respect others regardless of race, colour, creed, sex, sexual orientation, gender, ability, status, age or appearance. Some examples include: • 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	Students are expected to care for themselves. • 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	Students are expected to actively participate and be responsible learners. • 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	Students are expected to use equipment and property according to all applicable rules, with care and respect. • 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	Students are expected to protect and care for the environment. ● Recycling ● Composting ● Reusing ● Reducing ● Using reusable lunch bag, dishes & water bottles ● Reusing gently used school materials
Respect for Digital Citizenship	Students are expected to use school and personal devices appropriately by: ● Keeping cell phones turned off and put away in their locker at all times during school hours ● 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.

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.

The use of Artificial Intelligence tools may be authorized by the teacher for certain assignments or projects. Unauthorized use of Artificial Intelligence or use of Artificial Intelligence in a way not specifically permitted by the teacher is considered plagiarism.

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

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.

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 administration 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 via Mozaik or telephone 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 ministry 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 the ministry and IB, and an official certification will be forwarded to the ministry 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 Mozaik or phone call.
- 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.

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.

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.
- Loitering in the presence of student(s) using tobacco products, e-cigarettes or vapor cigarettes.
- Occupying the same bathroom stall as another student.
- 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.
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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*

Appropriate Use of Digital Resources and Technologies Policy

<https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws>)

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 the first page of the Code of Conduct.

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.

SEXTO

The provincial government has mandated a partnership between municipal police forces and schools to better educate youth about the dangers of sexting (the action or practice of sending sexually explicit photographs or messages via mobile phone). When a student reports to a member of the school staff that an inappropriate image or video has been either shared with them or of them, there is a protocol that we are obliged to follow. Within the protocol, we are obliged to confiscate the cell phones of any students who may have the image or video and to give the phones to the police. More detailed information can be found at this link: <https://pasobligedetoutpartager.info/en/>.

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.
- All headwear, including hoods, are not to be worn indoors (with the exception of religious or cultural headwear or coverings).
- 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.