St. Michael's High School

SOAR to Greater Heights
Success | Opportunity | Accountability | Respect

Code of Conduct

The Code of Conduct is in place to minimize learning disruptions and maximize a healthy school community. The number one priority is the safety of students, staff and of anyone who is a member of the school community. As a school community we are committed to being aware of our own biases by paying attention to our thoughts and examining our beliefs to help identify the assumptions we hold.

The Intervention Plan is in place to provide supports for students: to prevent incidences requiring an intervention, to provide supports throughout an intervention, and to set students up for success after an intervention.

Student Responsibilities	**Teacher/Staff Responsibilities**
• To Soar to Greater Heights • To attend school and get caught up after absences. • To reach out to staff to develop a plan before planned absences. • To know and comply with the school rules. • To bring all required materials to class. • To treat students and staff with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin, or physical/mental ability. • To respect public and private property. • To follow the directions of school staff. • To behave in a way that does not disrupt the learning of others and does not cause harm. • To leave valuable items at home. • To dress appropriately and be prepared for the weather.	• To build relationships with students. • To post course communication and work on Teams or provide a link through Teams. • To establish, post, and reinforce classroom expectations for behaviour. • To follow through with classroom and school rules in an equitable and consistent manner. • To maintain a safe and well-organized classroom environment conducive to learning. • To attempt to communicate with parents/guardians and Administration when a student exhibits a pattern of concerning behaviours or unsatisfactory behaviour. • To treat parents/guardians, students and staff with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin, or physical/mental ability.
Parent Responsibilities	**Administrator Responsibilities**
• To work as partners with the school. • To communicate with teachers and/or staff when there is an issue, concern, or idea. • To communicate with students during non-class time. • To encourage prompt and regular attendance at school. • To notify the school when a student cannot attend. • To reach out to staff to develop a plan before planned absences. • To be available to school staff during the day. • To cooperate with staff in supporting students with academic, social-emotional, disciplinary, or attendance problems. • To know and review the school rules with students. • To treat staff, students and parents/guardians with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin, or physical/mental ability.	• To inform staff, students and parents/guardians about the school rules and expectations. • To form relationships with all school stakeholders. • To be consistent and equitable when applying the discipline policy. • To offer supports when and where needed. • To investigate before determining a violation has been committed. • To listen to student voice. • To treat staff, parents/guardians and students with respect regardless of ethnic group, religion, gender, sexual orientation, colour, race, national origin, or physical/mental ability. • To provide parents/guardians with information regarding the discipline process. • To attempt to communicate with parents/guardians when a student exhibits a pattern of unsatisfactory behaviour or concerning behaviours.

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Behaviour	Expectations	Intervention Plan

Attendance	**WHY? Absenteeism has a negative effect on student success.**
	• Students will attend school all possible days with the exception of days when showing symptoms of illness and/or following Public Health recommended exclusion.
	• Students will check in at front reception with parent verification if they are late to school. Parents/guardians will either join their child at the front reception or they will call/email to verify their child's tardiness.
	• Parents/guardians will ensure that students attend school; in the event a child is absent for a legitimate reason (i.e. appointment, illness) the parents/guardians will notify the school by phone or email (lvisentin@wqsb.qc.ca).
	• School staff will take attendance and the school secretary will communicate with parents/guardians to verify absences. The school is responsible for notifying parents/guardians in the case of absence and to follow up until the absence is verified by parents/guardians.
		If this is difficult for you, contact your technician or the guidance department.
		• Parents/guardians will be notified by school staff if their child is absent or late to school and not verified.
		• A student who has many absences and continues to be absent will have a plan-of-action meeting with school team, parent/guardian, and student. Supports will be put in place for a successful re-entry.
		• The school is obligated to notify Youth Protection Services if a student is absent for 35% or more of the school year to date.
		• If the absences continue, a call will be made to Youth Protection.
		• Truancy student is **absent without verification from parent or guardian**):
		  ○ First truancy possible interventions: Parent conference, detention, in-school suspension, written warning, intervention/support, exclusion from school activities, school community service, participation in restorative justice circle
		  ○ Continued truancies: 1 day in-school suspension

Arrival to Class, Lates, and Class Dismissal	**Why? We are committed to bell-to-bell learning to maximize learning in class.**
	• Students will be in class and prepared to work (i.e. sitting at their assigned location, with their required materials) before the second bell rings to begin class (this includes placing all electronics in the designated basket before the bell).
	• School staff will keep records of late arrivals.
	• The teacher dismisses students at the bell.
	• Late students will be sent to the office to get a late slip. The school will keep a record of late arrivals.
		• A student will not receive a consequence if the late is justified (late bus, parent drop off).
		• A student who is late (non-verified) for class
		  ○ 1st late = warning
		  ○ 2nd late = warning
		  ○ 3rd late = 15 min detention and meeting with an administrator
		  ○ 4th late = 30 min detention and warning
		  ○ 5th late = 1 day in-school suspension

Bullying (physical, emotional , cyber)	**WHY? Bullying behaviour has a devastating impact on all members of the school community.**
	• Students will behave appropriately, respecting individual differences and diversity. They will report and inform (parents/guardians, school staff, friends) if they are being bullied or if they see someone else being bullied. Students will help someone who is being bullied by taking a stand – reporting and supporting.
	• Parents/guardians will watch for signs that their child may be the victim of bullying and watch for signs that their child is exhibiting bullying behaviour. They will speak to a teacher or administrator if their child is being bullied or they suspect that their child is bullying others. They will encourage open conversations with adults and encourage their children to tell a responsible adult if they are being bullied or suspect others are bullying.
	• School staff will act as appropriate role models for students. They will take every precaution to ensure that students are always supervised. They will reinforce the message that teasing and/or bullying is not accepted or tolerated. They will be observant of signs of distress or suspected incidents of bullying. The staff will treat all reports or observed incidents of bullying seriously by reporting them immediately to Administration. The staff will provide and foster an environment where students feel they can speak to staff about their concerns.
	• **Please see Anti-bullying/Anti-violence Plan**
		If this is difficult for you, mediation is available; contact Administration.
		• Official warning to stop offending (verbal and written) to the student(s)and parents or guardians.
		• A student may be automatically suspended from school if the act of bullying is considered severe regardless of previously reported issues.
		• In the case of a serious incident of bullying, parents/guardians of both the victim and the student(s) committing the bullying-type behaviour are notified. The parents/guardians are informed of the allegations and are also informed about the student's responses to these allegations (verbal and written).
		• If they do not stop engaging in bullying behaviours after any warning from school staff, students will be suspended from school.
		• Students who bully others may face one or more of the following consequences:
		  ○ Parents/guardians will be contacted by the school
		  ○ Privileges will be withdrawn and/or consequences assigned (e.g. detention, suspension, school activities, school services)
		  ○ Involvement in restorative justice
		  ○ Referral to the community officer/police offier
		  ○ Recommendation for an out-of-school assessment
		• In an incident where physical or emotional harm has been caused, an intake meeting will be held with an administrator. Student will also meet with a counsellor for a session to discuss restorative action strategies to move forward when appropriate.

Classroom Behaviour	**Why? We are committed to bell-to-bell learning in a safe, comfortable environment where students can learn and teachers can teach.** • Students will behave in a manner that is conducive to learning for all and will respect both the school and individual classroom guidelines and standards established. • School staff will model appropriate classroom behaviour and will monitor and follow up as needed. • Parents/guardians will be contacted when necessary.	**If this is difficult for you, contact your technician or principal.** • The classroom teacher will engage one-on-one with the student who disrupts the learning in the classroom. • The teacher may consult parents/guardians regarding student behaviour. • The teacher may consult Administration or a technician regarding student behaviour that disrupts learning. ○ If student behaviour continues to disrupt the learning in one class and/or disrupting multiple classes the teacher may assign a consequence or refer the student to Administration to decide on the appropriate intervention.

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Completion of Assignments	**WHY? Assignments provide opportunities for students to learn, practice and demonstrate their competency level.** • Students will complete assignments to the best of their ability and hand them in as requested by their teachers on or by the assigned due date. • Teachers will provide students with sufficient time to complete assignments. Teachers will monitor and keep a record of assignment completion and may notify the academic advisor with any concerns (lisakelly@wqsb.qc.ca). • Refer to the syllabus for late policies for individual courses.	**If this is difficult for you, contact your technician.** • A student who has a pattern of not completing essential work/assessments will be referred to a technician to develop a plan. • If the student's behaviour continues, the following interventions may take place: o A behaviour contract may be issued o In-school academic intervention such as resource and/or tutoring o Removal of extra-curricular activities o A team conference may be held with the student, a parent/guardian, the technician, teacher(s), and an administrator
Drug, Nicotine, or Alcohol Possession, Use, and Sale	**Why? It is against the law for minors to be in possession of and/or consume illicit substances.** • Students will refrain from using and/or trafficking drugs, nicotine products or alcohol when the school is responsible for the student (on the bus, on school property, during school hours and during school sanctioned events). • Students will not present themselves at school or at school events under the influence of any drug or alcohol. • The school Administration reserves the right to perform any search deemed reasonable to ensure the safety of students and staff. • As per the laws in Quebec the consumption of alcohol, tobacco and cannabis are forbidden on school property by all individuals. • No individual can be in possession of illicit substances or related paraphernalia on or off campus during the school day. The laws that govern us: L-6.2 - Tobacco Control Act (gouv.qc.ca) C-5.3 - Cannabis Regulation Act (gouv.qc.ca) I-8.1 - Act respecting offences relating to alcoholic beverages (gouv.qc.ca) Controlled Drugs and Substances Act (justice.gc.ca)	**If this is difficult for you contact the school Drug and Alcohol specialist or the guidance team.** • A student in possession of, selling, or using a vape or vaping paraphernalia will be subject to the following: ▪ 1st offense: 2 day out-of-school suspension ▪ 2nd offense: 3 day out-of-school suspension ▪ 3rd offense: 5 day out-of-school suspension ▪ 4th offense: 10 day out-of-school suspension ▪ 5th offense: Referral to Discipline Committee • A student who is caught either under the influence, in possession, or trafficking any drugs, alcohol, or nicotine, or related paraphernalia will be suspended for 10 school days. • In either above case the school police contact will be informed • During a suspension resulting from the possession, use, or sale of drugs, nicotine, alcohol, or related paraphernalia, students will attend a mandated meeting with the school's Drug & Alcohol specialist and be provided resources upon return to school. • The student on suspension can access Teams for work and communicate with teachers about schoolwork during school hours. • A disciplinary meeting with parents/guardians, Administration, and a director will be held after a drug and alcohol suspension. o Expectations are made clear o A contract signed o Remediation schedule is shared o Any additional supports needed o Technician will check in on a regular basis • The school Drug and Alcohol Technician will follow up with the student upon their return from a drug and alcohol suspension. • A student who is caught trafficking drugs or with a quantity of drugs deemed to be for the purpose of sale, will be suspended for 10 school days pending a meeting with a director at the school board which may result in a discipline committee hearing. • A student who is caught a second time either under the influence or in possession of illegal drugs or alcohol may attend a meeting with a director at the school board which will result in a discipline committee hearing and potential expulsion from school. • Refusal of a search is an automatic 10-day suspension pending a pre-discipline meeting with a director at the school board.
Electronic Devices	**WHY? We are committed to a focused, engaging, and socially connected learning environment for all students.** • The Minister of Education of Quebec has issued a directive banning "the use of cellphones, headphones and other personal mobile devices including smart watches by students (on the premises of school service centres' schools and vocational training centres)" which applies between the hours of 9am-3:30pm. •Personal devices are to be stored securely in lockers only during the school day. • The use of cell phones, headphones and other personal mobile devices are permitted: 1) If required because of a diagnosed medical condition 2) If required to provide accommodations for students with special needs approved on their Individual Education Plan 3) On the bus, before, and after school hours	**If this is difficult for you, leave your device at home.** • If a personal electronic device is found to be in violation of this policy: o First violation: Verbal warning, reminder of policy, phone back to locker. o Second violation: Phone confiscated, stored in the office, and returned at the end of the day. o Third violation: Phone confiscated, stored in the office, and released only to a parent/guardian. • Repeated violations will result in progressive disciplinary actions including detentions, loss of privileges deemed appropriate by the principal, and/or the device is held in the office every school day. • Parents/guardians requiring to contact their student must contact the main office via email or telephone, and a message will be promptly delivered to them.

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Missed Detention/ Failure to Comply During Detentions	**WHY? To stop students from misbehaving and help reflect on actions.** • Students are expected to serve detentions as assigned. • Students are aware of the consequences of their behaviour as outlined in the code of conduct. They are responsible for verifying and attending assigned detentions. A list is posted in the detention room and students are made aware of their detentions.	**If this is difficult for you, discuss with your Principal.** • If a student fails to serve a detention or comply with detention room expectations, they will be subject to the following: ▪ 1st offense: detention time doubled ▪ 2nd offense: detention time doubled again and parents/guardians are contacted ▪ 3rd offense: student will meet with principal and serve an in-school suspension ▪ 4th offense: 1 day out-of-school suspension
Leaving School Property	**WHY? Safety** • Grade 7 & 8 (Sec 1 & 2) students are not permitted to leave school property during school hours, extra-curricular activities and school events. • Grade 9, 10, and 11 (Sec 3, 4, and 5) students are permitted to leave school property at lunch. This is a privilege which may be revoked dependent on behaviour. • No student may leave school property during class time or at break.	**If this is difficult for you, discuss with your Principal.** • Students may be suspended up to 3 days for leaving school property without permission.
Lockers	**Why? Safety.** • Lockers are the property of the school. • Students will be assigned a school locker to use for the year. • Students need to lock their locker with a lock (keep combination confidential). • The office will keep a master list of all lock combinations and spare keys. • Students are not to share lockers. • Students are responsible for the contents in their locker. • Students will keep their lockers clean and organized.	**If this is difficult for you, go see the main office.** • If there is a concern about the the contents in a locker the lock will be cut and a search will take place with two administrators. • If students are in a locker not assigned to them, the lock will be cut. The student will be relocated to their assigned locker. • A technician might help a student organize and clean a locker if needed. • Students may lose their privilege of using a locker if the expectations are not being met.
Respectful Behaviour	**Why? Mutual respect builds feelings of trust, safety and well-being.** • Students will treat others with respect at all times. • Students will use respectful language and tone with teachers and staff. • Students will respect requests made by any staff member and comply with school expectations. • Students will wear clothing with no references to drugs, alcohol, illegal activity, hate or discrimination, profanity, pornography, that incites violence or harassment, or threatens health and safety.	**If this is difficult for you, contact your technician.** • A student who is disrespectful towards others will be assigned a detention. • In certain instances, for example, verbal violence, ongoing disrespectful behaviour or if racist, sexist, homophobic, transphobic, or other discriminatory slurs are made, students will be suspended from school for 3-5 days. • Intentionally taking a video/picture of anyone without consent may result in 3-5 day suspension. • In an incident where harm has been caused, an intake meeting will be held with an administrator upon return to school. The student will also meet with a teacher and participate in the reintegration process.
Theft	**WHY? Theft is a crime and causes harm.** • Students will respect the belongings of others.	• A student who steals will be required to repay the amount or dollar value of what was stolen. • The police may be involved and will intervene with the student; the parents/guardians will be informed. In cases that warrant it, charges will be laid. • A student who steals at school or during the school day will be suspended externally for up to 3 school days. • Upon return to school the student will participate in the reintegration process.
Possession of a Weapon	**WHY? Safety** • No student will be in possession of a weapon or a replica of a weapon on or off school property during the school day. • Firearms are strictly forbidden on school property. • The school Administration reserves the right to perform any search deemed reasonable to ensure the safety of students and staff. • School staff has the right to confiscate weapons or replicas of weapons. • **Please refer to school board Policy C-14**	• A student is in possession of or who participates in inappropriate use of a weapon at school will be suspended 5-10 school days. • The police will be involved and will intervene with the student in cases where a firearm is involved. • Parents/guardians will be notified; a re-entry meeting or pre-disciplinary meeting with parents/guardians will be held.
Vandalism	**WHY? Vandalism is a crime and causes harm.** • Students will be respectful of all school property. • The school community will monitor and report any incidents of vandalism.	• A student who vandalizes school equipment or property will be required to compensate for full repair of the vandalism. • Depending on the circumstances, the student may be assigned community service. • A student who vandalizes at school or during the school day may be suspended externally. • The parents/guardians will be advised. • The police may be advised and charges laid if appropriate.

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Violence: Physical, Verbal, Psychological, Sexual, Financial	**WHY? Violence is a crime and causes harm.** • Students will respect the personal space of others. • Students will refrain from any type of physical confrontation (play fighting or fighting). • Students will refrain from any verbal aggression towards students and staff. • Students will refrain from actions where one person asserts power over another in the form of physical, verbal, psychological, sexual and/or financial violence.	• Students involved in physical, verbal, psychological, sexual, and/or financial violence may be suspended for 1-10 days. • Students who are involved in verbal aggression (including threats) may be suspended for 1-5 days. • Students who enter into a minor physical altercation or play fighting (i.e. pushing/shoving each other) may be given a detention. • Students who are involved in a physical confrontation whereby punches or kicks are administered or any acts of sexual violence occur may be suspended for 5 school days and up to 10 days in the case of an assault. • The police may be involved and will intervene with the student. • ANY verbal violence, threat or physical violence towards a staff member may result in up to a 10 day suspension. • An intake meeting will be held with an administrator. Student will also meet with a teacher and participate in the reintegration process.

* Upon return from all suspensions, the following reintegration process will be followed:
1. School Administration will meet with the parents/guardians and the student
2. The student will participate in a restorative justice circle
3. The student will meet with a teacher for an academic check-in