G. Theberge School

Code of Conduct

Approved by G. Theberge Governing Board September 2026
This is a living document and changes can be made throughout the year by the GB

G. Theberge School's Code of Conduct has been created to maintain a safe, caring and orderly school environment.

The Codes of Conduct in the Province of Quebec rest on the following principles:

(1) the right of students and school staff to evolve in an environment that is conducive to learning and development, and in a setting that is respectful, considerate, welcoming, tolerant, secure, healthy and inclusive in which cooperation, mutual aid and attentiveness are shared values;

(2) the duty of students to show civility at all times towards other students and school staff, respect authority and their learning environment, and develop positive behaviours that favour the involvement of students in their academic success.

The purpose of the GTS Code of Conduct is to:

1. To encourage the development of socially responsible behaviour resulting in a positive reputation for students and the school community.
2. To foster a safe, respectful and welcoming learning environment for all students, staff and parents.
3. To clearly communicate behavioural expectations to the school community.

The Code of Conduct applies to all members of the school community at school, at any school-related activity at any location, or any circumstance/activity that will have an impact on the school environment.

Behaviour	Expectations	Pyramid of Interventions for Infractions
Regular School Attendance	➢ Students will attend school all possible days and be on time for classes. ➢ Parents will ensure that students attend school on time; in the event a child is absent for a legitimate reason (i.e. appointment, illness) the parents will notify the school by phone or email by 8:30am. ➢ School staff will take attendance and communicate with parents in the event that there are any concerns.	➢ Parents will be notified by school staff in the event that a child is absent and not verified. ➢ Parents of a student who continues to be absent and is not justified will be contacted by administration. A letter may be sent to outside services. The student will return to the school with his/her parent(s) at which time he/she will present a plan of action to remedy the problem. ➢ Secondary students who are late more than three times per term will serve after school detentions. Skipping a detention will lead to a suspension.
Dress Code	➢ Students will dress appropriately adequately covering nipples, buttocks and genitals; choice of clothing will not include or promote the following: symbols or wording that promote racism, homophobia, or intolerance, inappropriate language, vulgarities, drug/alcohol imagery. ➢ Parents will reinforce the importance of choosing appropriate dress. ➢ School staff will model appropriate dress and will monitor and enforce dress code and communicate with parents when necessary.	➢ A student who is in violation of the school dress code will be asked to change his/her clothing immediately so that the violation is remedied. If the student does not have something appropriate to change into they will stay at the office until a parent can drop off clothing for them. ➢ In the event a student continues to disregard the dress code he/she may be sent home and required to return with his/her parent(s) at which time he/she will present a plan of action to remedy the problem.
Healthy School	➢ Students will consume healthy snacks and meals; they will not bring candy, chips, chocolate, soft drinks, coffee or energy drinks to school. ➢ Parents will reinforce the importance of making healthy choices for eating. ➢ School staff will teach students to make healthier choices.	➢ A student who brings food or drinks that violate our Healthy School policy will have the items confiscated and parents will be informed. We will attempt to provide students with an alternative snack. Repeated incidents will prompt a meeting with parents and administration. ➢ Treats will be allowed during teacher organized school activities (ex. Bake sale, potlucks, etc.)
Use of Technology	➢ Students will use school technology for educational purposes, as directed by school staff. Students will not access sites or information that is inappropriate while at school. Students are given an Office 365 account and are encouraged o submit all work using that platform. ➢ Parents will reinforce the importance of responsible technology use. ➢ School staff will monitor and supervise student technology use, and when necessary, will communicate with parents.	➢ A student who is in violation of the technology policy for the first time will be subject to loss of school computer use. Parents may be notified. ➢ A student who is in violation of the technology policy a second time will lose computer privileges for the school year. ➢ A student who deliberately damages or breaks a device will lose all computer privileges and parents may be asked to pay for the repairs/replacement of the device.

Electronic Devices **** The school does not take any responsibility for electronic devices in case of theft or damage***	➢ Primary students will refrain from the use of all portable electronic devices (i.e. iPods, cameras, PSPs) and cell phones on school property during regular school hours **(9:10-3:55).** ➢ Secondary staff may complete a ***Device Request Form*** and submit it to the Principal if they require students to use personal devices for a pedagogical reason in class. Upon approval from the Principal teachers are required to advise parents with a minimum of 24 hours notice of the use of devices. ➢ Parents will reinforce the notion of responsible use of electronic devices with their children and will refrain from calling or texting their children during school hours. ➢ School staff will model appropriate use of electronic devices and monitor the student use of these at school. Parents will be contacted when necessary.	➢ A student who violates the electronic device policy will have his/her device confiscated. The student will have the device returned at the end of the day. ➢ A student who violates the policy more than once will have their device confiscated by administration until a parent is able to retrieve the device at school. ➢ **No student may photograph or record another student or staff member without their permission. Doing so will result in a suspension up to three days.**
Completion of Assignments	➢ Students will complete assignments to the best of their ability and hand them in as requested by their teachers. Students do not have the option of not completing assignments. ➢ Parents will reinforce the fact that all assignments are to be completed and handed in as assigned. ➢ Teachers will provide students with sufficient time to complete assignments. Teachers will monitor and keep record of assignment completion. Teachers will communicate with parents when work has not been completed.	➢ A student who does not hand in an assignment on time will be given an extension and/or asked to complete the work at lunch or after school and their parents will be contacted and a plan will be made to have the work completed. Secondary students may lose a percentage for every day the assignment is late. Failure to attend the assigned work period will result in a detention if the work has not been completed. ➢ The student may be required to attend a meeting with his/her parent(s) at which time he/she will present a plan of action to remedy the problem.
School Behaviour	➢ Students will behave in a manner that is conducive to learning and will respect both the school and individual classroom guidelines. Behavior cannot interfere with student learning. ➢ Parents will emphasize with their children the importance of behaving appropriately at school. ➢ School staff will model appropriate classroom behaviour and will monitor and follow up as needed. Parents will be contacted when necessary. ➢ The principal will advise parents and students about services available for support (school social worker, WQSB consultants).	➢ A student who misbehaves in class will be dealt with by the classroom teacher. ➢ In the event that a student continues to misbehave and ignores the teacher's interventions they will be referred to the administrator or work in the office until the teacher can follow up. The parents may be contacted by the teacher or administrator. ➢ If the misbehaving persists, a referral will be made to an administrator, who will work with the student to formulate a plan of action to remedy the problem. The student may also be served with a detention or suspension. ➢ A student who leaves school building/property without permission or hides from staff will be suspended. ➢ Repeated or violent misbehavior will lead to increased consequences: at this point, the student will be served with out of school suspensions and outside services may be contacted. Parents

		will be asked to attend a team meeting and a reduced schedule may be imposed.
Inappropriate Language	➢ Students will use respectful and appropriate language while at school or during school sponsored activities. Students will not yell or swear and will refrain from discussing inappropriate activities taking place outside of school hours (ex. Drug or alcohol use). ➢ Parents will encourage the use of respectful and appropriate language and will model it while interacting with all school staff. ➢ School staff will model respectful and appropriate language; they will monitor and enforce the policy. Parents will be contacted when necessary.	➢ A student caught using inappropriate language in school will be given a consequence by the staff member witnessing the incident. Consequences might be a recess or lunch detention or after school detention. ➢ A student who swears at a staff member will be suspended for up to three days.
Stealing	➢ Students will respect the belongings of others. Under no circumstance is it acceptable to take something that does not belong to oneself. ➢ Parents will clearly spell out to their children that stealing is not only wrong but also a criminal offence. ➢ School staff will model appropriate behaviour; they will monitor and enforce the policy. Parents will be contacted when necessary.	➢ A student who steals will be required to repay the amount or dollar value of that which was stolen as determined by the principal. The police may be involved and will intervene with the student; the parents will be informed. ➢ A student who steals at school or during the school day may be suspended externally for up to three school days or longer depending upon the situation.
Vandalism	➢ Students will be respectful of all school property. In doing so they will understand that it is not acceptable to vandalize. ➢ Parents will reinforce the understanding that vandalism is not acceptable. ➢ School staff will model appropriate behaviour and monitor and enforce the policy. Parents will be contacted when necessary.	➢ A student who vandalizes 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 for up to three school days or longer depending upon the situation. The police may be involved and will intervene with the student. ➢ Regardless of the act of vandalism, the parents will be advised.
Drug & Alcohol Use and the Sale of Drugs and/or Alcohol	➢ Students will refrain from using and/or trafficking drugs and/or alcohol at school. Students will not present themselves at school or at school events under the influence of alcohol or any illegal drug. ➢ Parents will ensure that their children understand the law. ➢ School staff will enforce the drug and alcohol policy; if and when necessary, school staff will impose the measures as indicated in the school policy.	➢ A student who is suspected under the influence or caught in possession of alcohol or illegal drugs will be suspended for up to ten school days. In the case of drugs the police may be contacted, all confiscated items will be turned over to them. Any refusal to comply with a search will be an admission of guilt and will result in an automatic ten-day suspension. ➢ Parents will be notified. As well, a re-entry meeting with parents will be held. ➢ A student who is caught trafficking alcohol or drugs or with a quantity of alcohol or drugs deemed to be for the purpose of sale (as determined by the police) will be suspended for ten school days and

		will be referred to a discipline committee hearing. The police and Youth Protection will be contacted.
Cigarettes and Tobacco products	➢ Students will not smoke cigarettes or other tobacco products (ex. Chewing tobacco, snuff, e cigarettes, vaping) at school, or in view of school property. ➢ Students will refrain from selling cigarettes or tobacco & vaping products at school. ➢ Parents will ensure that their children understand the law. ➢ School staff will, if and when necessary, impose the measures as indicated in the school policy.	➢ A student who is caught smoking or in possession of tobacco or vaping products at school will be suspended for one school day and all tobacco and vaping products will be confiscated and disposed of. Any refusal to comply with a search will be an admission of guilt and will result in an automatic three-day suspension. ➢ A student who is caught smoking or vaping a second time will be suspended for up to three school days. ➢ Parents will be notified.
Physical Aggression/Physical Assault	➢ Students will refrain from any type of physical confrontation. ➢ Parents will enforce the understanding that physical confrontation will not solve conflict or disagreement. ➢ School staff will model appropriate behaviour and will follow up with the necessary measures when the policy is violated.	➢ Two students who enter into a minor physical altercation (ie. pushing/shoving each other) may be suspended for one school day. ➢ Two students who enter into a physical confrontation whereby punches or kicks are administered, or someone physically assaults another person will be suspended out of school for 1-3 school days. ➢ A student that displays aggression to a staff member, themselves, or their class that compromises safety may be suspended for up to 3 days and outside services may be contacted. Parents will be asked to attend a team meeting, and a reduced schedule may be imposed.
Bullying "Any behaviour, spoken word, act or gesture, whether deliberate or not and of a repetitive character, expressed directly or indirectly, including in cyberspace , in a context characterized by a disparity in the balance of power between the concerned persons, having the effect of engendering feelings of distress, injury, hurt oppression or of being ostracized;"Art.13, LIP 2012	➢ Students will behave appropriately, respecting individual differences and diversity – to take a stand against bullying. 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 will watch for signs that their child may be the victim of bullying and watch for signs that their child is exhibiting bullying behavior. 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 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 all staff and students. They will take every precaution to ensure that students are supervised at all times. They will reinforce the message that 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 incidences of bullying seriously by reporting them immediately the appropriate administrator. The staff will provide and foster an	➢ Official warning to stop offending (verbal and written) to the students and parents. ➢ A student may be automatically suspended from school if the act of bullying is considered severe regardless if there have been previous issues. ➢ In the case of a serious incident of bullying, parents of both the victim and the student(s) committing the bullying-type behaviour are notified. The parents 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: ▪ Involvement in mediation; ▪ Parents will be contacted by the school; ▪ Recommendation for an out-of-school assessment; ▪ Referral to the community officer; ▪ Privileges will be withdrawn (e.g. exclusion from school, school activities, school services); and ▪ Sanctions outlined in the School's Discipline Policy such as detention and suspension.

	environment where students feel they can speak to staff about their concerns.	***** Please see Anti-bullying/Anti-violence Code of Conduct.**
Anti-Hate	➢ Students will honour the rights of others by refraining from actions motivated by bias, prejudice and hate against identifiable groups (defined by race, place of origin, ethnicity, language, ancestry, colour, creed, religion, gender, gender identity, gender expression, sexual orientation, size, strength, age, peer-group power, socioeconomic status, family circumstances, ability, intelligence, receipt of special education or any other similar factor), such as the wearing of hate or racist symbols, distributing hate information, producing hate-related vandalism (including graffiti) or uttering discriminatory remarks (e.g. the N-word and other racist phrases, homophobic insults, Islamophobic comments, ability-based slurs, etc.). ➢ Parents will make sure their child understands the expectations for creating a safe culture for all students and staff at school ➢ School staff will model respectful language and behaviours and incorporate opportunities in various subjects to examine the negative impact throughout history that hate towards different groups has impacted people	➢ A student may be automatically suspended up to three days depending upon the severity of the incident. ➢ Parents will be notified. ➢ Depending upon the severity of the incident there could be police involvement.
Lates (Secondary only)	➢ Students will arrive on time for class with all of their materials ready to learn. ➢ Parents will support students in their effort to arrive at school on time. ➢ School staff will model punctual and organized behavior and offer reminders to students when they are lagging.	➢ Lates will be documented at the office and warnings given for the first two. ➢ The third time a student is late they will serve a detention at lunch. Parents will be notified. ➢ The fourth and fifth late will be documented with more warnings. ➢ The sixth late will result in a second lunch detention. Parents will be notified. ➢ All lates go back to zero at the start of new terms. ➢ A student who is more then 20 minutes late to a class will serve a 1 day in-school suspension.
False Alarms	➢ A student caught triggering an alarm falsely causing the building to be evacuated could be suspended up to 3 days; parents will be contacted and Youth Protection and Police could be contacted to follow up. Any possible costs for the emergency response could be relayed to the parents.	
Civility	➢ Students must respect the authority of school staff and address them in a respectful manner (examples Miss, Sir, etc) ➢ Parents will model respectful forms of communication when addressing school staff ➢ School staff will address each other respectfully in front of students	➢ Students will be politely corrected if they address a staff member incorrectly ➢ Repeated and/or deliberate disrespectful addresses by student could result in a detention at the office and parents informed

Addendum: Detentions (Secondary only)	➢ If a secondary student chooses to skip a detention they will be made to serve a double detention. Any skipping at that point will result in a suspension.

Depending upon the situation a student could be asked to undertake restorative actions to resolve the incident: including in particular making a verbal or written apology, repairing or replacing damaged property, participating in