

Discipline Policy

In keeping with our Mission Statement, the aim of our discipline policy is to create an atmosphere conducive to the development of a Christian community and of school pride. We believe that all persons must practise self-discipline and be willing to work at becoming cooperative and contributing members of the school and the community. STMC strives to provide a safe and non-threatening environment, and expects all students to conduct themselves in a respectful, responsible, and considerate manner and in accordance with Christian values.

Code of Conduct

The Code of Conduct applies to all members of the St. Thomas More Collegiate community travelling to and from school, in class, at school functions, on school property, and in situations where they are seen to be representatives of the school. Members of the STMC community are expected to:

- Conduct themselves in a polite, responsible, and respectful manner with other students, parents, teachers and all school staff;
- Show respect for school property and the property of others;
- Be respectful, attentive and participate at Liturgies and at prayer services, regardless of their own beliefs or religious affiliation;
- Dress in an acceptable manner, in accordance with the intent of the school's dress code;
- Take responsibility for the task of learning including being punctual, attentive, cooperative, attending all classes and completing all assigned work;
- Use language appropriate to a Christian community, free of name calling, insults and profanity;
- Be considerate of others, their thoughts, feelings, background, and situation;
- Be free of alcohol, illegal drugs, and weapons;
- Be aware of their own rights and responsibilities and to exercise these in a positive manner.

Harassment

The STMC community will not tolerate any form of harassment by its members.

Harassment can be any action that unjustly creates an unwelcome or negative environment for an individual, is detrimental to that individual, or undermines the dignity and self-respect of the victim. Examples of harassment may include, but are not limited to, bullying, extortion, verbal and physical threats, excessive name-calling or teasing, racial remarks, and offensive slogans, language, or pictures (this includes all forms of cyber bullying as well).

Harassment also includes sexual harassment, which is seen as any unwanted sexual attention of a persistent or abusive nature made by anyone who knows or ought to know that such

behavior is unwanted. It also includes sexually oriented remarks and behavior which may reasonably be perceived to create a negative emotional environment for students, teachers, visitors, and others in the vicinity of the school. Any persons who believe they are victims of harassment of any form are requested to report their concerns to the school administration immediately.

Disciplinary Steps

When discipline does not develop from within, it must be imposed from without, and overall school discipline is primarily the responsibility of the Vice-Principals. Mr Orser deals with all concerns for grades 8-10, and Mr Steele deals with grade 11 and 12 concerns.

At the beginning of the year, teachers will discuss with their students what is expected of them in the classroom and set their classroom guidelines.

Disruptive behavior in the classroom is dealt with according to the following steps:

- 1 Students are reminded of guidelines.
- 2 Teachers assign their own disciplinary actions, e.g. detention, phoning home.
- 3 If the problem persists, teachers phone the parents and notes confirming the phone calls are recorded on the students' anecdotal records, kept by the teachers. Copies may be given to the Vice-Principal.
- 4 If the student's behavior does not change, they will be sent to a Vice-Principal. Reports explaining the disciplinary actions taken are given to the teachers. More serious infractions or persistent patterns of misbehavior will be reported to parents.

Disruptive behavior outside the classroom is dealt with according to the following steps:

- 1 The students are sent to a Vice-Principal with notes explaining the problems.
- 2 Appropriate actions are taken by the Vice-Principal.

The administration of the school reserves the right to search lockers, students' bags and jackets to ensure the safety of students and to support school policy. As lockers are school property, searches of student lockers can be conducted at any time without the presence of the student. Students' bags or jackets (on site) would be searched in the presence of the student. Such searches would occur by a teacher or administrator when they suspect (have reason to believe) the said items contain illegal substances, weapons or stolen items.

Procedure for Complaints / Problems / Difficulties

If you have a complaint or wish to resolve a problem or difficulty regarding students, the correct procedure is to approach the teacher involved first. If after that you feel the problem has not been resolved satisfactorily, then contact the School Administration. It is important that any problems are discussed early with the persons concerned. Nothing is gained by complaining to other parents, students, or teachers.