



Student Behaviour & Discipline Policy

Preamble

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 growth of school pride. We believe that all persons must practice 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.

Policy

- 1. 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. The code of conduct also applies to online activities that impact the school community. 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 aware of their own rights and responsibilities and to exercise these in a positive manner;
 - Be free of alcohol, cigarettes including any vapour or e-cigarette device, illegal drugs, and weapons; and,
 - Be free from cannabis and cannabis edibles.
- 2. 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 Administration. 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.

Teachers will take the following steps to deal with disruptive behaviour in the classroom:

- Remind students of guidelines and codes of conduct.
- Consult the STMC Behaviour Intervention Pathway and take appropriate disciplinary action dependent on the tier of the infraction. If the behaviour is a Tier 1 Minor behaviour, the teacher will inform the family and the Administration.

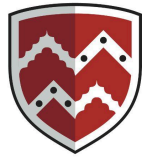


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- If the problem persists, the teacher will contact the family again regarding the behaviour and confirm the action is noted on the STMC Minor Behaviour Incident Form. The Teacher will also contact the Administration.
- If the student's behavior does not change, the teacher will send the student to the Administration. The Administration will report to the teacher and contact the family. The teacher and the Administration will complete a STMC Major Behaviour Incident Form to ensure the behaviour has been properly documented.
- In the case of serious infractions, Tier 2 Major Behaviors, or persistent patterns of misbehaviour that have already been addressed or documented, the school Administration will take appropriate action and will contact the parents explaining any disciplinary actions taken.

Teachers will take the following steps to deal with disruptive behavior outside the classroom:

- Consult the STMC Behaviour Intervention Pathway and take appropriate disciplinary action dependent on the tier of the infraction. If the behaviour is a Tier 1 Minor behaviour, the teacher will inform the family and the Administration.
 - Send the student to the Administration with a note explaining the problem. The Administration will report to the teacher, and In the case of serious infractions, Tier 2 Major Behaviors, or persistent patterns of misbehaviour that have already been addressed or documented, the school Administration will take appropriate action and will contact the parents explaining the disciplinary actions taken. The teacher and the Administration will complete a STMC Major Behaviour Incident Form to ensure the behaviour has been properly documented.
 - The school administrative team reserves the right to search lockers, as well as students' bags and clothing 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 student present. Students' bags or clothing (on site) must be searched in the presence of the student. Searches may be conducted by a teacher or administrator when they reasonably believe illegal substances, weapons or stolen items are present.
- 3. Suspension and Expulsion** - There will be no tolerance for serious infractions of school policy. Any misconduct deemed serious will always result in disciplinary action and may result in suspension or expulsion from the school. The Principal has the authority to suspend or expel students. The Administration will determine the length and nature of suspension (out of school or in school) in relation to the behaviour displayed. Suspensions are designed to provide time for the Administration and any school based team members time to investigate all aspects of the situation. This time allows the Administration time to ensure that the school environment is safe for all parties involved. This policy has been formulated in consultation with the principals of the other Catholic Secondary Schools in the Archdiocese of Vancouver.



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A student may be suspended if their misconduct is serious, in and of itself and/or the accumulation of minor misconduct warrants further disciplinary action, beyond steps previously taken.

For students to be reinstated following a suspension, they must:

- Accept responsibility for their misconduct
- Accept, and follow through with, consequences established by the school
- Demonstrate firm purpose of amendment, and
- Accept and support the school's disciplinary decisions.

A student may be expelled where:

- The misconduct is deemed serious enough, in and of itself, and/or the accumulation of minor or major misconduct, beyond steps previously taken, to warrant direct expulsion;
- The student does not accept responsibility for their misconduct;
- Previous serious misconduct warrants further disciplinary action due to a pattern of behaviour;
- The student's parents do not accept and support the school's disciplinary decisions;
- Parents/students do not accept and follow through with consequences established by the school; or
- The misconduct places other students and/or staff in moral or physical danger.

- 4. National and International Field Trips Conduct** - Students from St. Thomas More Collegiate who are granted the privilege of traveling on any national or international trip act as ambassadors for Canada, the City of Burnaby, and St. Thomas More Collegiate. A sponsor teacher (or teachers) will be designated as the trip leader(s) with ultimate responsibility for ensuring the policy requirements are met. The purpose of this policy is to ensure a safe and enjoyable experience for all students. Students must commit to the total experience for the duration of the trip, participate in all activities as appropriate, and abide by the decisions made by the trip leader and tour chaperones.

In addition to the rules and regulations that govern student conduct at school, the following apply to any field trip:

- Respect all tour students including teachers, chaperones, and fellow travellers;
- Refrain from loud, obnoxious or offensive language and behaviours;
- Be sensitive to and respectful of cultural differences;
- Dress neatly and appropriately at all times;
- No smoking or vaping at any time on the tour;
- No alcohol, illegal drugs or other stimulants at any time on the tour; trip leaders will perform random bag and/or room checks; and
- Curfew times for hotels are 10 PM; lights out one hour after curfew.



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Any breach of the above conduct expectations will result in the following discipline:

- A chaperone who observes violations or conduct breaches will refer the student to the trip leader. A continuation of unacceptable behaviour may result in the removal of the student from tour activities or the student may be sequestered and remain under continuous chaperone supervision for the remainder of the trip.
- Any severe violation (i.e. physical violence, alcohol or drug use or possession, theft, leaving an area without permission, breaking curfew or other conduct that would merit suspension or expulsion under this Student Behaviour Policy) must be referred immediately to the trip leader, and the student's parents or guardian will be notified as soon as possible. In addition to the measures set out above, the student may be required to return home at the family's expense. Appropriate school consequences may also be imposed once the trip is completed in relation to the level of infraction and/or previous behaviours demonstrated by the student, in accordance with this Student Behaviour Policy.

<p><u>References</u></p> <p>STMC Code of Conduct STMC Employee Manual v2.7 Consolidated and edited - K Olson Nov 2019 STMC Behaviour Intervention Pathway STMC Major Behaviour Report Form STMC Minor Behaviour Report Form</p>	<p><u>Approved</u></p> <p>Stephen Garland President, July 2024 Reviewed Sept 2025</p>
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