CODE OF CONDUCT

The Code of Conduct is the result of consultation with the stakeholders of the school including students, faculty, staff, parents, senior administrators and the Board of Trustees. The purpose of the Code is to provide clarity and to assist in providing a safe learning environment.

PROGRESSIVE DISCIPLINE POLICY

In accordance with the Education Amendment Act (Progressive Discipline and School Safety), 2007, a principal shall consider suspension or expulsion for certain activities engaged in by a student while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate. Our focus is on changing inappropriate, destructive and/or unsafe conduct within a progressive framework.

At Holy Trinity, a number of interventions are used to change behaviour. These include, but are not limited to, a teacher-student conference, teacher-parent contact, reparation for damages, restorative justice, counselling, detention and suspension.

BEHAVIOUR	INTERVENTIONS / CONSEQUENCES
CELL PHONES, AIRPODS, SMART WATCHES, EARBUDS, AND OTHER ELECTRONIC DEVICES	· Cell phones / electronic devices are not to be visible in any classroom, hallway, library, or chapel. · Cell phones must be stored out of view and silenced or powered off. · The only space where cell phones may be used is while a student is stopped at their locker at the beginning or end of day, or while in the cafeteria at lunch. · Cell phones may only be used in the main office when directed by a staff member. · Some teachers allow the use of cellphones for educational purposes and students will be clearly notified when this is the case. · Cell phones are never allowed in washrooms or gym changerooms. · Cell phones / electronic devices may be collected prior to exams / tests to ensure the integrity of the assessment. · Cell phones which are visible in any disallowed location will be surrendered to the teacher and managed through the following progressive discipline steps: ▪ **First infraction** - stored by teacher for the instructional period and returned to student at the end of the period. Parent contacted by teacher. ▪ **Second and subsequent infractions** -Student sent to the office with their device for appropriate consequence which may include suspension.

OPPOSITION TO AUTHORITY & RESPECT TO AUTHORITY i.e. failure to comply, failure to give your name to a staff member, refusing to report to the office, not following the directions or instructions given by a staff member	· If a student is oppositional or defiant to a staff member, administration will be involved immediately. Discipline and consequences will be up to the discretion of the administrator. · Consequences can range from "in school" discipline to the possibility of suspension. · "In school" discipline can include detentions, loss of privileges, apology to the staff member, etc. · A student's refusal to give his or her name to a staff member will result in a suspension. · A student's failure to report to the office when directed will result in a suspension.
TRUANCY	· Students must attend all assigned classes. All assemblies and liturgies are an integral part of our Catholic educational curriculum and attendance is expected. · Students that are truant from a class where an assessment or evaluation has occurred, may be subject to disciplinary and academic repercussions. · Consequences for truancy can range from "in school" discipline to the possibility of suspension. · "In school" discipline can include detentions, loss of privileges, etc. · A student's failure to serve "in school" consequences will result in a suspension.
PROFANE LANGUAGE	· Profane/inappropriate language (in classroom or hallway) will be addressed by a staff member. The student will be referred to the administration. Discipline and consequences will be up to the discretion of the administrator. · "In school" discipline can include detentions, loss of privileges, apology to teacher, etc. · Profane/inappropriate language directed towards a staff member by a student will result in a suspension.
BULLYING This includes: Cyber-Bullying and any forms of Social Media, i.e. Twitter, Snapchat, Instagram	· All bullying will be referred to administration. · School consequences may apply to incidents that occur outside of school hours that influence the atmosphere of the school. · The administrator will investigate the incident. Consequences and discipline will be left to the discretion of the administrator. · Discipline can range from "in school" consequences to possible suspension and police involvement. · The victim and perpetrator may be referred to the school's social worker. · The victim and perpetrator may be asked to participate in a restorative justice session.
HALLWAYS	· During classes, students should not be in halls. Teacher permission is required for leaving the classroom. · Students on spare should be in the library or cafeteria. · No food or drink in halls. · Students who are oppositional or defiant to a staff member in the hallways will be referred to administration immediately. Discipline and consequences will be up to the discretion of the administrator.

VANDALISM i.e. intentional damage to school property, lock bending.	· The following are possible consequences for students caught vandalizing school property · Restitution- pay/repair/clean up · Suspension · Police Involvement
THEFT	· Students caught stealing will be suspended. The police may also be involved. · The student will be responsible for full restitution/payment or the return of the stolen item. · Students are strongly encouraged not to leave valuables in the change rooms. · Students are required to lock their lockers with a Holy Trinity lock.
PARKING ISSUES i.e. unsafe driving in the parking lot, unsafe interactions with vehicles, loitering in the parking lot, improper parking, parking in cross-hatched sections	· Parking of student vehicles at Holy Trinity is a privilege. The following are possible consequences for students who drive unsafely in the parking lot, engage in unsafe interactions with vehicles, improper parking, or loiter in the parking lot: · Removal of parking privileges · Police involvement · Suspension · All accessible parking spaces are to be observed and only those with accessible parking permits may use them. · Holy Trinity is not responsible for lost, stolen items, or for damage incurred to vehicles.
SMOKING/VAPING ON SCHOOL PROPERTY	· Smoking and vaping is not permitted on school property. Cigarettes and vapes should not be visible in the school or in parked vehicles on the property. These items will be confiscated, and a parent will be notified. Confiscated items will not be returned to students. . Any student in possession of vapes, refill cartridges, tobacco or cannabis products will be referred to Administration for progressive discipline. · Anyone caught smoking or vaping on school property will face disciplinary consequences with a suspension from the school and may include a $300 + fine from the Health Unit.
ALCOHOL AND ILLEGAL SUBSTANCES AT SCHOOL OR WHILE INVOLVED IN A SCHOOL RELATED ACTIVITY (i.e. Dances, Retreats, Field Trips)	· The abuse of drugs and alcohol is a threat to our educational community. Specifically, distribution and sale, possession and being under the influence of either will result in discipline consistent with Board policies. · The minimum consequence will be a three-day suspension. Repeat offenders will face severe discipline. · Despite the legalization of marijuana, it is still prohibited to distribute, to possess, or be under the influence of marijuana while at school or while representing the school. · Offending students may be required to enter a counseling program as part of their return to school. · Counseling services are available for students seeking personal help in the area of substance abuse.

SCHOOL UNIFORMS

Overall Philosophy:

- Our school uniform is a symbol of our Catholic learning community. It is supported by the parent community and School Board policy. The expectation is that our school is a disciplined environment and that our dress uniform is worn with pride and respect. **Therefore, our uniform must be worn at all times during the school day.**

The EXPECTATION IS: IN SCHOOL IN UNIFORM

Uniform Policy Enforcement:

- **Students will not be admitted to a class out of uniform.**
- If a student is missing a uniform part the following steps will be taken:
    - Student will be asked to **self-correct** the issue
    - If the student cannot self-correct, the student will be sent to the office to discuss next steps with an administrator.
    - Next steps may include:
        - **Call home** to have the missing uniform part delivered,
        - Student is **sent home** to replace the missing uniform part, or
        - A loaned item may be provided to the student by the school (if available). This item should be laundered and returned to the school ASAP.
- Confiscated non-uniform pieces will be held in the office until the end of the day.
- **Persistent uniform infractions will result in home contact and disciplinary action which may include loss of dress down day privileges and/or spirit wear.**
- Uniforms should be clean and in good condition and be worn in a dress up fashion. Kilts must be of modest length – 4 inches from the middle of the knee. Failure to respect this may result in loss of kilt privileges until it has been altered.

Supplier: R.J. McCarthy:

- Students will not modify or accessorize the uniform.
- All uniform parts must be from R.J. McCarthy and should not be altered other than for length (pants). (No hemming of shorts, no rolling of shorts or kilts).
- Uniform parts may be purchased online at http://www.mccarthyuniforms.ca or visit their store location in Hamilton.

Uniform Expectations:

Uniform Basics	Description
Golf shirt - black - burgundy	Monogrammed (HT) may be worn untucked.
Rugby shirt	Monogrammed (HT) may be worn untucked.
Sweater knitted	Grey, monogrammed (HT)
Sweater Zip	Black, monogrammed (HT) (If wearing unzipped, uniform shirt must be underneath.)
Undershirt	Solid black or white undershirts only. (Undershirt may not be visible below cuff or hem of shirt or visible if sweater zipper is down.) No logos or patterns
Belt	Solid black or solid dark brown, through all loops at waist

Pants	Grey dress pant, hemmed, with the waistband worn at the waist Khaki jogger, with the waistband worn at the waist Grey Athletic Leisure Pant
Kilt	Plaid, no shorter than 4 inches (10cm) from the top of the knee
Shorts	Khaki, no shorter than 4 inches (10cm) from the top of the knee
Shoes	Solid black shoe in good repair with black laces and hosiery. Flip-flops, beach sandals, crocs, sport sandals and slippers are NOT permitted.
Sandals	Birkenstock style sandal with solid black band, no other colours, must be solid on the foot.
Boots	No boots with uniform

****Students in technology classes are expected to wear complete uniform. Protective apparel will be provided to protect the uniform from wear.**

No open-toed shoes or sandals may be worn in these labs.

Optional Uniform Pieces/Miscellaneous

In order to limit distraction from the uniform:

- **Hats should be removed immediately upon entry to the building.**
- Clothing and theme jewellery that challenge our values are unacceptable (jewellery that suggests domination, promotes violence, alcohol or drugs is unacceptable).
- **Non uniform sweaters and jackets may not be worn in the building.** A direct route to locker and timeliness is expected for their removal.
- No long sleeve undershirts with short sleeve uniform shirts.
- **Scarves / ties may not be worn with the school uniform**.

Non-Uniform Days

Theme days and Dress Down days clothing must be clean, modest and appropriate. No bare mid-drifts, undergarments must not be visible, shorts/skirts must be a modest length. This policy is in effect for school dances, trips, and dress down days. Failure to comply with guidelines for non-uniform days will result in the student calling home to remedy the situation. If a remedy cannot be found, the student will not be permitted to class. **Clothing and theme suitable attire is at the discretion of the Administration team.**

Spirit Wear Days

Starting on the first Friday in October, every Friday throughout the school year students may wear Holy Trinity Spirit clothing, hoodies and/or track pants and running shoes. **NOTE** that this is not a paid dress down day. Also, spirit wear is not to be worn Monday through Thursday.

ATTENDANCE

- The Education Act stipulates that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. It is our strong belief that consistent attendance is essential to student success.
- **Students must attend all assigned classes. All assemblies and liturgies are considered to be an integral part of our Catholic educational curriculum and attendance is expected.**
- In order for Holy Trinity to carry out its responsibilities to monitor student attendance and to be accountable for the whereabouts of its students, all absences must be explained and accounted for before students will be admitted back into their classes.

- **Parents must either:**
  a) Download the **SchoolMessenger App** and Select **Attendance** then **Report an Absence.**

b) Go to the website https://home.schoolmessenger.ca/ log in and select **Attendan**ce then **Report an Absence**
c) Phone into our 24-hour voicemail system 1-844-445-4381
d) Send a note or email HTAttendance@bhncdsb.ca explaining the absence when the student returns to school.

- **Students whose absence is not accounted for will be asked to contact a parent before they will be allowed to return to class.**

- Communication with the Vice-Principal's office about the circumstances can be helpful in ensuring maximum support for the absent student.
- Admit slips should be obtained before homeroom.
- Consequences for truancy will be left to the discretion of the administrator. Consequences may include lunch detentions, acts of community service or possible suspension.

Withdrawal from a Course for Absences:

- According to Ministry direction, students with 15 consecutive absences will be withdrawn from a course by a school administrator.

Students Who Are 18 Years of Age:

- Students who are eighteen years of age may write their own notes but will be held to a higher level of accountability (i.e. may be asked to show doctor's appointment form).
- Students who wish to have their parents informed about their education must complete a consent form from the main office.

Lates, Departures and Returns During the School Day:

- **Any student who leaves the school for appointments, etc. must obtain a note from the office indicating why they have signed out and the time of departure**.
- Students who become ill must contact home prior to signing out. Students must sign out so that the school is able to account for their absence. Failure to sign out when leaving school during the day will result in a record of truancy.
- Students who are late because of appointments, missed buses or any other reasons must be admitted through the attendance office.
- Students cannot be signed out of a class to complete work, study or prepare for another class. Students that are signed out of classes by a parent are expected to leave the building.

Late Policy:

- Students who are late to any class during the day will be required to sign a late form. At 3 lates, parent/guardian will be called. At 5 lates the student will meet with their Vice Principal. At 7 lates students will be assigned 4 detentions.

Extended Absences:

- Students who expect to be away from school for a period longer than 3 days for reasons other than illness must complete a "**Request for Temporary Leave of Absence**" form. This form can be obtained in the attendance office.