

CODE OF CONDUCT

Our school can only be as positive as the commitment to it by all its members.

Introduction

Recognizing that conflict is a part of all human relationships, Holy Trinity is a place that promotes responsibility, respect, Catholic moral teachings, spirituality, civility and academic excellence in a safe learning and teaching environment. As a Catholic school, we must be proactive to ensure that our Catholic values are preserved and promoted.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. These standards of behaviour apply not only to students, but also to all individuals involved in the school system B parents or guardians, volunteers, teachers, and other staff members B whether they are on school property, on school transportation or at school-authorized events or activities.

Guiding Principles

- The Holy Trinity Code of Conduct applies to all individuals involved in the school. The school community will work in co-operation with police, parish and community members as essential partners in making our school communities safer.
- Each member of the school community is recognized as a unique creation of God and must be treated in a manner which reflects the dignity and respect of each individual, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic and spiritual life of Holy Trinity, the appropriate use and care of the school and the personal property of others. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others and is strictly prohibited.
- Holy Trinity will work co-operatively with police, drug, alcohol and parish agencies to promote prevention strategies and where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs.

POLICIES AND CONSEQUENCES FOR STUDENT BEHAVIOUR

ATTENDANCE

Regular attendance is a MUST. Lost days affect marks. Regular attendance on the part of the student is vital to learning.

Missed work MUST be caught up. Phone a friend to obtain the homework assignments for the next day. For the purpose of this policy a distinction is made between legitimate absences i.e. illness, doctor's appointments, school trips etc. and illegitimate absences, namely, truancy. ATTENDANCE AT SCHOOL MASS IS MANDATORY!!

TRUANCY

In Regulation 298, Section 23 of The Education Act it states that students are required to attend classes on a regular basis. Therefore, if a student is truant from school the following consequences will be imposed:

- 1st Truancy - 2 detentions for each period truant
- If a student continues to be truant, an in school suspension will be assigned at the discretion of the administration & parent contact will be made.

NOTES

When returning from an absence a student must present a note. The note must have a DATE, REASON for absence, and it must be signed by a parent/guardian. Students 18 years or older may write their own notes. NOTE: a note may explain an absence, but will not necessarily excuse or approve an absence.

LATES

Arriving to class on time is a MUST because lateness reduces learning time. All lates to class will be recorded. At five (5) lates to a class, the classroom teacher will call home and the student will receive a detention. At ten (10) lates to a class, the student will be given a half-day in school suspension. At fifteen lates (15) to a class, the student will be issued a 1 day in school suspension. The student will continue to receive in school suspensions if the problem of lates continues. Unreasonable lateness to any class may result in a detention being assigned.

READINESS for CLASSES

Full preparation for classes is a key to success. Ministry regulations state: A pupil shall be diligent in attempting to master such studies as a part of the program in which a pupil is enrolled. Extra help in each subject area is available for students at times outlined by the subject teachers. It is the responsibility of the student to arrange for extra help.

Students will:

1. Have all materials necessary for class participation, eg. textbooks, notebooks, paper, pen, uniforms, maps, completed homework, etc.
2. Complete all assignments on time. Students must recognize that assigned work should be completed even though they may have been unavoidably absent. If a student is absent for a prolonged period of time due to illness, for example, it is the responsibility of the student or parent(s) to contact the school to arrange to have work sent home.
3. Complete all class tests as scheduled.
4. Be willing to participate fully in all class endeavours.
5. Complete all examinations as scheduled.
Failure to be adequately prepared for class will result in a student-teacher conference. Persistent failure to be prepared for classes will result in a phone call to the parent(s) by the subject teacher.

MISSED TESTS

Attendance on test days is mandatory. A parent of any student deemed too ill to attend school on the day of test, must call the morning of the student's absence acknowledging that they are aware of the test that day. If appropriate, the student and teacher will make arrangements for test writing when the student has returned to school after the illness.

LATE ASSIGNMENTS

Assigned work is expected to be submitted on time. When, for a good reason, an extension is required, students are expected to request an extension of assigned work prior to the due date. A late penalty will apply to all late submissions. Please see course outline for more specific details.

ASSESSMENT RESPONSIBILITIES OF THE LEARNER (Assessment, Evaluation & Reporting Document)

The learner will:

- * complete tasks to the best of his/her ability
- * honour assessment activities and time lines by completing tasks with care and submitting work as instructed
- * engage in a variety of assessment tasks which may require independent work, collaboration and teamwork, organization, productive work habits and initiative
- * inform teachers of possible difficulties in completing work or meeting deadlines
- * take advantage of opportunities to improve work after receiving feedback
- * communicate with parents/guardians as well as teachers about their learning progress

- * be knowledgeable of assessment and evaluation procedures
- * be a self-advocate and an active participant in effectively implementing the accommodations as outlined in his/her Individual Education Plan, if applicable

EXAMS

The exam period is an important one. Out-of-school activities, such as vacations, should not be arranged during this time. A student may be excused from an examination provided he/she presents a letter from a doctor stating the reason for missing an examination. Students who fail to present a medical certificate will receive a grade of zero for the examination.

ACADEMIC HONESTY - PLAGIARISM

Plagiarism (a form of cheating) is the presentation of someone else's work, ideas, research etc. as your own. Academic honesty is expected of all students in all facets of their work including research papers, seminar presentations, independent study, lab reports. Parents will be notified. Willful plagiarism is unacceptable and will be dealt with in accordance with the school board's Assessment, Evaluation and Reporting document. Teachers will remind students of the consequences at the beginning of each semester. Cheating on a test or exam will result in a mark of zero.

DISTRACTIONS

Full attention to the task is a key to success. Each person has a right to be free from outside distractions such as radios, locker visits, vehicle noise, etc. **EXCESSIVE NOISE IS NOT ALLOWED AT ANY TIME.**

Personal stereos are permitted, with use of headphones, outside and in the cafeteria, but not in classes, hall or study hall. This is necessary to prevent distractions when classes are in session or when students are seeking extra help between 8:30 a.m. and 3:40 p.m.

Students may visit lockers between classes. They do not have access to upstairs lockers during the lunch hour so students are reminded to bring their belongings with them. Students are not to visit lockers during any other time so unnecessary noise distractions for those in classes may be avoided.

Some students may wish to bring their vehicle to school. Students planning on bringing vehicles to school must first apply to the Vice Principal for a permit. Vehicles must be driven on school property with the safety of others in mind. Students who abuse the parking lot rules/regulations will have their privileges removed.

Cell phones, pagers are not allowed in the school or classrooms at any time. If a student brings any one of these devices to class, the device will be taken away and returned to the student at the end of the day. The second time an electronic device is taken from a student the parents will be required to come to the school to pick up the item. Electronic devices are very expensive. Lost or stolen devices are not the responsibility of Holy Trinity. We encourage students to leave them at home. In case of an emergency please contact the school 905 775-4841.

CO-CURRICULAR PARTICIPATION

Participation in co-curricular activities at Holy Trinity is a privilege, not a right. Students must sign a Co-Curricular Contract agreeing to comply with the standards of conduct, attitude and dress while representing Holy Trinity on teams or in clubs. The contract has been designed by coaching staff, teachers, students, parents and school administration to assist the student to represent Holy Trinity in the best possible manner. A review panel comprised of the Vice-Principal and Athletic Director will assess any deviation from the Co-Curricular Contract and the results will vary from suspension of play/participation to removal from a team/ club.

INTERNET AND COMPUTER ACCEPTABLE USE POLICY

We are pleased to offer you access to the Internet and Computer facilities at the school. However the following strict agreement and conditions apply:

- Your use of the Internet is directly related to an assignment or project given by a teacher for a course that you are enrolled
- You have a valid Student Activity/Library Card
- You do not download any Files or visit any inappropriate sites (MSN messenger etc)
- You do not knowingly access offensive, obscene, harassing, sexist, racist, pornographic, malicious or slanderous material and you do not engage in the distribution of the previously mentioned material
- You respect all the laws of Canada and Ontario including the Education Act, the Copyright Act, the Freedom of Information and Privacy Act
- When using a computer you login using your user name and password only and do not share this information with any other student
- You store any and all work on your Home (H:) Drive
- Use the software found on the School Vista Bookshelf
- Report any misuse or damage of any computer or computer device immediately to a teacher or the principal

Any violation of these conditions and agreement will give Holy Trinity High School the right to terminate your access privilege and pursue disciplinary action according to the Education Act,

Simcoe Muskoka Catholic District School Board Policies and Holy Trinity High School Code of Student Conduct Policies.

OBSCENE/ABUSIVE LANGUAGE

The use of obscene and abusive language or racial/ethno cultural discrimination will not be tolerated. Once the person in authority has determined that obscene/abusive language has been used immediate suspension and contact with parent(s) will result.

DISPLAYS OF AFFECTION

Open displays of affection in the school, on school property, or at school activities is not acceptable. Persistent problems in this area will result in contact with parent(s).

UNIFORM DRESS CODE for ALL GRADES

The school recognizes that clothing must be clean, neat and in good repair. The image we project should reflect our Catholic beliefs. The uniform dress code for all students is detailed below. However, the final decision with respect to the appropriateness of dress will be left up to the sole discretion of the school administration. In addition, the school has made arrangements to assist those families unable to afford the full cost of the uniform. Anyone in those circumstances shall meet with the Vice-Principal to discuss alternate arrangements. All meetings with the VP for this purpose will be kept in the strictest of confidence.

1. Students should:
 - arrive neat and clean and in full uniform;
 - depart in full uniform; and
 - appear in uniform at all times including: before/after school, classes, lunch, detention, assemblies, field trips and liturgies; gym uniform is to be worn in physical education classes during activities in the gym and on the field only; students are required to dress in regular uniform in health classes.
2. There will be a number of days set aside for Civies Day. On these days students will adhere to the school dress code set for non-uniform days. Civies days will include:
 - Examination days in January and June;
 - Theme days as set by the Student Council and Administration.
3. The wearing of coats, jackets, wind breakers, hats, caps, visors, leg warmers/leggings with no bottom, scarves, bandanas/kerchiefs or athletic head gear, etc (may be confiscated) - is not permitted in the school building. Girls may wear plastic hair bands, but must be in the spirit of the uniform (solid black or white). All other head gear must be



- left in the student's locker.
4. At all times, the student must wear a uniform piece that displays the school logo.
 5. SOLID, white or black, crew-neck T-shirts (ribbed or regular, short or long sleeved) and turtlenecks must be worn under shirts, vests, sweaters. They cannot be worn alone and must be tucked in at all times.
 6. Students must wear a solid white or black crew-neck T-shirt or turtleneck under sweaters (v-neck, crew neck, or zip polo), vests, etc. The neck line of the T-shirt must rest on the collar bone.
 7. Oxford shirts displaying the H.T. logo may be worn alone and must be tucked in at all times.
 8. H.T. golf shirts and H.T. specialty items can be worn untucked; however they must be tucked in if worn under another item.
 9. Socks will be worn at all times, unless wearing of sandals. Sandals can only be worn from May 1 until October 31. However, due to safety concerns proper foot attire must be worn in the science labs, wood shop and gymnasium at the discretion of the subject teacher.
 10. Walking shorts (McCarthy or similar) and kilts may be no shorter than a maximum of 4 inches above the knee. Athletic shorts may NOT be worn outside of gym class. Protective lab coats may be worn at the discretion of the classroom teacher for tech or visual arts courses.
 11. On uniform pants, the legs are not to be rolled up. McCarthy like capri pants may be worn in Sept/Oct and May/June.
 12. The uniform colours are black, blue and grey. The regular uniform consists of the following:
 - HT button oxford shirt
 - HT golf shirt in Black or White
 - HT French cut blouse
 - HT Polar fleece
 - HT turtleneck
 - HT rugby shirt
 - HT black zip polo sweatshirt
 - HT black knit vest
 - HT grey V-neck pullover sweater
 - HT ties
 - HT black zip reversible vest
 - HT black zip polar fleece
 - HT kilt/skirt
 - Plain white or black T-shirt no markings (can only be worn under logoed items)
 13. The following consequences will occur if a student is out of uniform:
 - McCarthy's or look alike black dress pant, cotton pant, flat pant (no flare, ribbed pants or patch pockets) ABSOLUTELY NO JOGGING/YOGA PANTS OR STRETCH PANTS/LEGGINGS WILL BE PERMITTED.
 - McCarthy's or look-alike black cotton walking shorts
 14. Students who are not in proper uniform may NOT be admitted to class, assemblies, tests, field trips (unless otherwise specified by teacher or administration). Such students will report to the office.
 15. The designated School Liaison (775-4841) or R. J. McCarthy (1- 800-668-8261) can be contacted or visit: www.rjmccarthy.com 134 Anne Street, Barrie, Ontario
 - to answer questions or concerns about uniform pieces;
 - to order new uniform pieces

NON-UNIFORM DRESS CODE – A “CIVIES DAYS”

Civies days are non-uniform days assigned by the school administration. There are no designated non-uniform days on the school calendar.

1. No clothing that promotes drugs, alcohol, sex, violence, war, profanity, and/or Satanism must be worn.
2. No torn, ripped or cut-off clothing.
3. Muscle shirts tube tops, tank tops, halter tops, must not be worn. Shirts and tops must have sleeves which cover the shoulders. Additional tops must be worn under sheer or

see-through tops. All tops must cover both the midriff and cleavage.

4. Walking shorts, skirts and dresses must be no shorter than a max of 4 inches above the knee.
5. The wearing of coats, jackets, wind breakers, hats, caps, visors, bandanas/kerchiefs, athletic head gear, etc (may be confiscated) - is not permitted in the school building and portables. Girls may wear plastic hair bands, but must be in the spirit of the uniform (solid black or white). All other head gear must be left in the student's locker.
6. Note to all students: In certain cases, for example, Science, Technical Shop, Physical Education, students may be restricted in the type of clothing and/or jewelry they may wear. These restrictions are for health, safety and sanitary reasons. In each case, the subject teacher will provide specific instructions to students. In all cases, coats must be taken off in classes or left in the lockers. As well, running shoes must be worn during Physical Education activities. Failure to follow the above will result in students being prevented from participation in affected activities.

Once the person in authority has determined the clothing or method of wearing the clothing is inappropriate, contact with the parent(s) will be made.

PROPERTY

Vandalism of school property will not be tolerated. In all cases students will be required to pay for damage to school property (eg. equipment, texts, resource material, etc.). When necessary the Police will be involved.

LOCKERS

The lockers do not belong to the student, but are the property of the school and are loaned to the students. In this respect, school authorities may carry out inspections from time to time for health, safety, and sanitary reasons. Pornographic, objectionable or obscene materials will not be tolerated in the lockers. The student is responsible for keeping the locker clean and orderly. Locks for lockers must be school approved locks. Students are warned not to tell their combination to others. Failure to follow this policy may result in the loss of locker privileges.

THE CAFETERIA

Disrespect for the cafeteria services provided by the school will not be tolerated. Students are expected to clean up their eating area, and to return all trays and dishes to their appropriate place. Failure to follow the above policy will result in detentions

and/or clean up duty in the cafeteria and/or loss of cafeteria privileges after school hours for the whole student body. From time to time a student may be requested by the staff to clean up an area even though that student may not have been the direct cause of the problem. Please co-operate to ensure that our cafeteria remains a place where people want to go to eat!

FOOD AND DRINK CONSUMPTION

All food and drink must be consumed in the cafeteria for health reasons as well as respect for school property. Students are to keep food and drink out of the hallways, washrooms, gymnasium and all classrooms. **** Students with severe food allergies require a safe school environment. No peanuts of any kind can be brought to the school.**

ASSEMBLIES

Assembly presenters and guests have a right to be treated in a courteous manner. For students who are disrespectful at assemblies, detentions may be assigned, and the student may be prevented from attending other school assemblies.

LIBRARY INFORMATION CENTRE

Students must have a valid Holy Trinity High School Activity Card in order to sign out resources. Students with outstanding fines or books may not sign out additional resources.

DRUGS AND ALCOHOL

The use, possession, sale of drugs or alcohol is not permitted at school or at school activities. The police will be involved in all cases of drugs and/or alcohol use, possession, or sale; parents and police will be contacted and the student will be suspended immediately.

MEDICATION

From time to time students must bring medication to school as a result of an illness or other appropriate reason. The health and safety of the student is the prime consideration for the following procedures. According to the Board's Medication Policy, students are asked to advise the Principal in writing that they are on medication and the anticipated length of treatment. At this point it will be determined how best to administer the medication.

The parent(s) must fill out a form available from the Principal that outlines the type of medication and when such medication is to be administered. The medication is to be left at the office in clearly labelled containers. The medication will be made available to the student as per instructions of the parent(s). The above process must be followed before the student brings the medication to school. Some students with identified Life-Threatening medical conditions may need to have developed



for them an Individual Medical Emergency Plan. Parents and/or students should alert the principal.

VISITORS

If you wish to have a visitor at our school, permission must be arranged with the Principal prior to your visitor's arrival. Visitors to the school must sign in at the office. Visitors who fail to adhere to this policy will be asked to leave. Persistent opposition to our visitor's policy may result in police involvement and charges being laid under The Trespassers Act. The maximum fine, upon conviction for trespassing is \$1,000.00.

Note: From time to time other schools have P.A. Days when our classes are in session. We simply do not have the room to have other students at our school because of P.A. Days. Please discourage your friends or younger brother(s)/sister(s) from showing up on P.A. Days. Their arrival may result in them being sent home after the parent(s) have been called.

SMOKING

Smoking is not permitted in the school, on school property, or at school activities. Smoking is not allowed during class time or between classes. The fine for smoking on school property is \$305.00 imposed by the Simcoe Muskoka Health unit. Violation of the policy will result in a suspension. This is School Board Policy.

DANCES

A student may sign in one guest. The guest is the responsibility of the student. Inappropriate behaviour at school dances on the part of the student or his/her guest will result in the student being prevented from attending other school dances. The group arranging the dance will be responsible for monitoring the music and ensuring that the music is not profane.

DISCIPLINE EXPECTATIONS

The school recognizes that discipline of a student is the prime responsibility of the parent(s). Discipline begins at home and parents have responsibility for their children's behaviour and the modification of problem behaviour. At Holy Trinity we endorse this belief and further believe that the responsibility for appropriate student behaviour is a shared one (parents, teachers and students). We will continue to keep the parent(s) informed on all discipline related matters. The parent(s) and teachers must work together to influence the behaviour of the student.

Education Act Regulation 298 states: A pupil shall:

Sec. 23 1(b) exercise self-discipline (c) accept such discipline as would be exercised by a kind, firm and judicious parent.

Sec. 23 (4) Every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends:

- a. On the school premises
- b. On out-of-school activities that are part of the school program and
- c. While travelling on a school bus that is owned by a board or a bus or school bus that is under contract to the Board.

DETENTIONS

Detentions are assigned to students who break school rules. Attendance at an assigned detention is mandatory. If a student skips detention, an in school suspension will be assigned.

DISCIPLINE PROCEDURES

Consequences are not punishments but the logical result of an individual's action. Acceptable and appropriate discipline techniques will include the use of restitution, choice, and logical consequences. Holy Trinity believes in progressive discipline - to support a safe learning and teaching environment in which every pupil can reach his or her full potential. Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. Some of the techniques recommended by our school are:

- The giving of encouragement and praise especially to the discouraged and underachieving student.
- Private discussion with the student and explaining why certain behaviours are acceptable and why others are unacceptable.
- Modelling acceptable behaviour.
- Establishing conferences (a) among teachers (b) between teacher and parent, and (c) among teachers, parent and student.
- Counselling by classroom teachers, the principal, vice-principal, guidance counsellors and special education and psychological services staff.
- Alter the student's program in order to more adequately meet the student's needs.
- Behaviour contracts clearly outlining agreed upon conditions and signed by all parties i.e. teachers, parents and students.
- The loss of privileges, e.g. attending school dances, participating in assemblies, on field trips, etc.
- Formal suspension in accordance with Board policy and Ministry Regulations.
- Expulsion could be considered as a consequence based on the severity of the behaviour.
- Involvement of local police authorities.

Please note:

1. Once a student reaches the age of 18, the student assumes full adult rights. An eighteen year old student may write their own notes and must provide written authorization for parental access to their student record. However, if the student abuses these privileges, the rights of a student to write notes may be taken away. If a student who is 18 misses a test or exam they will be required to produce a doctor's note stating they were too ill to write the test/exam.
2. Parent(s) have a right to be informed and involved in their son/daughter's education.

HOLY TRINITY HIGH SCHOOL

Regular Daily Schedule

WEEK ONE

8:47	Warning Bell
8:55-9:00	Homeroom
9:00-10:15	Period One
10:15-10:20	Travel Time
10:20-11:35	Period Two
11:35-12:30	LUNCH
12:30-1:45	Period Three
1:45-1:50	Travel Time
1:50-3:05	Period Four

WEEK TWO

8:47	Warning Bell
8:55-10:10	Period Two
10:10-10:15	Travel Time
10:15-10:20	Homeroom
10:20-11:35	Period One
11:35-12:30	LUNCH
12:30-1:45	Period Four
1:45-1:50	Travel Time
1:50-3:05	Period Four

Special Events/Mass Schedule

WEEK ONE

8:47	Warning Bell
8:55-9:00	Homeroom
9:00-9:55	Period One (55 min)
9:55-10:00	Travel Time
10:00-11:20	Event/Mass (80 min)
11:20-12:15	Period Two
12:15-1:10	LUNCH
1:10-2:05	Period Three (55 min)
2:05-2:10	Travel Time
2:10-3:05	Period Four (55 min)

WEEK TWO

8:47	Warning Bell
8:55-9:50	Period Two (55 min)
9:50-9:55	Travel Time
9:55-10:00	Homeroom
10:00-11:20	Event/Mass (80 min)
11:20-12:15	Period One
12:15-1:10	LUNCH
1:10-2:05	Period Four (55 min)
2:05-2:10	Travel Time
2:10-3:05	Period Three (55 min)