



CODE OF CONDUCT

2024-2025

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Holy Trinity Code of Conduct 2024-2025

A positive and safe learning environment is essential if students are to succeed in school. All students, parents, guardians, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate.

We ask that all families read through this code of conduct together. If you have any questions or concerns, please contact the school.

Thank you. Merci. Miigwech.

POLICY STATEMENT - The standards of behaviour apply on school property, while travelling on a school bus or vehicle that is owned by the Board or that is under contract to the Board, in-school sports activities, in off-site school-sponsored activities or in circumstances where engaging in an activity could have a negative impact on the school climate.

Parents/Guardians' Role

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining and promoting initiatives to support and promote equity and inclusive education, and a safe and respectful learning environment for all students.

Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the Provincial Code of Conduct, the Board's Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

Student expectations at Holy Trinity:

1. We take responsibility for our learning:

- We arrive at school on time
- We are prepared for class
- We demonstrate a serious and responsible attitude in daily work in all subjects
- Homework is carefully and thoughtfully completed and on time in all classes

2. We try to settle our differences in a peaceful manner:

- We respect other people's property and personal space
 - We do not physically or verbally fight with other students
 - We do not take anything that does not belong to us
3. **We follow the directions of the adults in charge, the first time they are given:**
- We look at the speaker
 - We do not talk back to teachers or adults in charge, including substitutes, volunteers, and lunchtime supervisors
4. **We are sensitive to the needs and feelings of others:**
- We always use appropriate language
 - We do not bully or tease other children
 - We are respectful in the hallway or in the gym during assemblies and presentations
 - We are willing to help each other
 - We are friendly and courteous
5. **We are expected to move safely through the school:**
- We do not play around in the bathrooms or hallways
 - We keep to the right when walking in the hallways
 - We do not run in the hallways, or up and down the stairs
 - We use our soft voices when we move inside the school building
 - We stand quietly in a single file line with our class and respect each others personal space
6. **The Playground and Recess:**
- We always remain on the school grounds unless otherwise permitted by a teacher
 - We play in the assigned play areas only
 - We do not play on the hills or forested areas during recess
 - We ask the permission of one of the teachers on duty if you need to re-enter the building
 - We do not throw any injurious objects such as rocks, snowballs, pebbles, sand, etc.
 - We line up with our class outside the correct door as soon as the bell goes off at the end of recess (Kindergarten to Grade 3)
 - We make our way to and enter the school as soon as the bell goes off at the end of recess (Grades 4 to 6)
 - We always observe safety rules
 - We do not play with hockey sticks or baseball bats during recess
 - We do not bring bags outside unless it's at arrival or dismissal
 - We do not enter the washrooms before or after recesses without permission from our teacher
7. **The Classrooms:**
- We are on time for all our classes fully prepared for the subject taught
 - We greet our teachers and classmates in a kind and respectful manner.
 - We keep our hands to ourselves

- We are allowed to enter the classroom only when there is a teacher there
- We treat others with kindness & respect
- We follow the rules and routines established by our teachers
- We listen carefully when others are talking
- We refrain from eating during instruction periods
- We keep a neat and clean desk and work area
- We show extra care for all school property and the property of others
- We leave our classroom clean and in order at the end of every day

8. The Gym:

- We enter the gym only with the permission and with the presence of a teacher
- We leave the gym only with permission
- We keep our hands and feet to ourselves
- We keep the noise level down
- We follow carefully all the instructions of our teacher
- We do not get any equipment out of the equipment room without the permission of the teacher
- We return all equipment to its proper spot at the end of the gym period

9. During Territorial Acknowledgment, National Anthem, Prayers and Announcements:

- We stop what we are doing and listen carefully
- We are encouraged to participate by singing the National Anthem and reciting our prayers
- We listen to all information as announcements might be relevant to us

10. The Washroom:

- We do not enter the washrooms before or after recess without permission from our teacher
- We do not enter the washrooms during instructional time, without permission from our teacher
- We respect the privacy of others
- We keep the area clean by putting paper towels in the garbage and keeping water in the sink
- We do not bring toys, writing tools, school supplies or other unnecessary items into the washrooms.

OBJECTS NOT ALLOWED IN THE SCHOOL

- Skateboards or roller blades, water guns, fire-crackers
- Live animals (unless for educational purposes with the permission of a teacher)
- Fireworks
- Magazines/Books/stories (unless for educational purposes with permission of the teachers)
- Printed material containing indecent language or pictures
- Cell phones/Smart Watches/Personal Electronic Devices (phone calls to and from parents/guardians should be made at the school office.)
- Sharp objects
- Dangerous items of any size or type
- Weapons of any type

- Students should note that exchanging any of their personal things (toys, clothes, books, money, etc.) is not allowed.

STUDENT DRESS CODE

Students should dress appropriately for the school setting. Clothing that is suggestive or contains obscene statements / pictures are not accepted. Moderation in dress will allow everyone to feel more comfortable and limit distraction. We encourage all students to dress comfortably for the learning activities planned.

ELECTRONIC COMMUNICATION AND MEDIA DEVICES:

All personal communication devices (cell phones, tablets, smart watches) will be powered off and stored out of sight during the day or with the classroom teacher. Students will have to hand in their Personal Electronic Devices if they are visible or being used during the school day. Students are solely responsible for their personal technology. If a student is non-compliant, a parent meeting will be required.

PROGRESSIVE DISCIPLINE AND POTENTIAL CONSEQUENCES

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary / corrective measures may include, but are not limited to the following:

Classroom Level

- Classroom consequences for inappropriate behaviour (e.g., warnings, think sheet, trying again, chance to fix the behaviour (apologize, clean up mess, etc.), separation from group, detention, loss of privilege, etc.)
- Communicate with parents (parental input/team approach)
- Behaviour contract for ongoing issues
- Referral to office

Administrator Level

- Administrator speaks to student and states expectations for behaviour
- Think sheet completed by student and sent home to be signed by parent and returned
- Office detention
- Behaviour contract
- Call parent and review code of conduct with student and parent
- Meeting with parent, teacher and student (if necessary)
- Behaviour support meeting with teacher, support staff, administration
- Family referral for outside support (e.g., social work, psychology, pediatrician, community agencies)

- Suspension
- Possible referral for expulsion hearing

SUSPENSIONS

Under subsection 306(1) of the Education Act, a principal will consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol, cannabis or illegal drugs.
- Being under the influence of alcohol or cannabis or illegal drugs
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying
- Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

If a principal decides to suspend a pupil for engaging in an activity described in subsection (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

The minimum duration of a suspension is one school day and the maximum duration is 20 school days.

Under Board policy, a principal may suspend a pupil if he or she believes that the pupil engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Persistent truancy;
- Persistent opposition to authority;
- Habitual neglect of duty;
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of alcohol, cannabis or illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;

- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

VTRA-Violent Threat Risk Assessment

Any violence or harassment of any kind will be taken very seriously. Because of this, when a student's behaviour poses a serious threat to his or her safety or the safety of others, a Violence Threat Risk Assessment (VTRA) will be activated. The protocol for the VTRA was developed by partners within the City of Greater Sudbury and is activated by the principal of each school when a student commits an act that may present a risk for their safety or the safety of others. Sudbury Catholic Schools strive to maintain positive and safe school environments. If you have any questions regarding the evaluation process for risk and threats, please contact the school principal.