



## Holy Trinity High School 2018 - 2019 Code of Conduct

**Holy Trinity High School** is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

Holy Trinity High School is a school made up of many different people. In order for this community to live and grow, the members must make an effort to work together in harmony and mutual respect. All of us bear an important responsibility to be conscious of the needs of others, and to be thoughtful about how we are contributing to the life of the community. Holy Trinity High has specific expectations that enhance our school community.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- On school property.
- Traveling on a school bus that is under contract to the school and/or school board.
- Participating in extra-curricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will have an impact on the school climate.

### A) Standards of Behaviour

All members of the school community are expected to:

- Respect and comply with federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, national or ethnic origin, religion, culture, body size, gender, sexual orientation, gender identity, age or ability.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Demonstrate best effort during all school-based activities.

### School Zone

- Holy Trinity High School is a smoke free grounds and facility. Visitors, staff and students are reminded that all buildings, grounds and properties under the jurisdiction of the Newfoundland and Labrador English School District are smoke-free. Please respect our smoke-free policy and support us in our efforts to create a safe and healthy environment for everyone.

- The parking lot and front entrance area is quite busy during drop-off and pick-up times. Utmost caution should always be used when driving in the vicinity of schools. Please proceed with caution on the school parking lot and roadway. Adhere to the speed limit on and around Holy Trinity High School.
  - Private vehicles dropping off and picking up students to school must enter through the middle parking lot entrance and proceed to the front of school to drop off students at the main entrance (near cafeteria). This is a one way route.
  - Buses will use the north side entrance and exit.

## **School Entrance Times and Procedures**

- Academic success begins with attendance. Students who miss class instruction often encounter difficulty in keeping up with their school work. Classroom instruction begins at 8:15 a.m. and 12:15 p.m. Students must be in their respective classrooms before these times. A student who is late is required to present a note to their teacher stating the reasons for lateness.
- During the start of the instructional day, parents/guardians and visitors are asked to enter Holy Trinity High School through the main entrance located on the front of our building – Lynch’s Lane, during the school day. The door is locked for safety purposes.
  - Please ring the bell/intercom to enter the school.
  - Identify yourself by stating your full name and your business at Holy Trinity High School. For example, “Hi, my name is Jerry Burke, I am Susan Burke’s dad and I’m dropping off Susan’s English assignment”. The item must be clearly labeled before being dropped off in the office.
  - Once inside, please go to the office for assistance.
  - For safety reasons it is important that we are aware of visitors in our school at all times.
  - Parents and visitors are not permitted in the classroom areas unless permission is given by the administration.
  - District policy requires all NLESD schools to maintain security by having the school doors locked.
  - Please ensure that individuals (grandparent, aunt, uncle, etc.) picking up your child, or entering the school, are familiar with this entrance and routine.
- If a student must go home during school hours (appointments, sick, etc.), and the parent/guardian has entered Holy Trinity High School, office personnel will page the appropriate classroom and request that the student come to the office to meet the parent/guardian there. Cooperation in this area creates security, independence and good order for all.
  - If there is a scheduled appointment, etc., taking place during the instructional day, please provide these details to the secretary through a note, email, or telephone call.

## Student Emergency Information Sheet, Closures and Contact

- The parent/guardian should complete a student emergency information sheet. This information is particularly helpful for situations such as unscheduled school closures due to weather or electrical failure. Phone use in emergencies may not always be possible so this information should be as up-to-date as possible. It is important that the parent/guardian informs the school of any changes in their daytime contact numbers. **Please ensure that telephone numbers, and email addresses provided to the school are accurate.** Notification of any changes in this information must be given immediately to the school secretary or the classroom teacher.
- Every attempt will be made to update our Twitter account (@hthtigers), school website and/or call radio stations prior to students leaving school in the event of an unscheduled school closure. The school's automated **SchoolConnects** call home system will attempt to either e-mail or telephone a parent/guardian in the event of an unscheduled school closure. Please make arrangements to ensure your child has a safe destination in the event of a school closure.
- When a student is absent from school, the student must provide an explanation (note, email or phone call) from the parent/guardian explaining the absence. If an explanation is not provided on the day of the absence, SchoolConnects will be used to inform parents of the absence and the student will be recorded as absent unexcused.
- Except in real emergencies, the office should not be asked to relay messages to students. The relaying of messages creates considerable inconvenience and interruption to the school secretary and classroom teachers. Ordinarily such requests will be politely refused.

## Allergies and Medication

- Holy Trinity High School is an allergy aware school. We do have staff and students in our school who have allergies fish, mango and nuts including peanuts. Some students have life-threatening reactions to snacks and food that "may contain traces of nuts". Bringing these products to school may result in a child or adult having a life threatening allergic reaction. We ask for parent/guardian cooperation in keeping these items out of school.
- Scented products can be harmful to many people, and can make those who have allergies, migraines, environmental sensitivities and chronic heart and lung diseases very sick. Please refrain from wearing scented products in the school due to allergies which result in breathing difficulty in the presence of strong smelling fragrances. This includes items such as colognes and aftershaves like Axe, scented shampoo and conditioners, hairspray, scented deodorants, perfumes, lotions, creams, etc. Pets are not permitted inside the school building for this reason.
- If your child has any specific medical needs of which we should be aware, we ask that you notify the school office immediately.

- All medication is to be registered at the main office and taken under the supervision of the school administration. Students are not permitted to carry prescription or over-the-counter medication to/from school. Doctor prescribed medication is administered at the school *only* when absolutely necessary. For medication to be administered, parental and medical forms must be completed. The parent/guardian is required to bring any prescription medication to the office where it can be secured. This regulation is in keeping with district and provincial policies.

### **Dress code**

- Students are expected to wear clothing that:
  - Is neat, clean, in good taste, and appropriate for the classroom.
  - Any reference to alcohol, drug use or explicit or implicit sexual conduct is not permitted.
  - Students will not be permitted in class when dressed inappropriately, and will have to contact parent/guardian to obtain suitable clothing prior to returning to class.

## **The Expectations of Holy Trinity High School:**

Holy Trinity High School has certain expectations for its students. By living up to these expectations, which are outlined below, students will be able to obtain maximum benefit from their school experience and at the same time become important contributors to growth of the school community.

### **The Instructional Day**

- Arrive to school on time. Student success begins with attendance. Doors are unlocked at 7:55 a.m. and students may enter the school at that time using the main entrance. **No supervision is provided before 7:55 a.m.**
- A warning bell will ring 5 minutes prior to the beginning of both morning and afternoon sessions.
  - Students are late if they are not in their class by 8:15 a.m. or 12:15 p.m.
  - Students are expected to be on time for all scheduled classes.
  - **Students are deemed late if they arrive after the bell for the start of any class.**
- Any student who wishes to be excused from school for illness or medical appointment must report to the office for permission to leave the school.
  - The office must have contact with a parent or guardian in the form of a note or phone call before an early dismissal will be granted.
  - Any student who wishes to be excused from class for a medical or other appointment should bring a note from his or her parent to the office to simplify this process.
  - Students are encouraged to make any appointments after school.

## Lockers

- Lockers are available in the school for the convenience of the students. It is important that they remain in good condition, as many students will use them in the years to come. In order that lockers may be maintained to the benefit of all students, you are asked to adhere to the following guidelines.
  1. Students are to only use the assigned locker that is issued by the homeroom teacher. Notify your homeroom teacher or a school administrator of any problems or requested changes.
  2. Each student is responsible for the cleanliness and condition of his/her locker. Students are asked to refrain from marking or defacing the lockers.
  3. The lockers are the property of the school and it is your right and responsibility to use them appropriately.
  4. Students may access their lockers prior to the beginning of the AM and PM sessions, Nutrition Break, at lunchtime and during afternoon dismissals. Students are not permitted to use lockers during class changes (exception Nutrition Break).
  5. Students must keep all outdoor attire such as coats, caps, winter boots, etc., in their lockers while they are inside the school building. Personal and valuable items such as iPads, cellular telephones, etc., should be kept in a safe place.
  6. Students are given locks from the school for their lockers for FREE. However an \$8 replacement fee is charged if a lock is lost. Locks other than those obtained from Holy Trinity High School (Master Lock) will be removed from lockers without notice.
  7. It is strongly recommended that large sums of money and/or valuables not be left in your locker. The school accepts no responsibility for valuables lost or stolen in this manner.
  8. For the safe keeping of your personal belongings, the combination of your lock must not be shared with any other students. Memorize your lock combination immediately upon receipt in order to avoid problems. Always secure your lock by twisting the dial after closing.
- Student lockers remain the property of Holy Trinity High School. Administrators may enter the locker at any time, with good reason.
  - A student's locker, desk and/or personal belongings and person may be searched by the school administration upon reasonable grounds that a school rule has been or is being broken and that evidence of the violation may be found.

## Academic Success

- When entering the classroom, follow the seating plan. Arrive organized and prepared for class subjects with school work and supplies on the desk. Know that you must have supplies (pencils, exercise books and textbooks, etc.), ready. Always ask before you borrow any items or materials as this is a respectful thing to do.

- Demonstrate best effort during all school-based activities. Follow all directions given to you and take pride in yourself and your work. Always do your best in all of your activities by listening attentively in class, actively participating and seeking help when needed. Allow others to learn.
- Make good choices. Remember that electronics are for educational purposes only. Complete assigned tasks to the best of your ability, do your homework, study in advance for quizzes and tests, complete and submit all school work teachers assign on its due date, catch up on missed work when absent from class and participate in all school activities.
- Respect the feelings, opinions, abilities and learning of others. Take appropriate measures to help those in need as this shows good character. Ask for assistance when you are in need of help.

## Respectful and Responsible Actions

The norm for all behavior is RESPECT. Holy Trinity High School students are expected to maintain an honest respect for themselves, for others, (both within the school community and outside it), for the building, for the property of others, and for the goals and values of the community

- Treat others as you would like to be treated. Show this by speaking and acting respectfully using appropriate language. Use appropriate voice level and language.
  - Understand that swearing, vulgarities, derogatory comments, gestures, etc. are unacceptable and casts a negative view on you, the student, and school.
  - Use proper manners and voice level (please, thank-you, excuse me, pardon me, etc.) and positive language (great job, you can do it, etc.).
- The hallway/stairwell can be a high-traffic area. Please walk safely and be aware of students that are physically smaller than you.
  - Respect personal space and follow the traffic flow to the right.
  - Remember to use appropriate language and keep noise to a minimum in these areas.
  - A hall pass is required during instructional times.
- Show proper care and regard for school property and the property of others. Keep each classroom clean by making sure you clean up your own mess.
- Respect others' personal space. Holy Trinity High School does not accept bullying of any sort. Please report any suspected bullying to a staff member.

Understand that once you turn 12, you can be legally charged with breaking laws and once you are 14, you can receive an adult punishment for a crime.

- Knives or other dangerous items are not permitted on school property. They will be confiscated and parents or other appropriate authorities notified immediately.
- Stolen goods, drugs, etc., is considered criminal.
- The washrooms should be used for its intended purpose. Minimize the use during instructional time.
  - Respect the personal space and privacy of others when using.
  - Use proper hygiene when using the washroom and respect the facilities by keeping it clean.
  - If you see a problem, please report it. Return to class promptly.
- Show proper care and regard for school property and the property of others. Students who destroy, damage or deface school property may be required to pay the cost of repair or replacement. All textbooks provided to students must be returned prior to or during June exams.
- Students are expected to wear clothing that is neat, clean, in good taste, and appropriate for the classroom.
  - Any reference to alcohol, drug use or explicit or implicit sexual conduct is not permitted. Students may not be permitted in class when dressed inappropriately.
- Please refrain from wearing scented products to school. Respect the **no scent** allergy policy. Scented products can be harmful to many people, and can make those who have allergies, migraines, environmental sensitivities and chronic heart and lung diseases very sick.
- During assemblies, participate and listen appropriately. Act in accordance to the tone of the assembly. A Remembrance Day assembly will feel different to a school pride assembly.
  - Follow the directions given to you such as staying in your assigned area. Be sure to respect personal space and keep the area clean.
  - Support those involved in the assembly. This can be achieved by listening attentively and showing appropriate behaviour. Minimal interruptions are appreciated.
  - Specialized equipment may be used at this time. Please take care around this equipment.
- The school grounds are an extension of Holy Trinity High School. Follow the school parking lot procedures and use safe driving practices, respecting the pedestrian right of way. Park your car and promptly enter the school using the main entrance, once the instructional day has begun. Parking and using a vehicle is a privilege on school grounds. Inappropriate use or dangerous driving will result in a removal of parking privileges.

- In accordance with the Smoke-free Environment Act, 2005 and the Tobacco Control Act, the District, and Holy Trinity High School specifically, does not permit smoking, smokeless tobacco or any product that mimics tobacco in schools or other district facilities, on district property, in district vehicles or in other modes of transportation used to transport students. The Tobacco Free policy is part of a comprehensive approach to the creation and maintenance of a healthy school environment. An immediate suspension will be issued to students who choose to smoke in the building or on school grounds.

## Cafeteria

The school cafeteria is available to all students and provides a limited menu of hot and cold foods. Students are expected to keep the cafeteria clean at all times removing all garbage from their place to the proper receptacles after eating. Whenever possible, please recycle beverage containers

1. Students are to proceed directly to the cafeteria at lunchtime. They are not permitted to linger in the corridors.
2. Students are required to eat their lunch in the assigned cafeteria area. They are not permitted to eat in other areas of the school (unless they are staying for lunch with a teacher and then the teacher must be in the room with them). Students are only permitted to eat in the hallways if the cafeteria is full.
3. Students are required to line up for cafeteria service in an orderly manner. Skipping or pushing in the lineup will not be permitted.
4. Students are required to clean up their area before leaving the table, placing all garbage / recyclables in the containers provided.
5. Students are asked not to linger at the tables longer than 15 minutes, in case other students are waiting for a place to sit.
6. Students leaving the cafeteria area once their lunch is finished may proceed to the gym, library, or remain on the 1st floor corridor of the school.
7. Students are not permitted to enter the 2nd floor corridor or stairway during lunch hour. The Art Room stairway and the door to the new wing will be locked during lunchtime.
8. Students are not permitted to loiter in the washroom during lunchtime.
9. Students are expected to follow all of the general school rules, as outlined in the behaviour code, during lunchtime.
10. Students are not permitted to loiter in or near the main entrance of the building.

## Specific Standards on the Bus

Students have a responsibility to act in an appropriate manner for the safety of all. Students who endanger the safety of the student passengers and driver or vandalize the bus may lose their bus transportation privileges.

- Students may only ride on their assigned bus.
- Move directly to the bus and board it when parked.

- Enter and exit the bus in an orderly manner.
- Remain appropriately seated, facing forward at all times while on route.
- Keep hands, feet and book bags to yourself and out of the aisle.
- Use manners, voice and appropriate language at all times.
- Respect the driver and practice good behaviour by limiting noise.
- Report any serious issues to a teacher.

## Standards of Behaviour for Digital Citizenship

- Think before you post and avoid gossip.
- Get permission before taking pictures, videos or images. Students are not permitted to take photos, voice recordings, or video clips at any point of the school day and/or on school property without permission from administration.
- Protect your personal information online. Keep personal photos and information, including passwords, private and keep personal devices in a secure place.
- Be aware of your online safety.
  - Tell a trusted adult about anything which makes you feel uncomfortable.
  - Report cyberbullies and suspicious online activities.
- Be respectful in the online environment and report any online activities that are not in keeping with this respect.
- Follow teacher directives to place electronic devices in designated areas.
- Follow your school electronic contract.

## B) Inappropriate Behaviours

In abiding by **Holy Trinity High School** Standards of Behaviour, all members of the school community are expected to refrain from:

- Breaking federal, provincial or municipal laws.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally causes harm (physically, socially, or emotionally) to another person.
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.
- Threatening an individual, group of people or property.
- Injuring an individual, group of people or property.
- Use of technology that intentionally abuses or bullies another person or interferes with the positive climate of the school. Examples of violating this code include: Instant Messaging Harassment – sending hateful threatening messages, warning wars, creating a screen name similar to another person’s name and then saying embarrassing or inappropriate things on it, taking passwords - impersonating a person online, changing a person’s profile and/or locking a person out of their account, profiles or blogs – using these to damage another person’s reputation or invade their privacy (writing about a relationship break-up), websites – creating a page specifically designed to insult someone, posting someone’s private information online, sending pictures through IM’s, TM’s or Emails – these include

degrading pictures, sending pictures of students in compromising situations (doing something illegal, drinking, private pictures, etc.), Internet polling, etc...

**Inappropriate behaviours also include the following represented through the PBS three tier approach:**

### **Tier 1 Student Behaviours (Minors)**

<b>Academic</b>	<b>Materials</b>	<b>Speech</b>
<ul style="list-style-type: none"> <li>✓ Homework not completed</li> <li>✓ Class work not completed</li> <li>✓ Unprepared for class</li> <li>✓ Unexcused missed evaluation</li> <li>✓ Inappropriate internet sites</li> <li>✓ Not cleaning work area</li> <li>✓ Violating academic integrity</li> </ul>	<ul style="list-style-type: none"> <li>✓ Food/Drink in classroom</li> <li>✓ Dress code violations</li> <li>✓ Electronic devices</li> <li>✓ Inappropriate (use of) materials in class</li> <li>✓ Use of skateboards</li> <li>✓ Inappropriate use of personal equipment</li> <li>book bags in class (Jr. High 7-9)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Threatening remarks</li> <li>✓ Inappropriate language</li> <li>✓ Interrupting teacher</li> <li>✓ Not listening to announcements</li> <li>✓ Bullying as defined by the Department of Education</li> <li>✓ Resisting/defying teacher requests</li> <li>✓ Talking out of turn</li> <li>✓ Derogatory remarks</li> </ul>
<b>Movement</b>	<b>Attendance</b>	<b>Miscellaneous</b>
<ul style="list-style-type: none"> <li>✓ Out of seat</li> <li>✓ Refusing to sit in assigned seat</li> <li>✓ Inappropriate body language (e.g. PDA's)</li> <li>✓ Frequent requests to leave room</li> <li>✓ Untimely use of vending machines</li> <li>✓ Violating hands-off policy</li> <li>✓ Misbehaviour during assemblies</li> <li>✓ Roughhousing</li> <li>✓ Disrespecting teacher's personal space (e.g. loitering in halls between classes (Jr. High 7-9))</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unexcused absences</li> <li>✓ Skipping classes</li> <li>✓ Late for class</li> <li>✓ Skipping detention</li> </ul>	<ul style="list-style-type: none"> <li>✓ Gambling</li> <li>✓ Theft of minor items</li> <li>✓ Parking in non-designated areas</li> <li>✓ Defacing school property</li> <li>✓ Representing school inappropriately</li> <li>✓ Bullying as defined by the Department of Education</li> </ul>

### **Tier 2 Student Behaviours (Middles)**

- ✓ Bullying as defined by the Department of Education
- ✓ Cheating on exams
- ✓ Use of matches and lighters
- ✓ Lying
- ✓ Verbal abuse

- ✓ False identification
- ✓ Sexual harassment
- ✓ Roaming
- ✓ Throwing snowballs
- ✓ Fighting
- ✓ Late for homeroom
- ✓ Leaving school without permission
- ✓ Smoking
- ✓ Vandalism
- ✓ Possession/use of illegal substances
- ✓ Stealing/Selling cigarettes

### **Tier 3 Student Behaviours (Majors)**

- ✓ Bullying as defined by the Department of Education
- ✓ Weapon possession
- ✓ Uttering serious threats
- ✓ Sexual assault
- ✓ Physical assault

#### **C) Proactive Strategies**

Expected behaviours as identified in **Holy Trinity High School** Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are communicated with all members of the school community through a variety of methods which may include hard copy handouts, school newsletters, parent/guardian –teacher night, school web-site postings, and/or emails.
- Standards of Behaviour for students are reviewed, practiced and discussed as needed.
- Standards of Behaviour are applied consistently by all staff.
- Students may be offered choices, so that they can make an informed decision before acting.
- The resulting consequence of each choice is up to the professional judgment of the attending staff member.
- On-going modelling of appropriate behaviours by school staff.
- Maintaining the acknowledgement of appropriate student behaviours through a variety of methods which may include positive verbal feedback, positive non-verbal gestures, and/or contact with parent/guardian, etc.
- Parents/guardians may be contacted by teachers for feedback on student behaviour and accomplishments.
- The following are some curricular and extra-curricular programs that Holy Trinity High School offers to promote social skill and academic development: Student Leadership, Duke of Edinburgh Award, Homework Haven, Lego Robotics Team, Gay Straight Alliance, Ukulele Club, Recycling club, Science club, Underwater

Robotics, Library Prefix, 8, 9 Basketball 8, 9 Volleyball, Junior High Cheerleading, Junior High Hockey, 10, 11, 12 Female Volleyball, Senior Girls and Boys Basketball, Senior Boys Hockey, Senior Girls Hockey, Junior High and Senior High EF Trips, Student Council, Arts and Athletics, Marine Institute Model Boat Race, Drama Club, Improv Team, Junior and Senior Band.

- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.
- Referral for assessment may be considered by the service delivery team.
- Referral for counselling.
- Referral to district staff or outside agencies.
- Consistent teacher documentation of inappropriate student behaviour.
- Focused support for small groups and individual students.

#### D) Reactive Strategies

In response to inappropriate student behaviour, teachers and administrators of **Holy Trinity High School** shall utilize a Reactive Strategy, depending on:

- The level of the behaviour.
- Circumstances of the behaviour:
  - The other people involved (students or staff)
  - the environment
  - precipitating factors
  - special circumstances
- Past reactive strategies utilized for this student and the students resulting behaviour.
- The frequency of the behaviour.
- The student's exceptionality and/or Individual Education Plan (IEP).

#### Tier 1 (Minor) Interventions/Consequences

Tier I –

**The intervention/consequence used will be determined by the professional judgment of the attending staff member**

#### Teacher Interventions

- Verbal reminders
- Written reminders
- Re-teach the expected behavior
- Offer choices and consequences of the choices
- Natural/logical consequences

- Skill building
- Self-reflective exercise
- Opportunity to make amends
- Bullying intervention protocol
- Enter into 360
- Teacher detention (In-class)
- Peer mentor
- Parents/guardian school conference
- Private discussion/conferencing
- Home contact
- Time-outs
- Restitution (apologize, clean, repair)

\*Contact with parent mandatory before moving to Tier II

#### Tier II - Administrative Interventions

- Verbal reminder of appropriate behaviours
- Model expected behaviour
- Re-teach the expected behaviours
- Offer choices and consequences of the choices
- Bullying intervention protocol
- Peer mentor
- Skill building
- Natural/logical consequences
- Self-reflective exercise
- Opportunity to make amends
- Monitor behaviours
- Mediation
- Restorative practices
- Home contact
- Detention
- Withdrawal or loss of privileges
- Restricted access to facilities/activities
- Referral to school counselor and/or Special Services
- Pre-referral process
- Behaviour contract
- Behaviour management plan
- Police involvement
- Action plan for student
- Meeting with Parents/Guardians and Administration and/or Guidance
- In-school suspension
- Out-of school suspension

### Tier III - - Administrative Interventions

- All Tier I and II interventions/consequences are considered
- Mandatory meeting with parent and student upon return after suspension
- Referral to guidance
- Conference with guidance before student returns to school after suspension
- Involve school board
- District Office informed and suspension checklist completed

Note: The Bullying Intervention Protocol will be used in appropriate situations as determined by policy.