



Holy Trinity High School Student Code of Conduct

Purpose

The primary focus of the **Student Code of Conduct** is to help students address issues of dispute, develop empathy, and become good responsible citizens both within and outside of the school community. Holy Trinity High School along with the Edmonton Catholic School District have an obligation to provide a welcoming, caring, respectful, and safe learning environment that recognizes the unique gifts and inherent value of each student and staff member who is part of the Catholic school community. In this environment the goodness, dignity, and worth of all are recognized and all are held accountable for their actions.

Along with the teachings of the Catholic faith the following will be embedded in this policy:

- a. Alberta Human Rights Act
- b. School Act (Education Act)
- c. Alberta Bill of Rights
- d. Canadian Charter of Rights and Freedoms
- e. The Alberta Act, 1905, pursuant to Catholic Denominational Rights

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within Holy Trinity.

Role of each stakeholder

The ECSD recognizes that responsibility for student conduct is a shared responsibility between the District, students, their parents/guardians and the broader community.

Students have a legislated responsibility to:

- a. Ensure that their conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
- b. Respect the rights of others in the school.
- c. Follow the rules of the school and the policies of ECSD.
- d. Contribute in a positive manner to the school and community.

Parents/Guardians have a legislated responsibility to:

- a. Ensure that their conduct and their children's conduct contribute to a welcoming, caring, respectful, and safe learning environment.
- b. Encourage, foster, and advance collaborative, positive, and respectful relationships with teachers, principals, other school staff, and professionals providing supports and services in the school

The District has a legislated responsibility to:

- a. Deliver appropriate education programming to meet the needs of all students and to enable their success.
- b. Ensure that each student and each staff member is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging in a Catholic environment.
- c. Affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination from discrimination. More

specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

We affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Expectations Ensuring Student Success

The following section outlines the acceptable attitudes and behaviours expected of students within academic environment at Holy Trinity High School. These attitudes and behaviors include academic expectations, attendance expectations, and academic honesty.

Academic Expectations

Assigned coursework: Students are expected to complete all assigned coursework in each of their classes. Students are to take responsibility for completing assigned coursework as well as adhering to the deadlines and criteria set forth by their teachers.

Students are expected to maintain communication with teachers regarding assigned tasks and should notify teachers when coursework is either incomplete, or will not be completed on time. Students will take responsibility for rescheduling coursework deadlines and meeting coursework expectations. Students should maintain communication with their teachers until all of their course work is completed and submitted.

Exam protocol: During exam writing sessions, students are to leave watches, jackets, coats, electronics, backpacks, purses, and other personal effects in their lockers. All students must have their Student Identification Card with them during exam sessions. Students are encouraged to come prepared for exams with the appropriate supplies required for the given exam (e.g., pencils, pens, erasers, a calculator, a ruler, a dictionary, a protractor set, etc...).

Attendance

In addition to maintaining Holy Trinity's Attendance Policy and Alberta Education Attendance Policy students are expected and responsible to adhere to the following attitudes and behaviors regarding attendance:

Regular and Consistent Class Attendance: Students are expected to maintain regular and consistent attendance in each of their scheduled courses. In the event of an absence, the student

and parent/guardian will take responsibility for informing the office administration to ensure the absence is excused.

In the event of multiple absences, excused or not, students will take responsibility for initiating communication with their teachers to keep current with course work and any missed assessments. It is the responsibility of the student to reschedule any assessment tasks missed during an absence.

Seminar Sessions: Students are responsible for attending and registering for each scheduled seminar session (i.e., flex block). Students are expected to register for their selected seminar session before the registration deadline and understand that a seminar session will be selected for them if no seminar session has been selected.

Students are expected to attend the selected seminar session promptly. In the event that an absence for a seminar session will occur or has occurred, students will take responsibility for informing the seminar instructor and the office administration in order to have absence excused.

Religious and Special Celebrations: Students are expected to attend all religious and special celebrations on or off campus. Students will maintain respectful and appropriate attitudes and behaviours during celebrations.

Offsite celebrations are to be attended promptly. After being dismissed from classes, students must go directly to the location of the offsite celebration. Upon completion of the celebration, students are responsible for returning directly back to school.

Academic Honesty

Students are expected to comply with the terms and expectations as outlined in Holy Trinity's *Academic Honesty Policy*. (See Appendix)

Student Behaviours

All students must inform a staff member if they witness or are victim to bullying behaviours that occur within the school or by electronic means. The Grade Coordinator/Assistant Principal for the student will investigate the incident with the assistance of the School Resource Officer. Bullying will not be tolerated and will be dealt with immediately. We will ensure that the bully and the victim be provided counselling in our Student Services department, so that they may learn from the incident and avoid such actions in the future. Students will be coached and reminded throughout the school year to report any bullying incidents within the school, during the school day or by electronic means.

Safe Schools and Respect for the Learning Environment

The following section outlines the attitudes and behaviours required in a school to maintain a safe and nurturing learning environment. Students should adhere to all of these expectations to ensure the safety of themselves and others.

Dress Code

The school is the student's professional place for learning and students are expected to dress accordingly. Holy Trinity is a Catholic High School, and students are expected to choose clothing that is respectful of our Catholic values and community.

In dressing for school, students should avoid:

- a. Clothing with abusive or suggestive language or symbolism
- b. Clothing that exposes the mid-section or under garments, or is too low cut, along with any shorts that are too short or inappropriate.
- c. All (other than religious) headwear

If there are any questions at any time please speak with an Administrator.

Behaviour towards School Staff

Students will treat all members of the school staff with courtesy, respect, and dignity.

Bullying

Alberta's provincial legislation defines **bullying** as: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation. Forms of bullying include and are not limited to: disability, sexual orientation, gender identity, sexuality, race/ethnicity/religion, or other issues.

Therefore, students are prohibited to participate in any in any activity deemed to be bullying as defined above.

School Property/ Vandalism

Students are expected to behave in a way that demonstrates respect of the facility and all of its contents. This includes, but is not limited to: the school building, the courtyard, the parking lot, the link area, the Millwoods Recreational Centre, and City of Edmonton facilities. The following additional items also apply:

- a. Lockers are the property of the school and should not be damaged in any way. School administration reserve the right to search lockers.
- b. All posters, notices, and advertisements require a Principal's approval.
- c. Students should keep all school property free from graffiti (i.e. books, furniture, etc.).
- d. Students are expected to use the garbage/recycle containers provided.
- e. When property belonging to the school district is destroyed or damaged by the intentional or negligent act of a student, the student and the parents or guardian are jointly liable and may be required to compensate for any damages or losses incurred.
- f. Any student who may be required to make restitution or pay compensation for destruction of property and who fails to do so may be suspended from school and/or subject to legal action by the School Board for the purpose of obtaining the compensation.

Visitors/Trespassing

All visitors must report to the main office. School visitors who do not obey school rules will be asked to leave and may be subject to the Trespass to Premise and/or School Act.

Student Security

To ensure visibility, students are not allowed to wear hats except for religious headwear.

Fighting

Students should not engage in violent behaviour (including: uttering threats, physical fighting, and verbal arguments).

Weapons

A weapon is any object deemed by staff to be dangerous to the welfare and safety of students or staff. Students shall not have weapons in their possession or among their belongings when on school property or when participating in any school related activity. This includes any replica weaponry.

Illegal/Banned Substances

Students should not be in the possession of, or under the influence of, any illegal substance. This includes drugs, alcohol, tobacco, e-cigarettes, and all related paraphernalia.

Theft

Students are expected to respect the property of the school as well as the property of other students, staff and visitors. Students should not be in possession of the property of others without the expressed permission of the property owner. Students should not break, damage, steal or destroy the property of others.

Discrimination

The Alberta Human Rights Act prohibits discrimination on the basis of an individual's race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.

Holy Trinity follows the *Commitment to Inclusive Communities in Edmonton Catholic Schools*. (See Appendix)

Parking

Students and visitors are required to park in designated parking areas. Students and visitors are prohibited from parking in designated staff parking. Students who obtain a parking pass from the office, may park in their designated stall. All other students are expected to use the East parking lot.

Offsite School Activities

Students participating in any offsite school activity as representatives of Holy Trinity must act according to all the same expectations outlined in this student code of conduct policy. Students should show the same respect to the place and people they are visiting and their supervisors as they would anyone from Holy Trinity High School.

Social Media Etiquette and Onsite Computer Usage

Holy Trinity students are expected to comply with the *ECSD Responsible Use Agreement* as signed and agreed upon during registration.

Consequences

At the beginning of grade 10 students assemble to meet with their Assistant Principal to outline appropriate behaviours, such as, stated in our school motto; all members of Holy Trinity are to care, to share and to serve their community at school, at home, locally and globally. Students meet regularly throughout their high school years with their Assistant Principal individually, in small and large groups, where preventative, fair and corrective procedures are discussed.

When working with students, Holy Trinity High School Administration work in conjunction with the following individuals and services within our school: School Counselors, Family School Liaison Workers, School Resource Officers, Learning Coaches, Teachers and Administrators. Furthermore, when issues arise with students, administration and teaching staff communicate these issues via the log entry section of PowerSchool. Communication with students and parents are paramount to maintaining a good relationship to ensure the success of the student.

When a student performs actions that are contrary to our School Code of Conduct, Administration of the school use a progressive disciplinary action and plan in addressing offenses committed by the student. The main focus and objective of the plan is to ensure that the student learn from their mistakes, learn social skills and provide students with resources that foster responsible Catholic citizenship.

When students begin high school they listen to the Assistant Principal for their grade. During the assembly the Assistant Principal introduces all members of the team who the students will meet throughout the year. Students are reminded that if they show respect for all people and property they should experience success. Should students choose not to respect people and property they will meet with their Assistant Principal who will assess the situation and determine the severity of the action and the consequence the student will receive as a result. The action could lead to counselling time, an in-school suspension or out of school suspension. Depending on the degree of severity the action will determine if the student will have an in school or out of school suspension. The Assistant Principal logs all incidents in Power School, as the student progresses through high school the information will determine what degree of action will be rendered for the poor choices made by the student.

While working with students who need to learn from their various conflicting actions, the Administration use the School Act as a guide to help students gain knowledge in becoming responsible citizens. The Administration approaches these concerns by using a variety of proactive strategies, interventions, and consequences as a means to provide ongoing support. Counselling, in school and out of school suspensions will be given so that students will have the ability to learn from their poor choices.

Students must be aware that failure to comply with Section 31 of the Education Act may lead to consequences for that student. Identified unacceptable behaviour will take into account the student's age, maturity, and individual circumstances. The situation will be investigated fully and an appropriate consequence will be applied to each situation. The possible consequences will be communicated to the student participating in unacceptable behaviour. The principal or designate of the school will finalize the consequence for the student. Where severe inappropriate behaviour has taken place the student may be suspended from 1 to 5 days and recommended for expulsion from the school or district.

Therefore, it is important that consistent and regular communication and documentation is made by teachers, counselors, Family School Liaison Workers, School Resource Officers and Administration.

Communicating with the student and their family is very important when assisting students to develop positive behaviours. Ultimately, all staff want students to make positive contributions during their classes and while involved in school activities on or off school property. Holy Trinity Administration want all staff and students to represent Edmonton Catholic Schools in a positive manner.

The Student Code of Conduct was developed in consultation with Parents, Staff and Students and will be reviewed and adapted as necessary yearly by members of the school community. This document will be communicated in writing to all members of the school community on an annual basis.

APPENDIX

Academic Honesty – Holy Trinity

All student work for assessment purposes must be the student's own work

Examples of intellectual dishonestly include, but are not limited to, the following:

Plagiarism

- copying of or representation of another's work as one's own
- claiming information from the Internet as your own work (duplicating materials)
- giving or receiving work of another student for the purpose of copying
- copying classwork, homework, or lab work of another student
- all information/work that is researched, (i.e. obtained from a source that is not the student) must be properly cited/credited
- falsification of data, information, or citations

All student work for assessment purposes must be the student's own work

Deception

- providing false information
- giving a false excuse for missed assessment
- falsely claiming to have submitted work

Duplication

- duplication of any assessment materials
- unauthorized use of technology to record, digitize, photograph or communicate any assessment materials

Theft

- theft of any assessment materials
- being in possession of any secure assessment materials

Cheating

- disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor (including all acts of collusion)

Students who violate the intellectual honesty policy will have all relevant assessments invalidated (receive a mark of zero) and all cases will be referred to administration for review



Commitment to Inclusive Communities in Edmonton Catholic Schools

***“With respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, colour, social condition, language or religion, is to be overcome and eradicated as contrary to God’s intent.”
(Gaudium et Spes, 29)***

Edmonton Catholic schools share a foundational belief that all children are unique, loved by God, and created in God’s image. As such, all human beings are inherently sacred and must be treated with dignity and respect. Based on this belief the mission of each school is to help students grow as children of God in all aspects of their person: physically, academically, socially, emotionally, morally and spiritually.

The Catholic Church teaches that:

- respect for every individual flows from their dignity as a person
- respect for the human person proceeds by way of a recognition of the principle that everyone should look upon their neighbour (without exception) as another self, and in this always bear in mind all that is necessary for them to live with dignity
- respect for the fundamental rights of the person, demands that every type discrimination, whether based on sex, race, colour, social condition, gender identity and expression, sexual orientation, language or religion is to be overcome and eradicated as contrary to God’s intent.

Given these teachings and given that which is embedded in the:

- *Alberta Human Rights Act*
- *School Act (Education Act)*
- *Alberta Bill of Rights*
- Canadian Charter of Rights and Freedoms.
- *The Alberta Act, 1905*, pursuant to Catholic Denominational Rights

The Edmonton Catholic School Board is committed to ensuring that all students and staff of Edmonton Catholic Schools and their families will be provided with:

- a fully inclusive school community
- a welcoming, caring, respectful, safe, and Catholic environment
- an environment that is free from discrimination of any type including but not limited to discrimination based on race, colour, gender identity, gender expression, age, physical, and mental characteristics, nationality, sexual orientation, family status, or marital status

Approved: October 13, 2015

Revised: March 15, 2016