

ST. PATRICK'S CODE OF BEHAVIOUR/GOALS

Self-discipline is essential to the spiritual, social and educational development of the individual. This code of student behaviour outlines the expectations regarding behaviour. Teachers and parents or guardians should be familiar with the code of behaviour and support its implementation. The code of behaviour reflects the values of the Catholic Community of the school including respect for persons and property. **It is based on an understanding of the responsibilities of students under the Education Act and in accordance with the St. Clair Catholic District School Board's Discipline Policy.**

GOALS:

1. **To promote Catholic values** including respect for self and for others.
2. **To develop an awareness of personal responsibility** for self and for others, both in the school community and in society at large.
3. **To foster a sense of self-worth and self-discipline.**
4. **To establish and maintain a positive school climate and setting** so that learning can take place.
5. **To encourage cooperative approaches to problem solving** including acceptable methods for resolving conflict.
6. **To protect the basic right of each student** to a sound educational experience.
7. **To promote respect** for school property and the personal property of others.

INTRODUCTION TO A SAFE SCHOOL

Introduction to a Safe School

Our school community believes in the importance of promoting a nurturing, comfortable and safe school environment. We believe that all members of a school community play an important role in the development and maintenance of a healthy learning environment which fosters respect of self, of others and of property. Such an environment is possible in school communities when everyone clearly understands each other's rights, roles and responsibilities.

Our students have the right to:

- receive a quality education;
- work, learn and play in a safe, positive and peaceful environment;
- be treated with dignity and respect;
- have their thoughts, feelings and opinions heard;
- grow and develop spiritually, emotionally, physically, socially and academically;
- actively participate in the establishment of classroom rules and consequences for their behaviour;
- advocate for themselves.

Our students have the responsibility to:

- live and model Christian values;
- avoid aggressive behaviour, fighting, bullying others and rough play;
- follow the "hands-off" expectation;
- follow school and classroom rules;
- not be in possession of any type of weapon or drug as defined under the Education Act or the Criminal Code of Canada or St. Clair Catholic District School Board policy;
- complete all assigned work;
- be present and on time;
- be prepared for class;
- be an active participant in lessons, group activities and extra-curricular activities;
- use language that reflects respect for self, others, and their right to learn;
- take increasing ownership of their learning and growth;

- demonstrate courteous, cooperative and responsible manners with all staff, parents and visitors within the school;
- take care of the building, school property and the environment;
- take pride in their appearance;
- live a healthy lifestyle; and
- ensure that they dress in accordance with school guidelines and Board policy.

Our students are responsible for their conduct while they are:

- on school property;
- involved in extra-curricular activities;
- on class trips;
- on school buses; and
- going to and from school.
- involved in circumstances where engaging in an activity could have a negative impact on the school climate (e.g. on-line).

Our students show respect toward:

- themselves;
- persons of all races, gender and ethnic backgrounds;
- staff, parents, and volunteers working with them;
- personal property, the property of others and school board property; and the uniqueness of all people.

ATTENDANCE

- 1. Regular attendance and punctuality** are important to ensure quality education for the student. Absenteeism negatively affects not only your progress but the progress of the entire class. **Communication between home and school is vital when a student is absent.**
- 2. Students are to be in school and on time for all classes.** Parents or guardians are responsible for the attendance and punctuality of their children.
- 3. Students UNDER 18 years** of age may not sign out without permission from parents or guardians. All school contact with students writing their own notes (are 18 years of age), will be between the school and the student and may preclude parents/guardians having access to the school regarding information about their children.
- 4.** According to the Freedom of Information and Protection of Privacy Act, students 18 years of age and older have the right to have any school information kept private.
- 5. Students who miss class** because of a field trip, athletic event, a school retreat or other school activity will be marked absent by the teacher for the class(es) missed. All absences are counted when reporting the total days absent for the semester.
- 6. Students are required to bring a note to the attendance office, explaining their absence, signed and dated by a parent or guardian if the student is under 18.** If the student is 18 or over, they may sign their own notes. In turn, the attendance office will provide an Admit-to-Class Slip for the subject teacher(s) whose class(es) the student has missed.
- 7. A parent or guardian is requested to call the Attendance Secretary at 332-3976 EXT.20411 if his/her child will be ABSENT.**
- 8.** Office phones are not generally for student use. However, there is an attendance counter phone for students who are signing in/out.
- 9. If you leave school without the attendance office being notified by you, your parent or the teacher, you are absent without permission.**

10. Students who have missed class must provide a valid reason with a note or notification to the attendance office to obtain an admit slip.
11. **Family holidays are not a good reason to be absent from school.** Be careful when scheduling holidays around exam schedules. Exam should take precedence. If you will be absent for a family vacation, you are expected to inform the teacher and administration in advance.
12. **Holidays, doctor's appointments and trips should not be scheduled to conflict with class or exam days.**
13. **When students are away from school due to a prolonged illness or injury, arrangements will be made with the parents to provide support.**
14. **THE SCHOOL MUST KNOW WHERE STUDENTS ARE AT ALL TIMES.**

CONSEQUENCES FOR FAILURE TO ATTEND

1. **If you are absent from a class without permission (truant),** you will be referred to the office and/or parents/guardians may be requested to come in for an interview.
2. **Continued truancy of classes will result in suspension from school.**
(Please refer to the Missed Test Policy, pg.36)
IMPORTANT: A student, who is absent without just cause or due to illness for any part of the school day, may not represent the school in any activity on that day. **If a student is illegally absent from any class one week before the activity, then the student shall be ineligible for the following activity.** If such student represents the school, the student will be denied participation in a subsequent game/activity and may cause the team to forfeit a win.

DETENTIONS

Students are required to serve any detentions given to them by teachers or administration. Detentions are to be served in full at the assigned time, location and conditions of behaviour.

DISOBEDIENCE/LACK OF COOPERATION

In order to profit from instruction, you must pay attention during the learning process and apply yourself to the tasks assigned both in class and for homework. It is also necessary for you to comply with a teachers' requests in order to promote a safe, orderly and harmonious school environment. Students are expected to cooperate in class by responding to questions, completing assigned work and attending to the process of learning. Students are also expected to obey all requests made by a teacher or supervisor monitoring any area of the school or school sponsored activities such as field trips, athletic events, etc.

Consequences of Misbehaviour

1. If you are uncooperative in school or on school related activities, and the problem is not resolved with the supervising adult, consultation will take place with parents, administration or other school support personnel.
2. Outright disobedience to a supervising adult, persistent opposition to authority and misbehaviour during school or during school related activities may result in a suspension.

DRUGS/ALCOHOL

Alcohol and drug abuse is hazardous to your health and life. It frequently leads to inappropriate or destructive behaviour. You are to come to school free from the influence of alcohol, drugs or other mind altering substances. You are not to possess or use such substances in the school or on school property.

(Possession of drugs and/or alcohol is a criminal offence.) If you are in possession of drugs or alcohol on school property, your parents or guardians and the police will be contacted. You will be excluded from future dances at the school.

DRUG/ALCOHOL-Consequences of Misbehaviour

If you come to school under the influence of alcohol or illicit drugs, your parent/guardian and the police will be notified, and you will be suspended from school for up to 20 days. **If you are in possession of illicit drugs, including alcohol, for the purposes of trafficking** your parent/guardian and the police will be contacted and you may be expelled.

HARASSMENT

Every person has a right to freedom from discrimination. Harassment is also unequal treatment of individuals or groups in that it limits their ability to function effectively as a result of demeaning treatment by others. All students and St. Clair Catholic District School Board employees who perceive that they are victims of harassment on the basis of sex, race or ethnicity have the right to lodge a complaint of harassment. **(REFER TO ST.CLAIR CATHOLIC DISTRICT SCHOOL BOARD HARASSMENT POLICY.)**

HARASSMENT may include:

- 1. Verbal abuse or threats.**
- 2. Unwelcome remarks, jokes, innuendoes, or taunting about a person's gender, ethnic or national origin, religion, attire, etc.**
- 3. Graffiti, i.e. degrading or insulting words, messages, slogans, etc. written on or in school board property.**
- 4. The displaying of racist or sexist pictures.**
- 5. The composition and/or distribution of derogatory material.**
- 6. Practical jokes which cause awkwardness or embarrassment.**
- 7. Unwelcome physical contact of a social nature such as touching, patting, pinching, punching. Any unwanted sexual contact could constitute a criminal act.**
- 8. Physical violence.**
- 9. Vandalism.**
- 10. Intimidation.**
- 11. Condescension or paternalism which undermines self-respect.**
- 12. Cyber-Bullying**

Anyone who feels that they are being harassed by anyone else in the school should notify a counsellor or an administrator.

HARASSMENT WILL NOT BE TOLERATED!

Any St. Clair Catholic District School Board employee or student who has been found to have harassed another employee or a student on the basis of sex, race or ethnicity shall be subject to appropriate disciplinary action.

HARASSMENT-Consequences of Misbehaviour

- 1. All incidents will be taken seriously and dealt with according** to the sex, race and ethno cultural complaint procedures of the St. Clair Catholic District School Board. Any student who has been found to have harassed another student/Board employee shall be subject to appropriate disciplinary action including suspension from school and notification of the police.
- 2. Consequences will always include** counselling. Counselling and support shall be provided for victims.

INAPPROPRIATE BEHAVIOUR

You are expected to be courteous in your use of language avoiding any profanity or vulgar expressions or any language which is demeaning to others. Improper language indicates a lack of self-discipline and consideration for others.

INAPPROPRIATE BEHAVIOUR-Consequences

When inappropriate behaviour has occurred, progressive discipline will include a range of interventions, supports and consequences such as:

- Meeting with the pupil's parent(s)/guardian(s), pupil and principal, teachers, school and related personnel;
- Referral to a community agency for anger management or substance abuse counselling/intervention
- Detentions
- Withdrawal of privileges
- Withdrawal from class
- Restitution for damages
- Restorative practices
- Transfer to another class within the school
- Transfer to another school within the board
- Suspension or Expulsion

If you use inappropriate language within the school, you will be referred to the office and your parent/guardian will be notified.

Offensive language directed at another person may result in suspension.

SUSPENSIONS

The infractions for which a suspension may be considered by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. 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;
6. Bullying (a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance)
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
9. Any act considered by the principal to be contrary to the Board or School Code of Conduct.

A pupil may be suspended only once for any one incidence of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

EXPULSIONS

The infractions for which a principal may consider recommending to the Board that a pupil be expelled from the pupil's school or from all schools of the Board include:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons, illegal and/or restricted drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;

9. A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
10. Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
11. Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
12. The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
13. Any act considered by the principal to be a serious violation of the Board or School Code of Conduct.

Further details, including the appeal process for suspensions and expulsions are outlined in the St. Clair Catholic District School Board's **Policy 3.17, Student Discipline**.

RESPECT FOR SELF/OTHERS

Before you can respect other people or other people's authority or property, you must have a respect for yourself. As a student in a Christian community, you will be treated as an individual who has the right to dignity and respect. School is a public place where no one should be made to feel embarrassed or uncomfortable because of the behaviour of others. You are expected to arrive at school prepared to give your best effort in all respects.

You are expected to be:

1. courteous and considerate in your interactions with students, teachers, and other school personnel.
2. It is especially important for students to show respect for supply teachers, educational assistants, supervisors, secretaries and all visitors to the school.
3. **Physical assault or fighting will not be tolerated.**
4. The volume of speaking should be moderate whether in class or in the corridors of the school.
5. Students are expected to avoid any inappropriate displays of affection.

RESPECT FOR SELF/OTHERS-Consequences of Misbehaviour

1. **If you harass, bully, use profane language or engage in name calling, you will receive appropriate disciplinary treatment by teachers and administration. Your parent or guardian may be notified.**
2. Students will be interviewed by Principal/Vice-Principal.
3. Students who engage in physical fighting will be suspended.
4. Police and parents will be notified concerning fights involving a weapon or physical injury.
5. If an individual is considered to be an instigator and/or the incident is considered to be of a serious nature, the Principal may recommend to the appropriate school board that the student be expelled from school.
6. When students engage in inappropriate displays of affection in school, it will be brought to their attention, discussed, and parents may be notified. If they persist in this behaviour, further disciplinary action will be taken.

RESPECT FOR PROPERTY

All staff and students have a shared responsibility for keeping the school building and property clean. You are expected to treat the school grounds, the school building and everything in the school with the same respect you would give to your personal property. The cost of maintaining school buildings and providing supplies is assumed by the taxpayer. Any additional costs created by wanton acts of vandalism are, if the guilty person is undetected, also assumed by the taxpayer. In order to keep the building and the grounds

clean and free of litter, students are expected to dispose all litter in the appropriate containers. You are expected to maintain in good condition all textbooks loaned to you and school equipment used by you. Equipment and textbooks loaned to students for use during the semester must be properly cared for so that they can be used by students in the future.

RESPECT FOR PROPERTY-Consequences of Misbehaviour

1. Students who destroy or damage school property will be required to pay the cost of repair or replacement. Destruction of school property will result in suspension and possible police action.
2. Students may be required to pay for equipment and textbooks not returned in suitable condition.

CELLPHONE/DEVICE POLICY- OFF AND AWAY

Teacher will invite students to use their devices when appropriate for learning purposes.

1st offence- Cellphone/device is taken from student and sent to the main office. Cellphone/device may be picked up by student at the end of the school day.

2nd offence- Cellphone/device is taken from student and sent to the main office. Parent/Guardian will pick up cellphone/device at the end of the school day. Detention is assigned to student.

3rd offence- Cellphone/device is taken from the student and sent to the main office. Parent/Guardian will pick up cellphone/device at the end of the school day. In school detention is assigned to student.

LATE FOR SCHOOL/CLASS

Students are expected to be on time and prepared for class. The classroom environment of others is disrupted when a student is late. **Punctuality is a normal expectation**, and students should be preparing themselves for adult life.

LATE FOR SCHOOL/CLASS-Consequences of Misbehaviour

1st & 2nd lates - teacher to speak to student - discuss consequences

3rd late - a detention is assigned by the teacher and monitored by either the teacher or detention room supervisor.

If the student does not show for the detention, two detentions will be given. If the student does not show for these subsequent detentions, then the student is referred to the office for appropriate action.

4th late - parent and/or guardians will be contacted by the teacher.

5th late - student has an interview with an administrator.

6th late & - student will be disciplined for persistent opposition to subsequent authority (as per the Education Act).

NOTE:

1) Late arrival to class: After start bell - Late for class

* 0-35 minutes - 1/2 day absence

* 36 + minutes - 1 day absence (**admit slip required**)

2) If students miss a test or an examination for an unacceptable reason, they will be required to write an alternate test.

STUDENT UNIFORM POLICY

Uniform items are supplied and may be purchased exclusively by McCarthy School Uniform Store and have SPHS logo embroidered:

On-line: www.mccarthyuniforms.ca

Call Centre: 1-800-668-8261

Retail Store: 431 Newbold St., London, ON

Our Catholic school community has a firm school uniform policy. As a student at St. Patrick's Catholic High School, you are an ambassador of all that St. Patrick's symbolizes. By choosing to attend St. Patrick's Catholic High School, students and their parents have made a serious and

long-term commitment to Catholic Education. Parents and students accept the school uniform as an integral part of the school community life.

Staff will monitor uniforms. Those who are out of uniform will be required to correct the problem and may receive an after school detention. Infractions that are not fixable will be addressed by administration. Consequences (to be determined by the administration of the school), may include being sent home to change and return to school, in school detention or possibly suspension. Final discretionary judgement will be made by the administration.

Students are to be in full uniform every day when they first arrive at the school until after the final dismissal bell of the day. Students may not be out of uniform at lunch or during spare periods.

The following uniform policy is in effect for all students:

- 1. a) Golf Shirt - short and long sleeve in green or white**
- b) Button Down dress shirt- white**
- c) Ladies Blouse – short, long and $\frac{3}{4}$ sleeve in white**
- d) $\frac{1}{4}$ Zip Sweatshirt -black**
- e) Full Zip Sweat top-black**
- f) Full Zip Cardigan- black**
- g) Pants- black or khaki**
- h) Capris-black or khaki**
- i) Walking Shorts-black or khaki -Permitted only April 1st -November 1st**
- j) Kilt- black Stuart plaid**
- k) Socks/knee socks & tights.**

Only plain white or black crew neck undershirts or T-shirts may be worn under uniform shirts.

2.) UNIFORM REGULATIONS: The uniform policy is in effect for all students.

- 1. Students will not be allowed to attend class unless in full uniform.**
- 2. Uniform infractions must be fixed and you will be assigned a detention.**
- 3. Repeated infractions will result in in-school/suspension.**
- 4. Hats are not permitted and must be off and away otherwise will be confiscated by staff members and turned into the main office.**
- 5. Uniforms are to be neat, clean and in good repair (no altering of style or colour).**
- 6. Over-sizing or under-sizing of clothing is not allowed.**
- 7. Students may have the top two oxford shirt buttons undone. French-cut blouse must be buttoned completely.**
- 8. Shirts are not to be bunched, tied, or pinned at the back**
- 9. Only a plain white or black, short sleeved T-shirt may be worn under an approved uniform shirt.**
- 10. Pants are to be properly hemmed. Rolled up pant legs, capris, shorts, and kilts are not acceptable.**
- 11. Knee high socks, full footed tights, or pantyhose worn with the kilt must be solid in colour and non-textured and be complimentary. No tights may be worn under shorts.**
- 12. Any clothing or accessories (scarfs, chains, dog collars, symbols, jewellery, or other paraphernalia) that (1) depicts or suggests association with a gang, (2) may be considered obscene or offensive, or (3) may be associated with drug emblems, tobacco or alcoholic beverage references shall not be worn at school or in any way be present at any school related event.**
- 13. Any type of head covering (including hats, bandanas, sports head bands, etc.) is not to be worn in the school.**
- 14. Footwear includes shoes or athletic/running shoes in good repair that must be worn as part of the uniform. Appropriate footwear, socks, or full tights with no extreme colours or style must be worn.**
- 15. Coats and jackets are not to be worn while inside the school. The expectation is that once the student is inside the main building, he/she will remove the jacket, place it in their locker or backpack and be in proper uniform. Coats may only be worn upon entering or leaving the**

building. Coats and jackets will not be a substitute for a sweatshirt or school sweater at any time.

- 16. Hair must be kept clean, neat and reasonably styled or coloured. Final discretion rests with the administration.**
- 17. Reasonable piercing. No safety pins or spike piercing will be allowed due to safety concerns for the student and others. Final discretion rests with the administration**
- 18. Sunglasses are not to be worn in the building.**
- 19. Final discretion rests with administration on acceptable accessories and styles.**
- 20. Uniform modifications for medical reasons or extraordinary circumstances may be granted by Administration.**
- 21. Spirit wear is not permitted other than on Spirit Wear Days.**

Spirit Wear Days – Tuesday Only

- 1. Uniform pants, shorts, capris, kilts must be worn**
- 2. Students may wear St. Patrick's "spirit wear" tops. Spirit wear consists of tops purchased from the School Store or a school sports team or club.**
- 3. Teams who have special games or are celebrating victories are restricted to these days without exception.**
- 4. Spirit wear does not include Physical education wear outside of a Physical education class.**
- 5. Team coats, jackets, and hats are not to be worn.**

Non Uniform Days

- 1. Clothing worn on a non-uniform day must comply with the school's dress code and board policy, and should be modest and appropriate to the values and beliefs of our Catholic learning environment.**
- 2. Students are responsible for choosing clothing that denotes modesty, good taste, and sound judgment.**
- 3. Examples of clothing that are not allowed are tank/halter tops; muscle shirts; bare midriffs or revealing necklines; sleepwear: pyjama bottoms; ragged, torn/frayed/patched clothing or shirts in a poor state of repair; clothing with objectionable emblems or slogans; mini-shorts or skirts, spiked jewellery, outerwear, headgear, and chains. Hats are not permitted.**
- 4. Final discretion rests with the administration.**

PHYSICAL EDUCATION UNIFORMS: (purchased from school).

- 1. Polyester knit shorts (forest green) (\$12.00) and T-shirt (with St. Patrick's crest) (\$8.00).**
- 2. Sweat-suits may be worn over gym suits for outdoor activities.**
- 3. White-soled running shoes must be worn in the gym.**

VIOLENT INCIDENTS/WEAPONS

Acts of violence will not be tolerated and will be dealt with as per the ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD Policy of Safe Schools. No weapons or items resembling weapons are permitted in the school or on the school property. Students in possession of weapons or items resembling weapons, face suspension, police intervention and possible expulsion.

POLICE PROTOCOL

Police services have the responsibility to:

- enforce the Criminal Code of Canada, the Police Services Act and Regulations, the Young Offenders Act, and other federal, provincial and municipal laws and regulations;**
- assist victims of crime;**
- assist in the development of young people's understanding of good citizenship;**
- promote and foster a reduction of crime, both against and committed by young people;**
- divert young people away from crime and antisocial behaviour; and**
- work in partnership with the school to support positive development.**

FOR YOUR INFORMATION

ACCIDENTS

All accidents must be reported to the office as soon as possible.

These include any accidents occurring on school property or during school sponsored events at other sites. An accident report must be fully completed and duly submitted to the administration. **Any injuries sustained due to physical confrontation must be reported to the Main Office.**

CONCUSSIONS

All school related and non-school related concussions must be reported to the main office.

Concussion protocol is followed for all diagnosed concussions and must be accompanied by a medical doctor note. This protocol is intended to ensure safe recovery management for students.

ACADEMIC INTEGRITY

Dishonesty will not be tolerated. Tests, essays and formal exams are to be completed with honesty and integrity. In all written assignments, **your own words and thoughts** are to be used to promote learning and evaluate knowledge and performance. Proper credit should be given to the original author of an idea, an interpretation or a conclusion. Giving proper credit is an important research skill.

What is plagiarism? Plagiarism is the copying of someone else's ideas or thoughts. Even though you might paraphrase the information (i.e. rewrite it in your own words), if the fact or idea comes from someone else you must give that person(s) credit. Plagiarism is the most serious academic offense.

In accordance with school policy, the offence will result in a meeting with Administration. Avoid the problem, properly reference your work!!! The purpose of a works cited page/section in any report or project is to reference your work in an organized fashion. This will assure the reader that you have not plagiarized and will also allow them to further research the topic using your resources. See handout on MLA Documentation for further explanation