

## ST. PATRICK'S CATHOLIC HIGH SCHOOL CODE OF CONDUCT

Catholic Education has a long and treasured history in the Sarnia Lambton community. Our current St. Patrick's school community can be traced back to 1935 and over time it has been located in various buildings and with different names (St. Patricia's High School, St. Christopher Secondary School and St. Patrick's High School). Our student designed school logo is an Irish shamrock centred on a celtic cross using our school colours of green and blue with gold accent.



St. Patrick's Catholic High School joins in the mission of Catholic Education in Ontario by walking together with our students as they grow in the realization of their own story and purpose inspired by hope and joy. Relationships of trust and respect are nurtured with home, parish and wider community. This strengthens our students ability to engage with the world being rooted in the love of neighbour and bearing witness to justice and charity.

Core to this mission is our Code of Conduct which guides behaviour in a way that seeks to allow our students to grow as they prepare to share their gifts and talents with the world.

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD STRATEGIC PLAN 2019-2024

**OUR VISION**  
**Catholic Education + Future Ready**

**OUR MISSION**  
**Learning together today, transforming tomorrow**

**OUR PRIORITIES**

-  **LEARNING & INNOVATION**  
Teaching transferrable skills, critical thinking and creativity
-  **FAITH & WELL-BEING**  
Living Catholic values to foster caring, inclusive and safe spaces
-  **PARTNERSHIPS**  
Engaging families, parish and community
-  **CATHOLIC CITIZENSHIP**  
Inspiring ethical, responsible stewardship

**OUR VALUES**

Respect rooted in love	Excellence for all	Accountability to God, self and others	Engagement in our work	Called to serve our world
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**"Together we can do great things."**  
Mother Teresa



## STUDENT UNIFORM

By choosing to attend St. Patrick's Catholic High School students and their parents have made a commitment to accept the school uniform as an integral part of school community life, one that promotes and supports equity along with a positive school culture.

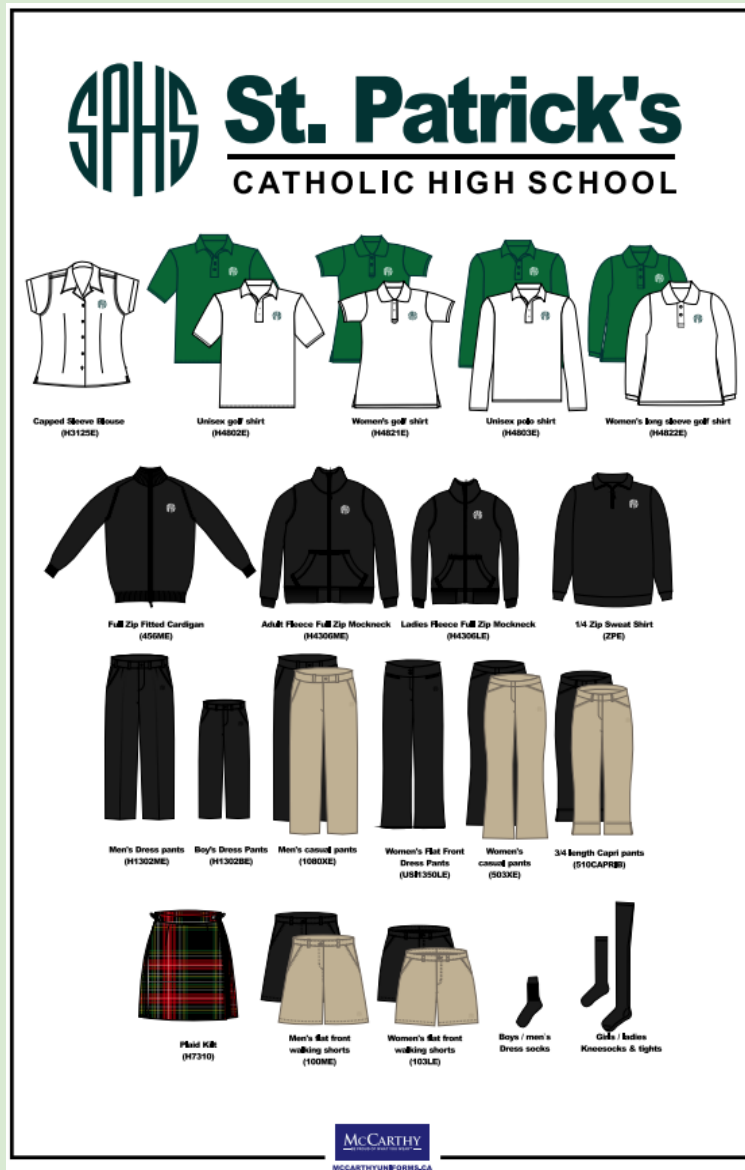
Uniform items may be purchased by McCarthy School Uniform Store and have our SPHS logo embroidered. Be careful when obtaining used uniform pieces to ensure that they are in our current uniform line. Retired uniform pieces cannot be worn.

*On-line:* [www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca)

*Call Centre:* 1-800-668-8261

*Retail Store:* 431 Newbold St., London, ON

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, including in school co-op, any specialized classes (e.g. tech/art/gym, etc), lunch, and spare periods.



## UNIFORM POLICY: **NO UNIFORM = NO CLASS**

The uniform policy is in effect for all students all day at school, unless a uniform exemption for medical or other exceptional reason has been obtained from the administration.

1. Staff will monitor uniforms. Students will not be allowed to attend class unless in full uniform.
2. A mishap (accidental spill, etc) is not a reason to be out of uniform - if this occurs, try to borrow from a friend. If you need assistance with uniform because of a mishap, do not attend your class, rather see your vice principal.
3. If you have a minor uniform infraction, it must be fixed and you will be assigned a detention for being in school or class out of proper uniform.
4. Infractions that are not easily fixable will be addressed by administration. You may be sent home or to in-school supervision until you are in uniform. Final discretionary judgment will be made by the administration.
5. Repeated infractions will be treated as opposition to authority and result in detentions and/or in-school supervision and/or suspension.
6. Uniforms are to be neat, clean, and in good repair (no altering of style or colour). Over-sizing or under-sizing of clothing is not allowed.
7. Shirts should be buttoned up, but for comfort, students may have the top two oxford shirt buttons undone. A French-cut blouse must be buttoned completely. Shirts are not to be bunched, tied, or pinned at the back.
8. Only a plain white or plain black, short-sleeved t-shirt may be worn under an approved uniform shirt.
9. Bottoms are to be properly hemmed. Pant legs, capris, shorts, and kilts are not to be rolled up.
10. Knee-high socks, full footed tights, or pantyhose worn with the kilt must be solid in colour, non-textured, and be complimentary. No tights may be worn under shorts.
11. Hoods are to be lowered and hats must be off and away or they will be turned into the main office until the end of the day. No head covering (including caps, bandanas, sports headbands, etc.) is to be worn in the school.
12. Footwear must be worn at all times.
13. 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. School sweaters are to be worn in cooler weather, rather than non-uniform sweaters or jackets. Coats and jackets will not be a substitute for a school uniform sweater at any time.
14. Hair must be kept clean, neat, and reasonably styled or coloured. Reasonable piercings are allowed. No safety pins or spike piercing will be allowed due to safety concerns for the student and others. Final discretion rests with the administration.
15. Sunglasses are not to be worn in the building, except for those worn per medical concussion protocol or other medical reason.
16. Final discretion rests with administration on acceptable accessories and styles.
17. Uniform exceptions or modifications for medical reasons or extraordinary circumstances may be granted by administration. Most braces and medical accessories can be accommodated by wearing under or over our uniform. Please discuss with your Vice Principal if this is required. If an exception is granted, it must be similar in colour, style, and pattern to the school uniform. Most exceptions will be granted for a short period of time.
18. Spirit wear tops are not permitted other than on Spirit Wear Days and are not to be worn as a substitute for a school uniform sweater.

#### SPIRIT WEAR (Top) Days – Tuesday Only:

1. Staff will monitor uniforms. Students will not be allowed to attend class unless in full uniform.
2. Regular uniform bottoms (pants, shorts, capris, kilts) must be worn.
3. 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. These will be school colours, have the school logo or name, and will represent St. Patrick's Catholic High School, Sarnia. This does not include tops purchased or won at tournaments or special events (eg OFSAA events, college/university visits, tournament championships, etc).
4. Teams who have special games or are celebrating victories are restricted to Tuesdays only without exception and will wear approved spirit wear or school team uniforms.
5. Spirit wear does not include physical education uniform pieces. PE uniform is for PE class only.
6. Team coats, jackets, and hats are not to be worn in the school.

#### PHYSICAL EDUCATION UNIFORMS: **NO UNIFORM = NO CLASS**

1. Staff will monitor uniforms. Students will not be allowed to attend gym class unless in full uniform.
2. If you have a minor PE uniform infraction, it must be fixed and you will be assigned a detention for being in school or class out of proper uniform.
3. Infractions that are not easily fixable will be addressed by administration. You may be sent home or to in-school supervision until you are in PE uniform. Final discretionary judgment will be made by the administration.
4. Uniform for PE are purchased from the school using school cash online and consists of forest green polyester shorts (\$12.00) or grey sweatpants (with St. Patrick's crest) (\$20.00) and grey t-shirt (with St. Patrick's crest) (\$8.00).
5. PE uniform sweatpants and uniform school black hoodie may be worn over gym shorts/t-shirt for gym class and if doing outside activities. No non-uniform items are to be worn for gym class.
6. Non-marking running shoes must be worn in the gym.

#### NON UNIFORM DAYS/DRESS DOWN DAYS/THEME DAYS:

1. Clothing and accessories 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. Examples of clothing that are not allowed are tank/halter tops, muscle shirts, bare midriffs or revealing necklines, clothing that reveals under garments, oversized clothing, sleepwear, pyjama bottoms, ragged, torn/frayed/patched clothing in a poor state of repair; clothing with gang images or objectionable emblems or slogans, clothing with drug or alcohol images/symbols/references, mini-shorts or mini-skirts, spiked jewelry, and chains. Hats/hoods or other headwear are not permitted.
3. If the non-uniform day is a themed dress-down day, students shall comply with the theme or be considered out of uniform.
4. Final discretion rests with the administration

## ATTENDANCE

1. Students are to be in school and on time for opening exercises and all classes, assemblies, retreats, and other school activities.
2. School absence is permitted only for approved reasons ( illness, unavoidable incident, holy day or participation in ceremony, bereavement, suspension). Students are not permitted to 'sign out' of school assemblies, masses, prayer services, presentations, etc.
3. Students are not allowed to be absent from school to go to work. The Education Act requires that students attend school every school day until the last school day in June in the year in which the person attains the age of 18 years or graduates. *The minimum age for working in Ontario is 14 years for most types of work. However, 14-, 15-, 16- and 17-year-olds are not to be employed during school hours unless they have been excused from school attendance under provisions of Ontario's Education Act and are participating in a specialized, pre-approved program.*
4. The attendance office must be contacted by a parent/guardian indicating a reason for absence before or on the morning of the absence.
  - Email [sphattendance@sccdsb.net](mailto:sphattendance@sccdsb.net)
  - Call 519-332-3976 x 20700
  - Send message on Edsby to: SPH Attendance
5. Students who are 18 or older may sign themselves in and out. Please come to the office to obtain a notification form to access this responsibility.
6. 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 and these will be included in absenteeism counts on report cards.
7. Office phones are not generally for student use. However, there is an attendance counter phone for students who are signing in/out.
8. Consequences will be assigned if you leave school without signing out or the attendance office is notified you are absent without permission (truant).
9. Scheduling of holidays, doctor's appointments and trips should be avoided during school hours and exam days. All five exam days may be used for writing finals when there is inclement weather or other unforeseen circumstance. If you will be absent for any reason during school hours or on exams, a parent is expected to inform the teacher and administration in advance.
10. When students are away from school due to a prolonged illness or injury, a medical note may be required. The success team can be contacted to make arrangements for academic support.

## FAILURE TO ATTEND:

1. After 5 absences in any class, a parent/guardian will be contacted by the teacher to inform them of the cumulation of absences and will be referred to the student success team. At 10 absences, the student will be referred to the administration. Any student who is struggling with attendance may be referred to the Attendance Counsellor for support, regardless of how many absences have accumulated.
2. For every absence from a class without permission (truant), you will be referred to the office and consequences may be applied such as detention, in-school supervision, suspension or other consequences at the discretion of the administration.
3. Continued truancy will result in escalation of consequences and referrals for support.
4. A student who is absent for any part of the school day for illness or truancy, may not represent the school in any activity on that day. Continued truancy may result in being removed from a team/club/activity.

#### MISSING ASSESSMENTS/TESTS/EVALUATIONS:

- 1) If students miss a test/evaluation or an examination for an acceptable reason, and they have informed their teacher and attendance ahead of time, they might be able to arrange to write an alternate test/assessment at the discretion of the teacher.
- 2) If students miss a test/evaluation when they are absent without reason, they will be referred to the administration and might not be able to arrange to write the test/evaluation. Consequences may be applied and the grade may be recorded as a zero/incomplete.

#### LATE FOR SCHOOL/CLASS:

Students are expected to be on time and prepared for class. **AFTER START BELL = LATE FOR CLASS**

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

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

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

5th late - student is referred to the administration.

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

#### PARTICIPATION IN SCHOOL CLUBS AND TEAMS

Representing the Irish as a member of a school club or team is an honour and privilege. Secondary teams are competitive and students may need to participate in try-outs in order to be eligible to be selected for the team. If you are selected to represent the Irish, you are expected to behave in a way that represents your school in a positive light. All team members will participate in practices, but might not play in games or tournaments equally or at all. Students who do not represent themselves well, are truant from school or behave inappropriately may be removed from the team. All decisions regarding team selection and play will be made by the coaches/advisor. Students who miss school the day of a competition may not play that day.

School clubs/activities usually do not have tryouts. There are a variety of these that are available to students of varying interests. Pay attention to morning announcements for meeting times and locations. If you are interested in creating a new club, please contact the administration. All clubs must have a staff advisor and their activities must be aligned with our school learning values and school and board policies.

#### LUNCH

Students are expected to eat their lunch in the cafeteria or outside and are expected to be respectful of our shared eating space and responsible to clean up after themselves. Microwaves are located in the cafeteria and are available for student use. Please use the paper towels or the container lid to cover food that is being heated to keep these shared appliances clean. Students are not allowed to go to lockers or walk through the hallways at lunch hour, as other classes are going on at that time. Students are able to work in the library during lunch hour (no eating in the library). The upper lounge is only available at lunchtime to students who have approval from administration to eat there. If you are getting picked up at lunch or exiting the school from the cafeteria, please use the gym doors at the back of the school.



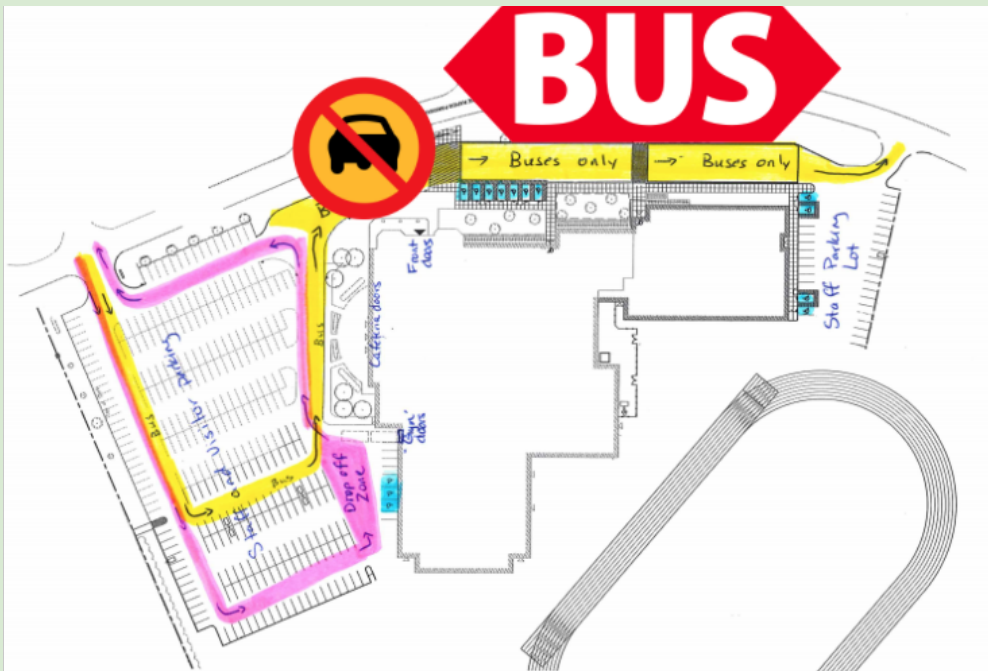
## PARKING LOT

If you are being dropped off at school, please use the drop off lane at the far western end of the parking lot (near the football field flags). The side of the school near the cafeteria doors and the front of the school are for bus traffic.

Students are not allowed to be sitting in cars/hanging out in the parking lot during school hours or at lunch.

Students who drive to school are to park in the north parking lot only, in a designated painted parking spot. The south parking lot is for staff parking only. Never park in an accessible parking spot or reserved spot, even for 'just a minute.' Accessible parking is available near all entrances for those with permits.

Vehicles are to travel in a safe path (along the outside of the parking lot where the painted arrows are (not across the parking spots) and at a reasonable speed (20 km/hr max). Be aware of pedestrians.



## ACCIDENTS/CONCUSSIONS/MEDICAL ISSUES

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.

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's note. This protocol is intended to ensure safe recovery management for students.


Medical information that may be important for the teacher, coach, or supervisor to know should be submitted to the main office via the student information sheet distributed every fall or by letter to the office. If there are any medical supports needed for health, safety and learning, please let the office know. If there are accommodations needed, please discuss them with your vice principal.

## ACADEMIC INTEGRITY

Dishonesty will not be tolerated. Homework, tests, essays, assignments, projects, and exams are to be completed with honesty and integrity. You do your own learning and complete all your own work as assigned by your teachers. In all written assignments, your own words and thoughts are to be used to promote learning and evaluate knowledge and performance. Your writing should represent your own efforts to articulate your learning and thoughts on the assigned work, whether in English or in French. Using a program such as Google Translate is farming out the process of expression to technology and does not represent academic honesty. Proper credit should be given to the original author of an idea, an interpretation, or a conclusion. 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. MLA and APA are both used to reference researched materials.

If there is group work, do the portions that you are assigned and distribute the work equitably as you are directed to in your classes.

Academic Honesty Cheating & Plagiarism	
<b>Level One Violation</b> <ul style="list-style-type: none"><li>• Involves a fraction of the course work and is not extensive</li><li>• Students will review proper citation procedures and will resubmit the assignment in correct format</li><li>• Repeat occurrences will be treated as Level Two</li></ul> <b>Level Two Violation</b> <ul style="list-style-type: none"><li>• Serious Nature which affects a larger portion of course work</li><li>• A referral to administration</li><li>• Up to full marks deducted for the assignment</li></ul>	<b>What counts as cheating?</b> <p>On assignments, tests and exams:</p> <ul style="list-style-type: none"><li>• Using materials not permitted</li><li>• Helping someone when not permitted</li><li>• Copying another student's work</li></ul> <b>What counts as plagiarism?</b> <ul style="list-style-type: none"><li>• Submitting ideas or work from others as one's own</li><li>• Using direct quotes or paraphrased sections without giving credit</li><li>• Using images/music/videos without giving credit</li><li>• Allowing others to use your work and claim it as their own</li><li>• Re-submitting your own work in another course</li><li>• Copying and pasting from the internet</li></ul> <b>Cheating and plagiarism are a <u>serious matter!</u></b> <b>How to prevent it?</b> <ul style="list-style-type: none"><li>• Be sure to review the instructions on how to give credit to others</li><li>• Give yourself lots of time to complete your assignments to reduce the pressure</li><li>• When in doubt, ask your teacher to assist you</li></ul> <p style="text-align: center;"><b>Be careful • Be smart!</b></p> <p>Future incidents will be treated as Level Two violations.</p> <p>Student Signature: _____</p> <p>Parent Signature: _____</p> <p>Administrator: _____</p>



ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD  
Lighting the Way - Inspiring in Our Journey



### CELL PHONE/DEVICE POLICY- OFF AND AWAY

Effective November 4, 2019, the Ontario Government updated the school code of conduct to restrict the use of personal mobile devices at school. The use of personal mobile devices (cell phones or any personal electronic device that can be used to communicate or access the Internet) is only permitted during instructional time for educational purposes, as directed by the educator in the classroom, for health and medical purposes and/or to support special educational needs.

All devices will be off and away until the teacher invites students to use their devices when appropriate for learning purposes. Devices may be off and away in the student's locker, school bag, cell phone holder in the classroom, or on a counter or other location decided by the teacher. If there is a reason that the student would like to use the device, they should discuss with the teacher the appropriate time to do so.

If the student violates the restriction, the device is sent to the main office and the device may be picked up by the student at the end of the school day and a detention is assigned by the teacher. Repeated incidents will result in a referral to the office and a parent/guardian may be asked to pick up the cell phone/device at the end of the school day. Continued opposition may result in further consequences.

### RESPONSIBLE USE OF TECHNOLOGY

Social media and electronic communication should be used in line with the values and expectations of our learning community. Students are expected to be good digital citizens, by effectively using social media, electronic communications and their digital technology, to participate responsibly in classroom, school, social and civic activities. Posts should be respectful, consist of positive messages and be appropriate. Inappropriate posts or electronic communications that occur at school or affect members of our school community, even when not at school, should be reported using a bullying or harassment form (available on the website) and may result in a referral to the administration for appropriate disciplinary action or to police if appropriate.

Do not use Board technology and network services for purposes that cause, directly or indirectly, excessive strain on any computing facilities, which could disrupt other users or compromise the functionality of the system. Personal use is not a priority (eg, streaming video at lunch for enjoyment is not a responsible use of the school wi-fi). The use of electronic communications and social media should provide a safe and nurturing environment for learning and working.

The use of Board-owned technology, resources, systems and networks is a privilege, and any breach or violation of the Responsible Use of Technology, School Code of Conduct or other Board policy may result in restricted network access, loss of network access, liability for the cost of remediation and/or disciplinary action up to and including suspension and/or expulsion. Legal action including, but not limited to, criminal prosecution under the appropriate provincial and federal laws, may be initiated.

## DETENTIONS/IN SCHOOL SUPERVISION

Detentions may be assigned from time to time for uniform, lates, truancies, behaviour or other issues at teacher and administrative discretion.

1. Lunch detentions are during your lunch hour, for the full 40 minutes. You are to bring your lunch and may not attend the cafeteria or vending machines during lunch detention.
2. After school detentions are from 2:15-3:30 for a full 75 minutes.
3. In school supervision is the whole school day from 8:08-2:10. Your lunch will be at a different time from your regular lunch. You may be directed to serve a lunch detention in coordination with your in-school supervision, depending on the situation.
4. If you are absent on the day of an assigned detention or there is a bus cancellation day, the detention or in school supervision will be automatically moved to the next school day and you are expected to attend that day.

Students are required to serve any lunch/after school detentions or in-school supervision assigned in room 155 (or other space as directed) Students are expected to:

- Be on time and in uniform
- Bring schoolwork or a book to read
- Devices are to be off and away (in locker) or placed in storage bin
- Follow the instructions of the supervisor
- Engage with support staff on strategies to improve

If the student does not attend the detention, two detentions will be given. If the student does not attend these detentions, then the student is referred to the office for appropriate action/possible suspension.

There may be an opportunity, from time to time, and depending on the situation, to trade in a detention for extra help from a teacher at the discretion of the administration and the teacher.

## 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. 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.

Students are to comply with teacher/supervisor direction 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 comply with all requests made by any staff member or adult monitoring any area of the school or at school sponsored activities such as field trips, athletic events, etc.

Outright disobedience, refusal to give your name or to follow direction of a supervising adult, persistent opposition to authority, and misbehaviour during school or during school related activities may result in referral to administration and consequences at the discretion of the administration up to and including suspension.

## DRUGS/ALCOHOL/VAPING/SMOKING

Students are to attend school free from the influence of alcohol, drugs or other mind altering substances. They are not to possess, use, share, or sell such substances in the school or on school property. Possession of drugs and/or alcohol/smoking/vaping underage is a criminal offense. If a student possesses and/or is under the influence of drugs or alcohol on school property parents or guardians will be notified, police will be contacted, and a suspension will follow. Vaping or smoking on school property will result in suspension and referral to the health unit for possible charges/fines. If you are in possession of drugs or alcohol, for the purposes of trafficking, your parent/guardian and the police will be contacted and you may be expelled.

## 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, 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

## HARASSMENT

Every person has a right to freedom from discrimination. 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. Please complete a bullying and harassment form and inform any adult in the building if you witness or experience harassment. All incidents will be taken seriously and dealt with accordingly. 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.

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 which undermines self-respect
12. Cyber-Bullying or harassment on social media, text, direct message, email or any other public or electronic means

## Bullying and Harassment Report Form

**Bullying** – is typically a form of repeated, persistent, and aggressive behaviour 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.

**Harassment** – words, conduct or action that is directed at an individual and serves no legitimate purpose and which may include remarks, jokes, threats, name-calling, the display of material(s), touching or other behaviour that an individual knows, or ought to know insults, intimidates, offends, demeans, annoys, alarms or causes that individual emotional distress and may constitute discrimination, when related to grounds protected by the Human Rights Code.

Date of Report: \_\_\_\_\_

Student(s) who was / were bullied / harassed: \_\_\_\_\_

\_\_\_\_\_

Student(s) who bullied / harassed: \_\_\_\_\_

\_\_\_\_\_

Location(s) at which bullying / harassment took place: \_\_\_\_\_  
(e.g. hallway, classroom, bathroom, bus, outside, over the internet, cell phones, etc.)

Date(s) and time(s) during which the bullying / harassment took place: \_\_\_\_\_  
(e.g. before school, during class, lunch hour, after school, night time, etc.)

Type(s) of bullying / harassment which took place - please check the most appropriate box:

Physical ☐ (e.g. pushing, shoving, spitting, hitting)

Verbal ☐ (e.g. name calling, teasing, making fun of, putting down, threats, etc.)

Social ☐ (e.g. rumours, racial slurs, gossip, isolation, other)

Other ☐ \_\_\_\_\_

Please list any witnesses to the incident(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*On the back of this page please describe what took place.*

**Please give this form to your teacher or directly to an administrator.**

### VIOLENT INCIDENTS/WEAPONS

Acts of violence will not be tolerated and will be taken seriously to ensure a safe school and learning environment for all to work and learn. Assault, fighting and intimidation will not be tolerated. Swarming, assembling, or filming during a physical altercation will result in disciplinary action. 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 will face suspension, police intervention, and possible expulsion.

## Fair Notice Communication Regarding Violence Threat Risk Assessment Protocol (VTRA)

To Parents, Guardians and Caregivers of students in the St. Clair Catholic District School Board

The St. Clair Catholic District School Board is committed to providing safe learning environments for all students, staff, school visitors and community members. When a student behaves inappropriately, principals will most often employ progressive discipline strategies to help a student take responsibility for their actions, learn from their mistakes and make better choices in the future. In more extreme cases however, when a student's behaviour poses a potential threat to their own or others' well-being, the Community Violence Threat Risk Assessment Protocol (VTRA) supports principals in taking further steps to safeguard everyone. The VTRA protocol outlines how a school responds immediately to threatening incidents including but not limited to: possession of a weapon or replica weapon, bomb threat or plan, verbal or written (including electronic) threats to harm oneself or others, other threats of violence, and fire setting. The initial response team is likely to include the Principal / Vice Principal, police and board staff. Should conditions warrant, a Community Threat Assessment Team will be convened. This community team includes representatives of community agencies who work with schools and boards to keep our students and staff safe, such as local police and children's mental health organizations.

Parents and guardians will be notified if their child will be discussed through the Community Violence Threat Risk Assessment Protocol. If parents/guardians cannot be reached, or if they choose not to provide consent, but a concern for safety still exists due to threatening behaviour, the threat assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

As always, student safety is our first priority. This notification is being provided via avenues such as school newsletters and school and board web sites as fair notice to parents and guardians of the existence of the VTRA Protocol and its application if situations warrant. If you have any questions regarding the St. Clair Catholic District School Board Community Violence Threat Risk Assessment Protocol, please contact your school principal as the first step.

### 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.