

HOLY TRINITY CATHOLIC HIGH SCHOOL
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STUDENT SUPPORT TEAM 2017-2018

Principal Mr. Humberto Cacilhas
Vice Principal Mrs. Michelle Nepp-Wirag
Vice Principal Mr. John Nicholson
Chaplaincy Leader Mr. Stephen Norman
Student Success Mrs. Kerri Lomax
Special Education Mrs. Tara Williams
Guidance Mrs. Lenora Burnett

HOLY TRINITY STUDENT COUNCIL

Co-Presidents Maddie Ball & Cassidy Clark

Leann Blake	Nicole Dann
Gillian Darlington	Jada Dawson
Abbie Gibbons	Andrew Heleniak
Sarah Howe	Mattea Hurkens
Matthew Kauk	Arjun Krishna
Renee LeBeau	Hannah Long
Meghan Martin	Daniella Michaud
Noella Michaud	Anna Mitchell
Ali Proracki	Clayr Townsend
Ana VandenHurke-Cooke	Chloe VanGroningen
Kaitlyn Verbrugge	Justine Vervaeke
Xander Zona	

THIS STUDENT AGENDA BELONGS TO:

NAME: _____ **GRADE:** _____



Message from the Director of Education

Parents/Guardians/Students:

On behalf of this Catholic school district, I wish to thank you for choosing Catholic education. Our Catholic school system offers high quality student-focused programs that are rooted in Gospel values and informed by the Ontario Catholic School Graduate Expectations. We take great pride in emphasizing our faith as the foundation of our daily lives and we inspire our students to live their faith as modelled by Jesus.

We are excited to be implementing a new and enriching program experience called STEM (Science, Technology, Engineering, Mathematics) in our elementary schools. Students from Kindergarten to Grade 8 will be involved in technology-based projects, computer coding and robotics experiences. The new program will roll out over the next few years and, consistent with our fiscally responsible mandate, will use existing resources, staff and budgets, meaning that there will be no increased costs to the Board. As a result of STEM, our graduates will have the tools to be critical thinkers, problem solvers, great communicators, innovators, and entrepreneurs.

This is the final year of our three-year strategic plan and our three-year spiritual theme. As part of our plan, we will continue to focus on mathematics without losing sight of our ongoing emphasis on high levels of literacy. Most importantly, we will be attending to the spiritual needs of the system using a scripture passage from Micah as our focal point.

*Act justly, love tenderly, **walk humbly** with your God. (Micah 6:8)*

This year we will focus on what it means to ‘walk humbly with your God’. This simple phrase means to ‘pay attention to what God is saying and doing’ in our lives. In today’s society, we need an antidote to the busyness of our lives; we need to create time each day to be still, to be sensitive to God’s presence. In our district, we have introduced Christian Meditation as a way of entering into a deeper awareness of His presence. Christian Meditation take-home kits are available in each of our schools. Please contact your school principal if you are interested in experiencing this prayer at home!

In closing I wish you all a great school year! Welcome back – may the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with you all.

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PRAYER OF THE TRINITY



May the love of the Father enfold us,
and the wisdom of the Son enlighten us,
the fire of the Spirit enflame us;
and may the blessing of triune God rest on us,
and abide with us,
now and evermore.

THE HOLY TRINITY CODE OF HUMAN RELATIONS

OUR BELIEF SYSTEM

Our Mission Statement:

The Holy Trinity Code of Human Relations flows directly from its mission statement. We are proud to be able to challenge our community and everything we do with the following mission statement:

Holy Trinity Catholic High School is a Christ-centered community rooted in

- **celebrating the dignity and worth of each member**
- **recognizing Christ and His message in our daily journey**
- **nurturing the ministry of service**

Our original Code of Human Relations committee outlined the values behind the code:

1. Faith

2. Self / Dignity

3. School Community:

Academic
Attendance
Uniform
Social - Conduct Towards Others
Service - Stewardship
Environment
Safety & Security
Extra Curricular

4. Society:

Family
Local Community
Global Community

HOLY TRINITY FAMILY OF SCHOOLS

Our Lady of Fatima
120 Talbot Rd.
Courtland, ON
(519) 688-0049

Sacred Heart
26 Albert St.
Langton, ON
(519) 875-2556

St. Bernard of Clairvaux
250 Washington St.
Waterford, ON
(519) 443-8607

St. Cecilia
3 Lynn Park Ave.
Port Dover, ON
(519) 443-8607

St. Frances of Cabrini
373 Northern Ave.
Delhi, ON
(519) 582-2470

St. Joseph's
34 Potts Rd.
Simcoe, ON
(519) 426-0820

St. Mary's
3028 Concession 12 Walpole
Hagersville, ON
(905) 768-5151

St. Michael's
209 Alder St. W.
Dunnville, ON
(905) 774-6052

St. Michael's
972 Regional Rd. 3, RR2
Simcoe, ON
(519) 426-5462

St. Stephen's
17 Brant St. W.
Cayuga, ON
(905) 772-3863

Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive, Brantford, ON N3T 5M8
Phone: 519-756-6369
www.bhncdsb.ca

Director of Education and SecretaryChris Roehrig
Superintendent of Business and Treasurer.....Tom Grice
Superintendent of Education (Elementary & Special Education)..... Michelle Shypula
Superintendent of Education (Secondary) Patrick Daly
Superintendent of Education (Elementary) Leslie Telfer

HOLY TRINITY TIMETABLES FOR 2017 – 2018

REGULAR DAY

Homeroom	8:55 – 9:00	5 min
Period 1	9:00 – 10:15	75 min
Travel	10:15 – 10:20	5 min
Period 2	10:20 – 11:35	75 min
Common Lunch	11:35 – 12:20	45 min
Period 3	12:20 – 1:35	75 min
Travel	1:35 – 1:40	5 min
Period 4	1:40 – 2:55	75 min

LITURGY

Homeroom	8:55 – 9:00	5 min
Travel	9:00 – 9:10	10 min
Liturgy	9:10 – 10:10	60 min
Travel	10:10 – 10:20	10 min
Period 1	10:20 – 11:15	55 min
Travel	11:15 – 11:20	5 min
Period 2	11:20 – 12:15	55 min
Common Lunch	12:15 – 1:00	45 min
Period 3	1:00 – 1:55	55 min
Travel	1:55 – 2:00	5 min
Period 4	2:00 – 2:55	55 min

ASSEMBLY

Homeroom	8:55 – 9:00	5 min
Period 1	9:00 – 9:55	55 min
Travel	9:55 – 10:00	5 min
Period 2	10:00 – 10:55	55 min
Travel	10:55 – 11:00	5 min
Period 3	11:00 – 11:55	55 min
Common Lunch	11:55 – 12:40	45 min
Period 4	12:40 – 1:35	55 min
Travel	1:35 – 1:45	10 min
Assembly	1:45 – 2:45	60 min
Travel / Dismissal	2:45 – 2:55	10 min

CODE OF CONDUCT

The Code of Conduct is the result of consultation with the stakeholders of the school including students, faculty, staff, parents, senior administrators and the Board of Trustees. The purpose of the Code is to provide clarity and to assist in providing a safe learning environment.

PROGRESSIVE DISCIPLINE POLICY

In accordance with the education Amendment Act (Progressive Discipline and School Safety), 2007, a principal shall consider suspension or expulsion for certain activities engaged in by a student while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate. Our focus is on changing inappropriate, destructive and/or unsafe conduct within a progressive framework.

At Holy Trinity, a number of interventions are used to change behaviour. These include, but are not limited to, a teacher-student conference, teacher-parent contact, and reparation for damages, restorative justice, counselling, detention and suspension.

BEHAVIOUR	INTERVENTIONS / CONSEQUENCES
CELL PHONES, MP3 PLAYERS, AND OTHER ELECTRONIC DEVICES	<ul style="list-style-type: none">· Cell phones / electronic devices are not to be used in class unless provisions for use have been made by the teacher. Cell phones are not to be a distraction in the classroom.· Some teachers allow the use of cellphones for educational purposes.· Improper cell phone / electronic device use may result in confiscation by a teacher.· The phone will be brought to the office & returned to the student at end of the day.· The student's name is to be recorded in the "cell phone binder" at the attendance desk· 2nd offence-same as above but a parent will be contacted.· 3rd offence-discretionary discipline by administration which may include a suspension.· Cell phones / electronic devices may be collected prior to exams / tests to ensure the integrity of the assessment.

<p>OPPOSITION TO AUTHORITY & RESPECT TO AUTHORITY</p> <p>i.e. failure to comply, failure to give your name to a staff member, refusing to report to the office, not following the directions or instructions given by a staff member</p>	<ul style="list-style-type: none"> · If a student is oppositional or defiant to a staff member, administration will be involved immediately. Discipline and consequences will be up to the discretion of the administrator. · Consequences can range from “in school” discipline to the possibility of suspension. · “In school” discipline can include detentions, loss of privileges, apology to the staff member, etc. · A student’s refusal to give his or her name to a teacher will result in a suspension. · A student’s failure to report to the office when directed will result in a suspension.
<p>TRUANCY</p>	<ul style="list-style-type: none"> · Students must attend all assigned classes. All assemblies and liturgies are considered to be an integral part of our Catholic educational curriculum and attendance is expected. · Consequences for truancy can range from “in school” discipline to the possibility of suspension. · “In school” discipline can include detentions, loss of privileges, etc. · A student’s failure to serve “in school” consequences will result in a suspension.
<p>PROFANE LANGUAGE</p>	<ul style="list-style-type: none"> · Profane/inappropriate language (in classroom or hallway) will be addressed by a staff member. The student will be referred to the administration. Discipline and consequences will be up to the discretion of the administrator. · “In school” discipline can include detentions, loss of privileges, apology to teacher, etc. · Profane/inappropriate language directed towards a staff member by a student will result in a suspension.
<p>BULLYING</p> <p>This includes: Cyber-Bullying and any forms of Social Media, i.e. Twitter, Facebook</p>	<ul style="list-style-type: none"> · All bullying will be referred to administration. · School consequences may apply to incidents that occur outside of school hours that influence the atmosphere of the school. · The administrator will investigate the incident. Consequences and discipline will be left to the discretion of the administrator. · Discipline can range from “in school” consequences to possible suspension and police involvement. · The victim and perpetrator may be referred to the school’s social worker. · The victim and perpetrator may be asked to participate in a restorative justice session.
<p>HALLWAYS</p>	<ul style="list-style-type: none"> · During classes, students should not be in halls. Teacher permission is required for leaving the classroom. · Students on spare should be in the library or cafeteria. · No food or drink in halls. · Students who are oppositional or defiant to a staff member in the hallways will be referred to administration immediately. Discipline and consequences will be up to the discretion of the administrator.

<p>VANDALISM</p>	<ul style="list-style-type: none"> · The following are possible consequences for students caught vandalizing school property: · Restitution- pay/repair/clean up · Suspension · Police Involvement
<p>THEFT</p>	<ul style="list-style-type: none"> · Students caught stealing will be suspended. The police may also be involved. · The student will be responsible for full restitution/payment or the return of the stolen item. · Students are strongly encouraged not to leave valuables in the change rooms.
<p>PARKING ISSUES i.e. unsafe driving in the parking lot, loitering in the parking lot, improper parking</p>	<ul style="list-style-type: none"> · Parking of student vehicles at Holy Trinity is a privilege. The following are possible consequences for students who drive unsafely in the parking lot, improper parking, or loiter in the parking lot: · Removal of parking privileges · Police involvement · Suspension · All handicapped parking spaces are to be observed and only those with handicap permits may use them. · Holy Trinity is not responsible for lost, stolen items, or for damaged incurred to vehicles. · All students must register the vehicles that they drive with the school.
<p>SMOKING ON SCHOOL PROPERTY</p>	<ul style="list-style-type: none"> · Smoking is not permitted on school property. Cigarettes should not be visible in the school. · Anyone caught smoking on school property will face discipline consequences, which may include a \$300 + fine from the Health Unit and suspension from school. · The use of e-cigarettes is not permitted on school property.
<p>ALCOHOL AND ILLEGAL SUBSTANCES AT SCHOOL OR WHILE INVOLVED IN A SCHOOL RELATED ACTIVITY (i.e. Fair, Dances, Retreats, Field Trips)</p>	<ul style="list-style-type: none"> · The abuse of drugs and alcohol is a threat to our educational community. Specifically, distribution and sale, possession and being under the influence of either will result in discipline consistent with Board policies. The minimum consequence will be a three-day suspension. Repeat offenders will face severe discipline. · Offending students may be required to enter a counseling program as part of their return to school. · Counseling services are available for students seeking personal help in the area of substance abuse. · Please refer to current Board policy for discipline specifics.

SCHOOL UNIFORMS

Overall Philosophy:

- Our school uniform is a symbol of our Catholic learning community. It is supported by the parent community and School Board policy. The expectation is that our school is a disciplined environment and that our dress uniform is worn with pride and respect. **Therefore, our uniform must be worn at all times during the school day.**

The EXPECTATION IS: IN SCHOOL IN UNIFORM

Uniform Policy Enforcement:

- **Consequences for uniform infractions – students will not be admitted to a class and must report to the Vice-Principal’s office.** Under rare circumstances, they will be given a note admitting them to class.
- If a student is missing a uniform part the following options are available:
 - **Call home** to have the missing uniform part delivered, or
 - Student is **sent home** to replace the missing uniform part, or
 - Select an item from the **used uniform** supply
 - Out of uniform pieces will be held in the office until the end of the day
 - **All uniform infractions will be reported to the office and a loss of next dress down day privilege will result.**
- **Persistent uniform infractions will result in referral to the Vice-Principal for home contact and disciplinary action including loss of dress down day privilege and/or spirit wear.**
- Uniforms should be clean and in good condition and be worn in a dress up fashion. Kilts must be of modest length – 4 inches from the middle of the knee and pants must be worn on the waist.
- ****Kilt Infractions –**
 - First time – Warning and letter sent to parents**
 - Second time – Loss of kilt and jumper privileges for the remainder of the semester.**
- **Please note: The black jumper is no longer an optional uniform piece at Holy Trinity.**

Supplier: R.J. McCarthy:

- Students will not modify or accessorize the uniform.
- All uniform parts must be from R.J. McCarthy and should not be altered other than for length (pants). (No “flaring” or “slits up the side” of pants or hemming of shorts), no rolling of shorts or kilts).
- Uniform parts may be purchased at either:
 - a. R.J. McCarthy store @ Holy Trinity
 - b. Calling 519-429-3600 ext. 138
 - c. Visiting online at www.rjmccarthy.com

Uniform Expectations:

****No open-toed shoes or sandals may be worn in Construction, Manufacturing, Transportation, or Hospitality labs. School acceptable shoes are required.**

Uniform Basics	Description	Gender
Belt	Solid black or solid dark brown, through all loops at waist	Both
Dress pants	Grey, hemmed, with the waistband worn at the waist	Both
Golf shirt -white	Monogrammed (HT) may be worn untucked. Layering of golf shirt is NOT permitted	Both
Golf shirt -black	Monogrammed (HT) may be worn untucked. Layering of golf shirt is NOT permitted	Both
Kilt	Plaid, no shorter than 4 inches (10cm) from the middle of the knee	Female
Shoes	Solid black shoe in good repair with black laces and hosiery	Both
Sweater knitted	Grey, monogrammed (HT), over undershirt to maintain modesty	Both
Sweater Zip	Black, monogrammed (HT) over undershirt to maintain modesty	Both
Undershirt	Solid black or white undershirts only. Undershirt may not be visible below cuff or hem of shirt. No logos or patterns	Both
Sandals	Solid black no other colours, must be solid on the foot. Flip-flops, beach sandals and sport sandals are NOT permitted	Both
Shorts	Khaki, no shorter than 4 inches (10cm) from the middle of the knee	Both
Boots	No boots with uniform	Both

Optional Uniform Pieces/Miscellaneous

In order to limit distraction from the uniform:

- **Hats should be removed immediately upon entry to the building.**
- Clothing and theme jewellery that challenge our values are unacceptable (jewellery that suggests domination, promotes violence, alcohol or drugs is unacceptable).
- **Non uniform sweaters and jackets may not be worn in the building.** A direct route to locker and timeliness is expected for their removal.
- No long sleeve undershirts with short sleeve uniform shirts.
- Headbands are to be school colours.
- **Scarves / ties may not be worn with the school uniform.**

Non-Uniform Days

Theme days and Dress Down days clothing must be clean, modest and appropriate. No bare mid-drifts, undergarments must not be visible, shorts/skirts must be a modest length. This policy is in effect for school dances, trips, and dress down days. Failure to comply with guidelines for non-uniform days will result in the student calling home to remedy the situation. If a remedy cannot be found, the student will not be permitted to class. **Clothing and theme suitable attire is at the discretion of the Administration team.**

Spirit Wear Days

Every Friday throughout the school year students may wear Holy Trinity Spirit clothing, hoodies and/or track pants and running shoes. **NOTE** that this is not a paid dress down day. Also, spirit wear sweatshirts are not to be worn Monday through Thursday.

DANCES

Check the school calendar for the dates of Student Council organized dances. We fully anticipate that they will be an enjoyable experience. In order to provide a safe context, we enforce the following:

1. The use of drugs and alcohol is strictly prohibited. Any person suspected of using drugs or alcohol **will be refused admission to the dance.** Further action will be taken with respect to suspension from school or police involvement.
2. After a specified time, no one will be admitted to the dance unless special permission was received beforehand.
3. Anyone who leaves the dance will not be re-admitted.
4. Anyone displaying disorderly conduct may be asked to leave the school premises. If there is refusal to leave, suspension may result. **(Any behavior that is not reflective of our code of conduct and our Catholic values.)**
5. No student from another school will be allowed to enter the school dance without a sign-in sponsor from Holy Trinity. One sign-in is permitted for each Holy Trinity student. The Holy Trinity sponsor is responsible for their signed-in guest. All guests must have a student card or identification.
6. Appropriate dress – see uniform policy for Non-Uniform Days.
7. Valuables should not be brought to dances. The school will not accept responsibility for lost or stolen articles.
8. Dance contracts must be completed.

GENERAL INFORMATION

ACADEMICS

Evaluation Expectations:

- Students will be given an overview of each of their courses including how they will be evaluated at the beginning of each semester. For many courses, this will be posted on D2L.
- The monitoring of student achievement by student and parents is critical to academic success.
- **Parents who wish clarification should phone the course teacher (519-429-3600). Our voicemail system can be accessed to contact teachers. Extension numbers can be found on the back of our school calendar.**
- Our teachers are increasingly making daily lessons, evaluations and current grades available on D2L. (<https://bhncdsb.elearningontario.ca/>)
- Concerns regarding academics may be raised with the Principal and Vice-Principal after parents have spoken to the appropriate teacher.

Overview of the Formal Reporting Process/Teacher Nights:

- **Parents can request an update of student progress at any time.**
- Three reports are issued each semester: A brief progress report is issued to students in October and March. Mid-term reports are issued in November and April. Final reports are issued shortly after the end of each semester.
- Parent-Teacher interview nights are scheduled after the first progress reports are issued. Consult the school calendar for the dates.
- Six weeks prior to the end of the semester, teachers will issue a letter of notification for any student whose credit is in jeopardy.

Exams and Culminating Activities:

- For all grades, 70% of the course grades will be based upon course work and 30% on culminating activities which may consist of an exam alone, an exam and various summary activities or just the summary activities. Failure to write an exam or complete a culminating activity without a verified, written emergency or medical statement will result in a mark of zero (0) for the examination or the culminating task.
- **Examinations will not be re-scheduled to accommodate vacations booked during the school year.**

Home-School Communication:

- Communication between parents and teachers is a critical component of student success. **Teachers have been asked to contact parents if they see problems emerging. Parents should contact the course teacher if they see problems developing.**
- Many teachers use D2L so that parents and students can review teacher directions on-line. D2L is one tool that can be used to keep parents informed regarding class work.

Honour Roll:

- A full-time student who has an overall average of 80% or a minimum of 75% in all courses including a religion credit.

Intellectual Honesty and Plagiarism:

- We expect intellectual honesty at all times.
 - Consequences will be determined by the classroom teacher in consultation with the student's Vice Principal. Consequences for plagiarism may include, but are not limited to any combination of the following:
 - a. Verbal or written reprimand
 - b. Contact of parent
 - c. Student asked to redo assignment
 - d. Record an "Incomplete" for the assignment
 - e. Assign an alternate assignment
 - f. Suspension
 - g. Report in OSR
 - Plagiarism may occur in a number of ways:
 - a. Copying all or part of another student's homework, assignment, essay, project, test, etc.
 - b. Having someone do all or part of your homework, assignment, essay, etc. and submitting the work as your own.
 - c. Superficial paraphrasing of someone's ideas or writing and submitting them as your own.
 - d. Using someone's ideas in your assignment, essay, etc. whether quoted directly or written in your own words, without proper acknowledgment (e.g. using internet material without acknowledging the source).
 - e. Submitting as your work an essay, project, assignment etc. obtained from an internet site.
- NOTE: In order to avoid distraction, all cell phones in the classroom may be collected by the classroom teacher prior to tests and exams.
- Students found using cell phones/electronic devices will be addressed according to academic dishonesty.

Computer Use:

- All students using the school's Internet access must comply with School Board policy.
- Online activity that is not in support of the Board's policies, procedures and appropriate online etiquette will be addressed by the school administrator.
- We encourage staff, students and parents to T.H.I.N.K. before you post/tweet/reply and ask yourself: Is it TRUE? Is it HURTFUL? Is it ILLEGAL? Is it NECESSARY? Is it KIND?
- **Internet parent permission forms/contracts must be completed upon registration.**

Library Resource Centre:

- Hours: Monday to Friday 8:30 am to 3:00 pm.
- Sign out period: 3 weeks
- Please return Library books in a timely fashion. Failure to do so denies other students access to the books.
- Students will be held financially responsible for lost or damaged books.

Retreats and School Liturgies:

- At various times during the school year, students shall participate in scheduled liturgies and retreats. Involvement in these events is expected and essential to building community and witness to Christian faith in our Catholic secondary schools. These activities are a vital part of our school program. By choosing to attend Holy Trinity Catholic High School, a student accepts and agrees to participate in all religious activities, including liturgies, retreats or other community involvement.

Textbooks / Instructional Materials:

- Provided to students for the duration of the course.
- Students are responsible for the condition of the materials while they are in the students' care.
- Lost or damaged materials:
 - Semester 1: **restitution must be made before new materials will be issued for Semester 2.**
 - Semester 2: **restitution must be made within 5 days following the end of the semester.**
- Parents who wish to make repayment arrangements are asked to contact a Vice-Principal at 519-429-3600.
- Students should return texts to their course teacher as directed prior to writing the final examination.
- Textbooks submitted must be those assigned to the student.

Timetable Changes, Dropping Courses and Full Disclosure:

- Course changes or the dropping of a course will require permission of a parent, counsellor and an administrator. Students will not be allowed to change a course after the fifth day of the course unless special circumstances exist.
- **Students in Grade 9, 10 & 11 will not be allowed to have spares.**
- Full Disclosure: Students in Grade 12 wishing to drop a course must do so on or before the 5th instructional day after the mid semester report card is issued (the course will not be recorded on the student's transcript). A Grade 11 or 12 course dropped after the 5th day after the issuing of the mid semester report will have a "W" (for "Withdrawal") entered in the credit column along with the student's mark at the time of withdrawal in the achievement column. If a student repeats a Grade 11 or 12 course, each attempt and its mark will be recorded. However, only one credit will be granted. The course with the lower mark will have an "R" (for "Repeat") entered in the credit column of the transcript.
- **It is recommended that Grade 12 students must take at least three courses per semester.**

Titan & School Letter Awards:

- **The School Letter (HT) Award:** The School Letter will be considered for those graduating students who achieve a minimum of 250 points in academics, clubs and organizations, arts, sports and community volunteer service. Academics and Community volunteer service are compulsory and a minimum of 25 points must be earned in at least 2 of the other areas. The Community volunteer service must be in addition to the graduation requirements.
- **The Titan (T) Award:** The Titan Award will be considered for those students who achieve a minimum of 170 points in academics, clubs and organizations, arts, sports and community volunteer service. Academics and Community volunteer service are compulsory and a minimum of 15 points must be earned in at least 2 of the other areas. The Community volunteer service must be in addition to the graduation requirements.
- The application is available at www.trinitycatholic.ca

ATTENDANCE

- The Education Act stipulates that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. It is our strong belief that consistent attendance is essential to student success.
- **Students must attend all assigned classes. All assemblies and liturgies are considered to be an integral part of our Catholic educational curriculum and attendance is expected.**
- In order for Holy Trinity to carry out its responsibilities to monitor student attendance and to be accountable for the whereabouts of its students, all absences must be explained and accounted for before students will be admitted back into their classes.
- **Parents must either:**
 - a) Phone into our 24-hour voicemail system **(429-3600 Ext. 302)** in advance of the absence.
 - b) Phone our voicemail system before the student returns to school.
 - c) Send a note explaining the absence when the student returns to school.
- **Students whose absence is not accounted for will be asked to contact a parent before they will be allowed to return to class.**
- For prolonged absences, please use our voicemail system. Communication with the Vice-Principal's office about the circumstances can be helpful in ensuring maximum support for the absent student.
- Admit slips should be obtained before homeroom.
- Consequences for truancy will be left to the discretion of the administrator. Consequences may include lunch detentions, acts of community service or possible suspension.

Withdrawal from a Course for Absences:

- According to Ministry direction, students with 15 consecutive absences will be withdrawn from a course by a school administrator.

Students Who Are 18 Years of Age:

- Students who are eighteen years of age may write their own notes but will be held to a higher level of accountability. (e.g. may be asked to show doctor's appointment form).

Lates, Departures and Returns During the School Day:

- **Any student who leaves the school for appointments, etc. must obtain a note from the office indicating why they have signed out and the time of departure.**
- Students who become ill must contact home prior to signing out. Students must sign out so that the school is able to account for their absence. Failure to sign out when leaving school during the day will result in a record of truancy.
- Students who are late because of appointments, missed buses or any other reasons must be admitted through the attendance office.

Late Policy:

- Students who are late to any class during the day will be required to sign a late form. At 3 lates, parent/guardian will be called. At 7 lates students will be assigned 4 detentions.

Extended Absences:

- Students who expect to be away from school for a period longer than 3 days for reasons other than illness must complete a “**Request for Temporary Leave of Absence**” form. This form can be obtained in the attendance office.

Farm Related Absence Policy:

- **Students who are required to be absent from school due to farm related work must apply to the Vice-Principal for permission.** They must have the signed authorization of the Vice-Principal on a “Farm Related Absence Contract” for each course from which they are absent. The authorization will be for a predetermined length of time. **This permission must be obtained before they miss any classes. Students who fail to receive authorization will be recorded as truant.** These absences can put the student’s credit in jeopardy. Parental permission must also be indicated by a signature.
- It is strongly recommended that courses that put particular emphasis on student participation (physical education, drama, technology), be taken in the second semester.
- Grade 12 students will be discouraged from farm related absence because university applications are completed by November. Grade 11 students taking grade 12 courses should do so in the second semester.
- Once an administrator has granted permission, students must consult with each of their teachers to find out assignments and deadlines. The appropriate teacher must sign the contract indicating agreement with the terms. A reasonable length of time to catch up will be determined by a consultation between the teacher and student. All work missed must be completed by the agreed upon deadline.
- NM (No Mark) will be issued on the progress report.
- Students and parents should be aware that students who are absent due to farm related work are missing out on the classroom learning experience which can have significant academic costs and while the school wishes to respond flexibly to its local agricultural setting its first responsibility must be to ensure the academic success of its students.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

At Holy Trinity Catholic High School, we believe that every student should have the opportunity to participate in extra-curricular activities; however, with such an opportunity there needs to be responsibilities and procedures to ensure that we “celebrate the dignity and worth of each member” of our school community and “nurture (within them) the ministry of service”.

At any time, students will be deemed ineligible to participate in extra-curricular activities as follows:

AREA	EXPECTATION	FOLLOW-UP/ACTION
Student Enrollment	<ul style="list-style-type: none"> - A minimum of 3 courses during each semester in which the activity takes place. Student Activity fee must be paid. 	Student is ineligible.
Attendance	<ul style="list-style-type: none"> - Must attend all daily classes (assemblies and liturgies are considered to be an integral part of our Catholic educational community). - If student is truant for a class, student may not attend activity that day. - If a student is absent from classes on the day of the activity, he/she may not attend activity that day. 	Monitor by office and team / club advisor. Students with excessive absences shall be withdrawn from a team.
Academics	<ul style="list-style-type: none"> - Student must be passing 3 of 4 classes with a grade no lower than a Level 2 in the 3 passing classes. - Students who have 3 classes during a semester must have a grade no lower than a Level 2 in all classes. 	Suspension from activity until significant improvement in marks.
Behaviour	<ul style="list-style-type: none"> - Students must be in full uniform in order to attend classes. - Students must follow behavior guidelines as outlined in all sections of the Holy Trinity Code of Human Relations. - Students must make a reasonable effort to complete all course assignments. 	Review of behavior by administration Student Activity Eligibility Form to be completed (mid-season and end of season; or at the middle and end of each semester) Any student under legal suspension from school is ineligible for participation in all school related activities, including extra-curricular activities for the duration of the suspension.

SECURITY CAMERAS

Video cameras are located through out the school. The cameras encourage students and visitors to respect each other and our facilities.

FIRE DRILLS AND ALARMS

Go quickly and quietly to the nearest fire exit as indicated in each classroom.
Remain with your class and teacher outside, well away from the school building until advised to return to class.
Designated Fire Routes cannot be blocked.

LOCKDOWN AND EVACUATION

Lockdown:

1. Students are to stay in their classrooms and all cell phones are to be off and handed in to the teacher.
2. Students in the halls are to go to the closest classroom or lockable space.
3. Students in the cafeteria are to report to the library immediately.

Evacuation:

In the case of an Evacuation, the relocation sites are Simcoe Fairground Grandstand (for school evacuation) and Feeder schools (for neighbourhood evacuation).

CATHOLIC SCHOOL PARENT COUNCIL

School Council is a provincially mandated body. Its purpose is to be a voice for parents. It plays an advisory function on virtually any topic. Council elections are held in September. Its meetings are open to all parents. Its mandate is primarily to fundraise and provide service in our school.

BUSING

For security and safety reasons, students using Board busing may only ride on their assigned bus.

- Inquiries relative to routing problems should be directed to 751-7532, ext. 2 or toll free at 1-877-226-6353.
- School Board policies and bus driver's directions must be followed. Drivers have been asked to provide a Vice-Principal with a written bus report relative to any inappropriate behaviors they encounter. While we fully expect student cooperation, please know that busing is considered a privilege which may be temporarily or permanently suspended.
- Students should be at their bus pick up point 10 minutes before the scheduled time and wait 20 minutes before seeking alternate transportation.
- Announcements of busing cancellations due to bad weather will be made on the local radio stations at approximately 6:30 A.M. or website 'stsbhncdsb.ca'.
- Only students assigned to a bus can ride that bus.

CHANGE OF ADDRESS

Any change of address or telephone numbers (residential or emergency) should be reported to the Guidance Secretary as soon as possible.

GYM CHANGE ROOMS

During physical education and sports, students are to leave all valuables in their lockers. Holy Trinity will not be responsible for, nor conduct any investigations into items which have been lost or stolen from the change rooms.

ACTIVITY FEES

Fee: \$55.00 paid at time of registration. This fee covers the cost of the yearbook, school calendar, student agenda, photo ID card, library services and access to student activities.

LOCKERS

- Lockers are the property of the school and therefore, the school administration reserves the right to inspect lockers at its discretion. Lockers may be inspected to protect the health and safety of the school community.
- Students will be assigned lockers. Permission must be granted by the Vice-Principal, to change location.
- For security and maintenance reasons, only locks purchased from the school may be used on lockers. (purchase price is \$8.00)
- All locker damage must be reported to the Vice-Principal immediately to avoid being held responsible for damages. The students responsible for damages will be expected to make restitution.
- Students are strongly advised to keep their locker combinations confidential. If confidentiality has been lost, students should see the Vice-Principal ASAP.
- Students are not permitted to share lockers for safety and security reasons.

LOST AND FOUND / VALUABLES

Any unclaimed items found in the School are to be submitted to the Main Office. Lost or stolen articles should be reported to a Vice-Principal. While the School cannot be responsible for such articles, every reasonable effort will be made to assist in the recovery of them. Students are advised not to bring valuables (large amounts of cash, expensive jewellery or watches, CD/MP3 players etc.) to school.

VISITORS

- All **visitors** to the School must report to the Main Office to receive authorization to be on school property. **Visitors** without permission may receive a "No Trespass" notice.
- Parents, guardians or friends who are driving or picking up students are asked to go to the **student parking lot**.
- Parking areas are clearly designated for the use of students and staff.
- Bus loading zones are marked at front, back and sides of school. All vehicles must refrain from parking or standing in these zones.

ACCIDENTS / INJURIES

All accidents, either personal or property must be reported to the Main Office as soon as possible. Standard procedures for personal injury are as follows:

- report the accident to the relevant teacher for evaluation as to severity.
- for minor injuries, the student proceeds to the main office to make parent contact.
- for more serious injuries, staff with first aid training will attend to the student while parent contact is made.
- for injuries requiring hospitalization or treatment by a doctor, the student will be transported by ambulance to Norfolk General Hospital. Parents will be advised to meet there.
- OSBIE reports will be filled out documenting the accident.
- property damage may require restitution.
- OPHEA has released updated and revised concussion protocol appendices based on the most recent research and the guidelines outlined in the *Consensus Statement on Concussion in Sport Conference, November 2012*. These new concussion appendices are effective immediately. **Parents and students must understand that any student that experiences a head injury will be required to follow specific Return to Learn and Return to Physical Activity procedures.**
- For more information, feel free to visit:
<http://safety.ophea.net/release-of-new-and-revised-concussion-protocols>
- If you have any questions or concerns, please do not hesitate to contact the school.

COMMUNITY SUPPORT LINKS

The following external links are provided as a resource to assist students and their families in the Haldimand & Norfolk areas.

- **Haldimand Norfolk Reach:** Haldimand-Norfolk REACH is a multi-service agency, providing children's mental health services, developmental services, Autism services, youth justice services, family services, a residential program for transitional-aged youth and several early learning and care services including licensed childcare, Ontario Early Years Centre(s) and Community Action Program for Children.

- **Child & Youth Crisis Service** is available 24 hours a day, 7 days a week for children, youth and families **1-866-32-REACH (1-866-327-3224)**

- **Walk-in Counselling Clinic:** Free counselling for children and youth up to 18, and their families. Tuesdays 12 noon to 8:00 p.m., 101 Nanticoke Creek Pkwy., Townsend, 1-800-265-8087, ext. 263

- **ROKS:** Reaching Out to Kids in School (ROKS) is a time limited service - 8 to 12 sessions. The focus for involvement is co-developed in collaboration with student, family and involved school staff. The program was created to provide mental health services to students from grades JK to Grade 12 in both the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board who are experiencing mental health difficulties that affect successful school achievement, well-being and overall functioning. **Referrals to this program must be made through the school.**

- Contact Reach
 - **Brant, Haldimand and Norfolk Community Database:** The Brant, Haldimand and Norfolk Community Database of local programs and services for the public and professionals

- **Canadian Mental Health Association CMHA:** The Canadian Mental Health Association, Brant County Branch is a charitable, non-profit agency, contributing to the mental well-being of the community through education and support services to persons with serious mental illnesses and their families. The Staff of the Canadian Mental Health Association—Brant County Branch is comprised of a team of dedicated mental health professionals, with appropriate educational qualifications and experience working with the seriously mentally ill.

- **CAMHS:** The Centre for Addiction and Mental Health (CAMH) is Canada's largest mental health and addiction teaching hospital, as well as one of the world's leading research centres in the area of addiction and mental health. CAMH combines clinical care, research, education, policy development and health promotion to help transform the lives of people affected by mental health and addiction issues.

- **Mental Health & Addictions Nurses (MHAN):** Students may be facing social and educational pressures at home and at school. Pressure can play a role in mental health and addiction and can be more difficult to manage if there is a pre-existing mental health issue. Help is available so students don't have to manage on their own alone. Mental Health and Addictions Nurses focus on the success of students with mental health and/or addiction issues, helping them remain in school, to thrive at school or successfully transition back to school after being in the hospital. **Referrals to this program must be made through the school.**
- **Be Safe App:** *Be Safe* is meant to help you make decisions in a crisis. It will: allow you to make a safety plan, inform you about resources in London, Ontario and surrounding area, give you options for getting help and to empower you to reach out safely.
- **Hope More:** Hope More is for youth in Haldimand, Norfolk, and Brant who want to access assistance or information about mental health, coping strategies, and well-being.
- **Bereaved Families of Ontario South Central Region:** At Bereaved Families of Ontario – South Central Region our program objective is to support grieving children, teens and parents to help them learn new ideas and information about grief and coping. Our team helps lead the path to healing by example and experience.