



HOLY TRINITY CATHOLIC SECONDARY SCHOOL

STUDENT HANDBOOK

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Daily Timetable

Time	Period		# of minutes	
8:05-8:15	Arrival of Busses		10	
8:15	Warning Music		5	
8:20-9:35	Period 1		75	
9:40-10:55	Period 2		75	
10:55-12:50	Lunch (10:55-11:35)	Period 3 (11:00-12:15)	40	75
	Period 4 (11:35-12:50)		Lunch (12:15-12:55)	75
12:55-2:10	Period 5		75	

Gathering Schedule

Time	Period		# of minutes	
8:20-9:05	Period 1 (Part 1)		45	
9:05-9:10	Call Down/Travel		5	
9:10-10:20	Gathering		70	
10:25-10:35	Period 1 (Part 2: Attendance)		10	
10:40-11:35	Period 2		55	
11:35-1:15	Lunch (11:35-12:15)	Period 3 (11:40-12:35)	40	55
	Period 4 (12:15-1:10)		Lunch (12:35-1:15)	55
1:15-2:10	Period 5		55	



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

Signing Page

I have read the Student Code of Behaviour and agree to support and follow these expectations.

Parent Signature: _____

Student Signature: _____

I have read the school's Internet and Computer Acceptable Use Policy and agree to support it.

Note this page must be signed by the student and parents and the agenda book must be available to allow students to use the Internet at the school.

Parent Signature: _____

Student Signature: _____

This page is to remain in the agenda book.



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SCHOOL PRAYER

Let us pray to the Trinity:

Loving God,

You create each of us in your likeness, unique and special.

You call us by name to live our lives, according to your plan.

Living Christ,

You teach us to love through your example, your teachings and through your ultimate sacrifice in death.

Jesus, you give us hope in your resurrection.

Holy Spirit,

We welcome your presence into our school community, to impart upon us the wisdom and will to act compassionately and with justice.

We ask you to be our guide as we make our way in this world.

Holy Trinity,

Through your divine and living presence, guide our students, staff and parents to create, to love and to act responsibly in our ever-growing community.

We ask all of this in your name, Blessed Trinity, Amen.

MISSION STATEMENT

Holy Trinity Catholic Secondary School is a learning community based in the traditions of the Roman Catholic Church. It is the mission of the school to co-operate in the education and development of whole persons and it does so in the conviction that spiritual, intellectual, personal, social, moral and physical growth are all interrelated and interdependent. The educational process demands careful attention to all of these areas. In furtherance of this, Holy Trinity Catholic Secondary School seeks to imbue its students with core values that will grow into a firmly established Christian ethic which, as it ripens with age and experience, will serve as an example to others throughout life.

In support of the Gospel message, this community must be one which leads students to the service of the poor and the less privileged of our own society. This faith community must teach the moral values found in the Gospel and in Catholic tradition. It must make wise use of material resources. It must be a privileged place for the celebration of Eucharist and Sacraments, and it must be a place of respect, discipline and order.

Holy Trinity Catholic Secondary School embraces the task of developing well educated young men and women with effective work habits, respectful social skills and a religious awareness that will allow them to meet life's challenges and to fashion personal lives which are faithful and fulfilled.

EXPECTATIONS OF THE ONTARIO CATHOLIC SCHOOL GRADUATE

The graduates of a Catholic School are described not only in terms of the knowledge and skills necessary to succeed in the world of work or post-secondary education, but also in terms of values, attitudes and actions which reflect the foundations of Catholic curriculum. The expectations of a graduate of Holy Trinity Catholic Secondary School are those delineated by the Institute for Catholic Education and The Peterborough, Victoria, Northumberland, Clarington Catholic District School Board.

This School exists to provide a Catholic education whereby the graduate is expected to understand, appreciate and strive toward the following life style.

- † A discerning believer formed in the Catholic Faith community, who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- † An effective communicator who speaks writes and listens honestly and sensitively, responding critically in light of gospel values.
- † A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- † A self-directed, responsible, lifelong learner who develops and demonstrates his/her God-given potential.
- † A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- † A caring family member who attends to family, school, parish, and the wider community.
- † A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

RELIGIOUS EDUCATION AT HOLY TRINITY

The Religious Education programme at Holy Trinity focuses on all aspects of the Catholic lifestyle. Students are encouraged to plan and participate in class and whole school liturgies and to practise what we preach through a variety of community service projects. These experiences reinforce the values of our Catholic faith while also developing a deeper awareness of the world.

The Religious Education programme uses the provincial curriculum developed by the Institute for Catholic Education and consists of the following four credits:

- GRADE 9: *Be With Me* - This course uses the Beatitudes as the basis for living a life in harmony with the Gospels. Students are encouraged to reflect on their faith and personal journey.
- GRADE 10: *Christ and Culture* - This course uses the four Gospel narratives as a foundation for studying important moral questions in our society and culture.
- GRADE 11: *World Religions* - In this course students look at the historical development and key teachings of the major religions in the world in order to develop an appreciation of, and respect for, the common values held by all societies and people.
- GRADE 12: *In Search of the Good* - Students learn how to incorporate Christian values into their daily lives and to approach issues in the world from a Christian perspective.

PASTORAL CARE

At Holy Trinity, our Catholic faith is an essential element in our school life. Students and staff are encouraged to put their "faith into action" for the local and global community. We are guided by the Ontario Catholic Graduate Expectations, which are described not only in terms of knowledge and skills, but also of values, attitudes and actions. We work together- students, staff and parents- to live our faith. This includes prayer, liturgies, outreach activities as well as opportunities to hear speakers on local and global events. There are many students involved in different ministries at Holy Trinity and we welcome everyone who is interested in participating.

The Pastoral Care Minister/Chaplain ministers fulltime with the staff and students in order to focus and develop different ministries of Christ as the need arises. In particular, the pastoral care service will provide:

- **Presence** - being present in the school and available for staff and students.
- **Witness to Gospel Values** - justice awareness, participation in charitable and caring organizations, response to ethical and moral issues that challenge us.
- **Community Worship, Prayer and Reflection** - Prayer, Reconciliation, Eucharistic celebrations.
- **Personal Development** -, student support groups, spiritual direction, support ministry in times of crisis, home and hospital visits.
- **Resource** - support to the religious education programs, administration and other departments of the school.

The Pastoral Care Ministry in a school needs our support. Students are encouraged to volunteer their talents for various activities so that as a community we may practice our shared faith.

STUDENT CABINET

The mandate of the Student Cabinet is to enliven the philosophy of Holy Trinity Catholic Secondary School, promoting Catholic service and values by:

- establishing democratic procedures and practices;
- fostering school spirit by sponsoring, organizing and conducting social, recreational and human development events and initiatives;
- developing positive interpersonal relationships between Members of the Student Body and with the Administration, Faculty and Staff;
- providing opportunities for experience in citizenship and leadership;
- encouraging the participation of Members of the Student Body at all levels of school culture, including government, recreational and service clubs, ministry, the arts, and athletics; and,
- recognizing and appreciating the contributions of the Administration, Faculty and Staff to the Catholic Learning Community.

STUDENT SERVICES - GUIDANCE

The role of Guidance at Holy Trinity Secondary is to assist all students to make educational and vocational choices, which will lead to their personal satisfaction both as individuals and as members of society. Guidance teachers are equipped to help in the following areas: academic planning, and career exploration. For individual assistance, students are encouraged to meet with a Guidance teacher.

Holy Trinity provides students with a Guidance Centre and it is recommended that students make visits to the Centre a regular part of their secondary school years.

For individual assistance, students are encouraged to make an appointment with a guidance teacher. Both book and computer resources, including the Internet, are available to students to enable them to take an active part in planning their present and future lives. Use of computers in Guidance is for educational purposes and is subject to the policy as outlined in COMPUTER and TECHNOLOGY LAB ACCESS POLICY which appears in this handbook. Here is a list of recommended web sites for students to explore for educational and career opportunities:

1. Association of Universities and Colleges of Canada - www.aucc.ca
2. Student Awards - www.studentawards.com
3. Ontario College Application Services - www.ocas.on.ca
4. Canadian Scholarships - www.scholarshipscanada.com
5. Ontario Student Loan Program - <http://osap.gov.on.ca>
6. Career Gateway - www.edu.gov.on.ca/eng/career
7. Canada Career Consortium - www.careerccc.org
8. Human Resources Canada - www.hrdc-drhc.gc.ca
9. TV Ontario - www.tvo.org
10. Youth Opportunities Ontario - www.edu.gov.on.ca
11. Public Service Commission - www.psc-cfp.gc.ca
12. Campus Connection - www.careermosaic.com
13. Canlearn - www.canlearn.ca
14. Youth International Internship Program - www.focal.ca
15. Take This Job and Love It! - www.solutions.ibm.com
16. Explore Occupation and Industries - www.sheridan.on.ca/career/careexpli
17. Career Planning Process - www.brocku.ca/career/dev/car_plan_process
18. Co-operative Education & Career Services -- www.lambton.on.ca/r_s/studentssuccess/coop
19. Career Planning - www.adm.uwaterloo.ca/infocecs
20. Campus Access - www.campusaccess.com
21. WorkInfonet - www.workinfor.net.ca
22. Careerquest - www.youthworks.ca
23. Volunteer Canada - <http://www.volunteer.ca>
26. Youth Resource Network of Canada - www.youth.gc.ca
27. Young Entrepreneur Financing - www.bdc.ca
28. Career Questionnaire and U.S. Colleges - www.collegeboard.org

GENERAL INFORMATION

NEXUS

The PVNC Safe Schools - Progressive Discipline and Promoting Positive Student Behaviour Policy states that the “umbrella for “school behaviour” includes matters which fall under the category of “nexus”. Nexus means “relevant”. The student’s behaviour off school property and/or outside the school day may have a relevant and related impact on the safety and well-being of the school community.”

LIBRARY

The Library Information Centre works with classroom teachers to help students develop the information skills required to become lifelong learners and to achieve the learning expectations of the Ministry of Education. The Library has a large collection of new books and materials, providing resources for assignments and additional reading for all courses. There are also many fiction and non-fiction titles of general interest. In addition, the Library offers a variety of electronic information sources, including selected Internet web sites, CD-ROM subject oriented databases, and Online Periodical Databases.

BORROWING INFORMATION:

Everything in the Library may be borrowed! Materials must be checked out at the circulation desk using your own student card. Most books are loaned for 14 school days and may be renewed. Special materials are loaned

for shorter periods. Materials are returned to the book return slot at the circulation desk.

FINES: In order to develop a sense of responsibility, and to ensure that materials are available to all who need them, fines are charged for overdue materials.

Standard materials	\$.10 per school day
Overnight materials	\$1.00 per school day
3 day materials	\$.25 per school day

LIBRARY HOURS: Monday to Friday: 7:30 a.m. to 3:00 p.m.

PLAGIARISM

Plagiarism means the passing off of another person's work or ideas as one's own. This does not merely refer to material from books, journals, magazines, etc., but includes another student's work and purchased essays. A student must give credit to all sources used. This credit is given in internal citation and proper work cited pages. The student must use internal citation under these conditions:

- if you use the exact words of an author
- if you paraphrase an author
- if an author's ideas are used

Plagiarism is a serious academic offence and will carry various extreme penalties including a zero value for the plagiarized assignment.

Major assignments written at Holy Trinity may be submitted to www.turnitin.com. This data base reviews written material for authenticity and the appropriate use of citation.

EXAMS

Exams are a critical part of many courses offered at Holy Trinity. All students are expected to write their exams on the scheduled exam dates. Parents should note these dates on the school year calendar. Significant medical issues accompanied by a doctor's note will be reviewed by the school's administration and an alternate date may be determined for an exam.

DETENTIONS

Detentions are served on designated days after school and/or during lunch. Students assigned a detention should bring school work to work on.

- Detentions are assigned when students fail to meet their responsibilities. They provide an opportunity for students who have not lived up to their responsibilities to accept the consequences of their behaviour and to reflect on changes as needed. Detentions also provide a time and place to review, study and complete school work.
- Teacher assigned detentions take precedence over office detentions.
- Detentions come before all extra-curricular activities, unless another arrangement has been established with the Office.
- Failure to serve detentions will result in suspension. A student who has missed a detention is no longer in good standing and will be removed from extra-curricular activities.

It is the student's responsibility to know the time and place where the detention is to be served.

TEXTBOOKS

Students are expected to maintain textbooks and learning materials in good condition and return the books they have been assigned at the end of the course. Failure to do so will result in the student or parents being charged with the cost of replacing learning materials.

SCHOOL ELECTRONIC DEVICES

Students are expected to maintain school-loaned electronic devices (iPads, Chromebooks, notebooks, etc.) in good working condition and return the device(s) they have been assigned at the end designated loan period. Failure to do so will result in the student or parents being charged with the cost of replacing the device(s).

LOCKERS

Students will be assigned lockers and combination locks will be provided by the school. Locks will be collected

in June and re-issued in September. Key locks will not be accepted. Lockers are school property and are expected to be maintained in good condition and are subject to search by the school. It is the student's responsibility to see that his/her locker is locked and that the combination is kept confidential. The school will not be responsible for personal losses.

PARKING

Students who are regular or occasional drivers to school are expected to follow the speed limit of 20 km per hour when on school property. Parking permits are available in the main office and a valid permit must be displayed from the rear view mirror while a car is parked in the school lot.

Students who drive recklessly will lose their parking privilege on school grounds. Student vehicles must be parked in student designated areas only (the southernmost two rows of the lot). In compliance with fire regulations, students are not to park on any other roadways. Students may not park on neighbouring streets to the west of the school property.

Students are reminded that the parking lot is out of bounds for anything other than parking. It is not for smoking, loitering, or hanging out with friends. Car stereos must be turned off in parked cars.

CAFETERIA

The cafeteria is open to all students during the lunch hour. Students are expected to leave the cafeteria neat, to dispose of all garbage, recycling items and to respect the authority of the supervisors in the cafeteria. If students are unable to act appropriately, their eating privileges in the cafeteria will be suspended for a designated period of time. Food may be consumed in the Finbow Forum or outside the school with the expectation that students dispose of garbage and recycling items in containers provided.

SCHOOL FEES

At Option Sheet/Course Registration time, registration forms will be accompanied by a \$50.00 student cost which will cover the student handbook, yearbook, student identification card, locker/lock use, Student Council and some school activities. *Locks will be collected from students at the end of the school year in June and re-issued to students at the start of the following school year in September.* This cost will not be broken down for students to buy parts of the package. No portion of the cost will be refunded. *Note:* In order to participate in extra-curricular activities, a student must be in good standing, in possession of a valid student ID card, and in regular school attendance on the day of the event.

TELEPHONE

Except in emergencies, students will NOT be allowed to use the office phones. In emergency situations, a secretary will place the call for the student. Cell phones and other electronic devices are not permitted for use in the classroom unless a supervising staff member has granted permission for their use.

TITANS ATHLETICS

All athletes, coaches and spectators must adhere to the PVNC Participation Policy as set out by the Board. All athletes must show commitment to their academics and team by regular attendance in class, at games and at practices.

Failure to follow the expectations of the PVNC Participation Policy or their commitment to the team or academics could result in athletic suspension.

All sports have an athletic fee associated with it to help cover the costs of bussing, referees, tournaments and equipment.

CHANGE ROOM USE

(For Athletics and Physical Education Classes)

- **Students should not bring any articles of value into the change room.** Lock valuables in your locker.
- During after school activities the change room will not be locked.
- Holy Trinity staff will not hold on to items of value and are not responsible for any lost or stolen items.

Students should;

- Leave valuables in their lockers.
- Bring their own lock from home and use available lockers in the change room.
- Not bring valuables to school.

UNIFORM VIOLATIONS FOR PHYSICAL EDUCATION AND DANCE CLASSES

Failure to come to class prepared, with proper physical education and dance uniform, may result in the following consequences:

- detention with the classroom teacher and/or parent contact.
- 4th uniform violation (and any subsequent uniform violations) will be referred to the office.

TITAN HEALTHY AND ACTIVE LIVING

Holy Trinity Phys Ed and Dance attire is expected for class every day. Order forms for the uniform will be distributed on the first day of class.

Regular attendance is essential for success in any Physical Education and dance program.

No unsupervised activity is permitted in any athletic/dance area.

It is up to the athlete/student to make the coaches/ teachers aware of any medical conditions which could impact participation.

STUDENT RE-ENGAGEMENT

If a student who is 18 years of age or older leaves Holy Trinity Catholic Secondary School without an Ontario Secondary School Diploma (OSSD), s/he will be contacted by a school staff member or Board staff member to discuss re-engagement options to support the student to complete the requirements for the OSSD. Students younger than 18 years of age may be contacted through their parent/guardian. This means that the student's contact information will be accessed by a Board or school staff member with Student Success responsibilities under the Ministry of Education's Re-Engagement Initiative to communicate with the student. This communication is in the interests of the student's successful completion of the OSSD.

STUDENTS IN GOOD STANDING

It is hoped that all students enrolled at Holy Trinity will maintain their status as students in good standing. Students must hold a valid Holy Trinity Student Card, attend classes regularly and work to their potential.

Students in good standing will comply with all school rules, co-operate with staff and contribute to the positive moral tone of the school.

The consequence for not maintaining a good standing status is to risk losing some or all of the privileges associated with the school for a period of time.

It is expected that students not only will attend to the minimum requirements of being a Holy Trinity student, but will also avail themselves of the wide range of possibilities for personal growth, faith development and community service.

DRESS CODE

Expected behaviour

- Students must comply with the Dress Code **at all times including halls, forum, cafeteria, offices**, etc. (i.e. All visible items of clothing worn must be from those on the McCarthy's uniform clothing list.) Outerwear and hoodies may be worn on route between portables and the main building. Hoodies and outerwear must be removed once a student is in the main building or portable.
- Black shoes worn with socks, must be totally solid black in colour (**no detailing**) with closed toe and closed heel. Laces must also be black. Boots, high cut shoes, flip flops and Birkenstocks are not permitted.
- **Short sleeves only** may be worn **under short sleeve** McCarthy's golf shirts. (*Note: only one collared golf shirt or blouse may be worn at one time*). Tails of underclothes/shirts may not show under uniform shirt length
- **White, black, or grey (visibly unmarked) t-shirts only under shirts. No colours, trim or logos.**
- Shirts may not be tied back in any way (elastics/pins).
- Button up shirts must be closed up to at least the top two buttons.
- A dress shirt or golf shirt must be worn under McCarthy's sweat top, pullovers and cardigans.
- Pants must be worn at the waist and hemmed to an appropriate length. Pant legs may not be rolled up.
- Shorts must be worn at the waist and the length may not be adjusted. The Holy Trinity logo must be unaltered and visible.
- Ornamental belts may not show as they are not from McCarthy's list.
- Solid white, black or grey matching socks must be worn with pants and shorts.

- Excessive jewellery, studded or other wrist bands and gloves may not be worn in school.
- X-Kilts must be worn at a modest length: not to exceed 4" (10cm) above the knee. Any kilt shorter than this is not permitted to be worn. Skirt waists/hems may not be rolled. **Parent Note: X-Kilts will be discontinued as dress code attire following June, 2019.**
- White, black or grey matching knee socks or solid black or dark grey opaque hose **must** be worn with kilt (Ankle socks, patterned, mismatched or clear hose are not permitted).
- Head apparel is not to be worn in the school unless for medical reasons. The Durham Regional Police have issued warnings that students involved in gang membership use headgear, bandanas, and coloured shirts and shoelaces as a sign of membership. These items may not be displayed at school. Failure to comply will result in loss of clothing item and possible suspension.
- Coats and hoodies are to be worn outside only or to be left in your locker.
- Monograms on clothing must be clearly visible.
- Team clothing, physical education clothing and Spirit Wear clothing may not be substituted for clothing from the approved clothing list except on approved days.
- Clothing that is visible must be from the approved clothing list (no tails or shirts hanging down). Students are expected to arrive at school and depart from school in the school dress code.
- Assume students will wear the school dress code on excursions unless special permission has been granted by administration.
- Clothing that is torn or ripped may not be worn.
- Exceptions to the uniform will be at the discretion of school administration upon presentation of a medical note.

Spirit Wear Days

- Each item of spirit wear may replace one item of uniform
- Phys Ed shirt and/or shorts are acceptable spirit wear attire
- Proper uniform shoes are required when wearing uniform pants (non-black shoes may be worn only when spirit wear pants are worn. All shoes must have a closed toe and closed heel. Flip flops and Birkenstocks are not permitted.)

Dress Down Days

Dress down days are intended to provide an opportunity to wear regular street clothing and not costumes:

- No ripped/torn clothing.
- Shorts must be worn at a modest length. Any shorts deemed unacceptable by school administration are not permitted to be worn.
- Shoulders and midriff must be covered.
- Slogans or images must support Catholic values and acceptable school behaviour/expectations (no alcohol, drug, cigarette, unlawful references are permitted).

Reasons for Expected Behaviour

- The Board has approved a dress code policy for Holy Trinity Catholic Secondary School.
- *Students who enroll at Holy Trinity do so with a full awareness of the uniform requirements. Therefore, by choosing this school, you implicitly agree to abide by your initial commitment.*
- Staff and parents regard the uniform as a means of creating a distinct school identity. By not respecting the dress code, you undermine that goal.
- The uniform is intended to support a safe school environment.
- Staff members are expected to enforce the uniform so each student is responsible to all staff members to be in uniform.

Consequences for Misbehaviour

- Students will not be allowed in any class at any time with improper attire.
- Kilt privileges may be withdrawn until the kilt is restored to the original state or replaced.

USE OF COMMUNICATON AND ELECTRONIC DEVICES IN SCHOOL

It is strongly recommended that student communication/electronic devices such as cell phones remain in lockers from 8:00 a.m. to 2:10 p.m.. These items can be a distraction to the learning environment at the school, may pose a threat to safety and are frequently the target for thefts. If parents wish to get in touch with their son or daughter, they can phone the main switchboard at 905-404-9349 and we will make every effort to pass on the message to the student. Only messages from parents will be passed on. The school is not responsible for

personal items while being used or stored in the school. Personal listening devices may be used in the cafeteria or outside the building during student lunch period but not between classes. Earbuds or headphones are not to be visible in the halls, as a matter of safety and etiquette. Cell phones may be used outside only during a student's lunch period or before and after school. Students will be allowed Internet access only under the conditions set out in the Holy Trinity Computer and Internet Acceptable Use Policy.

Guidelines Concerning Personal Technology in the Holy Trinity classroom:

Personal technology may include laptops and notebooks and will not include the use of cell phones, iPhones, iPods, iPads and other small personal electronic devices. Personal Technology does not include Board issued technology which is required by a student's Individual Education Plan.

Each teacher will determine when the use of personal technology is appropriate and permitted and will use the Red/Green card to advise students of the current parameters. Personal technology may not be used by students during tests and exams.

Personal technology use may vary from class to class and day to day depending on the needs and at the discretion of the teacher. It is suggested that students be informed in advance should they need access during the following day's class.

Holy Trinity hallways and stairwells remain Red Zones and are technology free.

USE OF AUTOMOBILES AND OTHER MOTORIZED VEHICLES ON SCHOOL PROPERTY

Expected Behaviour

- It is a privilege for students to bring automobiles or other vehicles to school. It is expected that all Highway Traffic Act regulations will be followed.
- Cars are off-limits to students except upon arrival and departure from school.
- Speed limit will be strictly enforced. (20 km/hr)
- Students will drive responsibly, i.e. no reckless driving, no tire squealing, no passing on the right.
- Students will obey all traffic signs and traffic flow directives.
- Park only in assigned areas and display parking permit/pass.

Reasons for Expected Behaviour

- Compliance with traffic rules will help ensure safety and maximize parking spaces.
- Staff have a legal responsibility to supervise students.

Consequences for Misbehaviour

- Cars parked illegally or in unauthorized areas will be subject to ticketing and/or removal by towing.
- Repeated disregard for these rules will lead to cancellation of the privilege of bringing a motorized vehicle to school and could result in police involvement.

VISITORS / TRESPASSING

Expected Behaviour

- Students are encouraged to meet their non-Holy Trinity friends outside school time and off school property.
- All visitors must use the main door of the school and proceed to the main office to sign a guest book, show identification, and, if appropriate, receive a visitor's card.
- All visitors are subject to rules set by administration.

Reasons for Expected Behaviour

- The principals must know the reason for a visitor's presence in the school.

Consequences for Misbehaviour

- School visitors who do not obey school rules will be asked to leave and may be subject to the Trespass to Property Act.

RESPECT FOR PROPERTY

Expected Behaviour

- Students are expected to treat the school grounds, all adjacent private property, the school building, all equipment and materials, and everything in the school, including the personal property of others, with respect.

- Lockers are the property of the school, on loan to the students and as such, must be free of any attached materials that may damage the exterior and interior surfaces.
- All posters, notices and schedule changes are confined to designated areas and require a principal's approval and signature.
- Loitering is strictly forbidden. It is expected that students will keep all school property free from graffiti, e.g. Books, furniture, etc.
- **Eating and drinking is restricted to the cafeteria, the Finbow Forum and outside the school building.** Students are expected to use the refuse containers provided.
- All school materials e.g. Textbooks, materials from the Resource Centre, musical instruments, must be signed out and returned properly.

Reasons for Expected Behaviour

- All have the right to a clean environment.
- Students at Holy Trinity suffer from life-threatening food allergies. They have a right to a safe environment where food is restricted to designated areas.
- Students will play an active role in maintaining the school's internal and external environment paid for by parents and local businesses through their taxes and assistance from the Provincial Government.
- Any additional cost created by acts of vandalism or theft of school property are also assumed by the taxpayer if the guilty person goes undetected.
- School custodians are hired to maintain the school building, to keep it in good repair and to keep it tidy. They are not responsible for cleaning up messes deliberately made by those who have no respect for the building or for themselves.

Consequences for Misbehaviour

- Students who eat or drink in non-designated areas will immediately be assigned a consequence (detention, community service).
- Students who fail to sign out school materials properly or to return them on time may incur fines, and/or detentions and/or loss of borrowing privileges. Students who fail to return school materials will be required to pay replacement costs.
- Students who destroy school property will be required to be actively involved in the repair, cleaning or replacement.
- In most cases, restitution for damaged property will be required.
- Keep in mind that acts of vandalism and theft of school or personal property are criminal offences.
- Furthermore, theft, illegal possession or wilful destruction of the property of others may result in suspension and police action.

ATTENDANCE PROCEDURE

Expected Behaviour

- All students are required to attend school regularly and to be present at all classes when at school.
- Students are responsible for any class work missed in their absence.

Reasons for Expected Behaviour

- Regular attendance is required by the Education Act.
- Good attendance is essential for continued academic success and for active participation in the school community.
- Absenteeism adversely affects individual and class progress.
- Parents/Guardians/adult students must notify attendance of a student's absence by calling 905-404-9349 x113. This number is available 24 hours/day through our voice mail system. Alternatively, students returning from an absence may present a note signed by a parent/guardian, containing the following information:
 - Date of Absence
 - Student's Name
 - Specific Reason for Absence
- The note must be presented before classes begin on the day the student returns to school.
- Students 18 years of age or over may submit their own notes.

Consequences for Misbehaviour

- Parents will be notified by phone of student absence;
- Student is assigned an office consequence;
- Repeated skipped classes will result in progressive discipline measures which include detention, supervised withdrawal, or suspension.
- Students with attendance problems will be referred to administration, SST and/ or school board attendance

counsellor;

- Students 18 years of age and over may be asked to sign an Attendance Agreement; when a student has violated an attendance agreement a Principal will review a student's right to be enrolled at Holy Trinity.

LATE TO SCHOOL

Expected Behaviour

- Students are expected to be on time for each class.
- If your child is late send a note stating the valid reason, signed and dated, to the Attendance Secretary. The student should report to the Attendance Office to sign in.

Reasons for Expected Behaviour

- Punctuality shows responsibility and consideration for others. Students late to class inconvenience the teacher, classmates and office staff.
- Punctuality is a good habit which will be expected both on the job and in personal relationships.
- Good attendance is essential for continued academic success and for active participation in the school community.

Consequence for Misbehaviour

- The student will receive a warning from the teacher on the first late; successive lates to class will be tracked and progressive discipline measures will be taken. These include but are not limited to: detentions, referral to the vice-principal, supervised withdrawals, suspension from school.
Students must be in good standing in order to participate in any co-instructional activities.

SIGN-OUTS

Expected Behaviour

If a student needs to leave school early:

- Send a note with a valid reason, signed and dated.
- Students must report to the Attendance Office where they will receive an "excused from class" slip.
- Without a note, students must report to the Attendance Office where the Secretary must contact the parent by phone. If no parent can be reached, the Principal or Vice Principal may grant permission.
- Students returning to school on the same day must report to the Attendance Office where they will sign in and receive an admit slip to return to class.
- Sign-out permission may only be granted by a principal or designate. Note: Students with morning co-op may have their note accepted by the secretary.
- Students becoming ill must report to the office. The office will make parent/guardian contact.

Reasons for Expected Behaviour

- The main reason for the sign-out policy is that the school has the legal obligation to know where all students are when they are not in class.
- Signing out is the school's method for meeting this obligation.

Consequences for Misbehaviour

- Students not providing a note when signing out must have a sign-out slip signed by a principal. Parental contact will be made. A note must be provided upon return.
- If a note is not presented upon return, a detention/consequence will be given.
- Students not signing out will be considered truant and consequences for truancy will apply.
- A forged note is considered a serious offence and will result in a parent/guardian contact and progressive discipline measures will be taken.

STUDY PERIODS

Expected Behaviour

- Study periods may be timetabled for students in year 4 (following the completion of 24 credits).
- Study periods are used to complete homework, to work on assignments, to prepare for tests and to participate in other school-related activities.
- During study periods students may be in the Information/Resource Centre, Guidance area, cafeteria, or other areas of teacher supervision. They may not be in the halls and/or the locker areas, or other areas used for classes.
- An area outside may be designated for use by students on study periods.
- Students on a study period are expected to participate in all school activities including liturgical celebrations and/or assemblies.

Reasons for Expected Behaviour

- The course work in senior courses requires students to work independently on a variety of assignments and to prepare for class activities.
- Effective use of study periods encourages self-discipline and good work habits.

Consequences for Misbehaviour

- Designated staff will speak to students regarding inappropriate behaviour.
- Students who abuse the privilege of the study periods will be counselled and/or disciplined by a principal.
- Students who continue to abuse the privilege will be required to attend a meeting with a principal and parent/guardian to set up further guidelines.

THE RIGHT TO SEARCH

(From School Board - Safe School Policy)

Administrators may search students and their personal belongings such as school/gym bags to protect student safety and health. This also includes school lockers which are the property of the school. Holy Trinity responds according to progressive discipline regarding alcohol, drugs and violent behaviour.

Lockers

- Lockers belong to the school are assigned to the students by the administrators.
- Students are responsible for the upkeep of both the inside and outside of their locker.
- Make sure your lock is properly locked. Turn the dial once you have locked the lock. Protect your property since the school is not responsible for valuables or money stolen. Do not share your locker combination with anyone else.

EXTRA CURRICULAR ACTIVITIES

Expected Behaviour

Students participating in extra-curricular activities will:

- maintain academic standards.
- minimize class time missed.
- be in regular attendance for the school day on which the activity occurs.

Reasons for Expected Behaviour

Extra-curricular activities are conducive to:

- developing well-rounded individuals.
- providing for success outside the classroom.
- fostering the development of school community.
- developing a positive self-image.

Consequences for Misbehaviour

Failure to comply with expected behaviour will result in:

- A meeting between teachers involved, activity supervisor and a principal.
- A review of Good Standing status.
- Possible removal from the activity.

PUBLIC DISPLAY OF AFFECTION

Expected Behaviour

- Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values.

Reasons for Expected Behaviour

- Expressions of affection such as kissing, embracing and other excessive displays of affection are not considered appropriate behaviour in an educational setting.

Consequences for Misbehaviour

- Students will be spoken to by teachers.
- Offenders may be referred to a principal.
- If an improvement is not shown, parent/guardian contact will be made to enlist their support. It is hoped that further action will not be necessary.

SCHOOL DANCES AT HOLY TRINITY

Expected Behaviour

- Students are expected to help make dances positive social experiences.
- Students must be in regular attendance on the day of a dance, or any other school sanctioned event, including athletics.
- Students must arrive no later than 9:00 p.m. and be prepared to leave at 10:30 p.m.
- Students may not leave and return to any dance.
- Students are expected to comply with all school rules i.e. consumption of alcohol and/or use of drugs will not be tolerated.

Reason for Expected Behaviour

- Teacher supervisors at school dances come as volunteers. They should spend the evening in a comfortable environment with students in full compliance with school rules.

Consequences for Misbehaviour

- Students absent from school on the day of the dance will not be admitted.
- Students under the influence of drugs or alcohol may be subject to charges by police on duty.
- Students under the influence of drugs or alcohol will be suspended and may lose dance privileges for one calendar year.
- Students under the influence of drugs or alcohol will be suspended and police may be contacted.

PROFANITY

Expected Behaviour

Language

- Appropriate and acceptable language (words and gestures) is expected at all times.

Visual

- Unacceptable slogans, advertisements and pictures will not be displayed anywhere on school property.

Reasons for Expected Behaviour

- Use of inappropriate language or gestures is considered conduct injurious to the moral tone of the school as stated in the Education Act.
- Inappropriate language is not acceptable behaviour for a Christian community.
- Presence of such material is considered conduct injurious to the moral tone of the school as stated in the Education Act. Included will be material which promotes racism, sexism, substance abuse, violence, pornography, etc...
- Presence of such material is not acceptable in a Catholic school community.

Consequences for Misbehaviour

- If inappropriate language is directed at a teacher or support staff, students may be suspended following an investigation by school administration.
- In other incidents of profanity, the consequences may vary from the student being detained from class to write a letter of regret, contact home, detentions to suspension as deemed appropriate by administration.

SMOKING

Smoking/Tobacco Use - on School Board property

Expected Behaviours:

- Smoking and tobacco use in any form (i.e. chewing tobacco, vapour cigarettes) are not permitted on Board property or at Board-sponsored events. This applies to all members of the community, including staff, parents, students and guests, 24 hours/day, 365 days of the year.
- Students may not provide tobacco to anyone under the age of 19, regardless of the age of the supplier.
- No student should visibly be in possession of tobacco products or lighters on school property.

Reasons for Expected Behaviours:

- It is a violation under the Smoke-Free Ontario Act to smoke or use tobacco products on school property.
- Providing tobacco to anyone under the age of 19 is against the law, regardless of the age of the supplier
- Holding lighted tobacco on school property is against the law.

- The Smoke-Free Ontario Act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

Consequences for Misbehaviours:

- Any staff member may confiscate and/or report the presence of tobacco products on school property.
- The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed on the property of the School Board to be: smoking, holding lighted tobacco, selling or supplying tobacco to a person who is less than 19 years old.
Students are subject to progressive discipline.

Smoking/Tobacco Use - Off School Board property

Expected Behaviours:

- Grade 11 & 12 students who use tobacco may do so in the designated area off property only before and after school and during their lunch period. **GRADE 9 & 10 STUDENTS ARE PROHIBITED FROM BEING IN THIS DESIGNATED AREA AT ALL TIMES.**
- Students must refrain from smoking and chewing tobacco during class time and between classes.

Reasons for Expected Behaviours:

- Tobacco causes death and serious health impairments.
- The school actively discourages the use of tobacco.

Consequences for Misbehaviours:

- Students found using tobacco products outside the designated time and /or area will be subject to progressive discipline through the vice-principal's office.
- Students found supplying tobacco products to any individual under the age of 19 will be reported to the Regional Tobacco Enforcement Officer, regardless of the age of the supplier.

For information about quitting smoking:

- Contact Durham Region health Department at 905-668-7711 or 1-800-841-2729 or visit www.durham.ca.
- Contact Smokers' Helpline at 1-877-513-5333 or visit www.SmokersHelpline.ca.
- Speak with your family doctor or health professional
- Visit www.HealthyOntario.com.

DRUGS AND ALCOHOL

Expected Behaviour

Students are expected to attend school free from the influence of alcohol or any illicit drug.

- Students are forbidden to use or to have in their possession or to traffic such substances on Board property or during any school-sponsored activity.

Reasons for Expected Behaviour

- Alcohol and illicit drugs can cause students to jeopardize their own safety and the safety of others.
- Drug and alcohol use and academic success are not compatible.
- Board policy prohibits use of alcohol and drugs on school property.

Consequences for Misbehaviour

- Students attending a dance or field trip under the influence or in possession of alcohol or illicit drugs will be restricted from similar activities for one calendar year.
- Students will school consequences, at the discretion of the school administration.
- A parent/guardian will be contacted
- Students will be counselled and may be referred for professional counselling.
- The police will be contacted: charges may be laid.
- Any student found guilty of trafficking in drugs or alcohol will be recommended to the Board for expulsion.

HARASSMENT

Definition:

Harassment and intimidation are understood to include comments or inferences with sexual and/or racial overtones, unwanted touching, offensive insults, and put-downs based on gender and/or race.

Expected Behaviour

- A positive school environment reflects a Christian community based on Christ as a model.

Reasons for Expected Behaviour

- Every individual has a right to be treated with dignity and respect.
- Every individual has the right to be free from intimidation and harassment based on gender or sexual individuality and/or race.
- Any form of sexual and/or racial harassment or intimidation, whether verbal, written or physical is unacceptable.

Consequences for Misbehaviour

- Incidents and allegations will be automatically reported to a principal and Guidance.
- Following an investigation of the allegation the following steps may be taken:
 - parental/guardian contact.
 - immediate and mandatory counselling.
 - suspension.
 - police involvement.
 - for repeated offences a request to the Board for expulsion.

FIGHTING / VIOLENCE

Expected Behaviour

- Students will act with self-discipline and respect for the safety and rights of others.
- Violent behaviour, i.e. fighting, harassing, threatening, will not be tolerated.
- Police may be contacted when fighting occurs on or off school property.
- Students will be subject to disciplinary action when they engage in violent behaviour while under school jurisdiction, regardless of whether such behaviour occurs on or off school property, i.e. riding school busses to or from school, during school trips, excursions, dances, or during lunch hour, before or after the school day.

Reasons for Expected Behaviour

- Violence used by students against other students or any school personnel shall be considered conduct injurious to the moral tone of the school or to the physical well-being of others in the school." Violent behaviour is not acceptable behaviour in any community.

Consequences for Misbehaviour

- Students behaving in a violent manner will be interviewed by a Principal or Vice-principal as soon as possible and appropriate disciplinary action will be administered.
- All combatants in a fight will be suspended.
- Repeated offences will lead to a recommendation to the Board for expulsion.

WEAPON POSSESSION

Definition:

A weapon is:

- Any object deemed by a principal to be dangerous to the welfare and safety of students and staff.
- Any object used in an assault or manipulated in a threatening manner.

Expected Behaviour

- While on school property or participating in any school related activity, students shall not have in their possession or among their belongings, any object deemed to be a weapon.

Reasons for Expected Behaviour

- All students on school property or involved in school related activities, have the right to feel secure from physical threat and endangerment.

Consequences for Misbehaviour

- Possession of any weapon (see definition of weapon), other than a gun, will result in one or more of the following

consequences. The consequences will be determined by a principal based on the implied intent of the threat:

- Immediate suspension from school followed by a meeting of parent/guardian, student and principal before re-admission.
- Criminal charges in applicable cases.
- A recommendation to the Board for expulsion.
- Possession of any type of gun, including realistic replica type guns will result in:
 - Immediate suspension from school and a recommendation to the Board for expulsion.
 - Criminal charges in applicable cases.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Internet Access

Holy Trinity Catholic Secondary School is committed to making our students lifelong learners with access to the widest possible variety of learning opportunities. To prepare students for the world in which they will participate and to provide them with resources and skills appropriate to the information age, Holy Trinity will link students to a variety of local electronic resources as well as provide access to the Internet. Holy Trinity is committed to ensuring equity of access for all students to computer and electronic resources. The Internet is a global network which will provide students with access to a wide range of information and allow them to communicate with people worldwide. Use of the Internet for educational projects will assist in preparing students for life and work in the 21st century. Because the Internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Our educational staff has a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among informational sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. The use of the Internet also brings with it the need for students to understand and practise the proper and ethical use of technology, for this reason, this Acceptable Use Policy has been developed for the student use of the Internet in the school. Students will be allowed Internet access only under the conditions set out in this Computer and Internet Acceptable Use Policy.

Educational Purpose

The use of telecommunications and the Internet will provide many benefits to our students, including:

- Access to vast libraries of information from sources throughout the world.
- The ability to interact and collaborate with people beyond the classroom.
- The acquisition of knowledge and skills which will be useful.

School use of computers and the Internet, must be in support of education and research and consistent with educational objectives. Internet access through the Board's network has been established for educational purposes, such as classroom activities, career exploration, research projects and online communications.

Student Internet Access

Students may have access to Internet resources through their classroom, Library Information Centre, or school computer labs. Students may or may not be directly supervised; therefore they are required to be responsible in their Internet use.

Students and parents/guardians must sign a Student Internet Agreement for the student to be granted permission for Internet access at Holy Trinity.

Parents/guardians may refuse or withdraw their approval by providing written notice to the school.

The school and the Board retain the right to monitor the use of computers and the Internet in the school.

Personal Responsibility

Students are expected to use the Internet in a responsible manner consistent with the educational purposes for which it was intended. Responsible, ethical use of the Internet includes the following:

- Respect for the rights of others.
- Respect for the right of privacy in the use of e-mail accounts.
- Ethical use of electronic information.
- Common sense.
- Adherence to rules governing the use of computers (including Internet or computer use policies established by the

school and by the Board).

- adherence to codes of conduct; such as Board policies, the Ontario Human Rights Code, Copyright Act, the Criminal Code of Canada and other laws.

When sending or publishing messages or other information on the Internet, students will observe standards of courtesy and behaviour consistent with the practices and beliefs of the PVNC Catholic District School Board and the Holy Trinity Code of Behaviour.

Netiquette (Internet Rules of Use)

1. Personal Safety

- Do not reveal personal information about yourself or other people to anyone online. Personal information includes your full name, home address, telephone number, credit card numbers, e-mail addresses, etc. You should not reveal such information even if you believe that you are communicating with another student. Never agree to telephone or meet with someone you have met online.
- Promptly report to a teacher any message you receive that is inappropriate or makes you feel uncomfortable.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. You should not assume that a message you send to someone else will be confidential.

2. Inappropriate Activities

Users are expected to abide by the generally accepted rules of network etiquette. The following list identifies some behaviours which are unacceptable and will result in appropriate consequences. This list shall not be considered comprehensive. The school reserves the right to determine if other activities are inappropriate.

- Sending/ receiving offensive messages or pictures from any source.
- Posting, publishing or displaying any inflammatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, sexist or illegal material.
- Using disrespectful or unacceptable language (i.e. racist, sexist and defamatory).
- Using chat lines or news groups.
- Using, or attempting to use, another person's network account without authorization.
- Using the network for non-educational activities, i.e. computer games.
- Using the school's Internet access for commercial purposes. Users may not use this access to advertise, purchase or make money.
- Posting information that may cause damage or endanger persons or property.
- Posting false or defamatory information about a person or an organization.
- Reposting a private message without the permission of the sender.
- Posting messages and attributing them to another user.

3. Access to Controversial Materials

- Do not use your Internet privileges to access or send material that is profane, indecent, or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people. (Special exceptions with respect to Internet access may be made for controversial materials if the purpose is to conduct research. Both your teacher and parent/guardian will have to sign a permission form. You must be directly supervised by a teacher to access this material.)
- If you mistakenly access inappropriate information, you must immediately tell the supervising teacher. This will protect you against a claim that you have intentionally violated the Computer and Internet Acceptable Use Policy.

4. Copyright Infringement and Plagiarism

- You must respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work without the permission of the copyright owner. Do not copy images, text, graphics, or other materials, unless the source provides permission. If you are not sure, ask your teacher. Plagiarism is taking the ideas, writings or images of others and presenting them as if they were yours. If you make use of information from the Internet for assignments or essays, you must acknowledge the source of the information in a reference note and in your bibliography.
Plagiarism is a serious academic offence and will carry various extreme penalties including failure of an assignment.

- Users will not transmit or download information or software in violation of copyright laws.

5. Vandalism

- Vandalism will result in cancellation of privileges.
- Vandalism may include any of the following: any malicious attempt to harm or destroy hardware, disruption of the network, any attempt to use or alter anyone else's network account, attempts to break in or attempt to break in to other computer systems, creating or spreading computer viruses, destroying another person's data, or other forms of hacking.
- Downloading/distribution of inappropriate, illegal, or destructive materials is strictly prohibited.

6. Security

- Users may not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users.
- Users may not attempt to access information for which they are not authorized.
- Users may not give out personal information or the school telephone number.

Statement of Liability

The school makes no warranties with respect to the provision of Internet access and specifically assumes no responsibilities for:

- Any information that may be lost, damaged, or unavailable due to technical or other difficulties or for any interruptions, delay or failure of the service. The accuracy of quality of information obtained through the Internet.
- Any costs, liabilities or damages caused by or incurred due to the student's use of the Internet.
- The privacy of electronic communications sent through the Internet.
- Access by the student of inappropriate materials on the Internet.
- Unauthorized use of the school's Internet access or the failure of the student or another student to comply with this Policy.
- Any personal or psychological injury suffered by the student as a direct or indirect result of the student's use of the school's Internet access.

Consequences of Unacceptable Internet Use

The system administrator and teachers will deem what is inappropriate use of the network. Students are expected to respect their decisions. The school may deny, revoke, or suspend specific user access.

Depending on the nature and severity of the infraction, any of the following measures or combination thereof, may be taken to deal with inappropriate use of the Internet or school computers:

- Warning
- Detention
- Loss of credit for the assignment
- Loss of credit for the unit
- Loss of privilege to use the Internet
- Loss of computer privileges in the school (for specified period of time)
- Suspension/expulsion from school
- Police involvement