HOLY TRINITY CATHOLIC HIGH SCHOOL
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STUDENT SUPPORT TEAM 2026-2027

Principal ..... Mr. Humberto Cacilhas
Vice-Principal ..... Mrs. Mary Bradford
Vice-Principal ..... Ms. Jennifer Finnie
Chaplaincy Leader ..... Mr. Ian Duckworth
Student Success ..... Mrs. Marta Fry
Special Education ..... Mrs. Noella Botelho-Leonard
Guidance ..... Mrs. Christine Deconinck-O'Neail

A MESSAGE FROM MIKE MCDONALD, DIRECTOR OF EDUCATION



Message to Families,

At the Brant Haldimand Norfolk Catholic District School Board, we endeavour to provide the highest quality education for your child – and believe that the journey is a shared experience of encounter involving the home, school and parish.

As we continue our history of excellence in student achievement, we do so in an inclusive environment that values the voice of our parents and community and that encourages participation through input and collaboration. Your local Catholic School Advisory Council and the Regional Catholic Parent Involvement Committee are both ways to become involved.

It is a great honour to be entrusted with the education of your child throughout his/her journey. Working together, we can ensure high levels of academic excellence, as well as the successful completion of the Ontario Catholic School Graduate Expectations.

Yours in Christ,
Mike McDonald
Director of Education

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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
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Director of Education and Secretary ..... **Mike McDonald**
Superintendent of Business and Treasurer ..... **Rajini Nelson**
Superintendent of Education ..... **John Della Fortuna**
Superintendent of Education ..... **Kevin Greco**
Superintendent of Education ..... **Michael Lawlor**
Superintendent of Education ..... **Jennifer Varnam**

HOLY TRINITY TIMETABLES FOR 2026 - 2027

REGULAR DAY

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

LITURGY/MASS

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

ASSEMBLY

Homeroom	8:55am – 9:05am	10 min
Period 1	9:05am – 10:05am	60 min
Travel	10:05am – 10:10am	5 min
Period 2	10:10am – 11:10am	60 min
Travel	11:10am – 11:15am	5 min
Period 3	11:15am – 12:15pm	60 min
Common Lunch	12:15pm – 1:00pm	45 min
Period 4	1:00pm – 2:00pm	60 min
Travel	2:00pm – 2:10pm	10 min
Assembly	2:10pm – 2:50pm	40 min
Travel / Dismissal	2:50pm – 2:55pm	5 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, reparation for damages, restorative justice, counselling, detention and suspension.

BEHAVIOUR	INTERVENTIONS / CONSEQUENCES
CELL PHONES, AIRPODS, SMART WATCHES, EARBUDS, AND OTHER ELECTRONIC DEVICES	· Cell phones / electronic devices are not to be visible in any classroom, hallway, library, or chapel. · Cell phones must be stored out of view and silenced or powered off. · The only space where cell phones may be used is while a student is stopped at their locker at the beginning or end of day, or while in the cafeteria at lunch. · Cell phones may only be used in the main office when directed by a staff member. · Some teachers allow the use of cellphones for educational purposes and students will be clearly notified when this is the case. · Cell phones are never allowed in washrooms or gym changerooms. · Cell phones / electronic devices may be collected prior to exams / tests to ensure the integrity of the assessment. · Cell phones which are visible in any disallowed location will be surrendered to the teacher and managed through the following progressive discipline steps: ▪ **First infraction** - stored by teacher for the instructional period and returned to student at the end of the period. Parent contacted by teacher. ▪ **Second and subsequent infractions** -Student sent to the office with their device for appropriate consequence which may include suspension.

OPPOSITION TO AUTHORITY & RESPECT TO AUTHORITY 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	· 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 staff member will result in a suspension. · A student's failure to report to the office when directed will result in a suspension.
TRUANCY	· Students must attend all assigned classes. All assemblies and liturgies are an integral part of our Catholic educational curriculum and attendance is expected. · Students that are truant from a class where an assessment or evaluation has occurred, may be subject to disciplinary and academic repercussions. · 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.
PROFANE LANGUAGE	· 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.
BULLYING This includes: Cyber-Bullying and any forms of Social Media, i.e. Twitter, Snapchat, Instagram	· 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.
HALLWAYS	· 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.

VANDALISM i.e. intentional damage to school property, lock bending.	· The following are possible consequences for students caught vandalizing school property · Restitution- pay/repair/clean up · Suspension · Police Involvement
THEFT	· 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. · Students are required to lock their lockers with a Holy Trinity lock.
PARKING ISSUES i.e. unsafe driving in the parking lot, unsafe interactions with vehicles, loitering in the parking lot, improper parking, parking in cross-hatched sections	· Parking of student vehicles at Holy Trinity is a privilege. The following are possible consequences for students who drive unsafely in the parking lot, engage in unsafe interactions with vehicles, improper parking, or loiter in the parking lot: · Removal of parking privileges · Police involvement · Suspension · All accessible parking spaces are to be observed and only those with accessible parking permits may use them. · Holy Trinity is not responsible for lost, stolen items, or for damaged incurred to vehicles.
SMOKING/VAPING ON SCHOOL PROPERTY	· Smoking and vaping is not permitted on school property. Cigarettes and vapes should not be visible in the school or in parked vehicles on the property. These items will be confiscated, and a parent will be notified. Confiscated items will not be returned to students. . Any student in possession of vapes, refill cartridges, tobacco or cannabis products will be referred to Administration for progressive discipline. · Anyone caught smoking or vaping on school property will face disciplinary consequences with a suspension from the school and may include a $300 + fine from the Health Unit.
ALCOHOL AND ILLEGAL SUBSTANCES AT SCHOOL OR WHILE INVOLVED IN A SCHOOL RELATED ACTIVITY (i.e. Dances, Retreats, Field Trips)	· 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. · Despite the legalization of marijuana, it is still prohibited to distribute, to possess, or be under the influence of marijuana while at school or while representing the school. · 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.

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:

- **Students will not be admitted to a class out of uniform.**
- If a student is missing a uniform part the following steps will be taken:
  - Student will be asked to **self-correct** the issue
  - IF the student cannot self-correct, the student will be sent to the office to discuss next steps with an administrator.
  - Next steps may include:
    - **Call home** to have the missing uniform part delivered,
    - Student is **sent home** to replace the missing uniform part, or
    - A loaned item may be provided to the student by the school (if available). This item should be laundered and returned to the school ASAP.
- Confiscated non-uniform pieces will be held in the office until the end of the day.
- **Persistent uniform infractions will result in home contact and disciplinary action which may include 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. Failure to respect this may result in loss of kilt privileges until it has been altered.

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 hemming of shorts, no rolling of shorts or kilts).
- Uniform parts may be purchased online at http://www.mccarthyuniforms.ca or visit their store location in Hamilton.

Uniform Expectations:

Uniform Basics	Description
Golf shirt - black - burgundy	Monogrammed (HT) may be worn untucked.
Rugby shirt	Monogrammed (HT) may be worn untucked.
Sweater knitted	Grey, monogrammed (HT)
Sweater Zip	Black, monogrammed (HT) (If wearing unzipped, uniform shirt must be underneath.)
Undershirt	Solid black or white undershirts only. (Undershirt may not be visible below cuff or hem of shirt or visible if sweater zipper is down.) No logos or patterns
Belt	Solid black or solid dark brown, through all loops at waist
Pants	Grey dress pant, hemmed, with the waistband worn at the waist Khaki jogger, with the waistband worn at the waist Grey Athletic Leisure Pant
Kilt	Plaid, no shorter than 4 inches (10cm) from the top of the knee The 2026-2027 is the last year kilts will be sold. Kilts will be grandfathered out beginning in the 2027-28 school year.
Shorts	Khaki, no shorter than 4 inches (10cm) from the top of the knee
Shoes	Solid black shoe in good repair with black laces and hosiery. Flip-flops, beach sandals, crocs, sport sandals and slippers are NOT permitted.
Sandals	Birkenstock style sandal with solid black band, no other colours, must be solid on the foot.
Boots	No boots with uniform

****Students in technology classes are expected to wear complete uniform. Protective apparel will be provided to protect the uniform from wear.**

No open-toed shoes or sandals may be worn in these labs.

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.
- **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

Starting on the first Friday in October, 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 is 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. Vapes are not permitted in the dance.
3. After a specified time, no one will be admitted to the dance unless special permission was received beforehand.
4. Anyone who leaves the dance will not be re-admitted.
5. 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.)**
6. 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.
7. Appropriate dress – see uniform policy for Non-Uniform Days.
8. Valuables should not be brought to dances. The school will not accept responsibility for lost or stolen articles.
9. Dance contracts must be completed before a ticket for the dance will be sold.

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.
- Our teachers are increasingly making daily lessons, evaluations and current grades available on D2L. Please reach out to the teacher or a member of the administration team for instructions on accessing this. (https://bhncdsb.elearningontario.ca/)
- The monitoring of student achievement by student and parents is critical to academic success.
- **Parents who wish clarification should contact the teacher directly (519-429-3600). Voicemail extensions and email addresses of teachers can be found on the Staff List on the school website.**
- 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, (four weeks for half courses), teachers will issue a letter of notification for any student whose credit is in jeopardy.

Exams and Culminating Activities:

- In Grades 9 and 10, 65% of the course grades will be based upon course work and 20% on culminating activities which may consist of an exam alone, an exam and various summary activities or just the summary activities.
- In Grades 11 and 12, 65% of the course grades will be based upon course work and 25% on culminating activities which may consist of an exam alone, an exam and various summary activities or just the summary activities.
- Please visit Growing success: assessment, evaluation and reporting (Kindergarten to Grade 12) | ontario.ca for course breakdowns.
- 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.**

Enrollment Requirements

All secondary students are required to meet the requirements of full-time students:

- Grade 9 and Grade 10 students must be enrolled in 4 credits per semester
- Grade 11 students must be enrolled in 4 credits per semester, unless permission is given by principal or designate.
- Grade 12 students must enroll in a minimum of 3 credits per semester.
- Returning Grade 12 graduates must enroll in a minimum of 2 credits per semester.

Enrollment for returning Grade 12 graduates is not guaranteed and will be determined by the principal or designate.
Exceptions to the requirement for full-time student status may be allowed by the principal or designate, only in exceptional circumstances.

Principal's Honour Roll

Students who qualify for Principal's Honour Roll must achieve:

- **Students in Grades 9 and 10** – 80% average in minimum eight courses and be recognized as a full-time student as defined above from September – June.
- **Students in Grade 11** - 80% average in minimum eight courses and be recognized as a full-time student as defined above from September - June, unless permission for a reduced courseload is given by the principal.
- **Students in Grade 12** – 80% average in minimum six courses and be recognized as a full-time student as defined above from September - June.

  The Principal's Honour Roll is calculated on all courses taken from July 1- June 30 of the school year. Only courses registered through BHNCDSB are eligible for inclusion in the Honour Roll criteria. In all grades, students must have a grade-level Religion course and meet eligibility requirements for a full-time student as defined above.

Intellectual Honesty and Plagiarism:

- We expect intellectual honesty at all times.
- As Artificial Intelligence continues to develop and become more widely used in everyday life, it is important that students are aware that using AI sites such as ChatGPT to generate school answers and essays is a form of plagiarism. Students are encouraged to appropriately site all sources and ideas and use their own thinking and words when creating assignments.
- Students who are suspected of using AI for completion of their assignments will be managed through the Academic Honesty Policy.
- 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 or using online AI support.

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 will not be allowed to have spares.** Students in Grade 11 may be allowed to have a spare if the student is ahead in credits toward graduation.
- 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.
- 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 on the school website.

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) Download the **SchoolMessenger App** and Select **Attendance** then **Report an Absence.**
  b) Go to the website https://home.schoolmessenger.ca/ log in and select **Attendan**ce then **Report an Absence**
  c) Phone into our 24-hour voicemail system 1-844-445-4381
  d) Send a note or email HTAttendance@bhncdsb.ca 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.**

- 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 (i.e. may be asked to show doctor's appointment form).
- Students who wish to have their parents informed about their education must complete a consent form from the main office.

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.
- Students cannot be signed out of a class to complete work, study or prepare for another class. Students that are signed out of classes by a parent are expected to leave the building.

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 5 lates the student will meet with their Vice Principal. 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.

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	- A minimum of 3 courses before 22 attained credits during each semester in which the activity takes place. - A minimum of 2 courses after 22 credits attained.	Student is ineligible.
Attendance	- Must attend all daily classes (assemblies and liturgies are 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	- 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	- 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 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 throughout 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. Proceed to the posted classroom number. Remain with your class and teacher outside well away from the school building until advised to return to class (do not enter vehicles or leave school property). 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 site is the grandstands at the Simcoe Fairgrounds.

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 519-751-7532 or toll free at 1-877-226-6353 ext 2.
- 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 SAS Secretary on a change of address form as soon as possible.

GYM CHANGE ROOMS

During physical education and sports, students are to leave all valuables in their lockers.

Cell phones are not permitted in changerooms and should be left in the student's locker.

Holy Trinity will not be responsible for, nor conduct any investigations into items which have been lost or stolen from the change rooms.

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. Students are not permitted to change lockers without the authorization of the Vice-Principal.
- For security and maintenance reasons, only locks purchased from the school may be used on lockers. (purchase price is $10.00)
- 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.
- Backpacks are not permitted to be brought into classrooms and must be kept in the student's locker.
- **Students are expected to lock their lockers.**

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 jewelry or watches, phones, earbuds etc.) to school. At the end of each month all lost and found items will be donated to charity.

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.
- Parking areas are clearly designated for the use of students and staff.
- Parents, guardians or friends who are driving or picking up students are asked to go to the **student parking lot or street.**
- **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.

CONCUSSIONS

The Brant Haldimand Norfolk Catholic District School Board believes in ensuring the safety and well-being of students. This includes building concussion awareness, prevention, identification and management. Implementation of the board concussion policy is an important step in sustaining our healthy schools and the safety of our students.

- Parents and students are required to review the Concussion Awareness Resource and the BHNCDSB Concussion Code of Conduct before the student can participate at any inter-school sport.
- An acknowledgement form and informed consent form must be signed before the student athlete can participate in any inter-school sport.
- If a student sustains an injury that may have resulted in a concussion, **at school or at home, a medical assessment must be conducted**. A concussion medical assessment form must be completed and submitted to the school to inform the school of the injury.
- Academic accommodations will be considered and implemented on an individual basis as required to support the recovery of the student.
- Students will not be considered free of their concussion symptoms and cleared to participate in school sports until a medical clearance form has been signed and returned to 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)**

    - **Call-In Therapy Clinic**: The Child Counselling Services Program provides counselling or "therapy" to children, youth and their families. Tuesdays 12:00 p.m. to 6:00 p.m., **519-587-2441**

- **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**: **905-701-9119** 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**: **877-909-4357** 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.**

- **School Mental Health Ontario**: School Mental Health Ontario is a provincial implementation support team. We help school districts enhance student mental health through the use of evidence-based strategies and services. Since 2011, we've worked alongside the Ministry of Education, English and French school districts and school authorities, and a number of provincial education and health organizations to develop a systematic and comprehensive approach to school mental health.

- **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.

CHRISTIAN MEDITATION

- Meditation is found in all religious traditions including our own Catholic Christian tradition. In Christianity it is the heart of the contemplative teaching of Jesus on prayer: humility (Mt 6:1-4), interiority (Mt. 6:5-6), silence (Mt. 6:7-8), spirituality (Mt. 6:19-21), trust (Mt. 6:25-26), peace (Mt. 6:27-32), attention (Mt.6:33).

- Christian Meditation is not a relaxation or visualization activity (although one of the benefits is that we feel more relaxed as we rest in the arms of God). It is often called the pure prayer of the heart.

- Christian Meditation is different from mindfulness, which is also a form of meditation. Mindfulness is a meditative practice which has gained worldwide popularity as a distinctive method to improve emotional control, self-regulation and increased recognition of mental events in the present moment. Christian Meditation, on the other hand, focuses on God and not a mental reflection on oneself.

- Below are benefits and fruits of Christian meditation as expressed by students and supported by research.

Benefits	Fruits
· Helps you let go of all the drama	· You can be yourself
· Calms and restores you	· You feel the goodness deep inside
· Gives you energy and confidence	· You come closer to God
· Helps you make better decisions	· You become a kinder person