Holy Trinity Catholic School

1945 Hawthorne Drive,
Sudbury, Ontario, P3A 0C1
(705)-470-5123

Email: schl138@sudburycatholicschools.ca

Principal: Diana Salvador    Vice Principal: Kim Coluzzi

Sudbury Catholic District School Board

Our vision:  "Sudbury Catholic Schools…Creating hopes and dreams through excellence"

Our Mission:  To nurture and develop the mind, body and spirit of every student within our Catholic learning community.

This agenda belongs to:

NAME ____________________________

ADDRESS _________________________________________________________________

CITY/TOWN ____________________________

POSTAL CODE ____________________________ PHONE ____________________________

STUDENT NO. ____________________________ HOMEROOM ____________________________
STUDENT SAFETY AND SECURITY
PARENTS/GUARDIANS & VISITORS

Board policy states that all parents/guardians and visitors must inform the main office of their presence in the school. Parents who pick up their children at dismissal must wait at the designated pick up location. This policy is in place to ensure the safety of all of our students. Please note that ALL entrances to the school are locked at all times. Anyone wishing to enter the school must utilize the “buzzer system” to gain access.

CATHOLIC SCHOOL GRADUATE EXPECTATIONS
The graduate is expected to be:

1. A discerning believer
2. An effective communicator
3. A reflective, creative and holistic thinker
4. A self-directed, responsible, lifelong learner
5. A collaborative contributor
6. A caring family member
7. A responsible citizen

ASSIGNMENTS AND CLASS WORK
Positive Expectations
Students shall:
• work to the best of their abilities; participate in all activities; complete assignments or tests
• behave in a manner conducive to learning
• be respectful of peers, self, adults and property
Rationale:
• encourage good work habits and organization
• help students achieve success
• develop positive self-esteem

HOMEWORK
Homework allows for parents to become actively involved in their child’s education. Homework, in the form of completing assignments, research and continual review of schoolwork is an integral part of education. Homework should not be excessive.

Please contact the teacher if your child seems to have excessive amounts of homework on a regular basis. A general accepted time line for homework is 10 minutes per grade/per night.

For example: Gr. 1 = 10 minutes and Gr. 6 = 60 minutes

ADMINISTRATION OF MEDICATION
The Sudbury Catholic District School Board has a clear policy with regard to administration of medication to students. The procedures is as follows:

⇒ The principal or his/her designate will be responsible for administering both prescribed and over-the-counter medication for student use - only after written authorization on a SCDSB Form has been obtained from the parent/guardian and/or a physician.

⇒ All medication must be turned over to the principal for proper storage. No medication is to be kept in the possession of the child. Records are maintained regarding dosage, method of administration, and storage.

⇒ If at all possible, please try to time the administration of medication at home.

IMMUNIZATION
The law in Ontario requires a written immunization record or proof of immunization for children attending school, unless there is a valid written exemption. Incomplete immunization records may result in suspension from school on order of the Medical Officer of Health. For more detailed information contact the SDHU @522-9200.

SCHOOL TIMETABLE
8:30 School office opens
8:45 Supervision begins

Students must not enter schoolyard before teacher supervision begins at 8:45am

9:00 Morning Bell
9:05 Classes begin

Students arriving after 9:05 are considered LATE!

10:45 - 11:05 Morning Recess
12:25 - 1:15 Lunch

Please note lunch hour includes afternoon recess.

3:20 Dismissal

SAFE ARRIVAL
Schools are mandated by the Ministry of Education to have a safe arrival plan. Promptness & regularity reflect a desirable attendance pattern. If your child is late or absent, please call the school between 8:30am & 9:00am in the morning. If your child is absent and we have not heard from you by 9:00am, we will attempt to contact you. We are required to ensure that all absent students are accounted for and safe. If you have not indicated by phone, it is expected that a note (clearly explaining why a student was absent) be provided to the school. All documentation regarding a student’s absence from school will be kept on file.
ABSENCES OR LATENESS

Attendance is a significant part of a student’s successful educational experience and of the assessment process. The Ministry of Education regulations indicate that “students are to attend classes on a regular basis, unless for reason of illness.” Parents are responsible to assure that students are attending school regularly and to communicate reasons for absences with their child’s teacher and the main office.

Lateness is considered another form of absence, especially if it is habitual. If your child must arrive late, please call and provide a reason. Students who arrive late, are to report to the office before going to class. Habitual lateness, particularly unexplained tardiness, will be treated seriously.

*Arriving anytime after 9:00am is considered LATE!

LEAVING SCHOOL EARLY

Students must present a note (usually in the agenda) from their parents explaining the reasons(s) for being excused from classes earlier than the regular dismissal time. The note must be given to the teacher/office in the morning. If a student is being picked up during school hours, parents must report to the office, and the student will be called to the office. Parents are required to sign their child out at the main office. Once a student arrives at school, they may only leave school grounds with permission from the office.

ILLNESS

Sick children are very uncomfortable at school. If your child is not well enough to participate in the regular routine of the day, including recess, please keep him/her home to recover. We do not have a sick room. Too often sick students carry germs to school and spread them to the rest of the school. When a child complains of feeling ill every effort will be made to send him/her home. It is imperative that arrangements are made with a relative, friend or neighbour in the event that parents are not available to care for a sick child. Use the FAMILY INFORMATION FORM to record the name and telephone number of such an emergency contact. Three names other than yourself MUST be provided.

SCHOOL CLOSURE

Our school district is often subject to varying weather patterns. The schools within the Greater City of Sudbury operate as a whole, and the decision to close will have bearing on all schools. We share the responsibility for the safety of your children, which may necessitate the closing of school due to inclement weather or other emergency reasons.

CLOSING SCHOOLS BEFORE THE SCHOOL DAY BEGINS

Should the decision be made to cancel classes before the school day begins, announcements will be made on the radio.

CLOSING SCHOOLS DURING THE SCHOOL DAY

A special concern to us is a changing weather pattern during the school day that demands an early return of the children to their homes. Students must have a place to go in the event of an emergency. Arrangements for the receiving of your children should be made so that, in the eventuality of an early school closure, children will have an alternate place to go if you are not home. Children should have the security of such knowledge. Young children who are aware that parents are not at home become quite anxious when dismissals are announced. Please ensure that you make necessary arrangements to provide for such a possible outcome. Consider a relative, friend or neighbour. Remember that your child should be well aware of the guardian chosen so that they feel safe and comfortable should such a circumstance arise.

Please note:

If an emergency school closing occurs during the day, it will be broadcast on the radio - the radio will be our contact with you. We cannot promise to contact you by telephone before your children are sent home.

CHILD CUSTODY

Should a custody issue with regard to your child come about, it is imperative that a copy of the court order(s) be provided to the school for enclosure in the student’s file. Custody is a legal issue. If a court order does not exist, or if the school has not been made aware of it, then by virtue of the Children’s Law Reform Act, both parents will be deemed to have equal access.
**TRANSPORTATION/BUSSING**

Bus drivers are responsible for the safe transport of our children to and from school. Parents are urged to stress the necessity of appropriate behaviours while riding the bus. Rowdiness and confusion can easily create safety hazards on busy roads. Please note that should a student’s behaviour on the bus become a safety hazard, his/her transportation privileges may be suspended or revoked. Pupils excluded from buses must make their own transportation arrangements.

Remember riding the bus is a privilege, not a right.

**BUS CANCELLATION (DUE TO SNOW DAYS, ETC.)**

Parent/guardians are required to call the school, even if bus transportation is cancelled, as (in most cases) school remains open. We are required by the Safe Schools Protocol to verify the whereabouts of children who fail to arrive at school, regardless of whether or not buses are running.

**HOME/SCHOOL COMMUNICATION**

Close and open ties between home & school are crucial to establishing a positive school climate. It is our goal to keep all of our families informed of the life here at Holy Trinity School, whether it is of academic, social, athletic, or other informative matters. A monthly newsletter and calendar are produced and our website is also a good source of information. Individual teachers may also send classroom newsletters home. Often informative notes or notes requiring parental authorization for such events such as: field trips, Mass celebrations, Sacrament dates, school activities and volunteering will be sent home. Please sign and return these notes to ensure your child’s participation. It is our belief that a close working relationship among the partners in education, is essential to foster and maintain a Christian community. While encouraging each partner to carry out his or her proper role in the school community, it is recognized that differences of opinion and problems may arise from time to time.

**COMPLAINTS AND CONCERNS**

Teacher

⇒ Handle the problem as soon as possible. If possible, call the school and arrange a personal interview with the teacher to discuss the concern and attempt to resolve the matter at this level.

Principal

⇒ If the two parties fail to resolve the matter, the second step should be to involve the Principal directly.

Superintendent

⇒ The third contact should be the Academic Supervisory Officer responsible for Holy Trinity Catholic School.

**FIRE EVACUATION PLAN & LOCKDOWN**

As per Board policy Holy Trinity School is required to conduct three fire drills and one lock-down drill prior to Christmas break and three fire drills and one lock-down prior to the summer break. Participation in drills is mandatory, as they are conducted to properly prepare students and staff for a possible emergency.

**SCHOOL NUTRITION & HEALTHY EATING**

Research shows that good health is a prerequisite for good learning. It is also a vital component of children’s growth and development. Roughly 1/3 of a child’s daily food intake occurs at school and we ask that families provide their children with daily lunches and snacks that reflect a balance of nutrition according to Canada’s Food Guide.

'ALLERGY-SAFE' ENVIRONMENT

A number of our students are highly food-allergic which can potentially lead to life-threatening or anaphylactic reactions. Parents/guardians are reminded to REFRAIN FROM PACKING any peanut butter/nuts/peanut oil and/or foods that may contain these ingredients in your child's lunch.

Please read food ingredient labels carefully for products that may contain or have come in contact with nuts.

NOTE: Home-baked goods ARE NOT to come to school under any circumstances.

We are not able to guarantee that home-baked foods have not been cross-contaminated. The safety and security of all of our students is always our priority.

Thank you for your support!!

**FAMILY INFORMATION**

Please ensure the information we have on file for your child is accurate and up-to-date. Please contact the school immediately if changes occur (e.g., phone #, address, health concerns, etc).
The mission of the Sudbury Catholic District School Board is to provide all students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith-filled life. This mission is affirmed in Board policies, including the Safe Schools policy. The Board is committed to making each and every one of its Catholic schools a caring place that is safe for learning. The purpose of the Board’s Code of Conduct is to further promote the mission of the Board and to provide a consistent Code of Conduct.

**ROLES AND RESPONSIBILITIES**

The Board’s Code of Conduct recognizes that all members of the school community, including principals; teachers and other staff members; students; and parents, have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

A) **THE BOARD**

The Board will provide direction to its schools that ensure opportunity, excellence and accountability in the education system. The Board is committed to the principles and standards established by the Safe Schools policy. The Board will not tolerate behaviour which jeopardizes the emotional well-being or physical safety of members of the school community.

As part of its broader mandate, the Board will:

- develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- review these policies regularly with students, staff, volunteers, and the community;
- seek input from school councils, their Regional Parent Involvement Committee, their Special Education Advisory Committee, parents, students, staff members, and the school community;
- establish a process that clearly communicates the Provincial Code of Conduct and the Board Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and,
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

B) **PRINCIPALS**

Under the direction of the Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- holding everyone under their authority accountable for his or her behaviours and actions;
- empowering students to be positive leaders in their school and community; and,
- communicating regularly and meaningfully with all members of their school community.

C) **TEACHERS & OTHER STAFF MEMBERS**

Under the leadership of their principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and,
- prepare students for the full responsibility of citizenship.

Teachers shall also assist principals in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers must assist the principals by reporting incidents and assisting the principal in conducting an investigation.
D) STUDENTS

Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules and takes responsibility for his or her own actions.

Students are expected to:

- adhere to the teachings of the Roman Catholic Church;
- exercise self-discipline; accept such discipline as would be exercised by a kind, firm and judicious parent;
- be courteous to fellow pupils and obedient and courteous of teachers;
- show respect for school property; and understand and comply with the Board’s Code of Conduct.

E) PARENTS

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child’s school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child’s absence or late arrival;
- show that they are familiar with the Provincial Code of Conduct, the Board’s Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and assist school staff in dealing with disciplinary issues involving their child.

F) COMMUNITY PARTNERS & POLICE:

Police and community members are essential partners in making our schools and community safer. Community agencies are resources that the Board uses to deliver prevention or intervention programs.

Protocols are effective ways of establishing linkages between the Board and community agencies and of formalizing the relationship between them. Community partners need to support and respect the rules of their local schools. Police will investigate and respond to incidents in accordance with the Police/School Board Protocol.

Personal Electronic Devices (PED’s)

- PED’s may not be used or be visible in the school.
- Students will ensure that PED’s are powered off during class time and kept out of sight.
- The use of PED’s in a manner that facilitates crime under the federal, provincial and/or municipal statutes are strictly prohibited and shall be subject to discipline and/or the reporting of any such incidents to police services.
- If a student violates the aforementioned, the PED shall be confiscated and returned in a manner deemed appropriate by the Office and/or law enforcement.

SUSPENSION

Under subsection 306 (1) of the Education Act, a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property the at the pupil’s school or to property located on premises the premises of the pupil’s school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under pupil/principal the policy of the board

If a principal decides to suspend a pupil for engaging in an activity described in sub-section (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

The minimum duration of a suspension is one school day and the maximum duration is 20 school days.
Under Board policy, a principal may suspend a pupil if he or she believes that the pupil engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate, such as:

- persistent truancy;
- persistent opposition to authority;
- habitual neglect of duty;
- wilful destruction of school property;
- vandalism causing damage to school or Board property or property located on school or board premises;
- use of profane or improper language;
- use of tobacco;
- theft;
- aiding/inciting harmful behaviour;
- physical assault;
- being under the influence of illegal drugs;
- sexual harassment;
- racial harassment;
- fighting;
- possession or misuse of any harmful substances;
- hate-motivated violence;
- extortion;
- distribution of hate material;
- inappropriate use of electronic communications/media; and/or
- other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Suspension Pending Possible Expulsion

Under subsection 310 (1) of the Education Act, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or other circumstances where engaging in the activity will have an impact on the school climate, such as:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing a sexual assault;
- trafficking in weapons or in illegal drugs;
- committing robbery;
- giving alcohol to a minor;
- any other activity that, under a policy of a board that complies

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

Under Board policy, a principal must suspend a pupil pending possible expulsion if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or other circumstances where engaging in the activity will have an impact on the school climate, such as:

- possession of an explosive substance;
- serious or repeated misconduct; and/or
- Other - defined as any conduct that is seriously injurious to the moral tone of the school or to the physical or mental well-being of others.

Mitigating Factors and Other Factors

Pursuant to the Suspension and Expulsion Regulations, a principal will take into account the following:

- the pupil does not have the ability to control his/her behaviour;
- the pupil does not have the ability to understand foreseeable consequences of his behaviour;
- the pupil’s continuing presence in the school does not create an unacceptable risk to the safety of any person;
- the pupil’s history;
- whether a progressive discipline approach has been used with the pupil;
- whether the activity for which the pupil may be, or is being suspended or expelled, was related to any harassment because of his race, ethnic origin, religion, disability, gender or sexual orientation;
- how the suspension or expulsion would affect the pupil’s ongoing education;
- the age of the pupil;
- if the pupil has an IEP.

Notice to Parent or Guardians

If the principal believes that a pupil of the school has been victimized, the principal shall, as soon as reasonably possible, notify the parent or guardian. A principal may not notify a parent or guardian, such that a notification is not the pupil’s best interest.
**Application of Standards of Behaviour**

The Board standards of behaviour apply to all members of the school community, including students, parents and guardians, teachers or other school staff, volunteers and visitors. The standards apply: on school property; while travelling on a bus or vehicle on contract to the Board; school sports activities; off-site school-sponsored activities; in circumstances where engaging in an activity could have a negative impact on the school climate.

**PROGRESSIVE DISCIPLINE & PROMOTING POSTIVE STUDENT BEHAVIOUR**

A positive “school climate” is a crucial component of promoting positive student behaviour, and Holy Trinity Catholic School recognizes the distinctive expectations for Catholic students as an integration of body, mind and spirit. In addition, Holy Trinity Catholic School actively endorses a variety of programs and activities that focus on healthy relationships, inclusive and equitable learning environments, character education and positive peer relations.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours.

When inappropriate behaviour occurs, disciplinary/corrective measures may include, but are not limited to the following: an apology to the victim; reprimand; warning; detention; loss of privileges; reflection (think sheet); contact with parents via Incident Form/phone call/person-to-person meeting; removal from class; referral to counselling (as available); restitution; development of a behaviour plan; conflict mediation (school and/or police); volunteer service; peer mentoring; suspension, and/or expulsion.

**BULLYING PREVENTION & INTERVENTION**

Bullying occurs in a context where there is a real or perceived power imbalance. (PPM#144, Ministry of Education)

**BULLYING - WE CAN ALL HELP TO STOP IT**

Holy Trinity Catholic School has an active school-wide bullying prevention and intervention plan that contains components of the following: Kelso’s Choices; definition of bullying; prevention strategies; intervention strategies; reporting and responding requirements; training strategies; communication and outreach strategies; and, monitoring and review processes. If parents would like to learn more about our Safe Schools Plan, please contact the school at any time.

**KIDS HELP PHONE**

Confidential counselling service is available 24/7. visit www.kidshelpphone.ca or call 1-800-668-6868

**VOLUNTEERS**

Volunteers are a welcomed resource in our schools and assist in a wide range of activities and services.

The Sudbury Catholic District School Board (the Board) has the responsibility to provide a safe and secure learning and working environment for students and employees.

The Board is in a position of trust with regard to students and must strive to protect their intellectual, physical, and emotional well-being.

In order to not place students or staff at risk, the Board will not permit anyone with a positive criminal background check and/or patterns of behaviour to volunteer.

All volunteers are required to submit a copy of a recent Police Record Background Check.
ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

In compliance with the Customer Service Standard (Accessibility for Ontarians with Disabilities Act), please advise the school if you require assistance to access the facility or any other type of assistance.

RELIGIOUS ACCOMMODATION

Holy Trinity Catholic School is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system.

Such accommodation will be provided to students and their families. Accommodation is based on request and is subject to the Code’s criteria of undue hardship, and the Board’s ability to fulfill its duties under Board policy and the Education Act.

2015-2016

PA DAYS NO SCHOOL FOR STUDENTS

- Thursday, September 3rd, 2015
- Monday, September 28th, 2015
- Monday, November 16th, 2015
- Friday, February 5th, 2016
- Friday, April 15th, 2016
- Friday, June 17th, 2016

2015-2016

SCHOOL & STATUTORY HOLIDAYS

- Labour Day: Sept. 7
- Thanksgiving: Oct. 12
- Christmas Break: Dec. 21 - Jan. 1
- Family Day: Feb. 15
- March Break: Mar. 14-18
- Good Friday: March 25
- Easter Monday: March 28
- Victoria Day: May 23
Dear Parent(s)/Guardian(s),

Please acknowledge that you have received and read our Agenda Handbook, including the school’s Code of Conduct.

Please detach the bottom portion of this page and remove it from your child’s agenda.

Sign it and return to the school as soon as possible.

Thank you,
Holy Trinity Staff

1945 Hawthorne Drive,
Sudbury, Ontario
P3A 0C1
Email: schl138@scdsb.edu.on.ca

Principal: Diana Salvador    Vice Principal: Kim Coluzzi

☐ I have read and understand the aforementioned Holy Trinity School Operating Procedures and Policies.

☐ I have read and acknowledge compliance with the School Code of Conduct.

Student Name  ______________________________________    Date ______________________
Parent/Guardian  ______________________________________    Date ______________________