Holy Trinity Catholic Secondary School
SEPTEMBER 2018 – INFORMATION UPDATE

Dear Students and Parents/Guardians of Holy Trinity Catholic Secondary School:

As you continue to enjoy your summer vacation, I am sure you are thinking of, and looking forward to the first day of school at Holy trinity. **Classes resume on Tuesday, September 4th at 8:30 a.m.** The school day ends at 2:40 p.m.

There have been some changes to our administration team at Holy Trinity. We would like to welcome our new vice-principal Mr. Marco Di Muzio.

Our Catholic School Council will be holding a "gently used" uniform sale on Thursday, August 30th from 10:00 a.m. – 12:30 p.m. (Cash or cheque only, please).

We would like to invite **students who are new to Holy Trinity and all Grade 9 students to attend an orientation session on Thursday, August 30th from 9:00 a.m. – 12:30 p.m**. A complimentary pizza lunch will be provided. At the orientation, you will receive your timetable, your locker number and you will have the opportunity to walk through the school to locate your classrooms and your locker. You will be given your lock. Gr. 9 students will meet their mentors.

There is no orientation session for returning students in grades 10 – 12. **For all returning grade 10, 11 and 12 students**, you may access your timetable – **after August 31st** – on the SIS system online at www.hcdsb.org/sis using your HCDSB student number and your birth date. If you do not access your timetables using the SIS system, you will receive your timetables in your **Period 1 class on Tuesday, September 4th.** To locate your Period 1 class, please go to the Main Entrance hallway (atrium) outside Room 108, find your name/period 1 class on the alphabetized list and then proceed to your period 1 class. All lockers are assigned and **all students must use the locker and lock assigned to them**. Locker numbers are listed on the top right corner of your timetable. Students will be given locks in their period 1 class.

What is new at Holy Trinity?

1. **This year the school will be providing locks for all students. These locks will be given to all students to put on their lockers on the first day of school.** (grade 9s will receive theirs on grade 9 orientation day, August 30th) Locks will be given to students free of charge the first year, included in the activity fee. This is in an effort to be more environmentally responsible and to allow students to have easier access to their lockers should the lock break or malfunction. Students will keep their locks for their entire time at Holy Trinity. If locks are lost or intentionally damaged, students will need to purchase a new lock through the school**. Only locks provided by the school will be placed on lockers.**
2. **Our new student leadership group TITAN S.H.I.E.L.D.** (Serving, Helping, Including, Empowering, Leading and Discerning) will be in full force starting on August 30th when the Titan Mentors and Trailblazers welcome all of our grade 9s and new students. This group is comprised of 90 students in grade 11 and 12.
3. **Athletic Fee** for all students playing team sports for this school year will be $65.00.

Student Services will be open the last week in August to assist students with timetabling issues. Guidance counselors will meet with students who:

- have received a summer school credit
- were unsuccessful in a course
- are in need of a level or pathway change.

Counselors will be available during the following dates and times for these specific reasons:
Monday August 27 - 8:30am - 1pm
Tuesday August 28 - 8:30am - 1pm
Wednesday August 29 - 8:30am - 1pm
Thursday August 30 - 8:30am - 1pm - GRADE 9 ONLY (Grade 9 Orientation Day)

Appointments for these services can be booked through a Google Form, which will be available through our HT website starting August 20th. Please access the document and sign up for an available appointment time.

In addition, Counselors will be taking new registrants August 27-30th, from 1:30pm - 3pm. These appointments can be booked through our Guidance secretary.

Please find the ***Uniform Policy, Late Policy, Attendance Policy and Information from the Vice-Principals*** on the school website. It is important to review these carefully so that you will have a clear understanding of policies and expectations.

All students are expected to be in **full uniform** on Tuesday, September 4, the first day of classes. ISW (InSchoolwear) is our official uniform supplier. Their number is 905-844-1414.

Students registered in a **Physical Education course** are required to wear a **Physed uniform**. The price for both the shorts and top is $35.00 (including taxes). You may purchase these from your Physed teacher during the first week of classes in September.

At ***Holy Trinity***, we will continue to strive to create a **"minimized allergen environment".** Some of our students have life-threatening allergies to certain food products and all types of nuts. While we cannot guarantee a "peanut-free" school, we hope to enlist your support by helping to make our school as realistically as possible a "minimized allergen environment". As such, we ask you to bring lunches and snacks free of any peanuts or nuts. We thank you in advance for your support and understanding.

We will undertake a number of **routine safety procedures** that will help our school prepare for an **emergency situation**. While we cannot predict an emergency, we will do our best to practice and prepare for emergency situations. Each semester, we will hold 3 fire drills. Evacuation drills and a practice of a "lockdown" drill will be held twice during the year.

To further ensure a safe and positive learning environment, a uniformed Commissionaire will also be on staff at Holy Trinity. The Commissionaire's main role is to provide visible and active supervision throughout the school day. The Commissionaire program is in all Halton Catholic Secondary Schools.

DEVELOPMENTAL ASSETS
THE POWER OF MANY – BUILDING A CULTURE OF CARE – TITAN S.H.I.E.L.D.

The **Search Institute** has identified 40 building blocks of healthy child development known as **DEVELOPMENTAL ASSETS**. They have also identified 5 pillars for building Developmental Relationships. The assets range from **external assets** - such as feeling supported in a caring school climate, to **internal assets** - such as developing a sense of purpose, resilience and self-esteem.

At Holy Trinity Catholic Secondary School, we are committed to building developmental assets in all of our students because we know this will put our students on the path to success. Together with our parents/guardians, we endeavour to create a vibrant Catholic learning community that nurtures and values our young people by providing support and opportunities for leadership.

TEAMWORK – TEAMWORK – TEAMWORK - TEAMWORK!!!
Staff Students Home Church

At ***Holy Trinity***, we will continue to promote a **safe, inclusive and positive learning environment** where all students belong. We will **never knowingly tolerate** any form of physical, emotional, verbal or sexual harassment, intimidation or bullying as well as any type of initiation or hazing. This is also consistent with our Board's Safe School Policy.

We remind all students that you **may not sit on the floors anywhere in the building**. This impedes full access to many of our special education students who require the entire width of the hallways. In addition, this is a general health and safety concern.

Please note that **all important dates and information for Holy Trinity** are posted on our web site at www.holytrinityoakville.ca and are also under Quick Links (on the right)- Week at a Glance and Daily Announcements.

Please note that students will take home all progress reports and report cards.

If you have any questions or concerns **at any time** regarding the academic progress of your child, please contact your daughter's/son's subject teacher at any time during the semester. You **do not have to wait** until a Parent-Student-Teacher Interview Night. At any time, you may access your child's marks, attendance and timetable using our SIS system at www.hcdsb.org/sis.

We look forward to seeing you on **Tuesday, September 4, 2018** – the first day of class. Please be completely prepared – in full uniform and with all your school supplies. Together, we will continue our journey as a strong and vibrant Catholic Learning Community – ***Holy Trinity Catholic Secondary School***.

Please check the school website for important dates.

We look forward to a great year! ***Go Titans!***

Sincerely,

Mrs. J. Halycz	Mr. M. Di Muzio	Mr. C. Chliszczyk
Principal	Vice-Principal	Vice-Principal

A NOTE FROM THE VICE-PRINCIPALS
July 2018

The role of the Vice-Principal in the school is to support staff and students in maintaining a safe and respectful environment which contributes to student success in a Catholic Learning Community. One part of the role is to ensure that students are informed of and understand school procedures and policies, and are aware of consequences that may occur if they do not adhere to these policies. The other part of the role is to build positive relationships and communication. It is impossible to print every rule, regulation, and/or school policy, but the following can act as a guideline:

- It is better to come to the office when a problem arises rather than risk further escalation of the problem and/or consequences (problem solving/conflict resolution).
- All students will accept the direction of all staff at all times – all adults in the building are considered staff including Custodians, Cafeteria Staff, Cafeteria Supervisors, Commissionaires, Librarians, Secretaries, Educational Assistants and all Teaching Staff.
- Failure to follow any direction from staff is defiance and may result in suspensions (this includes failure to give your name or giving a wrong name when it is requested, not handing over items that are requested, including hats, cell phones, skate boards, etc.). **Failure to report to the office when sent will result in school consequences.**
- Uniform code is enforced. **No uniform = no class.** Students must be in uniform at all times during the day (including lunch); civvies day dress code will be enforced. Detentions may be assigned for uniform infractions, followed by a suspension if the problem persists. Please come to the office to discuss before class begins.
- Students who leave at lunch hour and change out of uniform must immediately change into their uniform upon return to school.
- The Office is not responsible for personal possessions (includes confiscated items) – **please leave all valuable items at home**. If you insist on bringing them, please ensure they are either with you at all times or safely locked in your lockers – **NEVER** bring them to the change rooms or leave them unattended anywhere in the building.
- Students are expected to comply with policy I-43 Use of Technology and digital Citizenship and the schools' Codes of Conduct.
- A student **must** sign in/out of school through the Attendance Office **prior to leaving** – **not signing in/out is considered truant even if you have a note/parent call after the fact**.
- Students signing in to class late through the Attendance Office must report directly to class.
- If a teacher is not in your classroom, remain in class: send one student to notify the office.
- **Students must be in the locker assigned to them**. Students are financially responsible for any damage done to their assigned lockers. Lockers must be cleared out by the last day of exams. (Lockers are the property of the school and can be opened by the Administration at any time.) Students must use school locks as provided.
- Detentions are one consequence assigned to students for failure to follow school rules. Missed detentions may result in suspension.
- While on suspension, it is the responsibility of the student to keep up with class work.
- Any student smoking/vaping on school property will be suspended for 2 days.
- No backpacks are allowed in the Library or Cafeteria Servery. They should be left in the lockers.
- Students must obtain a parking sticker from the Main Office in order to park on school property.
- Food and drink of any kind should be in the Cafeteria only. No food/drinks in class/halls.
- Students are not to be in the hallways (especially the 2nd floor and 3rd floor) until 10 minutes before the period ends. Even then, they are not to loiter – go to your locker and then leave the hallway.
- Students are not to sit on the floors anywhere in the building at any time.

Notwithstanding the above, the Administration will take immediate and appropriate action in any situation involving the welfare of students and staff.

Mr. C. Chliszczyk
Vice-Principal

Mr. M. Di Muzio
Vice-Principal

July 2018

Dear Parents and Guardians of ***Holy Trinity Catholic Secondary School***:

It is my pleasure to invite all parents/guardians to consider becoming a member of ***Holy Trinity Catholic Secondary School Council***. Please note that our School Council will be comprised of parents/guardians, school staff, a student representative as well as community and parish representatives. Its aim is to support school activities and students through involvement and committee participation. The Catholic School Council also provides a forum for parents to meet and share information and ideas concerning the school community. The School Council supports activities, initiatives and developments at Holy Trinity and within the education environment in general.

Please note the following:

According to Ontario Regulation 612/00, anyone who is a parent or guardian of a child enrolled in the school can be elected as a parent rep for its School Council. Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 612/00, provision may be made for the election of up to **2 non-Catholic parents/guardians of Catholic children attending** said school.

Please also note that **regular attendance at School Council meetings** is part of the responsibility of all School Council members.

If you are interested in becoming a member of our School Council, please complete the nomination form on the page that follows.

Completed nomination forms are due to the school
by 4:00 p.m. on Wednesday, September 12, 2018

Elections, if required, (<u>in the event of a large number of nominations</u>) for our
2018-2019 School Council will take place in the school on:
THURSDAY, SEPTEMBER 13, 2018
8:00 a.m. – 7:00 p.m.

If you require further information or you have any questions regarding the role of School Council members, please do not hesitate to call.

The first School Council meeting is scheduled for **<u>Tuesday, October 2 at 6:30 p.m.</u>** in the Library. Should you choose not to be on the School Council, we encourage all parents and guardians to join us at our meetings.

Your support of our Catholic School Council is very much appreciated.

Sincerely,

Mrs. J. Halycz
Principal

ELECTIONS

Halton Catholic School Council
Nomination Form

School: _____

Candidate's Name: _____

Address: _____

Home Phone: _____ **Business Phone:** _____

In accordance with the Halton Catholic District School Board Policy on School Council, I declare that I am eligible to become an elected member.

Signature: _____

ALL POSITIONS

- If elected, I fully understand and agree to support my roles and responsibilities as a member of this School's Council, as outlined in the Halton Catholic District School Board Policy on School Councils and in the Halton Catholic District School Board Operations Manual on School Councils.

Signature: _____

This form must be completed in full and submitted to the Principal of the School by 4:00 p.m.

DUE DATE: **Wednesday, September 12, 2018**

RECEIVED BY: _____ **DATE:** _____

TIME: _____