

HOLY TRINITY CATHOLIC HIGH SCHOOL

STUDENT HANDBOOK

2025-2026



Principal: Ms. Pinault

Vice Principal: A. Kinahan

Vice Principal: Mr. Jolicoeur

Vice Principal: Mrs. MacDonell

Vice Principal: Mrs. Villeneuve

Ottawa Catholic School Board MISSION STATEMENT

In partnership with home, parish, and community, the Ottawa Catholic School Board ensures that the teachings and values of Jesus Christ are integrated into all aspects of school life.

By providing the necessary resources for quality Catholic education, the Board supports the development of lifelong learners striving for academic excellence in a nurturing, safe, and vibrant community.

All individuals are challenged to become responsible and contributing citizens in an increasingly complex and diverse world.

PRINCIPAL'S MESSAGE

"Faith, Excellence, Truth" is the motto of Holy Trinity Catholic High School. It summarizes the most important aspects of Catholic school life. While striving for success in all areas, we try to live by the gospel values that are central to our Catholic community. Our staff will also follow these values as they support you in your journey. Be true to yourself and others, and have a great year!

Ms. Cori Pinault, Principal

SPIRITUAL THEME 2024-2027

Our faith is the result of "an encounter with Jesus" and as such, living it out means doing what Jesus does: encountering others. Jesus knocks not only to enter to be with us, but to **call us, to go out with Him into the world**—most especially to the peripheries, to embrace the vulnerable and those who may feel unloved.



We are called to
Open Doors,
Build Bridges,
Nourish New Beginnings
"Here I am! I stand at the door and knock..." Rev 3:20

Catholic Graduate Expectations

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 their 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.

DAILY TIMETABLE [Please click this link to access the Grades 7-12 Daily Timetables](#)

SECTION A – HOLY TRINITY CATHOLIC SCHOOL CODE OF CONDUCT

In recognition that all people are created in the image and likeness of God and, as such, have the right to be treated with dignity, respect and fairness, Holy Trinity's Progressive Discipline Policy has been developed to support a safe, inclusive, and accepting school climate in which every student can reach his or her full academic and spiritual potential.

Holy Trinity Catholic High School's Code of Conduct sets clear standards of behavior that apply to our students as well as all individuals involved in our school community (parents/guardians, volunteers, staff, and third-party groups). These standards apply to students whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

Students:

Students will be treated with respect and dignity. In return, through acceptable behaviour, they must demonstrate respect for themselves, others, and the environment. Students must also act as responsible citizens. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for self, 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 their own actions.

Parents/Guardians:

Parents/Guardians play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive, and accepting learning environment for all students 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.

Visit our school website for more information on our code of conduct trh.ocsb.ca

PROGRESSIVE DISCIPLINE & PROMOTION OF POSITIVE STUDENT BEHAVIOUR POLICY

Progressive discipline is part of a whole-school approach which involves all members of the school community in maintaining respectful relationships throughout the school community. Progressive discipline involves the use of a continuum of prevention programs, interventions, supports, and consequences that include learning opportunities for students in order to promote positive behaviour and healthy relationships.

Holy Trinity provides a wide-range of supports to encourage positive student behaviour and healthy relationships, including:

- Class placement
- Differentiated instruction
- Program modifications and/or classroom accommodations
- Encouragement and positive reinforcement
- Character formation focused on the gospel values and Catholic Graduate Expectations
- Individual, peer and group counseling
- Conflict resolution
- Mentorship programs
- Anti-bullying and violence prevention programs
- Student success strategies
- School, Board and community support programs

When inappropriate behaviour occurs, our disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

Holy Trinity Catholic High School is committed to addressing inappropriate student behaviour, including bullying and harassment, with a range of measures that are both corrective and supportive and that are progressively more serious.

The continuum of interventions in our progressive discipline model begins at the classroom level, between the teacher and the student, and then includes additional resources and partners, including the parent/guardian. Interventions may include:

- teacher-student meeting
- written reflective assignment
- office referral
- meeting with parent/guardian
- referral to counseling
- detention
- restitution for damages
- peer mediation
- restorative justice
- withdrawal from class
- suspension
- expulsion

Behaviour Leading to Suspension/Expulsion

When the principal determines that a student has committed one or more infractions on school property, during school-related activities or events, and/or in circumstances off school property where the infraction has an impact on the school climate, the principal will consider whether that student should be suspended or be recommended to the Board Expulsion Committee.

Depending upon the seriousness and nature of the infraction, any level of consequence may be initiated.

Infractions That May Lead to Suspension:

- uttering threats to inflict serious bodily harm
- possessing alcohol or restricted drugs
- being under the influence of alcohol
- swearing at persons in a position of authority
- committing an act of vandalism
- bullying
- acts considered by the principal as injurious to the moral tone of the school
- acts considered by the principal to be injurious to the physical or mental well-being of others
- acts considered by the principal to be contrary to the Board or school code of conduct

Suspension, Investigation, and Possible Expulsion:

The principal shall suspend a student if they believe that the student 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:

- possessing a weapon/replica, including possessing a firearm
- using a weapon/replica 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 sexual assault
- trafficking in weapons or illegal drugs
- committing robbery
- giving alcohol to a minor
- bullying, if,
 - the student has previously been suspended for engaging in bullying, and
 - the student's continuing presence in the school creates an unacceptable risk to the safety of another person
- any activity that should be considered for suspension and is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor

Note: If a student is suspended, the student is suspended from their school and from engaging in all school-related activities.

Visit our school website for more information on this policy trh.ocsb.ca

BULLYING PREVENTION AND INTERVENTION PLAN

Holy Trinity Catholic High School recognizes that a whole-school approach to engaging the school community will help the school's efforts to address inappropriate behaviour such as bullying, harassment, and discrimination, and to maintain a positive school climate for student achievement and well-being.

To this end, the following Ministry of Education definition of **bullying** is acknowledged:

- Bullying is behaviour that can be repeated or occur one time and can be carried out by an individual or group of individuals.
- Bullying can occur in situations where there are real or perceived power imbalances between individuals or groups, and may be a symptom of racism, classism, homophobia, sexism, religious discrimination, ethnic discrimination or other forms of bias and discrimination. Bullying can also be based on, but not limited to, body size, appearance, abilities, or other real or perceived factors. Perceptions about differences are often based on stereotypes perpetuated in broader society.
- Bullying, including cyber-bullying, may be intentional or unintentional, direct or indirect. It can take many forms, including physical (for example, pushing, tripping), verbal (for example, name-calling, insults, threats, sexist/racist/transphobic comments), social, also known as relational (for example, spreading rumours, intentionally excluding others, humiliating others with public gestures) and causing harm to one's property.

CYBER-BULLYING

Cyber-bullying is the act of engaging in bullying behaviours through electronic means such as social media platforms, email, text or direct messaging, digital gaming and/or communication applications.

Examples of cyber-bullying may include:

- sending or sharing hateful, insulting, offensive, and/or intimidating electronic communication or images via text messages, emails, direct messages
- revealing information considered to be personal, private, and sensitive without consent
- making and/or engaging, and/or participating in fake accounts on social networking site to impersonate, humiliate and/or exclude other
- excluding or disrupting access to, a student on purpose from online chat groups, access to accounts and during digital gaming sessions

Holy Trinity Catholic High School has based its bullying interventions, strategies, practices, and programs on evidence from the school climate surveys and other relevant information and continues to seek input from all stakeholders in the school community on the effectiveness of these initiatives.

Bullying prevention and intervention programs or activities that address the needs identified by:

- The Safe and Inclusive Schools Team;
- relationship-building and community-building programs that are present in the school,

- classroom, and in the larger community;
- activities that promote a positive school;
- awareness-raising strategies for students, e.g., social-emotional learning, empathy, and developing self-regulation skills;
- awareness-raising strategies to engage parents in early and ongoing dialogue;
- links in the Religious Education & Family Life curriculum and other courses; and, caring adult and peer assistance programs.

Our school will also:

- provide opportunities for regular check-ins with students at risk or affected by bullying;
- provide opportunities for teachers to develop effective classroom management strategies using progressive discipline;
- establish and maintain respectful and caring classrooms; and,
- align supervision plans to address where and when bullying happens.

Our school recognizes the importance of using timely interventions and support. To this end, we will:

- use teachable moments within a progressive discipline approach to address inappropriate behaviour, and consider mitigating and other factors;
- have in place processes and strategies to identify and respond to bullying when it happens;
- identify strategies for supporting all students involved in bullying;
- communicate to the school community the progressive discipline approach and the procedures in place to support students.

To view our school's complete Bullying Prevention and Intervention Plan, visit our school website:

trh.ocsb.ca

SECTION B - SCHOOL PRACTICES AND PROCEDURES

STUDENT SERVICES

Holy Trinity offers a wide variety of programs in accordance with **Ontario Schools**. Ontario Schools—Kindergarten to Grade 12 outlines the scope of guidance and career programs for all Ontario schools. The expectations of the Ontario Catholic School Graduate are incorporated into the Guidance and Career Education Program.

The programs and services currently offered at Holy Trinity are:

- Guidance, Special Education
- Co-operative Education, Work Experience, Virtual Academy Learning
- Life Skills, Alternate Education, Achievement Centres
- High Needs Delivery Model

The overall expectation of our Student Services Program is to provide our students with an understanding of the concepts in three key areas:

- Student Development
- Interpersonal Development

- Career Development

Through programs offered in these areas, our students learn to become self-directed, responsible, and lifelong learners.

a. CAREER EXPLORATION ACTIVITIES

Students in Grade 10 take part in a wide variety of career exploration activities through the Career Studies program. This is a half-credit, mandatory course. As a support to this program, guidance counselors offer presentations on web-based pathway planning programs. These sessions teach students how to begin research on careers.

The Career Education program is also supported by our Co-operative Education staff members who conduct workshops in the Career Studies classes.

The career exploration process continues at the Grade 11 and 12 levels through Cooperative Education. Students who select Co-op as an option receive training in how to write a resume and how to take part in an interview. In the Co-op program, they will be placed with an employer for one full semester.

Co-op staff are responsible for monitoring these students throughout the semester. They also offer integration sessions throughout the year to assist students in their career explorations. All students in Grades 7-12 are invited to make an appointment through Guidance to explore career opportunities in our Career Centre (Student Services Office).

b. COURSE CHANGES/WITHDRAWAL FROM A COURSE/COURSE LOAD

Students may:

- with written parental permission and recommendation of the school, change courses within the first ten teaching days of a semester, **as scheduling allows**.
- with written parental permission and recommendation of the school, change course level after the above ten-day period if a level change is indicated by the teacher or requested by parents, **as scheduling allows**
- with written parental permission, Grade 12 students may withdraw from a course within 5 days following the midterm report card
- **NOT change** their elective course requests in Grades 9 and 10 as per guidelines outlined in course selection presentations and shared on the school website
- students in Grades 9, 10, and 11 take a full program of eight subjects
- to be eligible for a spare, Grade 12 students must have acquired a minimum of 24 credits by September 2025. Students on spare are expected to be in the Atrium, Learning Commons, or off school property. Any student requesting a course of study beyond a fourth year of high school is required to schedule an interview with their designated Vice-Principal for approval.

MENTORING AND PEER ASSISTANCE PROGRAMS

We offer a variety of mentorship programs to support students from Grades 7 to 12. These programs are made up of volunteers from the student body. We also offer a **Mentorship Course** in Grade 12. These students are typically paired with students in Grades 7 and 8 to help them develop a strong

sense of belonging to our school community.

Tutoring services can be arranged through the **Peer Tutoring Program**. Senior students who have expressed an interest in becoming a tutor and who have a particular area of strength are paired with younger students who need support to achieve better grades. Specific arrangements regarding time and location are made between the individuals involved. Tutoring can be arranged by contacting Student Services. There is a fee for this service.

Peer Helping at Holy Trinity Catholic High School is an organized program that provides opportunities for students to actively engage in helping other students. Peer Helping is based on the premise that some students identify and learn better with other students. Peer helpers are responsible and mature young people possessing the leadership abilities, helping skills, and caring attitudes needed to assist others.

d. SCHOOL LETTER PROGRAM (GRADES 9-12)

A School Letter Program has been implemented at Holy Trinity for Grade 9-12 students. To earn a School Letter, students must accumulate points in each of the following areas: Athletics, Clubs, Academics, Leadership, Religion credits, Community Service

e. SPECIAL EDUCATION

Special Education teachers provide services for exceptional students in a variety of ways, including in-class support for students experiencing academic difficulties and those qualifying for Gifted programming. Students are identified through the Identification, Placement, and Review Committee process for support services.

STUDENT SUCCESS

a. ACADEMIC INTEGRITY

The Ottawa Catholic School Board challenges students and staff to uphold Christian values and pursue academic excellence. Academic integrity is fundamental across all subject areas, including those that incorporate or are influenced by Artificial Intelligence (AI). Only work that upholds academic integrity will be considered for assessment. Therefore, a student's success hinges on maintaining academic honesty. In addition to academic implications, academically dishonest conduct will result in behavioural consequences. The educator, in consultation with the school administrator, will determine the appropriate range of these implications and consequences.

b. ACCESSING ACADEMIC SUPPORT

If a student is experiencing academic difficulty, assistance is available:

- from the subject teacher;
- by accessing extra-help sessions;
- by peer tutoring arranged through the Guidance department;
- through the Resource Unit as arranged by Special Education personnel.

c. ATTENDANCE

Regular school attendance is essential for academic success. Therefore, appointments should be scheduled outside of school hours.

Notes of Absence

Parents are requested to call the office between 7:30 and 8:00 a.m. (613-591-9955 or the 24-hour Attendance Line 613-591-0900 on the day a student is absent). **All absences** must be verified by a phone call or note, which should include the following information:

- the date on which the note was written; reason for the absence;
- the date(s) of the absence; the signature of the parent/guardian.

The note must be given to the Office upon the student's return.

Lates

Students must be in class by 8:00 a.m. Students arriving after 8:00 a.m. will report to the office before going to class.

Early Departures

Students signing out early during the day must have a note signed by a parent/guardian providing the reason for the early leaving. When the student is to leave the school, they are to report to the main office with the note to "sign out." If a sudden illness or emergency arises, parents/guardians will be contacted by the office.

d. FINAL ASSESSMENTS

Grade 7-8 There are **no** formal examinations for Grade 7 and 8 students.

Grade 9-12 students' examinations and RSTs (Rich Summative Tasks) **will not** be rescheduled for holiday convenience, and all appointments should be scheduled so as not to conflict with exams and Rich Summative Tasks. If a medical problem arises, a Vice-Principal must be contacted before the exam or RST.

e. HOMEWORK

Students are encouraged to develop home study skills by completing daily assignments, reviewing previous lessons, studying for tests, and preparing projects.

f. LEARNING COMMONS RESOURCES

Students and staff are invited to explore the Learning Commons from 7:30 am to 3:00 pm, Monday to Friday. The Learning Commons provides printed and electronic resources; the use of computers and iPads; the use of a Smartboard and several group project or individual study areas. We also have many activities during the school year. Listen to the daily announcements for these events.

g. TEXTBOOKS/SCHOOL MATERIALS

Each student is supplied with textbooks/materials for various courses. Since textbooks/materials must

last several years, everyone is expected to take proper care of them. If a school-loaned item is lost or badly damaged, the student will be required to pay for its replacement. All school-loaned items should be returned to subject teachers at the end of each semester or upon withdrawal from a course.

3. TRANSPORTATION

Many students qualify for yellow school bus transportation or a Presto Pass for the OC Transpo as a way to get to school. The school does not determine who receives transportation. This is done through the Ottawa Schools Transportation Authority.

a. AFTER-SCHOOL TRANSPORTATION

Before and after school transportation is not provided for extra-curricular activities. Students must make their own transportation arrangements if staying after school for sports or extracurricular activities.

When picking up your children at the end of the school day, please be aware that during the school day, there is no parking or stopping in the driveway in front of the school. This may be done on the East side of the school or on Katimavik Road.

b. BICYCLES

Bicycles are to be parked in front of the school where the bicycle racks are located. Bicycles are not to be locked to trees and light posts.

c. SKATEBOARDS/ROLLERBLADES/WHEELED ITEMS

Skateboards/rollerblades/heelies are not to be used in the school or on school property at any time.

4. EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Activities after school have always been an extremely important component of our school life. Participation in one or more of these activities will enrich a student's school experience and enable the student to make new friendships. Students who wish to participate in such activities must meet the academic and behavioural demands of daily school life to the best of their ability. It is expected that students will be in attendance **ALL DAY** on the day of an activity in order to participate that day. Failure to do so may lead to the student being ineligible for an activity.

a. ATHLETIC ELIGIBILITY GUIDELINES

- The school supports and encourages student participation in interscholastic athletics.
- All students must meet the "Competitor Eligibility and Standard of Behaviour Criteria" outlined in the Constitution of the National Capital Secondary School Athletic Association.
- Students transferring to Holy Trinity must satisfy "OFSAA" transfer regulations. Students new to Holy Trinity must meet with the Physical Education Department Head to complete the appropriate paperwork in September.
- Any student selected for an official school team who quits officially or stops attending practices and/or games of the team in question will forfeit their eligibility to join any other school team during the school year.

- Students who wish to participate on a school team must sign a student-athlete contract and adhere to the guidelines therein. In addition, student-athletes must demonstrate their understanding of the school code of conduct and pay the prescribed athletic fee.

b. DETENTIONS

If a student detention is required due to infractions of school rules by a vice principal, the student will be informed of the detention that will be served over the lunch hour.

c. PARENTAL PARTICIPATION

The assistance of parents is welcomed by the staff. This assistance may take the form of learning commons helpers, field trip supervision, guest speakers, etc. Parents interested in volunteering must first obtain approval from the School Board to be cleared as a volunteer and must be approved by the Principal to fulfill that position.

d. PHYSICAL EDUCATION CHANGEROOMS

Students should not bring valuables to gym class or change rooms. Small lockers are available in gym area for use during Physical Education classes. Students are encouraged to purchase a separate lock for this use.

5. TECHNOLOGY AND THE INTERNET

a. CAMERA USE

Without prior permission from a staff member, still or video camera use is prohibited.

b. COMPUTER USAGE – BYOD (Bring Your Own Device)

We are encouraging students in all grades to bring their own device, which has a functional keyboard. The device could be a laptop or Chromebook, or a tablet with an accompanying keyboard. Students need to have a device they can use to create and view content.

OCSB Network Expectations: The network is provided for users to conduct research and communicate (limitations apply) with others. Access to network services is a privilege given to students who agree to act in a considerate and responsible manner. That access entails responsibility. Inappropriate use may result in a suspension or cancellation of computer privileges. School administrators will deem what is inappropriate use. Network users are not permitted to transmit, request, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, pornographic, threatening, offensive, racist, or illegal material. No student user will download or load any file without the permission of their teacher. Students, upon accidentally arriving at an inappropriate site, must follow the procedure they have been taught by their teacher. (“Stop, Back, Tell” - click the stop button, click the back button, tell the teacher).

c. PERSONAL ELECTRONIC DEVICES

Cellphones and Smartphones are not to be brought to class in grades 7-9. They must remain locked up in the student’s locker.

Cellphones and Smartphones are not to be seen in grades 10-12. Students in grades 10-12 are permitted to use a cell phone or smartphone only with explicit and clear permission of the classroom teacher for educational purposes. Texting or messaging of any kind is prohibited during scheduled class time.

d. SOCIAL MEDIA SITES AND ONLINE CONDUCT

Students are reminded that their online conduct should be similar to their face-to-face conduct and at all times should respect the school code of conduct.

The use of social media sites such as Facebook, Blogs, X, YouTube, and other similar sites can be effective communication tools. Where appropriate, school staff may choose to participate in school-sanctioned online activities (example – A school Facebook site to promote a social justice activity or a school team). School-sanctioned online sites will have a minimum of two school staff members with administrative privileges, where available.

Students may be disciplined, including suspension or expulsion, if their online behaviour results in a disruption to the school environment or negatively impacts our Catholic school climate. Online threats may be determined to be a criminal offense.

e. E-LEARNING

E-Learning options are available for students. Students must meet with a Guidance Counsellor to determine whether an e-Learning course is the appropriate delivery method for their timetable.

f. PRIVATE E-LEARNING SCHOOLS

Students who enroll in e-Learning courses provided by a private school do so at their own risk and expense. This school will only grant credits for courses delivered by a certified teacher in good standing with the Ontario College of Teachers. The student must obtain from the provider this standard of proof, along with the evaluation report, before a credit will be granted by the school.

Network users must respect all copyright laws that protect software owners, artists, and writers.

Holy Trinity Catholic High School assumes no responsibility for the loss/damage of any electronic device.

g. TELEPHONE and MESSAGING

We request that parents/guardians who wish to contact their children during school hours call the main office, as students are not permitted to make or receive phone calls in the school building with their mobile phones. We request that parents/guardians refrain from sending text messages to their children during class time, as it disrupts the learning environment.

6. GENERAL INFORMATION

CHAPLAINCY

At Holy Trinity Catholic High School, we are striving to grow as a welcoming, inclusive, and caring community. We do this through prayer and reflection, community-building activities, and works of

charity and justice. Rooted in the Catholic faith and guided by Catholic Social Teachings, we try to follow Jesus as a model of radical love and compassion while respecting and nurturing each community member in their spiritual growth and religious practice.

Our chapel is centrally located off the atrium and is a peaceful space for private prayer and class liturgical celebrations. We celebrate Mass on Wednesday mornings.

The Chaplaincy Leader works with staff to support students and their families based on their needs. Through the Chaplaincy Leader, community worship, prayer, and social action projects are animated. The Chaplaincy Leader also fosters liaisons with local parish communities and the broader school board community.

Chaplaincy initiatives include pastoral counseling, class visits, social action projects, peer ministry, and preparation for various liturgical activities and celebrations.

LUNCH PERIOD

Students in **Grades 7-8** are not permitted to leave school property during the school day. Should this become necessary, students must be picked up by a parent or guardian and be signed out.

Grade 9-12 students may leave the school property during the lunch period.

CAFETERIA

The cafeteria is open during lunch hours for all students. Menu items and prices are posted on the school website trh.ocsb.ca. Our cafeteria promotes healthy eating and encourages students to opt for a healthy, balanced lifestyle.

LOCKER USE

Each student will have a locker under the following conditions:

- the locker will be assigned through mystudentinfo.ca in a predesignated area;
- lockers may not be traded or shared;
- they remain the property of the school board;
- only a combination lock may be used and it must be purchased by the student;
- the student's lock combination must be registered through mystudentinfo.ca;
- lockers must be kept clean and orderly and free of unacceptable slogans, advertisements, pictures, and writing;
- lockers are board property and **may be searched** by the school or board administration at any time;
- Grade 7 & 8 students may access lockers between Periods 2 and 3 and before the start of their Physical Education/Dance classes;
- **students should not be using their lockers during class time.**

Locker Location

This year lockers will be assigned with a letter to show the location.

For Example,

1234 will be in the main building. (No letter for Original Main Building)

P1234 will be in the Portapack. (P for Portapack)

A1234 will be in the New Wing Extension. (A for New Wing Extension)

1000's are the 1st floor.

2000 are the 2nd floor.

3000's are the 3rd floor.

Only the last 4 digits identify the locker number.

f. STEWARDSHIP OF SCHOOL RESOURCES

The staff and students of Holy Trinity Catholic High School are very proud of this facility. We encourage everyone to take personal responsibility for keeping the school a clean and pleasant environment. We invite all students to participate fully in our energy conservation and recycling programs.

g. VISITORS

All school visitors must report to the main office and must obtain approval from the Principal or Vice-Principal to be in the school. Unauthorized visitors are not permitted at any time on school property.

h. STUDENT FEE

Holy Trinity's Student Fee is \$35 for the 2024-2025 school year.

The Student Fee is used to subsidize the cost of field trips and school and community-building initiatives.

Since the success of a number of student activities is dependent upon the collection of student fees, your prompt payment of the student fee is greatly appreciated.

i. VALUABLES/MONEY

Valuables/money should never be left in a locker or stored in the change rooms. **The school will not be responsible for any items lost or stolen on school premises.**

j. DRESS CODE

Holy Trinity Catholic High School expects that all students will dress in a way that is appropriate for an educational setting or any school-sponsored event and in keeping with the Catholic values of our school. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

In order to maintain a respectful environment in keeping with our Catholic value of promoting a safe, caring, and inclusive school community, the following expectations are in place:

- Clothing with vulgar, violent, or inappropriate language or images is not permitted.
- Clothing with images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity) is not permitted
- Undergarment alone is not permitted
- Clothing that reveals buttocks, groin, nipples, or undergarments is not permitted
- Swimsuits or swim shorts are only permitted for swimming purposes under the Physical Education guidelines
- Clothing with culturally insensitive messages or images is not permitted
- Accessories that could be considered dangerous or could be used as a weapon are not permitted
- Hats, toques, and **hoods that do not obscure the face** and headwraps and durags, if this is an expression of the student's culture and/or religion, are permitted. The removal of hoods and most hats is expected during moments of solemnity such as public prayer, the playing or singing of any National Anthem, any commemorative moments of silence, and during liturgies. Hats, toques, and hoods are not allowed during science lab investigations that include an open flame or the use of PPE to protect the eyes or face.

Students who are dressed inappropriately will be asked to put on alternative clothing, if already available at school. If necessary, students' parents may be called during the school day to bring alternative clothing for the students to wear for the remainder of the day.

Behaviour that persistently challenges the school dress code policy will be addressed through a progressive discipline approach.

SECTION C – ADDITIONAL SCHOOL RESOURCES/SERVICES

COMMUNITY CONTACT LIST FOR STUDENTS/PARENTS

The following list of resources for students and parents has been provided by the Community Resource Centre of Goulbourn, Kanata, and West Carleton. This list has been designed as a means of making youth and their families aware of the resources and social services in Kanata and Ottawa-Carleton and is included for information purposes. Further information is available from Student Services. All offer free, confidential services to youth. Referral means that agencies will get in touch with other organizations or people.

CRISIS AND HOTLINE NUMBERS

DISTRESS LINE (613) 238-3311 (Trained volunteers listen and help find solutions to problems with stress, depression, and suicidal thoughts; 24 hours)

KIDS HELP PHONE 1-800-668-6868 (Professional counselors give advice and information re: personal, family, and social problems; 24 hours)

WESTERN OTTAWA COMMUNITY RESOURCE CENTRE (613) 591-3686 (Crisis outreach and referral)

RAPE CRISIS CENTRE (613) 562-2333 (24-hour support to sexual assault victims, incest survivors)

OTTAWA-CARLETON POLICE SERVICE (613) 236-1222 YOUTH SERVICES BUREAU – MOBILE

CRISIS UNIT (613) 260-2360

DRUGS AND ALCOHOL

ALATEEN (613) 725-3431 (Support group for teens from families with drinking problems)

DAVE SMITH CENTRE (613) 594-8333 (Individual/group counselling, treatment program, drop-in)

ADDICTIONS ASSESSMENT SERVICES OF OTTAWA-CARLETON (613) 789-8941

(Assessment of drug and alcohol use, referrals to treatment programs)

HEALTH

CHEO (613) 737-7600 ext. 3914 Telehealth Ontario 1-866-797-0000 Family Doctor Search

1-800-268-7096 ext. 603 Ottawa Public Health 613-722-2242

HOUSING

EMERGENCY HOUSING - SAFE HOMES (ask for intake) (613) 591-3686

OPERATION COME HOME 1-800-668-4663 (Help for teens to return home or to a safe place)

YOUTH SERVICES BUREAU (613) 241-7913

OTHER RESOURCES

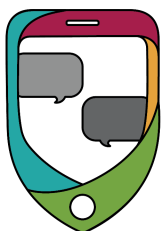
CHILDREN'S AID SOCIETY (613) 747-7800 (Child abuse, protection)

YOUTH SERVICES BUREAU - WEST END OFFICE (613) 729-1000 (Personal counseling, group programs, after-hours call)

YOUTH MENTAL HEALTH Walk-in Clinic (613) 260-2360 Thursdays 12:00 p.m.-8:00 p.m., (last appointment 6:00 p.m.) 24/7 Crisis Line

YOUTH EMPLOYMENT RESOURCE CENTRE (613) 828-2123 (Employment counseling, job preparation, and life skills program)

OCSB CONNECT – SCHOOL Reporting Tool



OCSB
Connect

An anonymous reporting tool for students

The **ocsbConnect Safe Schools reporting tool** is an anonymous tool for students

- If you are feeling unsafe at school
- If you are worried about a friend, classmate or someone else

- If you want to report something but are unsure of going to the office