



## Holy Trinity High School

### Student Handbook (2014) - Tentative

Holy Trinity is a school made up of many different people. In order for this community to live and grow, the members must make an effort to work together in harmony and mutual respect. Thus, all of us bear an important responsibility to be conscious of the needs of others, and to be thoughtful about how we are contributing to the life of the community.

In this regard, the school has certain expectations for its students. By living up to these expectations, which are outlined below, students will be able to obtain maximum benefit from their school experience and at the same time become important contributors to growth of the school community.

#### **Respect:**

The norm for all behavior is respect. Holy Trinity students are expected to maintain an honest respect for themselves, for others, (both within the school community and outside it), for the building, for the property of others, and for the goals and values of the community.

#### **Academics:**

Students are expected to give due attention to their studies in order to make the best use of their intellectual talents by:

- cooperating with the teachers in the classroom to develop an environment that is conducive to learning;
- taking responsibility for their own learning by participating attentively in class, by seeking help when needed, and by developing disciplined and effective study habits;
- completing their assigned work neatly and on time;
- preparing properly for tests and examinations;
- attending class, unless they have a legitimate reason to be absent, and be on time for each class.

#### **Homework:**

When teachers assign homework, they do so for these reasons:

- To improve academic performance;
- To promote independent study;
- To provide parents/guardians with the opportunity to see what is happening in school;
- To reinforce previous learning;
- To enrich students;
- To accommodate for ability/learning differences.

It is essential to realize that homework enhances academic achievement and is therefore a very important component of learning. The categories of homework vary from subject to subject. The following are some examples of homework to expect in different courses.

- Practice (e.g. math homework)
- Written questions which involve the application and understanding of concepts

- Reading
- Short-term projects (e.g. summary of magazine articles, book reports)
- Study concepts that were discussed in class
- Evaluation exercises for academic credit

It is important that students recognize the fact that homework includes both written and study homework. With this in mind, the suggested minimum time requirement for homework should be at least one hour for grades 7 & 8 and one and a half hours for grades 9 - 12.

## **General Information**

### **School Contact:**

- Office Phone 437-5563
- Fax 437-5707
- Web site [www.hths.k12.nf.ca](http://www.hths.k12.nf.ca)
- E-mail Teacher [fullname@nlesd.ca](mailto:fullname@nlesd.ca)
- ex. [johndoe@nlesd.ca](mailto:johndoe@nlesd.ca)

### **School Hours:**

The school day begins at 8:15 am and concludes at 2:20 pm. Students are late if they are not in their class by 8:15.

Students are expected to be on time for all scheduled classes. Students are deemed late if they arrive after the bell for the start of any class.

A warning bell will ring 5 minutes prior to the beginning of both morning and afternoon sessions.

### **Early Arrivals:**

Students are not permitted in the school prior to 7:55 am. Students arriving before this time are not supervised.

### **Early Dismissal:**

Any student who wishes to be excused from school for illness or medical appointment must report to the office for permission to leave the school. The office must have contact with a parent or guardian in the form of a note or phone call before an early dismissal will be granted. Any student who wishes to be excused from class for a medical or other appointment should bring a note from his or her parent to the office to simplify this process. Students are encouraged to make any appointments after school.

### **Late Arrival/Skipped Classes:**

Students are expected to be seated for the morning class at 8:15 am and seated for their Period 4 class at 12:20 pm. Students who arrive late are to proceed directly to their subject class and present a note outlining the reason for the lateness to their subject teacher. If a student develops a pattern of lateness and/ or skipped classes appropriate action will be taken.

### **Buses:**

The behaviour of students on the bus is always a concern to the school, parents and bus drivers. Students have a responsibility to act in an appropriate manner for the safety of all. Students who endanger the safety of the student passengers and driver or vandalize the bus may lose their bus transportation privileges.

Students may only ride on their assigned bus. Parents bringing students to school must enter through the middle entrance and proceed to the front of school to drop off students at the cafeteria or main entrances. The parking lot near the cafeteria is the primary exit area. Utmost caution should always be used when driving in the vicinity of schools.

### **Dropping Off of School Materials**

When there is a need to bring forgotten items such as books, gym clothes, etc. from home to school, parents must bring the clearly labeled item to the office. Arrangements will be made to contact the student for pick up of the item. Students are not permitted to be absent from class to wait near exits for these items to be delivered and parents are not to roam the school building to find the student's classroom. Parents are not to wander school corridors unless accompanied by a teacher or an assigned student chaperone.

### **Student Drop Off/Pick Up:**

Private vehicles dropping off and picking up students are asked to use the center entrance of the school and exit at the south entrance near the cafeteria. Students may use the main entrance or the cafeteria entrance. Buses will use the north side entrance and exit.

### **Unscheduled School Closure:**

Every attempt will be made to update our Twitter account (@hthtigers), school website and/or call radio stations prior to students leaving school in the event of an unscheduled school closure. Also, the school's automated Synrevoice call home system will attempt to either e-mail or telephone a parent/guardian in the event of an unscheduled school closure. Please make arrangements to ensure your child has a safe destination in the event of a school closure.

### **Student Locker Policy:**

Lockers are available in the school for the convenience of the students. It is important that they remain in good condition, as many students will use them in the years to come. In order that lockers may be maintained to the benefit of all students, you are asked to adhere to the following guidelines.

1. Students are to only use the assigned locker that is issued by the homeroom teacher. Notify your homeroom teacher or a school administrator of any problems or requested changes.
2. Each student is responsible for the cleanliness and condition of his/her locker. Students are asked to refrain from marking, lettering or defacing the lockers.
3. The lockers are the property of the school and it is your right and responsibility to use them appropriately.

4. Students may access their lockers prior to the beginning of the AM and PM sessions, Nutrition Break, at lunchtime and during afternoon dismissals. **Students are not permitted to use lockers during class changes (exception Nutrition Break).**

5. Students must keep all outdoor attire such as coats, caps, hats and winter boots in their lockers while they are inside the school building. Personal and valuable items such as "MP3 players", cellular telephones and all other non-school related paraphernalia should be kept at home.

6. Students are given locks from the school for their lockers for FREE. However a \$8 replacement fee is charged if a lock is lost. Locks other than those obtained from Holy Trinity High School (Master Lock) will be removed from lockers without notice.

7. It is strongly recommended that large sums of money and/or valuables not be left in your locker. The school accepts no responsibility for valuables lost or stolen in this manner.

8. For the safe keeping of your personal belongings, the combination of your lock must not be shared with any other students. Memorize your lock combination immediately upon receipt in order to avoid problems. Always secure your lock by twisting the dial after closing.

These guidelines are proposed to safe guard your individual personal belongings and to outline your rights and responsibilities as a student at Holy Trinity High School. Please respect them and encourage all other students to respect them, as they will help ensure a safe environment for all who attend Holy Trinity High.

#### **Search and Seizure:**

A student's locker, desk and/or personal belongings and person may be searched by the school administration upon reasonable grounds that a school rule has been or is being broken and that evidence of the violation will be found. The school rule being considered should be of serious consequence i.e.: stolen goods, drugs, weapons and/or evidence of a crime.

#### **Hazardous Materials:**

Knives or other dangerous items are not permitted on school property. They will be confiscated and parents or other appropriate authorities notified immediately.

#### **Smoking:**

Because of the health and safety hazards involved, it is the responsibility of the school to discourage smoking by our students. There is absolutely no smoking in or on any part of the school or its property. An immediate one day suspension will be issued to students who choose to smoke in the building or on school grounds.

#### **Administration of Medicinal Drugs:**

All medication is to be registered at the main office and taken under the supervision of the school administration.

#### **Telephone Usage:**

Students are permitted to use the pay phones only during non- scheduled class time such as lunchtime and after school. Students are advised to have coins available since the use of office phones are prohibited except when calling home due to illness.

Except in real emergencies, the office should not be asked to relay messages to students. The relaying of messages creates considerable inconvenience and interruption to the school secretary and classroom teachers. Ordinarily such requests will be politely refused.

### **Cafeteria:**

The school cafeteria is available to all students and provides a limited menu of hot and cold foods. Students are expected to keep the cafeteria clean at all times removing all garbage from their place to the proper receptacles after eating. Whenever possible, please recycle beverage containers.

1. Students are to proceed directly to the cafeteria at lunchtime. They are not permitted to linger in the corridors.
2. Students are required to eat their lunch in the assigned cafeteria area. They are not permitted to eat in other areas of the school (unless they are staying for lunch with a teacher and then the teacher must be in the room with them). Students are not permitted to eat in the stairways.
3. Students are required to line up for cafeteria service in an orderly manner. Skipping or pushing in the lineup will not be permitted.
4. Students are required to clean up their area before leaving the table, placing all garbage / recyclables in the containers provided.
5. Students are asked not to linger at the tables longer than 15 minutes, in case other students are waiting for a place to sit.
6. Students leaving the cafeteria area once their lunch is finished may proceed to the gym, library, or remain on the 1<sup>st</sup> floor corridor of the school.
7. Students are not permitted to enter the 2<sup>nd</sup> floor corridor or stairway during lunch hour. The Art Room stairway and the door to the new wing will be locked during lunchtime.
8. Students are not permitted to loiter in the washroom during lunchtime.
9. Students are expected to follow all of the general school rules, as outlined in the behaviour code, during lunchtime.
10. Students are not permitted to loiter in or near the main entrance of the building.

Students are not to eat anywhere else in the building unless invited to do so by a teacher (e.g., extra curricular activities or meetings).

### **Vending Machines:**

Vending machines may only be used in the morning before homeroom, at lunchtime and after school.

### **Card Playing and Gambling Games:**

Card playing and gambling games are not permitted on school property.

### **Change of address or telephone:**

Any such change must be reported to the office immediately.

### **Dress code:**

Students are expected to wear clothing that is neat, clean, in good taste, and appropriate for the classroom. Any reference to alcohol, drug use or explicit or implicit sexual conduct is not permitted. Hats and other outside clothing are to be placed in student lockers when you arrive for school. Students will not be permitted in class when dressed inappropriately, and will have to contact parent/guardian to obtain suitable clothing prior to returning to class.

### **Suspension from School or a School Activity**

The Administration may suspend from school or a school activity, a student who:

- exhibits persistent defiance of school rules.
- has caused or attempted to cause bodily harm to another student or staff member
- is suspected to be under the influence of or possessing alcohol or illegal drugs while on school property or during a school activity.
- swears at a staff member or person in a position of authority while on school property or during a school activity.
- has committed an act of vandalism that causes extensive damage to school property.
- is in possession of a weapon on school property or during a school activity.
- is found smoking on the school bus, in the school building or other areas
- habitual tardiness and unexcused absences from school
- exhibits behaviour or actions that, in the opinion of the administration, negatively impacts student learning and/or a safe and orderly school environment.
- \*\* Please note that students who are suspended from school cannot participate in any school sponsored activity and are not permitted on school property during the suspension.

### **Extracurricular Activities:**

Students are encouraged to participate in other activities according to their own interests and talents and to take an active role in developing other dimensions of their person, as well as the life of the school.

Students who wish to participate in extracurricular activities that involve representing Holy Trinity High School outside the school are expected to behave in accordance with the student guidelines; failure to do so can result in exclusion from such activities.

If a student is not in full day attendance on the day of a school sponsored activity, they will not be permitted to participate in the activity. Students are prohibited from participating in any school-sponsored activity while serving a school suspension.

**Varsity Programs:**

Students who wish to participate in sporting activities that involve representing Holy Trinity are expected to behave in accordance with the general school policies and those outlined in the Athletic Contract.

**Intramural Program:**

Students are encouraged to participate in the lunchtime activities in the gym and other activities during the school year. Regular PA announcements and classroom notices will be given to inform students of the activities and schedules.