



"We Grow Through Love and Example."

Holy Trinity Catholic High School

Mission Statement

We, the family that make up Holy Trinity Catholic High School, consider our responsibility as three-fold: to prophesize, to reconcile and to minister.

Our first responsibility is to be a Prophet and spread the Good News of the Gospel to all we encounter. In this we are called to be different, to be a believer and to focus towards the true centre of our lives – Jesus.

We must also reconcile ourselves with today's society. We understand that through the Gospel we can establish a vital dialogue with our community. It is our ongoing commitment to strive for a complete contribution to the world in which we live. At Holy Trinity Catholic our challenge is to be comprehensive in the preparation of our continuous search for wholeness.

We realize that to be a complete person we must be a Minister. There is no greater contribution we can make than to serve without prejudice or condemnation and to be a conduit to cooperation and sharing amongst all people, it is through giving and self-sacrifice that we will know the true essence and happiness of life.

It is our mission to be all this. Please do all you can to foster and promote this commitment.

Faith at Holy Trinity Catholic High School

What does it mean to be part of a faith-filled school community? It means that while students are pursuing their academic goals, they will also have the wonderful opportunity to learn and grow in spirit and in faith. There is something unique and truly special about an education that has faith at the heart of academic and social learning. Our faith is reflected in all subjects and courses. This infusion of Gospel values and beliefs into the curriculum makes us distinct and provides students with an invaluable dimension to their learning. Faith is supported through daily prayer, weekly class masses, liturgical celebrations, school masses, and in everything we do here at Holy Trinity Catholic.

You are the people of God: He loved you and chose you for His own. Go then, you must clothe yourselves with compassion, kindness, humility, gentleness, and patience. Be tolerant with one another and forgive one another whenever any of you has a complaint against someone else. The peace that Christ gives is to guide you in the decisions you make; for it is to this peace that God has called you together in the one body. (Colossians 3:12-15)

School Year Theme

"... you are members of the household of God." Eph 2:19

Every year, our board chooses a spiritual theme, which serves as our inspiration and spiritual focus. The theme for the 2015-16 school year is *Nurturing God's Family*.



We are all part of God's family – brothers and sisters who are loved by God our father. We are called to value and honour the role of family in our lives, whether it is our global family, church family, board family or those who are closest to us. The role of the family is to nurture. When we nurture something, we are encouraging its growth and development. We care for people so that they can become who God created them to be, helping them to grow and develop their unique abilities. We will see our theme come alive throughout the school year as we continue to build and nurture loving communities.

Mission of the SMCDSB



SIMCOE MUSKOKA CATHOLIC
DISTRICT SCHOOL BOARD

Our inclusive Catholic learning community is dedicated to excellence. We give witness to the teachings of Jesus Christ, as we journey in faith and learning, to develop the God-given abilities of each person.

Vision of the SMCDSB

Nurturing hands, illuminating minds, inspiring hearts, and empowering hands – we are working together to transform our world.

Our Strategic Priorities and School Improvement Goals for Student Achievement

Nurturing a Distinct Catholic Identity

To foster an environment that supports the faith journey of each person in our community and will result in a rich, faith-filled Catholic education for our students.

Improving Student Achievement and Well-Being

To increase student achievement and support student well-being by continuing to improve all educational programs and services.

Using Resources Wisely

To foster a culture that demonstrates prudent stewardship of our resources and is faithful to the priorities of our Catholic School Board.

HOLY TRINITY CATHOLIC HIGH SCHOOL CODE OF CONDUCT

Introduction

Holy Trinity Catholic High School is a place that promotes responsibility, respect, Catholic moral teachings, spirituality, civility and academic excellence in a safe learning and teaching environment recognizing that conflict is a part of all human relationships, as a Catholic school system, we must be proactive to ensure that our Catholic values are preserved and promoted.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

These standards of behaviour apply not only to students, but also to all individuals involved in the school system – parents or guardians, volunteers, teachers, and other staff members - whether they are on school property, at the plaza, on school transportation or at school – authorized events or activities.

Guiding Principles

- Our belief in our school as a holistic learning organization speaks to the importance we place on supporting and guiding students' faith formation and approaching discipline as a learning opportunity.
- This Code of Conduct applies to all individuals involved in the school. The school community will work in co-operation with parishes, community members and police; essential partners in making our school community safer.
- Each member of Holy Trinity Catholic High School community is recognized as a unique creation of God and must be treated in a manner which reflects the dignity and respect of each individual.
- Responsible citizenship involves appropriate participation in the civic and spiritual life of Holy Trinity Catholic High School community and the appropriate use and care of school and personal property including, but not limited to, bringing objects to school that may compromise the safety of students and staff. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of Holy Trinity Catholic High School community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others. Our goal is to champion continuous improvement in all students and the fostering of positive relationships.
- The possession, use or threatened use of any object to injure another person endangers the safety of everyone and will not be tolerated.
- Alcohol and illegal drugs are addictive and present a health hazard. We will work co-operatively with police and community agencies to promote prevention strategies and respond to school members who are in possession of or under the influence of alcohol or illegal drugs.
- Insults, disrespect, abuse, and other hurtful acts disrupt learning and teaching in a school community. Members of Holy Trinity Catholic High School community have a responsibility to maintain an environment where conflict

and difference can be addressed in a manner characterized by respect and civility.

- Realistic consequences for failure to meet the expectations of appropriate school conduct will be implemented and include suspension and expulsion according to Bill 212.

Roles and Responsibilities

The Principal, under the direction of their school board, takes a leadership role in the daily operation of a school. He/She can provide this leadership by:

- Demonstrating care and commitment to spiritual and academic excellence in a safe and learning environment;
- Holding everyone, under her authority, accountable for their behaviour and actions;
- Communicating regularly and meaningfully with all members of their school community;
- Supporting Holy Trinity Catholic High School Code of Conduct;
- Supporting the ongoing faith development of all students and empowering students to be positive leaders in their school community.

Teachers and School staff, under the leadership of the principal, will maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, all staff upholds these high standards in the following ways:

- Demonstrate care and commitment to spiritual and academic excellence in a safe teaching and learning environment;
- Support the ongoing faith development of all students and empower students to be leaders in their classroom, school, and community;
- Help students work to their full potential and develop their self-worth;
- Champion continuous improvement in all students and foster positive relationships;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff and parents;
- Prepare students for the full responsibilities of citizenship;
- Support Holy Trinity Catholic High School Code of Conduct.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated by a student through the following actions:

- Comes to school prepared, on time and ready to learn;
- Shows respect for themselves, for others and for those in authority;
- Uses non-violent means to resolve conflict;
- Is courteous to fellow pupils and obedient and courteous to teachers;
- Refrains from bringing anything to school that may compromise the safety of others;
- Refrains from being in possession of under the influence of alcohol or illegal drugs;
- Supports the established rules and takes responsibility for their actions.

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 this responsibility in the following ways:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed in uniform 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;
- Become familiar with and support Holy Trinity Catholic Code of Conduct and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues.

Police and community members are essential partners in making Holy Trinity Catholic High School community safer. Police investigate incidents in accordance with the Simcoe Muskoka Catholic District School Board Police Protocol. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

Parish and Clergy members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school community.

Respect, civility and responsible citizenship

The spirit of Christ must permeate all directives pertaining to conduct in the Holy Trinity Catholic High School community. As such, all school members must:

- Respect and comply with all applicable federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and opinions as each member is a unique creation of God.
- Treat one another with dignity and respect at all times and, especially, when there is disagreement.
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the rights of others.
- Dress in a manner that complies with the Holy Trinity Catholic High School uniform/dress code and is appropriate to school activities with regard to exposure, cleanliness and/or message.
- Show proper care and regard to school property and the property of others.
- Take appropriate measures to help those in need.
- Respect persons of authority.
- Respect the need of others to work in an environment of learning and teaching.

SAFETY & SECURITY

Fire

A very loud beep (together with a red flasher in some classrooms) is the signal for a fire or other emergency evacuation. No other bell in the school has a similar sound. Fire drills will be carried out regularly throughout the school year to ensure student safety.

If you hear the fire bell, you must assume that a fire has actually broken out. Go quickly and quietly out the exit indicated on the sign near the door in each room. All students must leave the building.

Stay with your class and teacher and move away from the school. Staff will help to direct you in leaving the school and will let you know when it is safe to return. Please note that it is a criminal offence to tamper with fire alarms or fire equipment and offenders will be prosecuted.

School Lockdown Protocol

The possibility of a life-threatening situation occurring in a school is slight, but has a significant impact if it occurs. The level of a school's preparedness to deal with such an incident will have a major impact on the outcome of such an event.

Students have a responsibility to be familiar with Lockdown procedures and be able to respond quickly to the direction of staff or designates during a crisis situation. In addition, any student with information on or knowledge of the event, prior to or during a crisis situation must come forward with that information immediately. Students must be aware and prepared for the fact that they may be locked down for an extended period of time, and may be locked down without a teacher or adult present. All students must be aware of this possibility and be prepared to take on a leadership role if necessary.

Lockdown is a major incident with potential life threatening violence in relation to the school.

Hold and Secure is used when the school must be secured due to an ongoing situation outside and not related to the school.

Shelter in Place is used for environmental or weather-related situations when it is necessary to keep all occupants in the building to protect them from the external hazard.

Drills

Fire, lockdown, evacuation, tornado, etc. drills will be carried out regularly throughout the school year to ensure student safety. Failure to comply with safety expectations will result in disciplinary actions, including suspensions.

Progressive Discipline

Student behaviour contrary to the Code of Conduct shall be subject to investigation and appropriate response. Unless otherwise specified, any disciplinary issues brought to the attention of school administration will result in a specific consequence. Consequences are not punishment but the logical result of an individual's action. Acceptable and appropriate discipline techniques will include the use of restitution, choice, and logical consequences. Holy Trinity Catholic believes in progressive discipline – to support a safe learning and teaching environment in which every pupil can reach his or her full potential. Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours.

Please note that failure to report to an assigned consequence will result in continued progressive measures due to defiance of authority. Students on school property or hanging out at the plaza during lunch while suspended will receive a suspension as this is contrary to the Safe Schools Act.

Restorative Practices

One of the approaches we use to promote positive behavior and to address issues of concern is called "Restorative Practices."

This approach is based upon the premise that young people can take responsibility and learn from their own choices. Students are invited to participate in dialogue and are encouraged to take ownership of their behavior. Questions such as, What happened? What were you thinking at the time? And, What have you been thinking since?

Replace accusation, blame, and recrimination.

Alcohol and Drugs

All school members must not be in possession of, or under the influence of, or provide others with alcohol or illegal drugs. An immediate suspension will result in addition to police involvement.

Physical Aggression

All school members must not inflict or encourage others to inflict bodily harm on another person and are to seek staff assistance, if necessary, to resolve conflict peacefully. Holy Trinity Catholic does not tolerate a culture of fighting. Suspensions and police involvement will result for students involved in, encouraging, or watching a fight.

Weapons

All school members must not be in possession of any weapons; not use any object to threaten or intimidate another person; and, not cause injury to any person with an object. Weapons or replicas of any kind are not to be brought into the school.

Possession of knives of any kind, pellet or BB guns, cap guns, imitations or any other items that are potentially dangerous to others will result in suspension. Imitations or any other items that are potentially dangerous to others will result in suspension, also possible expulsion as per the SMCDSB Student Code of Conduct, and police involvement, regardless of whether or not there was intent to injure others. Any such items required for class purposes or dramatic productions/skits will be procured and kept under supervision by a teacher, with the permission of the Principal.

Theft

Theft will be treated as a serious offence since it violates the spirit of respect for the property of others and contravenes civil law. Theft on or off school property is a direct contravention of the basic philosophy of Holy Trinity Catholic CHS. Police will be called if deemed appropriate and the student will be suspended.

Vandalism/Willful Damage

Anyone who destroys, defaces or otherwise damages property belonging to the Board, another student or staff member will be required to make restitution where appropriate. Offenders may be suspended on the first occasion and police will be involved. Writing in pen/marker on furniture, lockers or walls is just one example of vandalism that will result in both suspension and payment for repair/replacement.

Smoking

In accordance with the Smoke Free Ontario Act, smoking is not allowed on school property at any time, including e-vapour and e-cigarettes. A fine of \$305 will be issued for a first offence if you smoke on school property. A maximum fine of \$5,000 will be issued if it is a repeated offence. This law applies to everyone, anytime, anywhere on school property. Smoking is permitted OFF school property, in the designated area and **ONLY** prior to the start of the school day, at lunch or after school. Smoking at ANY other time of the day will result in school consequences, including suspension.

Cell Phones/Technology

The use of cell phones is **strictly prohibited** in classrooms and offices in the school. Students in possession of cell phones must keep them turned off and in their school bags. The Privacy Protection Act states that teachers reserve the right to confiscate the phone if it is seen in the classroom. It will then be turned in to the Office for parent pick up and students will be issued a consequence. Technology may also be confiscated if there is suspicion of using it inappropriately (filming, photos, etc.). Repeat

occurrences are considered persistent defiance of school policy and a suspension will be given.

Hallways

During lunchtimes second floor halls are not to be used. Doors will be locked and students are not to enter this area.

Behaviour in the Community

Holy Trinity CHS has been working closely with the proprietors of our neighbouring plazas. Camera surveillance is in place and monitored by the main office if necessary. Students visiting the plaza during are to remain on their best behaviour. They are to refrain from loitering in front of businesses and from blocking thru ways. Students engaging in any altercations and/or inappropriate behaviour at the plaza will be dealt with by school administration in conjunction with South Simcoe Police Services.

Social Media

Student involvement outside of the school via text, email, Twitter, Facebook, and all other forms of social media must be in the spirit of Catholic Education at all times. Students contributing to content deemed inappropriate by School Administration and affecting the school community (threats, name calling, negativity towards students or staff, bullying, etc.) will be dealt with using progressive discipline measures, including suspension for a first offence.

Visitors

All visitors are asked to first report to the Main Office to obtain permission from the School Administration to be on school property. Visitors without a prior appointment will not be permitted throughout school hours. Visitors not in compliance with this policy will be asked to leave and may be issued a trespass notice in conjunction with South Simcoe Police.

SAFE SCHOOL STRATEGY

Activities Leading To Suspension

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 in other circumstances where engaging in the activity will have an impact on the school climate:

- 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 using a medical practitioner;
- Committing 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, is an activity for which a principal must suspend a pupil and, therefore in accordance with the Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

Activities Leading to Possible Suspension

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:

- Uttering a threat to inflict serious bodily harm, bullying;
- Possessing alcohol or illegal drugs;

- Committing an act of vandalism causing extensive damage to school property or property located on school premises;
- Swearing at a teacher, or other person in a position of authority;
- Being under the influence of alcohol or illegal drugs;
- Bullying;
- Any other activity that that is an activity for which a principal may suspend a pupil under a policy of the board.

Other Possibilities for Suspensions

A student may be suspended for:

- Persistent truancy;
- Defiance of authority;
- Being under the influence of other intoxicants;
- Non-compliance with the Standards of Behaviour as previously outlined in the Code of Conduct;
- Non-compliance with Board policies;
- Conduct that is injurious to the health and safety of persons within the school community and conduct injurious to the moral tone of the school;
- Bullying;
- Any other behaviour deemed inappropriate at the discretion of the School Administrator.

COMPUTER POLICY

All staff and students at Holy Trinity Catholic High School have the privilege of assessing a wide variety of computer resources including the Internet. All users must acknowledge and accept their responsibilities regarding the proper use of these technologies in order to keep this privilege.

Security

- You accept full responsibility for the use of your account (regardless of who uses it)
- You will only use your own account. Any student who attempts to access any system using someone else's password will be seriously dealt with as required by school policies
- You will not use any school system to gain unauthorized access to information resources

General Computer Use

- You will ensure that your account is used ONLY for educational purposes that reflect Catholic values and relate to classroom projects as directed by your teacher
- You will ONLY work in the labs under the supervision of a teacher
- You will NOT attempt to install any software or games on the school system, nor make any changes to your computer's setup or operating system
- You will do nothing that could possibly interfere with the functioning of the school networks
- You will treat all hardware (keyboards, monitors mice, disk drives, CD drives) and equipment respectfully, with an understanding that these are expensive resources
- You will print only what is required and not waste paper, ink and other resources
- You will not bring food or drinks into the computer labs

Internet Use

- You will use the Internet for valid educational uses only.
- You will only access the Internet with the permission and under the supervision of a teacher.

- You will assume that any message you send could be read by anyone. Therefore you will NOT share personal information such as names, addresses, telephone numbers, and credit card numbers
- You will respect all applicable laws including the Criminal Code and the Copyright Act
- Surfing and the use of chat lines such as MSN Messenger are not allowed
- You understand that your activities on the Internet may be logged and monitored at any time

While there are many sites of great educational value, there are also sites that contain materials inappropriate to a school setting. You will use discretion and avoid areas that contain inappropriate materials. You will ensure that your account is not used for inappropriate activities including:

- Gathering or distribution of any materials that is offensive, obscene, racist, pornographic, malicious or libelous
- Any activity that may be considered unethical, immoral, or illegal
- Any activity that is for private commercial gain
- Final discretion rests with administration of Holy Trinity CHS

Violations

Any violation of this agreement will give the administration or network supervisor the right to terminate your access privileges and to pursue disciplinary action according to the policies of Holy Trinity Catholic High School, the Simcoe Muskoka Catholic District School Board and the law. Please note that work done for school, or at school, or using school resources, or for class assignments are the property of the school.

The uniform is mandatory here at Holy Trinity Catholic. As with all protocol, the uniform policy has been developed with the input of teachers, students, parents, and administration. Keeping the uniform guidelines in place is everyone's responsibility.

By choosing to attend Holy Trinity Catholic, you have chosen our uniform and are expected to follow its restrictions, and enjoy its choices. Please keep your uniform clean, and wear it with pride.

UNIFORM COMPLIANCE

Students are to be in full school uniform each day. There will be no changing into other clothing attire throughout the school day including bus arrival times, lunch periods and bus departure times. Uniforms must be worn throughout every day, including examination days and all day school trips, excursions and retreats, unless otherwise approved by the Principal. All students must wear the school uniform properly every school day. Clothing must be clean, neat and in good repair. The image we project should reflect our Catholic beliefs. Students must arrive and

depart from school in complete uniform. The uniform must be worn during classes, detentions, lunch, assemblies, liturgies, field trips, bus loading times and any other designated times. Students who are not in proper uniform should expect to be denied entry to classes. They will be sent to the office and the parent/guardian will be contacted to bring proper uniform items. Repeated violations will result in progressive disciplinary measures. Students will not be permitted to attend class out of uniform. The final decision with respect to the appropriateness of dress will be left to the sole discretion of the school administration.

UNIFORM POLICY

Item	Description	Violations
Blouse/Dress Shirt	-DGN-Kilters or McCarthy's only -tucked or untucked -can wear plain white t-shirt underneath	-pinning of shirt in the back to create a formfitting look by way of safety pin, paperclip, elastic, etc. -non-logo shirts, having more than two buttons open, having "underwear" visible", t-shirts with logos and patterns
Golf Shirt	-DGN-Kilters or McCarthy's only -short sleeve available in white, charcoal, and black -long sleeve available in white and black -may remain untucked -no graphics or coloured clothing allowed underneath the shirt – only white or black t-shirt	-pinning of shirt in the back to create a formfitting look by way of safety pin, paperclip, elastic, etc. -having any "underwear" visible (tank top, camisole, etc.) -Uniform Basics uniform items
Rugby Sweater ¾ Zip Sweater V-Neck Sweater Vest (navy/black rugby shirt phased out by June 2017)	-DGN-Kilters or McCarthy's only -a plain white or black t-shirt must be worn underneath all specialty items and must be tucked in -new colourful rugby shirts as voted on by the students	-pinning of shirt in the back to create a formfitting look by way of safety pin, paperclip, elastic, etc. -having any "underwear" visible (tank top, camisole, etc.) -Uniform Basics uniform Items
Pants Shorts Capris	-DGN-Kilters or McCarthy's only with Tiger logo -must fit the student well, neither being too baggy nor too tight -shorts must be worn at waist level and at the knee	-pants/shorts/capris other than DGN-Kilters or McCarthy's (no yoga pants, athletic pants, jeans, stretch pants, cargo pants, other capris, etc.) -no alterations other than to the length of the pants to fit at the ankle -cannot be rolled up -cannot be tapered
Shoes	-All shoes (dress, running, except flip-flops) -proper footwear in science, drama, tech, and phys. ed classes required and at the discretion of the subject teacher -socks must be worn unless wearing sandals	-flip flops not permitted -no open toed shoes in tech, science, drama or phys. ed classes -pants cannot be tucked into boots -sandals not permitted in winter months -slippers not permitted
Accessories	-must be tasteful and in keeping with the spirit of the uniform (at the discretion of school administration). -hairbands allowed in black or white	-no coats, jackets, wind breakers, hats, caps, visors, leg warmers, leggings without bottom, scarves, bandanas, athletic head gear, belts worn over shirts
Outerwear	-it is expected that these items be removed immediately upon arrival to school -these items must be left in the locker	

Guidelines for Civvies Days

Civvies days, which are granted periodically, allow students to dress out of school uniform within the following guidelines:

- No logos or messages promoting lifestyle choices contrary to Catholic values.
- No tank tops or spaghetti strapped tops.
- No midriff baring tops.
- Skirt/dress/shorts length 5cm above the knee. Please note that the final discretion rests with school administration.

Ordering/Purchasing

DGN-Kilters Ltd.
132 Commerce Park Blvd.
Unit D, Barrie, ON
www.dgn-kilters.com
1.800.437.5872

Please Note

The school has made arrangements to assist those families unable to afford the full cost of the uniform. Anyone in those circumstances shall meet with School Administration to discuss alternative arrangements, in confidence.

In-School Uniform Tuck Shop

DGN Kilters in-school shop hours
Thursdays 11:00am to 4:00pm
from September to June.

Physical Education and Spirit Wear

Physical Education uniforms are mandatory in all Physical Education classes. Optional spirit wear is available and can be worn on Fridays. Spirit wear makes for great birthday and Christmas gifts and is perfect for Spirit days. All items are payable in cash only. Please note that prices are subject to change.

SERVICES & FACILITIES

Cafeteria

Food and drinks are only to be consumed in the cafeteria. Students are required to ensure that their table is cleaned when finished eating. Our school community supports recycling. Please help the environment by using the recycling bins disposing of any refuse in the available receptacles. Students must respect the authority of teachers and cafeteria staff on duty. Profits made in the cafeteria are returned back to the school. Please support our cafeteria! It is the expectation that the students of Holy Trinity Catholic contribute to keeping the neighbourhood clean. It is a matter of respect for your school and the community in which you live. Some members of our community have severe nut allergies. Please do not bring any nut products to Holy Trinity Catholic. The school cannot guarantee to be nut free, but we certainly strive to be.

Lockers

Lockers are the property of Holy Trinity Catholic High School. The school reserves the right to inspect a student's locker at any time. Students are asked to decorate lockers using good taste and common sense - inappropriate decorations will be removed. Damage to assigned lockers should be reported immediately to administration. Permanent decorations are considered vandalism and are not permitted, including stickers, pen or any marker. The student must ensure that the locker is kept secure. Do not share combinations! The school is not responsible for lost or stolen articles. Students are to vacate lockers on the final day of classes in June. All students are required to use locks purchased at Holy Trinity CHS. Lockers cannot be accessed during class time or lunch.

Lost and Found

All lost articles end up in the Custodian's Office. Students are responsible for retrieving their belongings.

Textbooks

All textbooks are provided on loan. If a book that is assigned to a student is lost or damaged, the student will be required to pay to have it replaced. Students must keep the receipt when paying for a lost text. In the event the textbook is recovered, the receipt is required before any refund will be issued. In addition, students will NOT receive a textbook the next semester they attend until books are returned or paid for.

Buses

Transportation is provided for students within the established boundaries. It is intended to carry students from their home to school and vice versa. Students can only ride their assigned bus; bus changes are not permitted. There are specific routes which the bus must take. Responsible behaviour is required at all times when riding on the school bus. Busing privileges will be removed or suspended at the discretion of the Administration for students not following the School Code of Conduct.

Student Parking

Student parking is permitted in student designated areas only. Consequences for students who engage in unsafe driving practices

will be guided by Holy Trinity CHS Code of Conduct, including removal of parking privileges.

Media

From time to time, our students are photographed and or quoted in the local media. Please advise the school if you wish your son or daughter not be featured in the media.

Holy Trinity Catholic Community Council

The Holy Trinity CHS Community Council meets regularly throughout the school year, and assists the school in a wide variety of ways. All parents are INVITED and ENCOURAGED to attend the meetings. Elections of the executive occur in the fall.

Financial Hardship

Families under extreme financial duress are asked to contact the Principal to see if your child is eligible for assistance with the school uniform, field trips, and other fees.

Breakfast Club

Breakfast and snack items are available all day in Room 150 for any students in need of a snack.

Homework Club

Beginning the third week of each semester all students are welcome to attend Homework Club on Wednesdays after school in the Library. It's a great time to get caught up on missed work, complete homework, and receive extra help.

School Website

Be sure to check out our school website frequently at htr.schools.smcdsb.on.ca for school updates, successes, information, and the school calendar.

E-News

Sign up to receive emails from the school with important information. The address will not be used for anything other than relaying school information and events. Multiple members of a household can register on our school website to receive e-news.

Twitter

Follow us on Twitter @Trinity_Tigers for quick school updates and reminders and for athletic updates and successes.

Student Activity Fee

Each student is to pay a \$45.00 Student Activity Fee without a yearbook or \$75.00 with a yearbook at the start of the school year to cover costs for transportation to retreats, printing credit, funds for co-curricular activities, clubs, athletics, student card, subsidize field trips, and for Athletic Council activities. Failure to pay the student activity fee will preclude students from participating in many non-academic school events, including Semi-Formal, Athletic Council activities, Prom, etc.

School Pictures

Each year the school has a photographer come in to take student photos. Each student is required to have their photo take, whether they intend to buy a picture or not. The photos taken will generate student activity cards, as well as you in a yearbook. There is no obligation to purchase a photo package.

Co-Curricular Participation

Participation in co-curricular activities at Holy Trinity Catholic is a privilege, not a right. Students must sign a Co-Curricular Contract agreeing to comply with the standards of conduct, attitude and dress while representing Holy Trinity Catholic on clubs or teams. The contract has been designed by coaching staff, teachers, students, parents, and school administration to assist students to represent Holy Trinity Catholic in the best possible manner. A review panel

consisting of School Administration and the Athletic Director will assess any deviations from the Co-Curricular Contract. The results will vary from suspension of play/participation, to removal from a team/club without financial refund of fees.

Tiger Activities

Students participating on teams and come clubs are required to purchase student insurance or provide a signed decline form.

- Anime
- Archery Club
- Badminton
- Badminton Club
- Baseball
- Basketball
- Best Buddies
- Bridge Builders
- Chess Guild
- Choir
- Concert Band
- Cross Country
- Fit Tigers
- Fitness Centre
- Golf
- Hockey
- Intramurals
- Jazz Band
- Peer Minister
- Prom Committee
- Rugby
- School Play Production
- Skills Team
- Soccer
- Swimming
- Tennis
- Tiger Athletic Council
- Tiger Green Team
- Track & Field
- Travel Club
- Ultimate Frisbee
- Volleyball
- White Pine Readers Club
- Yearbook

School Letter

To qualify for a School Letter upon graduation a student must accumulate 120 points throughout their secondary career at Holy Trinity Catholic. A minimum of 30 points must be attained in 2 of the 3 categories: Academics, Athletics or Co-Curricular, and Catholic Community Contribution. A point system has been developed for all aspects of school activities. Paperwork is available in Guidance. Start to keep track in Gr. 9 so you are ready at the end of Gr. 12.

School Insurance

Insurance Forms

Early in the school year, insurance forms will be issued to all students. Students and parents are encouraged to consider taking out insurance especially if students plan to become involved in athletic activities.

ACADEMIC EXPECTATIONS

O.S.S.D. - Ontario Secondary School Graduation

Requirements

In order to receive the Ontario Secondary School Diploma, students will have to earn thirty credits, pass the Grade Ten Literacy Test and complete forty hours of community involvement. Please note that if a student does not meet all three criteria by the end of the Grade 12 year they will not graduate or attend the graduation ceremony. Students enrolled at Catholic Secondary Schools in the Simcoe Muskoka Catholic District School Board must take a Religion/Family Life Education credit each year from Grade Nine through Grade Twelve.

The thirty credits will include the following:

- 4 Religion Credits
- 18 COMPULSORY CREDITS PLUS
- 8 OPTIONAL CREDITS

Compulsory Credits

- 4 credits in English (1 credit per grade)
- 1 credit in French as a Second Language
- 3 credits in Mathematics
- 2 credits in Science
- 1 credit in Grade 11 or 12 Science or 1 credit in Technology or
- Coop (9 through 12)
- 1 additional credit in English/French, third language, international language, native language, Social Sciences or Coop
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- 1 credit in History
- 1 credit in Canadian Geography
- .5 credit in Career Studies
- .5 credit in Civics
- 1 additional credit in Health and Physical Education, the Arts, or Business/Entrepreneurial Studies, or Coop

* No more than 2 Coop allowed for compulsory

The Credit System

A credit is granted in recognition of the successful completion of a course that has been scheduled for a minimum of 110 hours. Credits are granted by the principal on behalf of the Minister of Education. For the purpose of granting a credit, "scheduled time" is defined as the time during which students participate in planned learning activities designed to lead to the achievement of the curriculum expectations of a course, delivered through classroom instruction/activities and/or through community placements related to work experience and cooperative education. Provincial course expectations must be met for a student to be eligible for a credit.

Community Service

Students are required to complete forty (40) hours of community involvement outside of normal instructional hours at any time during a students' years in the secondary program. The student is responsible for initiating, completing, and tracking the experience of community involvement. In consultation with their parents, students will select a board approved activity, or students may choose an activity that is not on the list, provided that it is not one specified on the Ministry's and Board's list of ineligible activities. If the activity is not on the Board's approved list, the student must obtain written approval from the Principal prior to beginning community involvement.

Before beginning the activity, students (with their parents) are to complete the Notification of Planned Community Involvement Activities form, available in the Guidance Office. The Completion of Community Involvement Activities, also available in the Guidance Office, must be completed by the student, the student's parent/guardian, and community sponsor. Parents/Guardians have the primary responsibility to provide assistance to their child in selection of their community service activities.

It is a good rule of thumb to complete a minimum of 10 community service hours each year of high school. Please note that in the Grade 12 year all hours must be completed and submitted by April 1 to be included in the grad composite, grad pages of the yearbook, and the grad program, and to be eligible for grad awards.

EQAO Ontario Secondary School Literacy Test (OSSLT)

The Ontario Secondary School Literacy Test is a graduation requirement. This school year the OSSLT will be written on Thursday, March 31, 2016. Gr. 10 students and other students who were previously eligible will be provided with opportunities to complete preparation workbooks and attend workshops designed to provide test-writing skills specifically tailored for the OSSLT. Please note that OLC40 is only offered every other year at Holy Trinity Catholic (in 2016-17 school year).

EQAO Gr. 9 Math Assessment

EQAO Grade 9 Assessment of Mathematics will take place during both semesters. If mathematics is on the first semester timetable, the assessment will take place January 2015. If math is taken second semester, the assessment will take place June 2015.

Literacy & Numeracy

Literacy and Numeracy are fundamental to student success. As a school community we are very proud of the literacy and math achievements of our students who scored significantly higher than provincial standards on the Ontario Secondary School Literacy Test (OSSLT) and the grade 9 math EQAO Test. Nonetheless, literacy and numeracy continues to be a major focus within our school community. Staff members will continue to provide support for our students in the area of literacy and numeracy. Our teachers design and deliver lessons and assessments that focus on promoting and assessing literacy and numeracy skills. Students and parents/guardians can discuss literacy and numeracy matters with their subject teachers, their teacher advisor, our special education department, and with the guidance department.

The following website references are a helpful resource for students or parents who wish for further information on literacy and the OSSLT:

- Graphic Organizers: www.eduplace.com/graphicorganizer/
- EQAO Support Materials: www.eqao.com/eqao/home_page/07e/7_3e.html
- Tips for Parents: www.eqao.com/eqao/home_page/pdf_e/03/03P007e.pdf
- Get Ready Guide for Students www.eqao.com/eqao/home_page/pdf_e/02/02P019e.pdf
- Dos and Don'ts for Writing: www.eqao.com/eqao/home_page/07e/7_9e.html
- Near North Board Preparation Materials: www.chi.nearnorth.edu.on.ca/literacy/
- UofT Writing Resource: www.utoronto.ca/writing/index.html

The following website references are a helpful resource for students or parents who wish for further information on numeracy and EQAO Math:

- Census Data: <http://www.censusatschool.ca/>

- Statistics Canada: <http://www5.statcan.gc.ca/cansim/a01?lang=eng>
- Math in all subjects: <http://www.thirteen.org/get-the-math/>
- Financial Literacy: www.yourmoney.cba.ca/parents/inside/www.getsmarteraboutmoney.ca/en/Pages/default.aspx#.VYwQBhtVhBc
- EQAO Support Materials: www.eqao.com/Students/Secondary/09/09.aspx?Lang=E&gr=09

Specialist High Skills Major

The Specialist High Skills Major program enables senior students to gain valuable hands-on experience, while they are working towards their Ontario Secondary School Diploma. The purpose of this program is to help prepare students for life after high school. It allows students to direct their studies to a specific area of interest and prepares them for pursuing that interest in either the workplace, an apprenticeship, college or university. Holy Trinity CHS is offering SHSM's in health and wellness, transportation, and arts and culture. Please see Guidance for more information.

Dual Credit

Dual credits give secondary students the opportunity to sample college and gain credit in both secondary school and college. The course will be recognized at the college if they choose to attend a program for which the course is a requirement. The course also counts towards the secondary school diploma. Please see Guidance for more information about this program.

Course Fees

Please note some elective courses have a course fee. If this fee is not paid within the first 10 days of a course the student will be removed from the elective class. Please note other courses may offer an optional course enhancement fee.

Field Trips

When students are part of a field trip, uniform policy remains in effect, unless notified differently. Smoking restrictions and code of conduct expectations remain in effect during a field trip. Most field Trips are in part subsidized by the Student Activity Fee.

Examinations

Compulsory final examinations will be written in all subjects. Any student who misses an examination without just cause will receive zero on the examination. Serious illness, death in the immediate family, etc., are just cause. **Holidays, tournaments, etc. are NOT considered just cause for missing examinations.** Any student who is absent from a final examination due to illness will be required to submit a Doctor's Certificate validating their inability to write the examination. If a situation arises and a student is unable to write the exam in the designated time slot, prior alternative arrangements must be made well in advance with the Principal's approval.

Evaluation

Evaluation is a complex process which, to be fair and accurate, requires a variety of assessment methods. Each department at Holy Trinity Catholic has developed assessment and evaluation strategies that must be in line with the Simcoe Muskoka Catholic District School Board policy and the Growing Success Ministry of Education document. Teachers will make students aware of the criteria which will be used to evaluate their progress. It is the student's responsibility to fulfill the necessary course requirements in order to succeed.

Assessment, Evaluation, and Reporting (AER)

Improving the learning of all students is the primary objective of assessment, evaluation and reporting. To this end, and in keeping with the vision of learning at Holy Trinity Catholic High School, assessment, evaluation and reporting procedures will not only provide information about student achievement but will also inform instructional strategies and programmes. Our school is compliant with the AER document provided by the Simcoe Muskoka District School Board and the Growing Success Ministry of Education document.

Parent-Teacher Interviews

Interviews for parents are scheduled each semester. Communication between teacher and parents helps to ensure student learning.

Academic Dishonesty

Students must not plagiarize, cheat, copy, or knowingly and deliberately present the language, ideas, or thoughts of any source or individual as their own work; this includes using someone else's work without citing, even if it is in a student's own words. Dishonesty includes cheating, using a cell phone or other devices. **It is not acceptable to use the same assignment or large portions of it for two different assignments.** The immediate consequence for academic dishonesty will be at the discretion of the classroom teacher in consultation with school administration, and a mark of zero will result, plus disciplinary measures including suspension, at teacher/school administration's discretion.

Tests, Quizzes, Exams

If you need any help with study tips please be sure to stop by the Library for assistance. Students are reminded that talking during a test, quiz, or exam is considered cheating and a mark of zero will be assigned. A mark of zero will also be earned for using electronic devices during assessment that are not pre-approved for use during the assessment.

Reporting

Report cards provide valuable information regarding student learning. Students and parents are encouraged to review and celebrate student learning by reading and discussing report cards together. Progress reports are provided approximately 5 weeks after the start of the semester. One midterm report and one final report are provided each semester for students to take home and the June final report card is mailed home.

Assemblies and Masses

Assemblies are designed to generate school spirit. We believe that students and teachers should enjoy assemblies and that they should provide information and entertainment to all. We believe that all students, teachers and visitors to our school should feel welcome at assemblies and that they should always be conducted appropriately. Students must be attentive and respectful during assemblies, and conduct themselves as though in class. Disciplinary action will be taken if a student chooses to be truant for a mass or an assembly. We kindly ask parents not to request an excusal for their child for these important community building activities.

ATTENDANCE REPORTING

Attendance

Regular attendance is required of all students as part of their academic program. One of the functions of the school is to help prepare individuals for successful entry into the work world. Regular, punctual attendance is the expectation of society at large. Students may be denied a credit due to inability to demonstrate curriculum

expectations resulting from excessive absences. Students with a Period One class must attend home room daily.

Lates

Being late for class not only affects your learning but is also a distraction to the other students in the class. Your parent must notify the Office of excused lates to school due to an appointment prior to your return to school. Sleeping in will not be excused. Students late after lunch will receive an automatic detention. Students late a total of 5 times will receive a detention, 10 times an in-school suspension, and 15 times a suspension and a parent meeting. Detentions may also be assigned at the discretion of the Principal for lates without a good reason. Students arriving really late for class will work in the Office for the remainder of the period so as not to disturb the class. A student late for class after smoking will be suspended from school.

Early Dismissal/Signing Out

If a student is excused during the day to attend an appointment (or for other legitimate reasons), a note from home explaining the reason and the time to MUST be brought to the office before 8:50am. The student will be issued an excuse slip indicating the time to be released from class. Leaving school midday and requesting excusal after leaving will result in consequences.

Illness During the School Day

Students who become ill during the day must report to the main office so that necessary assistance can be provided. A phone call to a parent or guardian may be made to arrange for a ride home or permission to leave. Students leaving the school without reporting to the Office will be dealt with as truant.

The Education Act, Subsection 30(5) with respect to truancy, reads:

"A child who is required by law to attend school and who refuses to attend, is habitually absent from school, is guilty of an offence and, on conviction is liable to the penalties under Part VI of the Provincial Offences Act and Subsection 266(2) of this Act applies in any proceeding under this section. As a result of this amendment, courts will be able to sentence youths convicted of habitual absence from school to a fine or probation under the Provincial Offences Act."

Truancy/Skipping

Students who are absent from class without permission will be considered truant. Administration's response will be consistent with the Progressive Discipline Model, beginning with an in-school suspension. Students are required to attend all classes daily unless they are ill or exceptional circumstances arise. If an absence is unavoidable, **a phone call from the parent or guardian is required prior to the student's return.** If this is not possible, the student must bring a note from home explaining the absence on the day when he/she returns to school. The student must present this note to the office before home room in order to get an admit slip, or will otherwise be considered truant. We appreciate a call from a parent indicating awareness of a truancy but we kindly insist that a parent does not excuse a student for this reason.

Students with Study Period

Study periods are sometimes given to Gr. 12 students, and are only granted to students who have achieved all credits throughout their years in secondary school, and at the discretion of Administration. Students with 24 or more credits may be eligible for a spare. Students with a study period that remain at Holy Trinity Catholic are not permitted in the hallways or in the smoker's area, and are

required to work quietly in the Cafeteria, Library, or Student Achievement Centre. Students on study are expected to attend school events, including masses and assemblies, even when they fall during a spare period.

Students who are 18

Students who are 18 must comply with all school policies, including attendance policies. Students who are 18, as with all other students, must have a legitimate reason for absence. If leaving the school for a prior appointment students must first sign out in the Office and will be asked to meet with school administration.

Inclément Weather

In the event of inclement weather, students and parents are directed to listen to B101FM, ENERGY FM at 93.1FM, ROCK 95 at 95.7FM, or KICX at 104.1FM for information regarding possible school closures and / or bus cancellations. Also, updated school closures and bus cancellations will appear on the school board website - smcdsb.on.ca. HOLY TRINITY CATHOLIC HIGH SCHOOL IS DESIGNATED AS THE **SOUTH ZONE**. Please listen for this designation should buses be cancelled. When buses are cancelled the school is still open for student learning.

Missed Tests & Assignments due to absence

Students who know they will be absent for an assessment should make arrangements with the teacher in advance. If such arrangements are not made, students should not expect to receive full marks for that assessment.

Students who miss a test/assignment will generally fall into one of the following categories:

Co-curricular: Students who miss a test/assignment or a co-curricular activity must notify the subject teacher before the date to make arrangements to write the test or hand in the assignment. Failure to notify the teacher will result in a mark of zero.

Legitimate Absences: Students who are absent from a test will write the test on the day they return. A note from home explaining the absence and acknowledging that a test was missed must be approved by the teacher. A student who misses an assessment because of illness or a family emergency should have a parent/guardian contact the school on the day of the test to notify the teacher. Mitigating circumstances such as these are reviewed and dealt with on a case by case basis. The normal expectation is that the assessments will be due or will occur on the day when the student returns to school. When a student is ill on a day that he/she is to make a class presentation, the student must call the school in order to notify the teacher. Failure to do so may result in a mark of zero.

Truant: Students who are truant on test/assignments due date will receive a mark of zero.

Suspensions: Students who miss a test while on suspension may be permitted to demonstrate their learning through alternate assessment opportunities, as determined by the teacher. While a student is under suspension, he/she should arrange to get class work from a classmate. Assignment submissions can be made on the specified due date by arrangement with the office.

Family Vacations

As the school calendar is approved and distributed at the beginning of the school year, please note that it is best for your child's learning to schedule family vacations outside of the school schedule during scheduled breaks. If this cannot be avoided please contact the Attendance Secretary well in advance to request a Temporary Request for Excusal. Rescheduling of required assignments, tests, or exams will not be granted for vacations, tournaments, summer jobs,

etc. Please note the classroom teacher may not be able to provide work for your child for a family vacation. Thank you for ensuring your child is in attendance each and every day of the school year.

Attendance for Exams and Other Summative Evaluations

Please note the dates for final exams this year. Full attendance during exams is essential to your child's success. The week prior to exams many classes have additional in-class exam components, in which attendance is also mandatory. The last 3 weeks of all courses are designated to completing Course Culminating Tasks. The summative mark in each course, consisting of the CCT assignment and final exams constitute 30% of your child's mark in each course. It is imperative that your child be in full attendance during these busy times.

Dates for both additional in-class exam components (for Gr. 9 students this includes the Math EQAO) and final exams will not be rescheduled. Please do not book vacations, plan to attend tournaments, have job commitments, etc. during this time. A mark of zero will be assigned if your child does not attend on the date of their scheduled exam or additional in-class exam component. Should a major medical illness arise please contact the principal. A Doctor's note indicating the medical emergency and the impossibility to complete the exam on the scheduled date is required, or a mark of zero will be assigned. In most cases CCT dates in the last 3 weeks of the course will not be rescheduled. Please ensure that you are contacting both the teacher and the Main Office prior to absences during this time.

Your child's success is our priority, and we want to ensure your child has every opportunity to be successful not only throughout the semester, but also during the essential summative evaluations in the final weeks of each semester. Thank you for your co-operation.

SCHOOL RESOURCES

Guidance

(MR. KRAMER, MS. NADON, MS. REESOR)

The Guidance Office is located next to the Main Office and provides the following:

- Personal and group counseling
- Referrals to outside agencies
- Career development and exploration
- Grade 8 Student /Parent Preparation for High School
- College/University/Apprenticeship information
- Maintenance Student Records
- Leadership Program
- Student Registration and Scheduling

Course Changes

Course changes may be made until the end of the first two weeks of each semester. They will only be granted due to extenuating circumstances. See your Guidance Counselor. Courses may not be dropped after Day 10 of a course. Please note Year 5 students are timetabled for first semester only and after students who have not yet graduated are assigned courses.

Future Planning

- Apprenticeships and Trades www.apprenticeshiptrades.ca
- Career Development, Training, and Information www.careercruising.com (username: simcoesep; password: 32050)
- Government of Canada Planning for Post-Secondary www.canlearn.ca

- Future Job Assistance for Upgrading and Career Development www.jobfutures.ca
- Ministry Training for Colleges and Universities <http://www.tuc.gov.on.ca>
- Ontario Skills Passport <http://skills.edu.gov.on.ca>
- Ontario Youth Apprenticeship Program <http://oyap.com>
- Ontario Colleges www.ontariocolleges.ca
- Ontario Universities www.ouac.on.ca (application link) www.electronicinfo.ca (research link)
- Ontario Student Financial Assistance Program www.osap.gov.on.ca

Student Success Resource

(MS. LARKMAN-CASELL, MS. MONIZ, MR. MANDUCA, MS. MCDONALD, MS. FERRAGINE, MS. MCGUINNESS, MS. D'APRILE)

Located in Room 150 and 153 and open to all students, our Student Success Resource is a collaboration of Special Education and Student Success. Together the Student Achievement Team works to assist students achieve academic success in high school. Our aim is to offer programming supports to meet the needs of students. Every student is given the opportunity to receive help or enrichment in a variety of subject areas. Open all day, support through Student Success Resource can be received in many ways, including:

- Test and assignment preparation
- Time management skills
- Organizational skills
- One-on-one support in all academic areas
- Credit Rescue
- Credit Recovery

The goal of the Special Education Department at Holy Trinity Catholic is to provide a sense of self-worth and belonging within the school community. Our aim is to offer programming which meets the needs of each student. We also strive to help students with an IEP make an easy transition into Grade 9. Students are given the opportunity to receive help or enrichment in a variety of subjects. Special Education Teachers are available to help students with organizational, time management and study skills. Students who have been receiving special education assistance at the elementary level may continue to receive it at the high school level through Holy Trinity Catholic Special Education Department.

The Credit Rescue program has been developed to:

- support Grade 9 and 10 students who have been identified by their teachers as “at risk” of not successfully meeting the course expectations
- be ongoing throughout each semester in order to help prevent failures from happening
- provide students one-on-one support therefore helping to reduce the number of students who have a credit deficit at the end of their Grade 10 year Holy Trinity Catholic is committed to including all students and providing them with equal opportunities to succeed.

Chaplaincy

(MR. M^AC^GREGOR)

As a Catholic School we are privileged to provide an atmosphere in which faith is lived in the community. With the Chaplain’s direction, we have daily prayer, liturgical celebrations, prayer services and annual retreats (community awareness participation). Together, through service projects, we actively work to provide charity and promote social justice, locally and globally. The sacrament of reconciliation is offered by local clergy. Both the Priest and the Chaplain are available as a pastoral resource to students who wish support in times of spiritual or personal crisis.

Library Resource Centre

(MS. NOGALO)

One of the major functions of the Library Resource Centre is to help students become independent learners and problem solvers. The development of these skills will lead to lifelong learning and the appreciation and enjoyment of literature throughout adult life. The library staff provides assistance in the use of learning resources according to the student needs, interests and learning styles. The Library Resource Centre is available to all students. Classes are often booked into the library for research on specific curriculum areas. As well as academic and recreational books, there is a large selection of periodicals, reference material and CD-ROM’s. Students have Internet access in the library which allows them to do on-line research. Most resources may be signed out on a two week loan. There are fines for overdue materials. Students are responsible for replacing lost/damaged materials.

Looking for help? Check out these sites:

Researching a topic?

- <http://smcddb.on.ca/ebSCO>
- go-ontario.grolier.com
- infomine
- google scholar
- Canadian geographic
- Statscan
- <http://highschoolace.com>
- www.studygs.net/

Looking for MLA/APA format?

- Bibme
- Easybib
- ottobib

You can also purchase the following items in the Library:

- bristol board
- duotangs
- colour print copies
- laminating
- extra print paper