



## S T U D E N T   H A N D B O O K

**Mr. Michael Cellini**  
Principal

***Location***

6610 57<sup>th</sup> Street Olds, Alberta T4H 0E1

**403-556-9444 (phone)**

**403-556-2880 (fax)**

**Website:** <http://holytrinity.rdcrcs.ca>

**Office Hours**

8:00AM – 4:00PM

**At Holy Trinity, " We R.O.A.R. for the Trinity!"**

We do this as a community by demonstrating:

- R***-we are **RESPECTFUL** to all
- O***-we **OFFER** our time and talent
- A***-our **ACTIONS** show caring and charity
- R***-we are always **RESPONSIBLE**



## Principal's Message

Welcome to Holy Trinity Catholic School! It is with great excitement and enthusiasm that we start this 2016/2017 academic year. We hope that you had a relaxing and fun filled summer vacation.

Holy Trinity has an amazing and dedicated staff. Together, we will continue our faith journey and mission; making Christ known to children. We look forward to working with parents and students to maintain the excitement, enthusiasm and faithful spirit that makes success possible.

Please do not hesitate to call on your teachers, educational assistants or myself, as the staff of Holy Trinity are here to help. Work hard, grow in the Spirit of Christ and have an amazing year! On behalf of Holy Trinity Catholic School, we look forward to helping you celebrate your successes and accomplishments.

Yours in Christ,



Michael Cellini, MA  
Principal

## Our Principles of Practice

<b>Commitments of RDCRS</b>	<b>At Holy Trinity</b>
We honour our children.	Christ's love permeates our environment. We see each student as a child of God. We recognize and celebrate the individuality of each child.
We provide a safe & secure environment	Our children feel safe emotionally, spiritually, and physically.
We live & proudly proclaim our Catholic Christian Faith.	We model our Catholic faith in our schools, parishes, and communities.
We provide quality education in a Catholic environment.	We provide a variety of learning of opportunities to help each child reach their potential. We provide an engaging classroom environment to increase student learning.
We pray as an educational community.	Prayer and an attitude of prayerfulness permeate the school environment.
We practice servant-leadership.	Social justice –social responsibility, works of mercy are a part of our school life.
We focus on our mission through clarity of purpose.	Our vision, mission and school covenant are a central part of our staff meetings and planning.
We value our staff	Systems that support staff feedback, acknowledgement and professional development.

## Vision Statement

At Holy Trinity our goal is to transform the world through Christ!

## Mission Statement

- Holy Trinity is a Catholic community that empowers our students to transform the world through a Christ-centered education. We are devoted to providing academic and social learning opportunities to nurture the development and spiritual growth of each child.

Our Catholic faith at Holy Trinity is continually nurtured and experienced in Religion classes, all curricula, celebrations, and prayer. Students are encouraged to attend church and Catholic values are reinforced in classroom school activities. There are many opportunities for parents to join in both school and classroom celebrations of Catholic faith. In regards to sacramental preparation, the school supports the parish in recognizing that it is the responsibility of the parents to make arrangements for their children to receive any sacrament. The school shares in the role of preparing students to receive sacraments, providing the basic religious background for the sacraments. The school will forward pertinent information to parents regarding preparations for these sacraments as it becomes available from parish representatives.

All students in the school are expected to:

- † Respect one another and do their best to model and live Catholic values
- † Support the teachings of the Catholic Church
- † Participate in daily prayer
- † Participate in all religious education activities including school celebrations, masses and Catholic youth activities

Holy Trinity Catholic School has established high standards for student behaviours. The following expected student behaviours are examples of expectations we hold for our students and are offered here as an illustration of such behaviours. When students demonstrate these positive expected student behaviours, they help create a safe and caring learning environment that promotes accelerated achievement. These behaviours also lead to measures of personal satisfaction and success in school.

## ***I will show RESPECT for...***

### ***Myself by:***

- Following rules & directions of staff.
- Trying my best to complete my schoolwork and homework.
- Controlling my behavior.
- Accepting consequences for my behavior.

### ***Others by:***

- Showing sympathy when speaking to others and behaving towards others as I would like to be treated.
- Saying positive things to others (no putdowns).
- Treating others well (no bullying or threatening to hurt classmates or adults).
- Being honest (telling the truth, admitting to things I have done).
- Cooperating with others.
- Dressing in a way that is appropriate for the learning environment.
- Using language that is appropriate for school.
- Using problem-solving and anger management skills to solve problems peacefully.
- Respecting others' personal space.

**Be Respectful**  
**Be Responsible**  
**Be Safe**

### ***Learning by:***

- Behaving in a way that helps others and myself to learn.
- Staying in my area.
- Keeping focused on my work.
- Following school & classroom rules.
- Participating in class activities.
- Completing my school work & homework.

### ***Property by:***

- Taking care of things in my school and school grounds.
- Using materials or a classmate's materials for their intended purpose.
- Following rules about safety:
  - Using computers as directed by staff.
  - Using playground equipment in a safe manner.

**When I behave in these positive ways, I will be successful.**

**If I do not behave in these positive ways, consequences will follow.**

A major emphasis at Holy Trinity is *Positive Behaviour Interventions and Supports* (PBIS) which includes proactive strategies for defining, supporting and teaching appropriate behaviours to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of supports to enhance student learning. It is important to recognize that maintaining and changing student behaviours involves a continuum of acknowledgements, supports and interventions. We use the Zones of Regulation program to educate students on self-regulation and recognizing their moods, triggers that cause their moods and strategies to help them self-regulate.

## Three Levels of Intervention

### Level 1 – All Students

*Includes:*

- general curriculum and acknowledgements of positive behaviours and expectations and is applied to all students.

*Interventions may include but are not limited to):*

- Use of Student Problem-Solving Activities
- Reinforcement of Appropriate Behaviours
- Positive Supports in the Classroom
- Timeout in another classroom
- Teacher-Student Conference
- Parent-Teacher Conference
- Time Out in Office
- Classroom Rules
- Seat Change
- Guidance Referral
- In-Class Timeout
- Cooperative Discipline
- Verbal Warning

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### Level 2 – Selected Interventions

*Focuses on:*

- specific interventions for students who do not respond to universal efforts.
- targeted groups of students who require more support
- interventions that are part of a continuum of behavioural supports needed in schools.

*Interventions may include (but are not limited to):*

- Referral to Student Support Services
  - School Counsellors, Family School Enhancement Councillor, behavioural specialists
- Opportunity Room – Support for Minor Infractions
- Social Skills Groups – anger management, conflict resolution

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### Level 3 – Individualized Interventions

*Focuses on:*

- the needs of individual students who exhibit a pattern of problem behaviours.
- diminishing problem behaviours and increasing the student's social skills and functioning.
- interventions involving functional behavioural assessments and behavioural intervention plans.

*Interventions may include (but are not limited to):*

- Behavioural Contract
- Behavioural Support Plan
- Collaboration with community resources, agencies, parent groups

# Levels of Consequences

**The Code of Student Conduct shall apply to all students at all times on all Board of Education property, including:**

- in school building
- on school grounds
- on all school vehicles
- at all school, school-related, or Board-sponsored activities, including but not limited to:
  - school field trips
  - school sporting events

## Levels of Consequences for Disciplinary Action

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute an infraction of policy. The levels shown below allow and encourage administrators to use *progressive interventions* to change student behaviours.

Levels of consequences and options for progressive discipline follow. **Repeated chronic or cumulative offenses may require higher levels of consequences.** For serious incidents, disciplinary consequences may begin at higher levels.

Level	Disciplinary Options	
<b>1</b>	<b><i>Classroom Level Interventions</i></b> Teachers use the following interventions to help the students change behaviour in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.	
	Warning Letter of Apology Loss of Privileges Use of a Student Problem Solving Worksheet Seat Change Parent Contact Zones of Regulation Program	Mentoring In-Class Timeout Timeout in Another Classroom Reinforcement of Appropriate Behaviours Written Reflection about Incident Teacher Conference with Student
<b>2</b>	<b><i>Appropriate when Level 1 intervention has been ineffective</i></b> Teachers use the following interventions to help the students change behaviour in the classroom. In some cases, referral to the school administrator may be necessary.	
	<b>Parent / Guardian Involvement</b> Confiscation of Item Behaviour Contract Teacher and/or Administrator Conference with Student	Conflict Resolution Peer Mediation Conference with Parent or Guardian Supervised Timeout outside of classroom
<b>3</b>	<b><i>Appropriate when Level 2 intervention has been ineffective</i></b>	
	<b>Office Referral Required</b> <b>Parent / Guardian Notification Required</b> Detention Campus Clean-Up	Community Service In-School Suspension Suspension (1/2 Day to 1 Day)
<b>4</b>	<b><i>Appropriate when Level 3 intervention has been ineffective</i></b>	
	<b>Office Referral Required</b> <b>Parent / Guardian Notification Required</b> In-School Suspension	Restricted Activity Suspension (1 or more days)

**Kindergarten to Grade 8 Bell Times**

	<b>Kindergarten - Grade 4</b>	<b>Grade 5</b>	<b>Grades 6-8</b>
<b>Warning Bell</b>	8:30	8:30	8:30
<b>Period 1</b>	8:35 - 9:30	8:35 - 9:30	8:35 - 9:30
<b>Period 2</b>	9:30 - 10:15	9:30 - 10:15	9:30 - 10:15
<b>Recess / Needs Break</b>	10:15 - 10:30 (Recess)	10:15 - 10:30 (Recess)	10:15 - 10:20 (Needs Break)
<b>Period 3</b>	10:30 - 11:15	10:30 - 11:15	10:20 - 11:15
<b>Period 4</b>	11:15 - 12:00	11:15 - 12:10	11:15 - 12:10
<b>Lunch / Recess</b>	12:00 - 12:30 (Recess)	12:10 - 12:30 (Lunch)	12:10 - 12:30 (Lunch)
<b>Lunch / Recess</b>	12:30 - 12:49 (Lunch)	12:30 - 12:49 (Recess)	12:30 - 12:49 (Recess)
<b>Period 5</b>	12:49 - 1:40	12:49 - 1:40	12:49 - 1:40
<b>Period 6</b>	1:40 - 2:25	1:40 - 2:25	1:40 - 2:25
<b>Needs Break</b>	2:25 - 2:30	2:25 - 2:30	2:25 - 2:30
<b>Period 7</b>	2:30 - 3:12	2:30 - 3:12	2:30 - 3:12

**Pre-Kindergarten Schedule**

**AM Classes:** 8:45 a.m. to 11:45 a.m.

**PM Classes:** 12:15 p.m. to 3:12 p.m.

## Attendance

Attendance is checked at the beginning of the morning shortly after class is in session and again after the lunch recess.

***If your child is going to be absent or late from school on a given day, we would appreciate notification of this prior to 8:30 a.m. of that day.***

The school phone number is 403-556-9444. Please do not give attendance through Class Messenger.

Your cooperation in this matter will be greatly appreciated.

## Student Dress Code

Holy Trinity Catholic School has been established as an extension of the Christian home. It is the parents' God-given responsibility to care for the adornment and decorum of their children, teaching and enforcing godly dress. It is important that the school standards for clothing and general appearance reflect the mission of our school and are acceptable to most of the parents. The fashion world is developing new styles all the time, and the styles are not always right or wrong; however, we feel we must set a minimum standard which will bring honor and glory to Jesus Christ. *If there is any question in your mind regarding what your child wants to wear, the best thing to do is not let them wear it, or get permission ahead of time.* It is our prayer that you will have godly discernment as you and your child select clothes in line with the school's guidelines. We do expect a willing spirit of cooperation from students and parents, and the Administration reserves the right to make the final decision in matters of judgment.

Clothing is to be modest and respectful of a Catholic School. The following guidelines apply:

- Caps and hats are not allowed in school.
- Clothing should be appropriate for the school environment and should reflect the positive learning tone of the school.
- Slogans, language and pictures/depictions on clothing and accessories should reflect the positive tone of the school and should not be offensive to any group in the greater community.
- Tops and bottoms should meet (no midriff). See through or extremely tight-fitting clothing is not appropriate for the school environment. Tank tops should have thick straps and shorts should be longer in length.
- Students that do not comply with this dress code will be asked to change or call their parents to bring appropriate clothing.

***\*\*This code applies to all school functions\*\****

Thank you for your continued support, if you require any clarification on dress code please don't hesitate to contact the school.