



STUDENT HANDBOOK

2023- 2024

GREETINGS FROM THE ADMINISTRATION TEAM

Welcome to Holy Trinity School! We are looking forward to an exciting year as we work alongside parents to ensure all children realize their passion and fulfill their potential.

Our school has a strong Catholic Christian focus and all members of our school community work collaboratively to assist students in achieving personal and academic success in an organized, safe and caring environment. Our goal is to develop and preserve in each student a sense of self-worth, self-confidence & resiliency. Holy Trinity School is a community of approximately 270 students in grades pre-K-grade 8.

This handbook contains information for parents and students about programs, operational procedures, and services offered by our school. We recommend you keep it handy for reference throughout the year. Please contact our school office at 403-556-9444 or htsinfo@rdcrs.ca should you require additional information about our school's procedures and operations.

In Christ's Service,

David Griffin

David Griffin
Principal

Kali Leatherdale

Kali Leatherdale
Assistant Principal

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**



VISION:

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

MISSION:

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.

VALUES:

- Catholic Faith & Community
- Diversity & Inclusivity
- Team & Collaboration
- Respect & Kindness
- Safe & Caring Community
- Continuous improvement
- Fun

DRESS CODE:

Clothing must be appropriate and respectful for the classroom. Clothing items with slogans inappropriate to a Catholic school are not permitted. As well, tops and pants/shorts must be appropriate for a Catholic school setting. Spaghetti straps or tops that show the belly area are not proper school clothing. In the winter students go outside for recess. Students should wear winter coats, boots, gloves, and a toque or headband. Indoor shoes and outdoor footwear are required all year and students change their footwear at the entrance.

SCHOOL 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. Email htsinfo@rdcrs.ca

Your cooperation in this matter will be greatly appreciated.

STAY CONNECTED WITH HOLY TRINITY SCHOOL

- Contact us at: 403-556-9444
hts-info@rdcrs.ca
- Visit our webpage: holytrinitycatholic.ca
- Like us on Facebook: www.facebook.com/holytrinityolds/
- Follow us on Twitter and Instagram: @holytrinityolds



DING DONG! SCHOOL'S IN!



Outside Supervision Begins.....	8:20 am	Elementary Recess.....	12:15 - 12:45 pm
Opening Bell	8:30 am	Elementary Lunch.....	12:45 - 1:07 pm
Classes in session.....	8:34 - 10:04 am	Middle School Lunch.....	12:15 - 12:37 pm
Recess.....	10:04 - 10:19 am	Middle School Recess.....	12:37 - 1:07 pm
Classes in session.....	10:19 - 12:15 pm	Classes in session.....	1:07 - 3:10 pm
Dismissal.....	3:10 pm		

PRE-KINDERGARTEN SCHEDULE

Morning class
Monday - Thursday 8:34 am to 11:34 am
Afternoon class
Monday - Thursday 12:10 pm to 3:10 pm

KINDERGARTEN SCHEDULE

Kinder A - Monday/Wednesday alt. Fridays
Kinder B - Tuesday/Thursday alt. Fridays Both
classes follow the Elementary bell times

RECESS and Inclement weather

We want our students to have the opportunity to play safely outside and come inside better prepared to learn on as many days as possible, always keeping safety in mind.

A reasonable outdoor recess practice would have the objective of maximizing outdoor playtime for children while avoiding the potential for frostbite. Increasing exposure to outdoor playtime should also maximize learning potential while minimizing behavioural issues. The objective would not be for the children to avoid feeling cold. In conjunction with Environment Canada Wind Chill Chart, we will determine if a shortened (20 min.) noon hour recess is needed. This will occur when the temperature with the wind chill is -25 degrees Celsius or colder. Please ensure that your child is always dressed appropriately for the weather conditions.

Recess is supervised by staff. They always wear orange safety vests, making it easy to identify them. If at any time the staff who are outdoors feel that it is necessary to bring the students inside (weather has gotten colder, wind conditions, etc) they will call into the office and the call will be made to advise everyone to re-enter the building.

2023-2024 School Calendar

*N.S. = No School, P.D.= Professional Development

Aug.31, 2023	1st Student Day
Sept. 4, 2023	Labour Day (*N.S.)
Sept. 22,2023	P.D. Day (*N.S.)
Sept. 30,2023	Truth & Reconciliation Day (*N.S.)
Oct. 9, 2023	Thanksgiving Day (*N.S.)
Oct. 20, 2023	P.D. (*N.S.)
Nov. 9, 2022	Lieu of Student Led Conferences (*N.S.)
Nov. 10, 2023	Lieu of Remembrance Day (*N.S.)
Nov. 24, 2023	P.D. Day (*N.S.)
Dec. 8, 2023	P.D. Day (*N.S.)
Dec.23, 2023	Christmas Break begins (*N.S.)
Jan. 9, 2024	Return from Break
Feb. 2, 2024	P.D. Day (*N.S.)
Feb. 19, 2024	Family Day (*N.S.)
Feb. 20-23, 2024	Teachers' Convention (*N.S.)
Mar. 8, 2024	P.D. Day (*N.S.)
Mar. 22, 2024	Lieu of Student Led Conferences (*N.S.)
Mar. 29, 2024	Good Friday (*N.S.)
Apr. 1, 2024	Easter Monday (*N.S.)
Apr. 13 - 21, 2024	Spring Break (*N.S.)
May 3, 2024	P.D. Day (*N.S.)
May 17, 2024	P.D. Day (*N.S.)
May 20, 2024	Victoria Day (*N.S.)
Jun.7, 2024	P.D. Day (*N.S.)
Jun. 26, 2023	Last Day of School
Jun. 27, 2023	Organizational Day (*N.S.)



GENERAL INFORMATION YOU NEED TO KNOW!

RELIGION EDUCATION/SACRAMENTAL PREPARATION

Parents are the primary educators of their children. A quality Catholic education involves a foundation of mutual respect between home, school and parish. We look forward to parental support and involvement at Holy Trinity School, as well as St. Stephen's Parish.

Our Catholic faith is continually nurtured and experienced in Religion classes, all curriculum, celebrations, and prayer. Students are actively involved in our parish through masses at the church or at the school as well as individual class tours and teaching masses with our parish priest, Fr. Nilo. There are many opportunities for parents to join in both school and classroom celebrations of our Catholic faith.

The school supports St. Stephen's Parish with sacramental preparation. Although it is the responsibility of parents to make arrangements for their children to receive any sacrament, the school will support you in doing this. If you need any assistance in helping to coordinate with the parish, please contact the school.

ST. STEPHEN'S CHURCH MASS TIMES:

Weekday Mass: Tuesday Evening at 6:30 pm
Wednesday and Friday mornings at 9 am

Weekend Masses:

- Saturday 5:00 pm
- 1st, 3rd 5th Sunday of the Month 11:15 am and 7 pm
- 2nd and 4th Sunday of the Month 9:00 am and 7 pm



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LOST AND FOUND

Items of value that have been found are kept in the office. Clothing and other items are then sent to the "lost and found" container. They will be put on display just before school holidays and during Parent/Teacher Conferences. All unclaimed clothing will be donated to charity; in January and June. A final donation of unclaimed clothing will also be made on the last day of school. Please be sure to encourage your child to check lost and found on a regular basis. Parents are welcome to come and check Lost and Found for any missing items.



STAFF PARKING LOT/DROPPING OFF STUDENTS - Drop and Go

As we make every effort to increase student safety in our parking lot, we will be continuing the practice of drop and go. We ask that you utilize the drop and go lane ensuring that children exit alongside the sidewalk (**the driver must remain in the vehicle**), to either pick up or drop off. If you need to enter the school for any reason, we ask that you use the visitor parking located on the East row of the parking lot. The drop and go was created to ensure optimal safety of the students and to make certain they are always on a sidewalk. Never permit your child to exit the car onto the road. Please come and talk to someone in the school office if you would like further clarification on this. Thank you for your help in ensuring all children are safe in our parking lot.

We thank parents who are conscious that the handicapped parking is required for some of our students and those with valid placards; please ensure that the spot is kept vacant.

We would like to remind parents and visitors that they must make an appointment to see administration

HOMEWORK

Most students should complete their school work in class, however, any assignment not completed at school may be sent home for homework. The teachers promote 10-20 minutes of reading and basic math facts practice at home every day.

BREAKFAST PROGRAM

Students who are fed a nutritious breakfast make significant improvements in learning, school attendance, behavior and self-esteem. The goal of Holy Trinity's Breakfast Program is to ensure that all children start with a healthy breakfast so they are ready to learn and succeed at school. The Breakfast Program is offered at the beginning of each school day.

POWERSCHOOL - LIVE REPORTING

We have moved to online reporting therefore, there will be no formal Report Card students will receive a certificate of placement. Parents will be required to sign in to Powerschool. Passwords will be shared with new families at the beginning of the school year. Powerschool will allow you to view your child's progress on a regular basis. We recommend you check this regularly for progress and missing assignments.

CLOSED CAMPUS

If you would like to have your child (Grade 6 - 8) leave the school campus for lunch, please fill out the following form and submit it to the office. Students will not be allowed to leave the campus without parent consent and without having the form filled out prior. [Closed Campus Form](#)

