



**STUDENT AND
FAMILY HANDBOOK**

2024-2025

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Holy Trinity Student and Family Handbook 2024-2025

School Hours

8:00 a.m.	School office opens
8:40 a.m.	Supervision of students begins
8:55 a.m.	Bells Rings – Classes begin
10:35 a.m. – 10:50 a.m.	Morning Recess
12:10 p.m. – 12:50 p.m.	Lunch and Recess
2:10 p.m. – 2:25 p.m.	Afternoon Recess
3:05 p.m.	Dismissal
3:30 p.m.	School office closes

Morning Supervision

The schoolyard is open to students at 8:40 a.m. once teacher supervision begins. Students are not to arrive at school prior to 8:40 a.m. To help us prioritize the safety of our students, only enter the school yard after adult supervision is available.

Safe Arrival

Schools are mandated by the Ministry of Education to have a safe arrival plan. If your child is late or absent, please call the school between 8:30 a.m. to 9:00 a.m. in the morning, send an email at holytrinity@sudburycatholicschools.ca or **input the absence in the EDSBY parent portal**. If your child is absent and we have not heard from you by 9:30 a.m., we will attempt to contact you. We are required to ensure that all absent students are accounted for and safe. If you have not indicated by phone, email or EDSBY, it is expected that a note (*clearly explaining why a student was absent*) be provided to the school.

***Arriving after 8:55 a.m. is considered late.** If late, students must report to the office before going to their classrooms.

Student Illness

Sick children cannot be properly cared for at school. **If your child is not well enough to participate in the regular routine of the day, including recess, please keep him/her home to recover.** We do not have a sick room. Too often sick students carry germs to school, causing them to spread. When a child complains of feeling ill, every effort will be made to send him/her home. It is imperative that arrangements are made with a relative, friend or neighbour if parent(s)/guardian(s) are not available to care for a sick child. Use the FAMILY INFORMATION FORM to record the name and telephone number of such an emergency contact. **Three Emergency Contact names, other than yourself, MUST be provided.**

Transportation/Bussing

Bus drivers are responsible for the safe transport of our children to and from school. Parents are urged to stress the necessity of appropriate behaviours while riding the bus. Rowdiness and confusion can easily create safety hazards on busy roads. **Please note that should a student's behaviour on the bus become a safety hazard his/her transportation privileges may be suspended or revoked.** Riding a bus is a privilege, not a right. Pupils excluded from buses must make their own transportation arrangements. Students and parents are reminded that buses are assigned to individuals through the Sudbury Bus Consortium and once a bus is assigned, students must take that bus for the year. Visit www.businfo.ca for more information.

Picking Up and Dropping Off Students

Please make sure to contact the school BEFORE 1:00 p.m. if you are planning to pick-up your child. If you call after this time, we do not guarantee that the message will be relayed to your child or their teacher on time.

Bus Loading Zone: Parents/guardians **ARE NOT** to park in the bus loading zone when accompanying their children to school or picking up their children at the end of the day. Student safety is our top concern. Buses have priority as they are delivering students to school and must unload. Our Bus Loading Zone is also a Fire Route. Vehicles parked in the fire route can get fined. **Please keep the Bus Loading Zone clear!** Thank you – this is greatly appreciated.

Dismissal -All visitors to the school are required to report to the main office to ensure the security of all our students, as mandated by the SAFE ARRIVAL PROGRAM. When picking up your child during the school day, we ask that parents announce themselves at the main office and wait for their child to meet them outside the main doors of the school. Please note that children will not be permitted to leave the school property except with a parent or another authorized adult. As part of our **SAFE SCHOOL POLICY**, access to the school will only be through the main doors. Anyone wishing to enter the school must utilize the “buzzer system” to gain access. All school doors will be always locked. If you are picking up your child after school, we ask that you wait in our pick-up lane until they are dismissed. Students getting picked up are dismissed from the school yard.

Communication

One of our goals is to keep all families informed of the life here at Holy Trinity Catholic School. Please check your child's school bag daily. Our teachers use EDSBY as an effective communication tool, or a paper and pencil agenda. Our school EDSBY page, website (holytrinity.sudburycatholicschools.ca) and our Facebook page, are a good source of information. Our Facebook page usually has frequent updates and families are encouraged to check here for timely, up to date information. Often informative notes or notes requiring parental authorization for such events such as: field trips, Mass celebrations, Sacrament dates, school activities and volunteering, will be sent home. Please sign and return these notes to ensure your child's participation.

Assignments and Classwork

Students shall:

- work to the best of their abilities
- participate in all activities
- complete assignments
- behave in a manner conducive to learning
- be respectful of peers, self, adults and property

By focusing on being a positive learner, students will:

- develop good work habits and organization
- be on the path to achieving success in all areas of their lives
- develop positive self-esteem

Homework - Homework allows parents to become actively involved in their child's education. Homework, in the form of completing assignments, research and continual review of schoolwork is an integral part of education. Homework should not be excessive. **Please contact the teacher if your child seems to have excessive amounts of homework on a regular basis.** A general accepted timeline for homework is 10 minutes per grade/per night. For example: Gr. 1 = 10 minutes and Gr. 6 = 60 minutes.

Faith Formation

Holy Trinity Catholic School is blessed to maintain a close relationship with our parish – St. Andrew the Apostle Church. The students at Holy Trinity Catholic School participate in mass and prayer services in partnership with St. Andrew the Apostle Church, throughout the year. Mass and prayer service dates will be shown on our monthly calendars and on EDSBY. Unfortunately, we will not be able to invite families to join us for our Prayer Services or Masses as we do not have the physical space to host additional people.

Ontario Catholic School Graduate Expectations - The Ontario Catholic School Graduate Expectations (OCSGEs) were developed to provide a framework to represent the distinctiveness and purpose of Catholic education in Ontario.

A student who graduates from the Sudbury Catholic District School Board is expected to be:

- A discerning believer
- An effective communicator
- A reflective, creative and holistic thinker
- A self-directed, responsible, lifelong learner
- A collaborative contributor
- A caring family member
- A responsible citizen

Student Medication

All medication must be turned over to office staff for proper storage. No medication must be in the possession of students except for puffers and EpiPens. (This is for the safety of your child as well as that of other children). Non-prescription medication will not be administered without the written consent of the parent/guardian. This includes aspirin, cough syrup, etc. It is very important that medication of any kind be handed in to the office. Procedures for administration of non-prescription medication will be decided by the principal, in accordance with board policy.

Records will be maintained at school to indicate dosage, timing, frequency, etc. A **MEDICATION FORM** will need to be filled out and returned to the office to allow the staff to administer the medication.

EpiPen - the school board has implemented a policy for the administration of an EpiPen. Upon registration, children with life-threatening allergies must have a form completed by parents/guardians. **A waiver shall be signed allowing the child to use the EpiPen when necessary. Students with a severe allergic reaction should be wearing a medic alert bracelet or necklace, clearly identifying his/her allergy, and always carrying their EpiPen with them.**

Nut Allergy - Some students have a life-threatening food allergy to peanut/nut products that is triggered through taste and touch. A reaction arises from the allergen entering the student's body. We ask that parents refrain from sending any peanut butter/nuts/peanut oil snacks to school. Parents/guardians are asked to read labels carefully for products that may contain nut products.

Child Custody

Should a custody issue about your child come about, it is imperative that a copy of the court order(s) be provided to the school for enclosure in the student's file. Custody is a legal issue. If a court order does not exist, or if the school has not been made aware of it, then by virtue of the Children's Law Reform Act, both parents will be deemed to have equal access.

School Closures

Our school district is often subject to varying and changing weather patterns. The schools within the City of Greater Sudbury operate as a whole, and the decision to close affects all schools. We all share in the responsibility for the safety of your children, which may necessitate the closing of the school due to inclement weather, or other emergency reasons.

Closing Schools Before the School Day Begins - Should the decision be made to cancel classes before the school day begins, announcements will be made on the radio and on the website *businfo.ca*. The school will be sending a form home in September requesting contact information in the event of a school closure.

****Bus cancelations will also be announced online and on the radio.**

Catholic School Council

The Holy Trinity Catholic School Council is made up of parents, guardians, teaching and non-teaching staff representatives, parish, community representatives, the principal and vice-principals of the school. Please consider letting your name stand for nomination for a position on the Holy Trinity Catholic School Council. Your participation will make a positive difference in your child's education and in the life of our school. Elections are held in September. For more information on being nominated, please contact the school.