

## **THE MAIN OBJECTIVES OF HOLY TRINITY CATHOLIC SCHOOL**

The Catholic Secondary School will provide:

1. A continuum for the acquisition of Catholic morals and values.
2. A school setting to allow for close relationships with teachers and other students.
3. An environment where there will be emphasis on discipline, especially on the acquisition of self-discipline with a genuine Christian concern for others.
4. An opportunity for academic excellence where students develop to their fullest potential.
5. An opportunity to receive personal guidance and direction.
6. The opportunity to acquire leadership skills.
7. Equal opportunity for all students to select courses offered at the school.

## **POLICIES AND PROCEDURES**

### **Course Selections:**

Students select courses they wish to take by completing a registration form. The timetable is constructed on the basis of these choices. Careful thought must be given to the courses they select as opportunities to change choices are limited once the master timetable has been constructed.

### **Course Changes:**

⇒ Course changes are permitted within the first 7 days of the semester. Any such changes are dependent on class availability and class size.

⇒ It is highly recommended that students carefully consider their course levels and specific courses when formally selecting. Changes at any time in a semester normally create academic and scheduling difficulties.

## **EVALUATION AND REPORTING PROCEDURES**

### **EVALUATION**

Evaluation of students' progress may include tests, exams, projects, and oral and written reports, class participation, homework, etc.

### **EXAMINATIONS**

Formal examinations are held twice a year, at the end of each semester. Students must write the exam at the specified time. Exemptions from final exams may be made in the case of illness or death in the family. Suitable documentation will be required.

## **REPORT CARDS**

Early warning or Preliminary reports may be issued in mid October and mid March. These reports indicate problems being encountered by students.

Report cards are issued twice a semester (mid term and final). The report card will include:

- percentage grades indicating the level of achievement
- attendance and learning skills
- strengths, weaknesses, and next learning steps

**80 - 100%** level 4 (Achievement is above the provincial standard)

**70 - 79 %** level 3 (Achievement is at the provincial standard)

**60 - 69 %** level 2 (Achievement is below but approaching the provincial standard)

**50 - 59 %** level 1 (Achievement is below the provincial standard)

**Below 50 %** (The student will not receive a credit)

A credit will be granted for every course in which the student's grade is 50% or higher.

A student achieving at level 3 is well prepared for the work in the next grade or the next course.

## **ROLES AND RESPONSIBILITIES OF STUDENTS**

### **ATTENDANCE**

Regular attendance at school is expected. If you are absent from school, you will be required to bring a note, signed by a parent or guardian, or a phone call to the attendance secretary explaining your absence. An admit slip is required for all of your teachers. Students are expected to keep up to date on all class work while they are absent.

A student who becomes ill during the school day ***must*** report to the main office. Parents will be contacted.

### **CODE OF STUDENT BEHAVIOUR**

Discipline is essential to the spiritual, social and educational development of the individual. A code of student behaviour enables a school to outline its expectations and consequences regarding the behaviour of its students. The code of behaviour is outlined in the Holy Trinity Catholic Secondary School Code of Behaviour Booklet available in the guidance office.