



HOLY TRINITY CATHOLIC HIGH SCHOOL

EDMONTON, ALBERTA



STUDENT CODE OF CONDUCT & HANDBOOK



2026 – 2027



International
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Holy Trinity High School - Student Code of Conduct

School Mission

The mission of Holy Trinity Catholic High School is to provide a Catholic education that equips students with the skills and values needed for a faith-filled life of purpose and service while celebrating diversity and strengthening community.

School Vision

Our students will grow in spirit and commitment to living the Catholic faith, affirming, in the light of the Gospel, the worth and dignity of every person. Through the shared mission of home, school, and parish, students will be formed for justice and holiness.

Purpose

The Student Code of Conduct helps students resolve conflicts respectfully, develop empathy, and grow as responsible citizens. At Holy Trinity High School, students are expected to conduct themselves in a manner that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviors. Every individual plays a vital role in respecting diversity and fosters a sense of welcome and belonging for all members of the school community.

Along with the teachings of the Catholic faith, the following principles are embedded in this policy:

We affirm that the rights set out in the *Alberta Human Rights Act*, *Education Act*, and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within Holy Trinity.

Role of Each Stakeholder

Holy Trinity High School and Edmonton Catholic School Division recognize that responsibility for student conduct is shared among the Division, students, parents/guardians, and the broader community.

1. Students have a legislated responsibility to:

- a. Attend school regularly and punctually;
- b. Be ready to learn, actively engage in, and diligently pursue their education;
- c. Ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- d. Respect the rights of others in the school;
- e. Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- f. Comply with the rules of the school and the procedures of the Division;
- g. Cooperate with everyone authorized by the Division to provide educational programs and other services;
- h. Be accountable to teachers and other school staff for their conduct; and



- i. Contribute positively to the school and community.
- j. Refrain from engaging in violence of any kind at school and during school related activities.
- k. Assist in the prevention of violence without putting the student's own safety or well-being at risk, by co-operating with school staff and supporting intervention efforts.
- l. Students are encouraged to report incidents of concern to school staff.

2. Edmonton Catholic School Division and Holy Trinity High School have the responsibility to:

- a. Deliver appropriate education programming to meet the needs of all students and to enable their success;
- b. Ensure that each student and each staff member is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging; and
- c. In respect of the above, establish, implement and maintain an Administrative Procedure that includes the establishment of a code of conduct for students that addresses bullying

Behavior

The Student Conduct Policy is reviewed annually by parents, students, and school staff and revised as needed. Student expectations and school policies are outlined at the beginning of the school year and reviewed regularly.

The Student Conduct Policy is posted on the school website.

Expectations Ensuring Student Success

This section outlines the academic expectations, attendance requirements, and standards of academic honesty expected of students at Holy Trinity High School.

Academic Expectations

Assigned coursework:

- Students are expected to complete all assigned coursework in each of their classes.
 - Students are responsible for completing assigned coursework and meeting teacher-set deadlines and criteria.
 - Students should communicate with teachers about assigned work and notify them when coursework is incomplete or will not be completed on time.
 - Students are responsible for rescheduling missed deadlines and meeting coursework expectations.
 - Students should maintain communication with teachers until all coursework is completed and submitted and are encouraged to use the Google Classroom or Microsoft Teams platforms provided for each subject.
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Academic Honesty:

- Students are expected to comply with the terms and expectations as outlined in Holy Trinity's

Academic Intellectual Honesty Policy.

Holy Trinity's Intellectual Honesty Policy 2026-2027

All student work for assessment purposes must be the student's own work

Examples of intellectual dishonesty include, but are not limited to, the following:

Plagiarism:

- Copying of or representation of another's work as one's own
- **Claiming information from the Internet (including AI) as your own work (duplicating materials)**
*
- Giving to or receiving work from another student for the purpose of copying
- Copying classwork, homework, or lab work of another student
- Falsification of data, information, or citations

*All information/work that is researched, (i.e. obtained from a source that is not the student) must be properly cited/credited

Deception

- Providing false information
- Giving a false excuse for missed assessment
- falsely claiming to have submitted work

Duplication

- Duplication of any assessment materials
- **Unauthorized use of technology to record, digitize, photograph or communicate any assessment materials which include the misuse of Artificial Intelligence (AI) and or the use of smart technology such as cellphones, smart watches, or meta-glasses**

Theft

- Theft of any assessment materials
- Being in possession of any secure assessment materials

Cheating

- Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor (including all acts of collusion)

Students who violate the intellectual honesty policy will have all relevant assessments invalidated (receive a mark of zero) and all cases will be referred to administration for review.



Exam Protocol:

- During exam writing sessions, students are to leave electronic devices such as cellphones, smart watches, and headphones or earbuds in their lockers. In addition, the use of Meta-Glasses is prohibited on campus.
- All students must have their student identification card with them during exam sessions and while on school campus. Students are encouraged to come prepared for exams with the appropriate supplies required for the exam given.
- Core Subject Assessments (CSA) as well as Provincial Diploma Examinations are administered on campus at the end of each semester. Students are expected to follow the exam calendar and the additional examination protocols that are communicated to students by their classroom teachers, school websites, social media, as outlined in school newsletters.
- Students can make up missed examinations by arranging ahead of time with their teacher to write the assessment either before, after school, or during Thursday make up assessment days.

Attendance

In addition to following Holy Trinity's Attendance Policy and Alberta Education Attendance Policy, students are expected to meet the following attendance expectations:

Regular and Consistent Class Attendance:

- Students are expected to attend all scheduled courses regularly. In the event of an absence, the student or parent/guardian is responsible for informing the office so the absence can be excused.
- In the event of multiple absences, excused or not, students are responsible for communicating with teachers, keeping up with coursework, and rescheduling missed assessments.
- Teachers will contact parents/guardians after three unexcused absences(3AU) and notify the grade coordinator. If absences continue, the grade coordinator will arrange a meeting to develop a plan for student success.
- In the event of multiple unexcused absences, a member of the administration team may establish an attendance contract with the student and parent/guardian. If absences continue, alternate programming options may be explored.



Extended Absences and Vacations:

- Families are encouraged to plan extended absences and vacations around the school and exam calendars. If an extended absence is necessary, the student must complete an extended absence form and communicate with the grade coordinator, who will determine whether an alternate schedule is required.

Religious and Special Celebrations:

- Students are expected to attend all religious and special celebrations and maintain respectful, appropriate behavior. For offsite celebrations, students must travel directly to the location and return directly to school when the celebration concludes.



Safe Schools and Respect for the Learning Environment

This section outlines the behaviors required to maintain a safe and nurturing learning environment. Students are expected to follow these expectations to support the safety of themselves and others.

School Security

The school uses the following measures to support student and staff safety:

- ✓ All school doors are locked during school hours
- ✓ Regular fire alarm and lockdown procedures
- ✓ Up-to-date first aid equipment and staff certification
- ✓ Diligent supervision throughout the school day
- ✓ Surveillance System
- ✓ School Resources Officer
- ✓ Administration team and staff maintaining supervision of the school

Dress Code

School is a professional place of learning, and students are expected to dress accordingly. As a Catholic high school, Holy Trinity expects clothing that is respectful of our Catholic values and community.

Please refer to the student dress code policy:

Holy Trinity High School Standard of Student Dress 2026-2027

Philosophy

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have Standards of Student Dress for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing Standards of Student Dress is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the Standards of Student Dress will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Holy Trinity High School Student Dress Requirements and Expectations



At Holy Trinity High School, we aim to create a welcoming, caring, respectful, and safe learning environment that honors our call to work together in our Catholic faith. School is a professional place of learning and work. Clothing should reflect these values and principals and as such, students must wear:

- A shirt or top with fabric in the front, back, sides, and under the arms
- Pants and or equivalent (bottoms), leggings, skirts and/or shorts.
- Appropriate shoes and footwear that adhere to courses or activities that may require specific attire for safety or curriculum purposes (i.e. CTF/CTS, PE, science labs, field trips).

Holy Trinity Students may wear the following items of clothing that align with the standard's philosophy, requirements, and expectations:

- Headwear such as a baseball cap, hat, or scarf.
- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal.
- We ask that headwear be removed during prayer.
- Clothing with logos or text that are positive in nature and reflect a respectful and healthy lifestyle for all people.

Students at Holy Trinity must not wear:

- Clothing that exposes undergarments, buttocks, and chest.
- Clothing that is offensive and discriminatory towards others based on age, religion, gender, identity, race, ability, and socio-economic status.
- Articles of clothing with words, text, or symbols that depict or imply hate, violence, profanity, drugs, alcohol, sexual activity, or criminal activity.
- Hoods are not to be worn within the school . This is for safety of all our students. Students without hoods are easily identified, can maintain eye contact with their teachers and make others easily visible to their teachers.

Students who do not meet the standard as outlined above will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid “shaming” or statements of bias.
- The student will be presented with alternative dress options that align more closely to the standard and are expected to wear this for the remainder of the school day such as:
 1. Wearing another article of clothing that is in alignment with the standard
 2. Contact a parent or guardian to bring in an article of clothing that is in alignment of the standard



3. Borrowing an article of clothing from a friend that is in alignment with the standard.

Student Behaviors

Students must inform a staff member if they witness or experience bullying at school or by electronic means. The student's Grade Coordinator/Assistant Principal will investigate with the assistance of the School Resource Officer, as appropriate. Unacceptable behavior may result in suspension.

Acceptable Behaviors:

- ✓ Respect yourself and the rights of others in the school.
- ✓ Refrain from, report, and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or school hours or electronically.
- ✓ Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
- ✓ Act in ways that honor and appropriately represent you and your school.
- ✓ Attend school regularly and punctually.
- ✓ Refrain from engaging in violence of any kind at school and during school related activities.
- ✓ Assist in preventing violence without putting your own safety or well-being at risk. Cooperate with school staff, support intervention efforts, and report concerns.
- ✓ Be ready to learn, actively engage in, and diligently pursue your education.
- ✓ Know and comply with the rules of your school.
- ✓ Cooperate with all school staff.
- ✓ Be accountable for your behavior to your teachers and other school staff.
- ✓ Contribute positively to your school and your community.

Parents/guardians are expected to support a safe and caring learning environment through respectful and welcoming behavior within the school community.

The following major forms of misbehavior may result in serious consequences, whether they occur at school, during the school day, or by electronic means.

Responsible Use of Washrooms and Change Rooms:

- Students are expected to respect washroom and change room spaces and use them only for their intended purpose. These areas are not gathering spaces. Students must keep them clean, dispose of garbage properly, and refrain from graffiti, vandalism, or property damage. Misuse will result in parent/guardian communication and may lead to further consequences.

Student Searches:

- When there is information that a student may possess items not permitted at school, the administration team may conduct a search of the student's locker, person, or personal belongings, such as a backpack.

Bullying/Cyberbullying

Alberta Education defines "Bullying" as:



“...a repeated and hostile or demeaning behavior intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.”

Bullying can take different forms:

- Physical – pushing, hitting
- Verbal – name calling, threats, put-downs
- Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation
- Cyber – using the computer or other technology to harass or threaten.

Bullying will not be tolerated and will be addressed promptly. The administration team, including the School Resource Officer when appropriate, will investigate incidents and determine a plan of action that may include consequences such as suspension. Students involved may be offered counselling or additional supports through Student Services. Students are encouraged to report bullying at school, during the school day, or by electronic means.

- Retribution against any person who has intervened to prevent or report bullying or another safety concern is prohibited.

Behavior Towards School Staff

Our caring and highly trained staff are dedicated to helping students learn and grow. Students are expected to treat all members of the school staff with courtesy, respect, and dignity.

The following behaviors toward Holy Trinity faculty and staff are not tolerated and may result in serious consequences, including suspension:

- Use of profane language
- Acts of Defiance
- Physical Violence.

School Property/ Vandalism

Students are expected to respect the facility and all of its contents, including the school building, courtyard, parking lot, link area, Milwoods Recreation Centre, and City of Edmonton facilities. The following also apply:

- a. Lockers are school property and must not be damaged. School administration reserves the right to search lockers.
- b. All posters, notices, and advertisements require a Principal's approval.
- c. Students must keep school property free from graffiti, including books and furniture.
- d. Students are expected to use the garbage provided and recycling containers.



- e. When property belonging to the school district is destroyed or damaged by the intentional or negligent act of a student, the student and the parents or guardian are jointly liable and may be required to compensate for any damage or losses incurred.
- f. Any student who may be required to make restitution or pay compensation for destruction of property and who fails to do so may be suspended from school and/or subject to legal action by the School Board for the purpose of obtaining compensation.

Visitors/Trespassing

All visitors must report to the main office. School visitors who do not obey school rules will be asked to leave and may be subject to the Trespass to Premise and/or School Act.

Fighting

Students must not engage in violent behavior, including threats or physical fighting.

Weapons

Possession of a weapon, or use of any object to threaten or intimidate, will result in immediate suspension. Weapons and replica weapons brought to school will be confiscated and turned over to the School Resource Officer.

Illegal/Banned Substances

Students must not possess or be under the influence of illegal substances. This includes drugs, alcohol, tobacco, e-cigarettes, and related paraphernalia.

Theft

Students are expected to respect school property and the property of other students, staff, and visitors. Students must not possess another person's property without permission or break, damage, steal, or destroy it.

Discrimination

The Alberta Human Rights Act prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.

Holy Trinity follows the Commitment to Inclusive Communities in Edmonton Catholic Schools see AP 172: Reporting of and Responding to Discrimination and Racism.

Parking

Students and visitors must park in designated areas and may not use designated staff parking. Students with an office-issued parking pass may park in their assigned stall. All other students are expected to use the East parking lot.



Important:

- Police will automatically be involved in the investigation of illegal activities and charges could be laid.
- Spectators to physical violence are a major contributing factor to its continuation. Being a spectator to physical violence is considered a serious offence.

Offsite School Activities

Students participating in offsite school activities as Holy Trinity representatives must follow the same expectations outlined in this Student Code of Conduct. Students must show respect for the people and places they visit and for their supervisors. Field trip forms must be signed by a parent/guardian and required fees paid before participation.

Social Media Etiquette and Onsite Computer Usage

Holy Trinity students are expected to follow the ECSD Responsible Use Agreement accepted during registration. Inappropriate use of technology at school may result in administrative involvement and further consequences. Please refer to technology policy below:

Holy Trinity High School Cell Phone Policy – August 2026

(subject to change as this is an evolving policy)

On June 20, 2024, Education Minister Demetrios Nicolaides announced Ministerial Order #014/2024, which outlined the Alberta Government policy for Standards for the Use of Personal Mobile Devices and Social Media in Schools.

- Cell phones/electronic devices may serve as an instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. To preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Holy Trinity High School.
- Student use of cell phones, personal devices, or other electronic devices during the instructional time is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom.
- Abuse of this privilege will result in consequences such as, but not limited to, suspension or loss of other privileges such as participation in school trips or activities, sports teams, extracurricular activities and potentially graduation exercises.

1. Cell Phone/Device Policy:

- a. At the start of each class, staff will state that students are expected to have their phones turned off and out of sight during instructional time. This means stored in a locker, or backpack. All Air pods are to be removed and stored in a comparable manner.
- b. No cell phones are to be used during instructional time (class time: this includes gym, field trips).
- c. No Air pods or headphones are to be used during class.
- d. No smart watches are to be used during class for messaging or apps.



- e. **Meta glasses: Students are not allowed to wear meta glasses during instructional time including examinations.**
- f. Electronic devices may be used for instructional purposes that are determined by classroom staff, on an ongoing basis.
- g. Students will be permitted to access their phones at school during non-instructional times (i.e. transition times between classes, lunch).
- h. Students needing to use such devices to complete work or study while on a spare, will be able to do so.
- i. If a student is found to be leaving the classroom during instructional time to go use their cell phone, progressive consequences will occur.

2. Information Dissemination: All teachers and course outlines will have the cell phone policy clearly outlined and in their Google classroom

- a. This will also go home in a school wide email to parents from admin.
- b. This will also be discussed at opening assemblies.
- c. Posted school website

3. Progressive Consequences:

- a. After school wide assemblies in September, the policy will go into place.
- b. The phone must be powered off and, in their locker, or backpack, where it is not visible.
- c. If a student refuses to follow the rules listed above, this does not become an issue with electronic devices, rather, it is about a choice not to follow a Provincial regulation. The school will use its resources and current policies under the Alberta Education Act to work with students and families to find a solution. In some cases, the school progressive discipline process will be invoked as a solution measure.

Under the Alberta Education Act, Section 31 and 32 students are expected to:

- d. comply with the rules of the school and the policies of the board
- e. co-operate with everyone authorized by the board to provide education programs and other services
- f. be accountable to the student's teachers and other school staff for the student's conduct
- g. Students and parents are partners in education

Holy Trinity High School will manage this new policy through teacher and student education opportunities and current school policies that align with the Alberta Education Act. During the implementation of the new policy, the school will continue to follow our guiding principles: "All students are entitled to welcoming, caring and respectful safe learning environments that respect diversity and foster a sense of belonging".

Exceptions to These Guidelines: as per the Ministerial Order"

- a. students who may have Medical Management Plans (MMPs) and require their phones for medical reasons. This will be completed and notified through the TA (Teacher Advisor) or Link Administrator with a parent meeting.
- b. Contacting your Child in an Emergency- If you need to get a message to your child during the school day, please contact the office by email (monitored throughout the day) or phone (780-462-5777).

We know this transition will be challenging for many youths (as well as many adults) who may be experiencing a constant need to access technology. We are committed to educating and working with students and families as we explore topics related to technology and social media and any anxiety students may have with this new policy. We hope to:



- 1. Promote Digital Literacy:** Educate students about the potential risks and benefits of technology and social media. This includes understanding online privacy, recognizing misinformation, and practicing safe online behavior.
- 2. Encourage Open Communication:** Foster an environment where children feel comfortable discussing their online experiences. Regular check-ins can help identify any issues early and provide support as needed.
- 3. Model Healthy Behavior:** Demonstrate balanced tech use in our own lives. Youth often mimic the behavior they see, so setting a good example can have a positive impact.

Consequences for students who do not follow this policy:

- Step 1- **First Offence:** Student is misusing technology, and or caught with cell phone or other technology during instructional time: Teacher verbally warns the student to put the technology away and logs this information in the log entry
- Step 2- **Second Offence:** Teacher calls the office and sends the student to the grade coordinator. Grade coordinator confiscates the technology till the end of the day and calls home as well as logs this information.
- Step 3- **Third Offence:** Teacher sends student to grade coordinator, and grade coordinator proceeds with suspension.

Athletic Events

- Holy Trinity High School students are expected to be positive ambassadors for the school when participating in athletic events on or off campus.
- Respectful student spectators who are present to support and cheer on the Holy Trinity Trojans are welcome.
 - Only Holy Trinity students and family members, and family members of the opposing team, may attend home games.

Expectations for Spectators:

1. Be respectful and represent the school well.
2. No food or drink is allowed in the gym.
3. Spectators must present school ID before entering the gymnasium.
4. Students must leave immediately after the event.
5. No cell phone use for taking pictures or videos.
6. Once the gym reaches capacity, no additional spectators will be allowed.
7. Students may not leave school grounds and return for the event. Students who leave will not be granted re-entry.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

We focus on positive behavior and attitudes; however, inappropriate behavior may require intervention. Depending on the situation, the staff member present will take the most appropriate action. In accordance with Section 36 of the Alberta Education Act, one or more of the following progressive consequences may occur:



- ✓ Verbal warning and meeting with administration
- ✓ Restriction of privileges and activities
- ✓ Noon hour detention of student
- ✓ Parental involvement.
- ✓ Parent-student conference with school staff
- ✓ Verbal or written apology by student
- ✓ Problem solving, monitoring or reviewing behavior expectations
- ✓ Replacement or repair of damaged property
- ✓ Temporary removal of student from a class
- ✓ Bus suspension for students riding the school transporter or yellow school bus
- ✓ In-school suspension
- ✓ Out of School suspension (1,2,3 or 5 days)
- ✓ Behavior contract
- ✓ Involvement of outside agencies
- ✓ Involvement of School Resource Officer and or law enforcement
- ✓ Expulsion.
- ✓ Record of incident retained in PowerSchool.

When addressing inappropriate behavior, consequences are fair but not always equal. Several factors are considered, and more serious behavior may result in more serious consequences. Please refer to the Alberta Education Act for more information.

[Education Act - Open Government](#)

School Payments & Fees

School payments may be made online through PowerSchool. Some complementary courses and extracurricular activities, such as clubs and athletics, require additional fees. Information about school and course fees is posted on the school website. Fees may be reviewed by Alberta Education and are subject to change. Please visit our School Fees page.

