

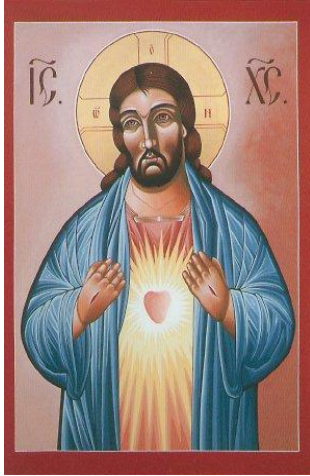


Sacred Heart Catholic High School

STUDENT HANDBOOK
Updated: 2022-2023



A community called to share in the development of the whole person.



Prayer to the Sacred Heart

May Thy Heart dwell always in our hearts!

May Thy Blood ever flow in the veins of our souls!

O sun of our hearts,
Thou givest life to all things by the rays of Thy goodness!

I will not go until Thy Heart has strengthened me, O Lord Jesus!
May the Heart of Jesus be the King of my heart!

Blessed be God. Amen.

By: Saint Francis De Sales

Administration

Mr. Danny DiLallo

Principal

Mr. Frank Nardi

Vice Principal (A-K)

Ms. Lora Grondin

Vice Principal (L-Z)

Main Office

Anna Lupo - **General Secretary**

Valerie Lucchetta, **Attendance Secretary**

Sophie Cunha - **SIS Secretary**

Josie Meyer - **Bursar**

TBD - **Head Secretary**

Guidance Department

Catherine Meehan, **Guidance Secretary**

Kyla King, **Guidance Counsellor/Department Head**

Cara Lodoen, **Guidance Counsellor**

Purpose

The purpose of this Student Handbook is to provide a summarized guide for students with regards to school activities. Students may refer to this handbook for information regarding most items associated with day to day programming.

Sacred Heart Catholic High School

908 Lemar Road
Newmarket, ON
L3Y 1R9
Telephone: 905-895-3340
Fax: (905) 895- 9416

WEBSITES	SOCIAL MEDIA
<p>School Website: https://sahe.ycdsb.ca/</p> <p>YCDSB Website: www.ycdsb.ca</p> <p>Sacred Heart iRAP Website: https://irapsacredheart.ca/</p> <p>Guidance Website: https://sites.google.com/ycdsb.ca/sacred-heart-chs-guidance/</p> <p>Library Learning Commons Website: https://sites.google.com/ycdsb.ca/sahe-library/</p>	<p>School Twitter: @SacredHeartCHS</p> <p>School Instagram: sacredheart_chs</p> <p>Sacred Heart CHS App: Download using the search name 'Sacred Heart CHS - Newmarket' in the google app store or iOS store</p> <p>School iRAP Twitter: www.twitter.com/iRAPSacredHeart (@iRAPSacredHeart)</p>

SCHOOL YEAR CALENDAR AT A GLANCE

Secondary Semesters:

Semester 1: September 7 – February 3 - EXAMS (Jan. 27 - Feb. 3)
Semester 2: February 6 – June 29

Professional Activity Days:

September 6
September 23
October 21
November 18
February 3
May 5
June 30

Holidays:

Labour Day	September 5
Thanksgiving Day	October 10
Christmas Break	December 26 – January 6
Family Day	February 20
March Break	March 13 - 17
Good Friday	April 7
Easter Monday	April 10
Victoria Day	May 22

Exams:

Semester 1.....Jan. 27 - Feb. 3
Semester 2.....June 20 - 27

Grade 10 OSSLT (Literacy Test):

TBD

Grade 9 EQAO Math Test:

TBD

STUDENT LIFE @ SACRED HEART CHS

Daily Schedule -

Secondary students will attend school five days a week following a semester model.

Student login to School Online Systems

- The passwords for all your student accounts have been synchronized. You are able to use the same login and password to get access to **Computer Systems, G-Suite, D2L/Brightspace, and My Blueprint.**
- Students can login using the following format:
 - **Username:** Legal first name.Legal last name + anticipated year of graduation (birth year + 18) @ycdsbk12.ca
 - **Password:** First initial of the first name in Uppercase + first initial of the last name in lowercase + student# (Maplewood ID, NOT the OEN)
 - If your student number is less than 6 characters in length, it will have been pre-filled with zeros (0) to make the length up to 6. This ensures a minimum password length of 8 characters.

Student Login Example			
Student Name	Birth Year + 18 =	Student Login	Password
John Smith	06 + 18 = 24	john.smith24@ycdsbk12.ca	Js7271995

SACRED HEART CHS

'BIG 5' SACRED TOGETHER

1. Absenteeism

3 days: Conference with student (problem solving/conflict resolution)

5 days: Conference with student (problem solving/conflict resolution)
- Parent/guardian contact

8 days: Conference with student (problem solving/conflict resolution)
- Parent/guardian contact
- Referral to administration - CONDUCT REPORT

2. Disobedience/Lack of Cooperation/Class Disruption

First Occurrence: Conference with student (problem solving/conflict resolution)

Second Occurrence: Conference with student (problem solving/conflict resolution)
- Parent/guardian contact (teacher assigned consequence)

Third Occurrence: Conference with student (problem solving/conflict resolution)
- Parent/guardian contact
- Referral to administration - CONDUCT REPORT

3. Punctuality

*students can report to class late up to 8:30 a.m. After 8:30 a.m., all students must sign in late at the main office. Students should arrive to periods 2, 3, and 4 in time for the class to start without requiring a 'grace' period.

First 3 Lates: Conference with student (problem solving/conflict resolution)
- Advise V.P.

5th Late: Conference with student (problem solving/conflict resolution)
- Parent/guardian contact (teacher assigned consequence)
- Advise V.P.

8th Late: Conference with student (problem solving/conflict resolution)
- Parent/guardian contact / Referral to V.P. - CONDUCT REPORT

4. Skipping Classes *Extensive and repeated 'bathroom breaks' included

First Occurrence: Conference with student and parent (problem solving/conflict resolution)
- Teacher assigned consequence
- Advise V.P.

Second Occurrence: Refer to V.P. for a conference with student (problem solving/conflict resolution/assigned consequence)
- Parent/guardian contacted

Third Occurrence: Referral to administration - CONDUCT REPORT

5. School Uniform

*Students must be in school uniform as outlined on website and in student handbook at all times unless approved by staff and administration. FULL UNIFORM IS REQUIRED FROM 'BELL TO BELL'

Any occurrence - teacher offers opportunity for student to get into uniform. If student does not comply, they are to be sent to office

SCHOOL POLICIES, EXPECTATIONS AND PROCEDURES

(IN ALPHABETICAL ORDER)

ACCIDENTS, PERSONAL INJURY, AND SAFETY

It is the responsibility of each student to understand and comply with School, Board, Community Regulations, Policies and Laws related to safety, and to report any school accidents to the supervising teacher or the Main Office as soon as possible. These include any accidents occurring on school property or during school sponsored events at other sites. Students unable to go to class because of an accident or illness must report to a supervising teacher or the Main Office. Students are not permitted to leave the school without authorization from Administration and parent contact. Students who do not comply and leave the school without permission from the Administration may be subject to discipline at the discretion of the Administration. For further details, please refer to "Policies & Guidelines" at <http://www.ycdsb.ca>.

ADDRESS OR SOCIAL INFORMATION CHANGES

It is the responsibility of the parent/guardian to promptly report to the Main Office, in writing, changes to home address, telephone number, cell numbers, email address, and other pertinent information. Appropriate school support forms must also be completed.

ADMISSIONS

The school is open to students whose parents or guardians are school supporters in the Region of York, and who live in Sacred Heart's attendance zone.

Sacred Heart Catholic High School is open to students (Grades 9 - 12) whose parent(s)/guardian(s) are residents of York Region who share in the mission of Catholic Education. Religious education is central to the understanding of the Catholic way of life practiced at our school. Therefore, all students must take Religious Education classes each year. Students must fulfill all obligations and requirements of the courses, including retreats and Christian Community Service. Incoming grade 9 students will have the opportunity to participate in a one day Orientation program in September. Students seeking admission to Sacred Heart Catholic High School may be interviewed with their parent(s)/guardian(s).

To register, please visit: <https://sahe.ycdsb.ca/>

ASSEMBLIES

Assemblies and liturgical celebrations are an integral part of Sacred Heart CHS. Attendance is mandatory and as such, students who do not attend will be considered absent.

Students are expected to be in full uniform and enter and leave the assembly in an orderly fashion. Students are expected to sit in the assigned area with their class and teacher.

ASSESSMENT, EVALUATION & REPORTING

In order to inform the parent(s)/guardian(s) of student achievement, the school will issue formal Mid-Term Reports in November and April; formal Final Reports in February and July. Formal reports identify the percentage grade a student has attained in his/her courses, lates and absences in each course, as well as learning skills and teacher comments.

Parents may login to the parent portal (maplewood connectEd) to view student report cards and timetables. This portal is accessible here:

[PARENT PORTAL](#)

Students may login to the student portal (maplewood connectEd) to view student report cards and timetables. This portal is accessible here:

[STUDENT PORTAL](#)

*Instructions on how to use the portal and access information are included here:

[INSTRUCTIONS](#)

The school will also set up formal Parent-Student-Teacher Conferences in November and April. Outside of the scheduled times, parents wishing to inquire about a student's academic standing or performance may contact the subject teacher directly to request feedback and/or an interview via email or by calling the school main line and leaving a message for the staff member to return your call. All calls and emails should be expected to be responded to within 48 hours.

The school seeks to embrace the Ministry of Education's recent document on Assessment and Evaluation entitled "Growing Success, 2010" The York Catholic District School Board has a companion document entitled "Guidelines and Procedures" that outlines the general framework for assessing student learning. If parents have any questions about the nature and scope of their child's work, they should consult with the classroom teacher first. If further clarification is required, then the parent should contact the child's vice-principal.

<p>NOTE: Each academic department will detail their specific policies on managing assessment and evaluation for students during the first few weeks of class at the start of the semester.</p>

ATHLETICS

The Athletics Department at Sacred Heart encourages all students to participate in the athletics program in order to enhance their physical, social, spiritual, mental growth and development. As members of our sports teams, student athletes are reminded that they are representing both themselves and Sacred Heart CHS. To this end, they must be committed to the goals of the Sacred Heart athletic program and have a responsible attitude towards their team and coach(es). Students are expected to play within their appropriate age categories.

Athletic fees occur when participating on a school sports team, and may vary depending on specific costs related to each team. This may include uniforms, tournaments, transportation, and any other extras related to participation on a particular team.

ATHLETE CODE OF CONDUCT

As an athlete of a Sacred Heart CHS team:

- I will demonstrate a strong work ethic at all times.
- I will show commitment and dedication to the team by attending all practices and games and fulfill all obligations for the duration of the season.
- I will communicate in advance to my coach if I am unable to attend a practice or game for a legitimate reason.
- I will respect the rights, dignity and worth of all people involved in the game regardless of their gender, ability or cultural background.
- I will display control and respect to all involved with the sport including coaches, teachers, players, referees, officials, caretakers, parents, spectators, and opponents. I will encourage my teammates to do the same.
- I will represent Sacred Heart with dignity and pride at all times
- I will display modesty in victory and graciousness in defeat.
- I will accept responsibility for my own play and behaviour.
- I will attend all school classes on game day.
- I will fulfill my academic responsibilities by passing all courses, submitting all assignments and achieving a level that reflects my abilities.
- I will thank the opposition and officials at the end of the game.

Any violation of one or more of the above will result in disciplinary measures such as loss of playing time or suspension from the team. Suspension from a team may affect your involvement on other Sacred Heart Athletic teams for the school year.

Students must sign the 'Athlete Code of Conduct' and adhere to the criteria contained within it. The school administration reserves the right to exclude a student from a school sanctioned team or event, if, in the opinion of the administration, the student's academic performance is at risk, or, otherwise in decline.


ATTENDANCE

Parents are responsible for the attendance and punctuality of their child. Parents/guardians are also responsible for reporting any absence and providing the reason for absence (such as illness, appointment, etc.). Students are to be in school and on time for all classes, including Homeroom. Regular and punctual attendance is necessary for students to complete all in-class work and other assessments.

****Students absent from class for school authorized programs will not be penalized for missing an academic assessment or evaluation, BUT students are expected to inform teachers prior to missing class for a school event/trip and will be required to promptly complete any missed work within the timelines established with the teacher.**

Regular attendance is a key component of the learning process and of the evaluation of student achievement. It is even more critical to students' success in a school organized on a semester basis.


Absences:



SECONDARY ATTENDANCE

STUDENT ABSENCE REPORTING
Partial or full day absences may be reported
before school start by using any of these methods:

Phone: 1-855-856-7862
Website: go.schoolmessenger.ca
Mobile App: SchoolMessenger App



Parents are to report their child's absence prior to 8:15 a.m., every day their child is absent.

Teachers, the Attendance Secretary, or a Vice Principal may contact a parent/guardian to verify the absence or to check for discrepancies.

Please note that according to Ministry of Education guidelines, a student who misses 15 consecutive days without the student, parent, or guardian contacting the school, will be removed from the school's enrollment register.

Students who miss class because of a field trip, athletic event, a school retreat, guidance appointment or other school activity, will be marked absent by the teacher for that class or classes. All absences are counted when reporting the total days absent for the semester. In cases where absences are a concern, a decision may be made by the Administration to limit a student's ability to participate in activities that cause class absences. Holidays, doctor appointments, vacations etc. should not be booked during school time, especially during exams. Students who are frequently absent and/or absent without permission may be reported to the Board's Attendance Counseling Services. When students who have been appropriately counseled continue to be chronic offenders, Alternative Education Pathways may be recommended.

Early Leaves:

Medical or personal business appointments should not be made during school time. If a student must leave early, a note duly signed and dated by a parent/guardian must be presented to the Attendance desk **before 8:15 a.m.** stating the reason for the early leave and the time of departure. If a student is ill during the day, he/she must report to the Main Office. Permission to leave school early is granted by the Administration and is dependent on the school communicating with the parent/guardian.

Extended Absence:

Documentation may be required for absences of 3 school days or more (including medical notes). Parents are asked to report extended absences and requests for homework, due to illness, to the Attendance Secretary. The secretary will notify the student's teachers to inform them of the absent student.

Lates to School or Homeroom:

Students are expected to arrive on time for school and for each class throughout the day. Arriving late is not only detrimental to a student's success; it is also highly disruptive to the entire class. **Students who arrive to school between the 8:23 a.m. bell and 8:35 a.m.** should report to the homeroom class and the teacher will mark the student late. If a student arrives after 8:35 a.m., the student must sign in at the office and obtain an "Admit to Class" slip from the Attendance Secretary. Being on time requires that a student is inside their Homeroom classroom prior to the 8:23 a.m. bell and remains inside class. Students who enter Homeroom and leave without the teacher's permission and re-enter Homeroom after 8:35 a.m. are considered late and must report to the Main Office. Students who arrive late to school must provide a note from a parent/guardian stating the reason for lateness and approximate time of arrival at school. All notes are to be submitted to the school Attendance Secretary. The secretary and/or the Vice Principal may contact a parent/guardian to verify the late.

Lates to Class:

Students are expected to arrive to classes on time and are given five minutes travel time between classes.

Skipping Class / Truancy / Skipping Detention:

Students should understand that progressive discipline will be used for those arriving late to class including detentions and suspension. Students are expected to attend all scheduled classes and school activities (such as assemblies and liturgies). Failure to do so will be considered skipping which will result in disciplinary action

including detentions and suspension. Students may be reported to the Board's Attendance Counsellor and students and parents / guardians may face truancy charges. Students who are absent from school or suspended must not be found on school property. Students who skip detention may be further disciplined, including suspension.

Study Hall ('Spare' period):

Students are expected to attend all scheduled classes and school activities (such as assemblies and liturgies) and to be at school in full and proper uniform throughout the instructional day. Students with a period 1 Study Hall may arrive at school for period 2 classes. Students with a period 2, period 3, or period 4 Study Hall are expected to remain either in the cafeteria, or library in full and proper uniform.

Extended Absences/Vacations:

It is the policy of Sacred Heart Catholic High School to discourage student absence from school, due to vacations outside Christmas and March Break. If family vacations are planned during the school year, students must pick up an "Extended Absence" form from the Main Office and have it completed by all teachers and signed by the student's parent/guardian. The completed form must be submitted to the appropriate Vice-Principal, two weeks prior to departure, for final approval. Students will be responsible for all assignments, assessment, and evaluations missed during a vacation.

***Vacations are not to be booked during the examination time. Students who miss a formal examination (including in-class examinations) due to family/personal vacations will receive a grade of "zero" on the examination.**

Sacred Heart CHS uses an automated phone message system called *School Messenger* to broadcast attendance, lates and other appropriate and pertinent information to parents. The primary telephone number is used. If you wish *School Messenger* to call an alternative number, please inform the main office. From time to time, Sacred Heart may use this system to email information to our families. Please ensure that your email is up to date as well.

BULLYING PREVENTION

The York Catholic District School Board values learning environments that are safe, nurturing, trusting, positive and respectful - consistent with our Gospel values. The Board believes that all bullying (physical, emotional, verbal, electronic) is a particularly insidious form of violence and that all students and educators have the right to a school environment free from bullying, harassment, threats and violence.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip, or rumours). It may also occur through technology (e.g., spreading rumors, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet website, or other technology. Cyber-bullying is the use of information and communication technologies, such as e-mail, cell phones and pager text messages, instant messaging, personal websites and on-line polling websites, to support deliberate, repeated and hostile behaviour by an individual or group, that is intended to harm others.

Power over others: Students may attain or maintain power over others in the school through real or perceived differences. Some areas of difference may be size, strength, age, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender or race.

Students must:

- (a) conform to the standards of appropriate behaviour outlined in Board policies and school Code of Conduct;
- (b) report incidents of bullying to classroom teacher, or other school staff, or to school administrators;

- (c) avoid participating in bullying as direct perpetrators or in the role of a bystander;
- (d) accept consequences for engaging in bullying activities, either as a perpetrator or a bystander;
- (e) model acceptable behaviours at all times.

To view the Board's complete policy on Bullying, please visit: <http://www.ycdsb.ca>, Policy No. 223

BUSES

School transportation is provided for Sacred Heart students, if they meet the criteria set by the York Catholic District School Board and live more than 4.8 km away from the school. Parents or students who wish further information should contact 1-866-287-7837 or www.schoolbuscity.com. Only students who have been issued bus privileges will be allowed to use these services on a daily basis. All students are expected to conduct themselves in a responsible manner. Inappropriate behaviour may result in the suspension of bus privileges and other school discipline. Students will be assigned to a bus route and must remain on their bus for the entire school year. For further details, please refer to "Policies & Guidelines" at <http://www.ycdsb.ca>, Policy No. 203.

CAFETERIA USE AND LUNCH ACTIVITIES

Students may purchase or bring lunch from home. The school cafeteria is available during all three lunches and prior to 8:18 a.m. No service is available during examinations in January and June. Students purchasing lunch must line up and wait in the designated area in an orderly fashion.

Students are expected to treat cafeteria supervisors and personnel with respect at all times. Students are required to remain in **full and proper uniform** while in the cafeteria during the instructional day, including all three 40 minute lunch periods and during their spare period should they have one. It is expected that students keep noise and conversation to a minimum in the hallways during lunch to avoid disturbing other classes.

Everyone has the right to eat in a clean, pleasant, and safe environment. All food and drink must be consumed in the cafeteria, and neither food nor drink is to be carried through the halls. Containers have been provided for recycling and for litter. Students are expected to pick up after themselves and to remind others to dispose of their own litter. Students must remain in the cafeteria until 10 minutes before the bell. In order to respect and protect the safety of everyone, food or drink is to be consumed ONLY in the cafeteria.

CIVVIES DAY / SPIRIT WEAR DAYS

The School Administration will designate certain days to be civvies days. Proper student behaviour and school appropriate dress consistent with the philosophy of our school, is expected on these days. Spirit wear is permitted on designated Spirit Wear Days. Spirit wear is any school-based item that the student has purchased that represents participation in school-sanctioned activities.

CO-CURRICULAR PARTICIPATION

We believe in a rich co-curricular program. Students have a better attitude towards school and achieve better grades when they participate in co-curricular activities. It is the policy of Sacred Heart Catholic High School that academics take precedence. Should a student experience academic difficulty, or poor attendance, the student may be withdrawn from the program until there is significant improvement.

Our school strives to have all of our co-curricular activities comprised of students who are keeping up with their studies and who represent our school in a consistently dignified and respectful manner.

Students are expected to represent Sacred Heart CHS in a dignified and respectful manner, when they are involved in co-curricular activities at home and offsite

Visit our website to see what activities are available to students:

CLUBS AND COUNCILS

CONCUSSIONS

The York Catholic District School Board is committed to promoting awareness of safety in schools and recognizes that the health and safety of students is essential for student learning and wellbeing. All partners in education have important roles to play in promoting student health and safety and in fostering and maintaining healthy and safe environments in which students can progressively Return to Learn/Return to Play. Parents/guardians and students need to communicate directly with school administration in cases of diagnosed or suspected concussions.

Policy 212: Concussions will be followed if a student has sustained a hit or blow to the head or body and shows signs or symptoms of concussion. *Policy 212: Concussions* is available at www.ycdsb.ca. Management of concussion is key to supporting the student during recovery. Please be advised that your son or daughter will be asked to seek medical attention, if signs and symptoms of concussion arise. If no concussion is determined, then a Medical Clearance Form is completed and provided to the school. If a concussion is diagnosed, the student should have total rest at home. When returning to the classroom after a concussion, a four-step Return to Learn and a six-step Return to Play process should be followed, with appropriate medical documentation. Students will be provided accommodations at school through the Student Disability Accommodation Plan. Please direct any inquiries to the appropriate Vice-Principal.

COURSE SELECTION

The online course selection process will take place in the month of February. Students must select courses, with the advice and consent of their parents(s)/guardians(s) and school staff, including teachers, guidance counsellors, and school administration.

The deadline for course changes will be at the end of the course verification week in April. The only changes permitted after this date will be those resulting from completed summer school courses, which will be processed during the last week in August. All students in grades 9-11 must choose 8 courses per year (which includes a Religion course in each academic school year). Students are not allowed to take night / summer school courses to replace Religion courses in day school at Sacred Heart Catholic High School. Students and parent(s)/guardian(s) are strongly encouraged to read the online course calendar and to be aware of Ontario Ministry of Education graduation requirements which include the following:

- If a student withdraws from a course before mid-semester, the course is not recorded on the transcript;
- If a student withdraws after mid-semester, the course will appear on the transcript;
- If a student repeats a course, the mark for each attempt will appear on the transcript and the following prerequisite requirements:
- Students should ensure they have successfully completed prerequisite courses, or are currently (not concurrently) taking the prerequisite course, or are making up a failed prerequisite course at Summer School
- Students should ensure they have selected both the prerequisite and its subsequent course for next year.

For additional information, please visit:

[Online Course Calendar – COURSE OPTIONS](#)

EMERGENCY PROCEDURES / FIRE DRILLS / EVACUATION

A full colour “*Emergency Codes and Responses*” chart is posted in every classroom. In the event of a school emergency, students must follow the direction of the school Administration.

Students must move quickly and quietly to the closest exit as indicated in each room. Once they have evacuated the building, students are to remain with their class and teacher where attendance will be taken. If a student is on Study Hall (spare), they are to report to the attendance station closest to their exit. Once an ‘all clear’ is proclaimed by Fire Safety Personnel, administration advises that it is safe to re-enter the building.

False alarms are illegal and those who cause a false alarm may be prosecuted.

EQUITY AND INCLUSION

• HUMAN DIGNITY AND HARASSMENT – SEXUAL, RACIAL, ETHNO-CULTURAL

Harassment of any form involves the intent to incite bias or hatred against a person or group of people. It is not tolerated in the school; it is illegal and may be considered criminal if the victim(s) feels tormented, troubled, or continually or chronically plagued.

Making a frivolous/vexatious harassment complaint, one that is false, unreasonable, or malicious is also a serious matter and may also result in discipline.

Any form of sexual assault, contact of a sexual nature without the consent of the person, or in instances where consent is impaired, negated, or irrelevant will result in suspension, with recommendation for expulsion and the police may be notified.

• GENDER AND SEXUAL ORIENTATION

5.1 Guiding Principles (of the Equity and Inclusive Education Strategy)

Equity and inclusive education:

Is a foundation of excellence;

Meets individual needs;

Identifies and eliminates barriers;

Promotes a sense of belonging;

Involves the broad community;

Builds on and enhances previous and existing initiatives;

Is demonstrated throughout the system;

Is congruent with Catholic teaching

5.2 Discrimination

Unfair or prejudicial treatment of individuals or groups on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability, as set out in the Ontario Human Rights Code, or on the basis of other, similar factors. Discrimination, whether intentional or unintentional, has the effect of preventing or limiting access to opportunities, benefits or advantages that are available to other members of society.

Discrimination may be evident in organizational and institutional structures, policies, procedures, and programs, as well as in the attitudes and behaviours of individuals.

5.3 Diversity

The presence of a wide range of human qualities and attributes within a group, organization, or society. The dimensions of diversity include but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sex, sexual orientation, and socio-economic status.

5.4 Equity

A condition or state of fair, inclusive, and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.

5.5 Inclusive Education

Education that is based on the principles of acceptance and inclusion of all pupils. Pupils see themselves reflected in their curriculum, their physical surroundings, and the broader environment where diversity is honoured and all individuals are respected.

5.6 Ontario Human Rights Code

A provincial law that gives everyone equal rights and opportunities, without discrimination, in specific areas such as education, jobs, housing, and services. The goal of the Code is to address and ultimately prevent discrimination and harassment.

EXAMINATIONS

Examinations are written at the end of each semester, January and June. Any student who misses an examination for any non-legitimate reason will receive "0" for the exam portion of the final mark. A legitimate absence is only permitted for *death in the immediate family or student illness on the day of the examination verified by an appropriate medical note*. Students will write an examination at a later date, to be determined by Administration. If the student does not write on the arranged date, the student will receive a mark of zero for the examination portion of their final mark.

Family vacations and weddings during an examination period are not legitimate absences.

All students must write their examinations on the scheduled examination dates, including in-class examinations. Any exceptions, (i.e., for serious medical emergencies), must be approved by School Administration. Students who miss a formal examination, even when a doctor's note is provided, may be required to take a make-up exam at a later date. A parent / guardian must contact the Main Office by 8:15 a.m. to report a student absence during examinations.

Students are expected to know their course code, section and teacher's name, and students are responsible for knowing the date, time, and location of their examinations. Students are expected to arrive on time and in full and proper uniform when writing their examinations. Students who arrive out of uniform may be sent home to change. Students may leave school at the conclusion of their examination(s). Transportation continues at regular times.

EXTORTION / ROBBERY / THEFT

Any form of stealing is illegal and strictly prohibited. Students who are involved in extortion (using force, threat or intimidation to obtain money or property) theft (stealing) or robbery (stealing by using or threatening to use force or violence) of any kind, will be immediately reported to the Administration and possibly to the Board and Police.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are a valuable learning experience and an important part of the school program. Students are responsible for all assignments and tests missed while they are absent from school and must complete the "Consent Form for Field Trips and Co-Curricular Activities" Form. Parental consent forms are necessary for each trip or excursion. School rules apply as does the uniform dress code. Students who arrive to school without the proper uniform will not be permitted to participate in the trip and will not be reimbursed for any fees. All school rules, policies, and procedures will also remain in effect.

FORGERY AND FRAUD

Forgery is using, or signing, a name without authority to do so. Fraud is the falsification of identification or other personalized documents. All false representation by act, word, conduct that is intended to deceive, false allegations, or concealment of what should have been disclosed, is considered fraudulent. Parents/guardians are required to sign and date all notes to the school. The Administration and or the school staff may contact

parents/guardians to verify the authenticity or validity of a parent note. A student who is involved in forgery will be subject to discipline, including suspension.

FULL DISCLOSURE

Student transcripts for all students in Grades 11 and 12 will indicate repeated subjects and the date it was completed. Grade 12 students should be aware that universities may incorporate repeated senior courses in their admission decisions. As universities/colleges develop their admission policies based on full disclosure, students would be wise to contact the universities/colleges for specific admission information.

All grade 11 and 12 courses taken or attempted will be recorded on the Ontario Student Transcript (OST), with the percentage grades earned and credit granted.

A student who withdraws from a Grade 12 course within five instructional days following the mid-semester report card will not have the course recorded on the OST. If a student withdraws after this time, a "W" is placed in the "Credit" column and the percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column.

HEALTH CONCERNS, MEDICATIONS AND ANAPHYLAXIS

Parents must inform the school of any health concerns, conditions, and allergies that may affect a student so that faculty and staff may adequately support the student. Students and parents should note that the school staff cannot administer any medication including aspirin and cough medicine.

If a student must take medication during the school day, parents must inform the school in writing (Form S16) and the medication must be stored in the Main Office. Students who become ill during the school day must report to the Main Office. An Administrator will contact a parent/guardian.

Anaphylaxis is an extremely serious systemic allergic reaction that engages two or more of the body's systems: the gastrointestinal tract, the respiratory tract, the skin, and the cardiovascular system. It may result in circulatory collapse, shock, and may sometimes be life-threatening or fatal. Parents/guardians of children who have this type of allergic reaction are required to indicate this on the school registration form, to ensure all school medical forms are up to date, and to provide the school with an extra epi-pen which will be stored in the Main Office. These students must also carry their epi-pens with them at all times. For further details, please refer to "Policies & Guidelines" at <http://www.ycdsb.ca>, Policy No. 209.

HONOUR ROLL

Honour roll is calculated as an average of 79.5% of all courses taken during the school year, including those taken in the previous summer, and including all courses delivered by YCDSB and taught by YCDSB teachers through regular day school, summer school, night school, Saturday school, e-learning, or international programmes.

****A minimum of 6 courses are required in order to qualify for Honour Roll.**

INCLEMENT WEATHER

Should the School Board make the decision to cancel buses due to inclement weather, news will be broadcast on t.v. and by radio. Information will also be posted on the Board website and schoolbuscity.com. Parents are advised to exercise good judgment and decide whether or not to allow students to come to school. If buses do not run in the morning, they will not run in the afternoon. The school remains open; however staffing may be limited. Cafeteria service will not operate on such days.

INCENDIARY DEVICES

Possession of or threatening to use an incendiary device (e.g., lighter, firecrackers, etc.) may result in jeopardizing the safety of the entire school community. All such items are strictly prohibited. Suspension and/or expulsion may result. For further details, please refer to "Policies & Guidelines" at <http://www.ycdsb.ca>, Policy No. 202 and 218.

INTERNET USAGE

The expansion of Internet usage and its application in credit courses increases daily. For these reasons users are to act responsibly and follow the rules of netiquette. Each of your subject teachers can recommend appropriate sites related to the subject that they teach.

All school users of computers are governed by the York Catholic District School Board's expectations regarding the use of electronic information sources as outlined in the Acceptable Use Agreement signed by parents when they registered at the school. Use must be in conformity with the moral values and Catholic philosophy of Sacred Heart Catholic High School. Any student that violates these expectations or compromises the security of the school's network may face suspension and, in some cases, expulsions from the school as per Board policy.

LOCKERS AND LOCKS

Students are assigned individual lockers; they should keep personal belongings in their lockers, which must be locked at all times. **Only school-issued locks are allowed.** Students must not share or switch lockers without permission from school administration. Students are accountable for the locker assigned to them and its contents. Students are strongly discouraged from divulging their lock combination to others as this will put them at risk. Large sums of money and other valuables should be left at home. The school will not be held liable for missing or stolen items.

Any graffiti or damage to the locker is the student's responsibility. Students will be held financially accountable for any damages incurred during the school year.

Although lockers are assigned to students for their personal use, they remain school property. As such, the school administration has the authority to open lockers, whenever it is deemed necessary.