

Holy Cross Catholic Secondary School

Once a Crusader, Always a Crusader

Student Handbook

Holy Cross Catholic Secondary School
1085 Woodbine Road
Kingston, Ontario
K7L 2V9

Main Office.....613-384-1919
Student Services.....613-384-2023

Attendance.....613-384-1355
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Website: www.hctoday.ca

Welcome to Holy Cross!

Welcome to another school year at Holy Cross. In particular, welcome to the Class of 2021, our newest Crusaders. This student handbook is full of useful information for you, as you start your career in high school. Know, first of all, that we are committed to providing quality Catholic Education which serves the academic, social, physical, and spiritual development of all our students. As a Catholic community the ideals of Jesus are both taught and witnessed, community members are respectful and appreciative of each other's gifts and challenged to live the Christian ideal. As a community we will embody "faith in action"; uphold the value of family; stress the integration of the spiritual, intellectual and moral development of the total person, and; emphasize Gospel values. In short, we will provide you with the opportunity to meet the Catholic Graduate Expectations.

Please familiarize and review the Holy Cross policies, procedures and daily routines outlined in pages to follow. Our policies and practices have been established over a period of years to ensure that we are able to provide a safe, orderly and stimulating learning environment. Our Catholic Code of Conduct outlines the responsibilities and expectations for all members of our community to create an environment, where the nurturing of a sense of self-worth, self-discipline and a respect for others is emphasized. Time management is a key to success. The Office 365 environment, in use now across the Algonquin and Lakeshore Catholic District School Board, has the calendar functionality for students to organize dates and times for the wide range of events at Holy Cross. Plan to become fully involved in the life of the school, by keeping track of the opportunities provided for you as a new or returning Crusader.

This year, we would like to update our email contact list, especially for parents and other community members, in order to better provide timely communication (alerts, newsletters,



Synervice messages, as well as in emergency situations) and to continue enhancing our environmental initiatives. Please ensure an up-to-date email contact is provided to Mrs. Kathy Burt in attendance. Parents and guardians can subscribe to our monthly newsletter by using the link on the Holy Cross Website main page.

Accept our best wishes for a successful 2017-18 school year.

Mr. Michael Faught, Principal; Ms. Wendy Gallant, VP; Mr. Paul Melim, VP

Welcome from Pastoral Services

Our Holy Cross Community draws its inspiration from the Word of God and the teachings of the Catholic Church. We are a school which seeks to provide opportunities for staff and students to come to know Christ and to grow in their faith. Our theme for the upcoming year, “Blessed are the merciful” (Matthew 5:7) reminds us that we must always seek opportunities to be merciful, here in our school, our local community and the world. This requires us to look for opportunities to serve others so that they too can experience the gift of God’s love in their lives. It is my hope that each of our students will experience God’s love and be blessed during their years here at Holy Cross.

A major part of our pastoral care operation is CICS (pronounced ‘kicks’) Crusaders in Community Service. The student executive is responsible for running events such as Food Drives, liturgical celebrations, Think-Fast and charitable collections of every kind throughout the year. Put your “faith into action” and join CICS.



Community Service

Christian community service is not meant to be a chore. Instead, we invite you to see servicing others as a privilege – something that gives you a good feeling, boosts your self-esteem and makes you more aware of your own good fortune. To that end, we invite you to carefully consider your Christian service project and to complete it with a positive attitude. The Ontario Secondary School diploma requires you, the student, to locate a worthy area for service within the community and to complete 40 hours as a prerequisite to graduation. We support this project because it encourages you to have a deeper understanding of the Christian call to service and to live out this call by participating in various forms of community outreach for the sake of your own personal growth and supporting and strengthening the community.

Chris Forster, Coordinator of Pastoral Services



School Schedules: 2017-18

Time	Regular School Day	Time	Activity or Mass Day
8:30-9:45	Opening Exercises and Period 1	8:30-9:30	Opening Exercises, Period 1, and call down
9:45-9:50	Travel Time	9:30-10:40	Activity Period
9:50-11:05	Period 2	10:40-11:40	Period 2
11:05-11:55	Lunch	11:40-12:25	Lunch
11:55-1:10	Period 3	12:25-1:25	Period 3
1:10-1:15	Travel Time	1:25-1:30	Travel Time
1:15-2:30	Period 4	1:30-2:30	Period 4

Course Load Expectations

All students in grade 9, 10, and 11 will carry a full course load which is 4 credits per semester. Students in grade 12 who have a minimum of 24 credits may elect to have a spare in each semester. It is the view of the school, that students fully engaged in the classroom will perform better academically and will progress to graduation with fewer challenges.

The Ontario Student Transcript (OST) provides an official and consistent summary of student achievement in Ontario secondary school credit courses. If a student withdraws from a grade 12 course within 5 instructional days following the issue of the mid-semester report card, the withdrawal will not be shown on the Ontario Student Transcript (OST). Withdrawal after this time will result in a record of the withdrawal on the OST and the percentage grade at the time of the withdrawal. Grade 12 students will not be permitted to withdraw from courses until the week following the mid-semester reporting. The Ministry of Education requires full disclosure of student course activity on the OST.



Students' Council 2017-18

Mission Statement

Students' Council is dedicated to creating an atmosphere of community involvement and school spirit. We strive to assume the role of leadership and be a positive example for students to act in a Catholic way.

Welcome to the 2017-18 school year at Holy Cross. We traditionally begin our year with many activities to welcome back all students and staff. We encourage everyone in the Holy Cross community to join in a spirit of renewal and commitment to Crusader Pride! Whether you are returning or new, we welcome you and hope that you have an exciting and rewarding year at Holy Cross. If you have any new ideas or would like to contribute to the activities of the Students' Council, please feel free to contact any of the members, or stop by our office in room 232, at the top of the stairs.

Holy Cross 2017-18 Students' Council



Back Row: Tyler Healey, Peter Wang, Jacob LaFramboise, Phyllis Scully, Bailey Wagner, Emily Pacheco, Jack Anson

Front Row: Emma Sonneman, Jacqueline van Herpt, Alexis Pascoal, Kiran Patel, Emma Smith, Faith Lollar



Holy Cross Catholic Secondary School Code of Conduct

(Based on the *Ontario Schools Code of Conduct* and the *Algonquin and Lakeshore Catholic District School Board Code of Conduct* and revised by committee, 2015)

Board Theme for 2017-18- **Faith in Action:** “I, by my works, will show you my faith” (James 2:18)

School Mission Statement

To live in Christ; to love as Christ – such is the basis of our faith, indeed, the foundation of the Holy Cross community.

Rooted in the Word of God, Holy Cross recognizes that it is only in cooperating with the Spirit’s challenge to a deepened conversion that individual potentials can be realized. This conversion enables the formation of a community increasingly committed to the difficult task of advancing God’s Kingdom in a culture that is often hostile. Moreover, Holy Cross acknowledges its relationship and responsibilities toward the total human community.

Our message to each other is simple and clear. God loves us and Christ is alive in us. This is a compelling reality. It allows us to celebrate, as a Church, the gift that is Creation and to declare, as a Church, that God is love.

1. Introduction and Purpose

Holy Cross is a place that promotes responsibility, respect, civility and academic excellence within a safe learning and teaching environment. All partners in our Catholic school community – students, parents or guardians, volunteers, teachers and other staff members – have been consulted in the writing of this document. As members of a Catholic school community, we are called to a way of life which is Christ-like and inspired by the Holy Spirit. We will put into daily practice the precepts of the Catholic Church by treating all members of the school community with respect and dignity. Responsible citizenship involves appropriate active participation in the civic and religious life of the school community. Active and engaged citizens are aware of their rights and, more importantly, they accept responsibility for safe-guarding their rights and the rights of others. Success is only possible through open and honest communication among all partners. Expectations about all aspects of life at Holy Cross Catholic Secondary School – performance, attitude and behaviour – are clearly articulated and reinforced: we share one vision of our rights and responsibilities in achieving the common goal of building a positive environment for learning and teaching.



All members of the Holy Cross Community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and for the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment conducive to learning and teaching.

Student Responsibilities

The intention of our school Code of Conduct is to assist in providing a safe and effective teaching and learning environment for all. In order to create a safe and effective teaching and learning environment and an atmosphere conducive to the development of our Christian community, it is the students' responsibility to:

- Attend school prepared, appropriately dressed in school uniform, on time, ready to learn;
- Willingly participate in all class activities;
- Complete assignments on time;
- Ask permission to leave the classroom for any reason;
- Show respect for themselves, for others and for all school staff;
- Participate in all religious activities and spiritual exercises;
- Support and participate in school activities;
- Adhere to the school uniform policy;
- Adhere to this Code of Conduct at all times, including while away on school trips or functions;
- Use language appropriate to a Christian community;
- Care for all textbooks, equipment and school property;
- Leave classrooms, cafeteria and building neat and tidy;
- Respect the personal property of others;
- Respect our environment (ecological responsibility)
- Model Christian values by accepting the differences of others;
- Refrain from bringing anything to school that may compromise safety;
- Exercise self-regulation, following the established rules and accepting responsibility for his/her actions.



Parent and Guardian Responsibilities

Parents and guardians play a vital role in the education of their teenagers and in cooperation with the school can support a positive learning environment for all students by:

- Attending to their child's physical, spiritual and emotional well-being;
- Showing an active interest in their child's school work and progress;
- Communicating regularly with the school;
- Helping their child to be neat, appropriately dressed and prepared for school;
- Ensuring that their child attends school regularly and on time;
- Promptly reporting to the school their child's absence or late arrival;
- Becoming familiar with the school's Catholic Code of Conduct and school rules;
- Encouraging and assisting their children in meeting their responsibilities;
- Respecting the rights and needs of others in our school;
- Assisting and supporting school authorities in disciplinary issues.

Staff Responsibilities

- Adhere to the *Standards and Practices for the Teaching Profession* as outlined by the Ontario College of Teachers, if teaching staff;
- Adhere to CUPE Local 1479 Bylaws as outlined in their constitution.
- In summary, all staff at Holy Cross demonstrate 1. Commitment to all students and their learning; 2. Knowledge of their responsibilities, subject matter, the curriculum and legislation; 3. The fundamentals of teaching practice, such as ongoing communication with stakeholders, use of technology and assessment practices; 4. Leadership in the school community; and 5. Engagement in ongoing professional learning.

2. Promoting Positive Behaviour: Encouraging Respect, Civility and Citizenship

Christian Community Service and Graduation

Christian community service is a privilege – something that gives you a good feeling, boosts your self-esteem and makes you appreciative of your own good fortune. To that end, we invite you to carefully consider your Christian service project and to complete it with a positive attitude. Firstly, the Ontario Secondary School diploma requirements expect you, the student, to locate a worthy area for service within the community and to complete 40 hours as a prerequisite to graduation. In addition, our religion program requires a service learning project which aligns with this graduation requirement. Finally, we support this project in principle because it encourages you to have a deeper understanding of the Christian call to service and to live out this call by participating in various forms of community outreach for the sake of your own personal growth and supporting and strengthening the community.



Progressive Discipline

Holy Cross Catholic Secondary School maintains high standards and expectations for all community members who work in relationship with one another. To that end, Holy Cross observes progressive discipline. Progressive discipline does not simply mean that for each contravention of an expectation, behavioural or otherwise, there is an increasing consequence. It means each case will be considered separately and decisions will be made in consultation based on our goal of maintaining a positive and safe environment for learning and teaching at our school. Depending on the case, decisions might include support and encouragement, or corrective measures, if these forms of encouragement do not achieve agreed upon goals. Some possible courses of action include formative interventions, such as:

- a meeting between the student and staff member;
- contact between the teacher and the student's parents/guardian;
- a referral of the student to a counselor, Child and Youth Worker, or administration;
- a conference of the parents/guardians, school personnel (administration, teachers, counselors);
- a referral via parents/guardians to community agencies;
- a referral following parents/guardian consultation to legal authorities

Other possible courses of action involve corrective measures, such as:

- detention or Study Hall;
- withdrawal from class for a period of time;
- removal of privileges (use of cafeteria, membership in clubs or teams, participation in school trips);
- student performance contracts;
- restorative practice like services around the school (eg. grounds maintenance, cafeteria duty);
- suspension and/or expulsion;
- restitution, like repayment for damaged property;
- criminal charges;

Safe and Caring Schools

The Holy Cross Safe and Caring Schools Team includes Paul Melim, Terrie Hoey, Amey Cancian, Robin Dzierniejko, Jennie Melo-Jordan, Chris Forster and members of Students' Council. The Safe and Caring Schools team is responsible for educating students and staff about all means of promoting healthy social interactions. This includes bullying prevention strategies.



Restorative Practice

Restorative practice is a philosophy that supports the idea that when a wrong is committed in a community, the incident needs to be dealt with by those directly affected. All parties must agree upon the facts, acknowledge the harm they may have caused, and develop a plan to make things right before all people involved can begin working toward rebuilding relationship and community integrity. Restorative practice would be at the discretion of school administration. All parties must agree to the process in order for it to proceed.

Detentions/Study Hall Room

Detentions may be assigned by teachers, vice-principals or the principal for infractions of school rules. Detentions will be served during lunchtime from 11:15 – 11:40 in the main office. Students who are late for detention, according to school time, will not be allowed in the detention room and will be considered truant from detention and dealt with accordingly. Detentions are given for chronic lateness, dress code violations and various disciplinary reasons. Teachers may assign their own detentions to be served with that particular teacher.

3. Suspension and Expulsion

There are situations defined by the Ministry of Education and the Algonquin and Lakeshore Catholic District School Board where suspension and expulsion are required. These incidents and consequences are outlined below:

The principal must consider **suspension** of 1 to 20 days if students have engaged in any of the activities listed below:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises
- Bullying
- Any other activities identified in school board policy.

School Board Policy identifies the following activities for which a principal may consider **suspension**:

- Persistent truancy
- Persistent opposition to authority
- Habitual neglect of duty
- Serious breaches of the Board Code of Conduct or the School Code of Conduct
- Conduct injurious to the moral tone of the school
- Conduct injurious to the physical or mental well-being of others in the school



- The use or possession of tobacco, or tobacco-related products, including e-cigarettes and 'chew'
- The use of profane or improper language
- Infraction(s) off school property where the student's conduct negatively impacts on the school
- Dress that contravenes the established dress code within the school
- Being in possession of, or being under the influence of, or providing others with legal drugs without a prescription for the said drugs, or in a manner or an amount not contemplated in the general instructions for use of the said drugs
- Being under the influence of alcohol or illegal drugs
- Taking photographs and/or video and/or audio recordings during an instructional class and in other areas of the school, unless authorized by the Principal or classroom teacher
- Harassing another person by the use of mechanical/electronic technology or communications
- Invading another person's privacy by the use of mechanical/electronic technology or communications
- Production, possession, and/or distribution of hate material, including pornography
- Possession or misuse of any harmful and/or explosive substances
- Extortion
- Theft
- Aiding or inciting harmful behavior
- Physical assault
- Lack of immunization as determined by the local health unit

The principal must immediately **suspend and expulsion will be considered** if students have engaged in any of the activities listed below:

- Possessing a weapon, including a firearm
- Using a weapon to cause or threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons
- Trafficking in illegal drugs
- Committing robbery
- Giving alcohol to a minor
- Any other activities identified in school board policy.



School Board Policy identifies the following activities for which a principal may consider **expulsion**:

- A pattern of behavior so refractory that the student's presence is injurious to the effective learning of others
- Repeated and serious breaches of the Board Code of Conduct where all previous interventions and sanctions have proven ineffective
- Trafficking in legal drugs
- A course of serious harassment of another person
- A course of serious invasions of another person's privacy by the use of mechanical/electronic technology or communications.

A positive school climate and a safe learning and teaching environment are essential if students are to succeed in school. All students, parents, community partners and staff have the right to be safe, and feel safe, in their school community. With this right, comes the responsibility for the entire community to be accountable for their actions and to treat all people, created in the likeness of God, with dignity, respect and fairness.

Holy Cross Catholic Secondary School, Code of Conduct, 2015

For more information on progressive discipline please see

<https://www.edu.gov.on.ca/eng/safeschools/suspexp.html>

Uniform Policy (revised 2015)

Students are to wear the Holy Cross uniform at all times during the school day, including the lunch hour and during spare periods. Uniforms are available for purchase through McCarthy's, our supplier, at the school.. Halpern's also operates the Tuck Shop, located in the main foyer of Holy Cross, where uniform items may be purchased at regular intervals throughout the school year. In addition, Holy Cross School Council operates a gently used uniform sale at the start of each school year.

The uniform has several functions: safety, convenience, cost and community.

Visitors to Holy Cross are readily identifiable to staff, enhancing security in our building.

Students essentially have one wardrobe decision to make in the mornings. The cost to families over time for clothing is reduced. Students in uniform have chosen to be part of a community of equals and demonstrate their desire to be a Crusader by wearing the uniform with pride.

The fall and winter uniform is in effect from September to June.



The fall uniform is described below:

Girls: solid grey Holy Cross dress pants **or** the Holy Cross kilt with black tights. White Holy Cross crested blouse.

Boys: solid grey Holy Cross dress pants; white Holy Cross crested dress shirt with school tie.

Optional: School crested vest, pull over, zippered sweater or cardigan.

Footwear: Any solid black, brown or grey shoe that is not a flip-flop, slipper, high heel, athletic sneaker, 'croc', boot or sandal.

The spring uniform option is in effect from May until the end of June. The shirts and shorts described below must be worn together: students are not to mix with the fall uniform.

Unisex: green school crested golf shirt and tan knee length Holy Cross crested walking shorts.

Footwear: deck shoes, running shoes, sandals are permitted.

Students are deemed to be out of uniform if they do not have one or more components, including footwear, or, if they have accessorized the uniform excessively, including wearing any form of headgear, hood or hat. A student unable to correct an issue is out of uniform and will be issued a warning for a first offence and this will be noted in Maplewood, our data collection system. If a student receives a second warning for being out of uniform, it will be noted in Maplewood and a study hall will be issued and parents will be contacted. If a student receives a third warning, parents will be contacted and students will be either sent home to correct the problem or sent to the main office to complete their schoolwork for the day.

Non-uniform days are also governed by a dress code that requires students to refrain from wearing immodest, revealing clothing and/or clothing with inappropriate design/language promoting drugs, alcohol, or sex. **Changing clothes in the halls is not permitted.**

Support is provided to students throughout this process through the main office. Should there be needs, they will be addressed separately and not pursued as an issue requiring discipline. Nothing is more important than having students in class, learning. However, persistent and willful violations of the Holy Cross uniform policy will be interpreted as an unwillingness, on the part of parents and/or students, to join our school community, and may result in exclusion from school.

As always, common sense will prevail in the application of discipline as it relates to the school uniform. Communication between students and staff is paramount and will almost always result in a satisfactory resolution of any issue related to uniform. Your support for the policy and cooperation in ensuring it succeeds in keeping our school safe, convenient, cost effective and unified is appreciated.



Attendance Procedures and Expectations

Attendance is a critical factor in academic success. It is mandatory that a student who is under 18 may only be absent or late with the expressed permission of a parent/guardian, in person, by note or phone call, to the attendance office. All notes are to be presented to the attendance office. Students under 18 will not be recorded as absent with permission from school without legitimate reasons for absence including illness and appointments. Students may not sign out for a class in order to complete work for another course, even with parental permission.

Parents are reminded that if their child is going to be absent from school they should call the attendance office (613 384-1919 ext. 3406) before 8:30 a.m. on the day of absence. Parents are also asked to remind their children that they must not leave school without first presenting a note or verbal parental permission to Mrs. Burt. Expectations for students 18 and over are the same as for all students. Students 18 years of age and older may provide their own notes detailing suitable reasons for absence at the time of signing in and signing out.

With respect to students who are 18, schools are obligated to conform to The Municipal Freedom of Information and Protection of Privacy Act (1999) which means the school cannot share with parents/guardians any aspect of the student's activity, including marks, attendance, etc. without the written consent of the student. We encourage students who are 18 years of age to provide this written consent to the school on the forms provided in Student Services. Students must attend all classes. If a class is missed, it is the student's responsibility to complete missed assignments and tests by discussing this with teachers immediately upon their return to school.

Punctuality is extremely important as key components of class lessons are often set at the beginning of class. Students are expected to be in their classrooms with all relevant material (and in uniform) by the time the bell rings. If a student has to retrieve class materials or uniform parts, he or she will be considered late for class. Any student who is not in class by the attendance bell (10 minutes into the period) must report to the attendance office and will be assigned a study hall.

Prior to the attendance bell, if a student is late for class, the following will happen:

- First three lates – warning from the teacher, phone call home
- Fourth late – referral to administration, call home, study hall
- Subsequent lates – administration discussion with student and home, study halls, suspension, attendance contract, removal from program (progression of consequences)

Study halls will be issued for any unexplained absences (truancies) with a similar model of increasing consequences.



Bullying Prevention Policy

The Ministry of Education defines bullying as: “a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/ or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” 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, and race. 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 the use of technology (e.g. spreading rumours, images, or hurtful comments through the use of e-mail, cellphones, text messaging, Internet websites, social networking forums or other technology). At Holy Cross, we will not tolerate any form of bullying and have worked in collaboration with our parent partners and with anti-bullying researchers at Queen’s University to provide all of our students with the compassion and self- confidence to prevent occurrences of bullying and to equip them with the skills and knowledge to react when they or their friends are confronted by bullies. ***Research shows that more than one-half the time, bullying stops within 10 seconds of a bystander stepping in to help.***

Bring Your Own Device

The Algonquin and Lakeshore Catholic District School Board supports the use of personal electronic devices as aids to classroom instruction. With this policy comes an expectation of student responsibility for the proper use of their own devices. For example, according to the Safe Schools Act, photographs cannot be taken without consent of the individual being photographed. Consequently, cell phones may not be used and must be powered off (not on silent or vibrate) while a student is in the classroom or during school-sponsored activities during the regular instructional day, such as school Masses, exams, or student assemblies. Students may use their cell phones other electronic devices when teachers allow them to do so for educational purposes. If a device is not being used properly, it will be confiscated. Refusal to surrender the device will lead to a referral to administration and disciplinary action. For repeated infractions, students will not be permitted to bring devices to class for a period of time. Devices may be given to the administration and returned at the end of the day, or taken for the day and returned to the parent the next day. Continued improper use may result in suspension. The BYOD Policy represents a great opportunity for responsive and engaging instruction, but we must work together to ensure its success. Your cooperation in making this happen is appreciated.



Computer Use and Internet Policy

All users of the school's Internet service are bound by the Board's Appropriate Use Policy, which is available in full in our library. Below is a summary of key points

1. Network access is for educational purposes only, including research, intellectual exchanges, educational projects, and like purposes. Understand that commercial (for profit) and recreational use of the network is not permitted. This includes viewing videos, streaming music and social communication (Messenger, Facebook and the like).
2. Users must abide by all federal and provincial laws regarding copyright, threatening or obscene material, racism and sexism or all other immoral, unethical or illegal activities. Users must be responsible for respecting intellectual property rights and the laws which govern them.
3. Users will not assist others in breaking these rules or be a party to others breaking these rules.
4. Users will not intentionally seek information about, browse, obtain copies of, or modify files, passwords, belonging to other people, whether at school or elsewhere.
5. Users must refrain from using or introducing to the school computer environment, whether network or stand-alone, files, programs, or portable data known to contain viruses. In this spirit, users must regularly check their files and removable storage devices for viruses and endeavour to keep computing systems virus-free.
6. Users will not try to obtain system privileges to which they are not entitled.
7. Users will not share their login and password with others, nor attempt to learn or use logins and passwords which are not their own.
8. Users must not exploit any gaps in security, and furthermore will report these gaps immediately to their teacher.
9. At any time during the use of the Internet users must be willing able to explain to a supervisor or teacher their activities, and for what purpose they are accessing certain files.
10. If users encounter any material which is inappropriate, obscene, abusive, offensive, harassing, or illegal or which counsels illegal activities, they must report it to their teacher immediately.
11. The school reserves the right to review, edit or remove any material stored on school computer or network facilities.
12. Should any user fail to abide by any of the above risk losing of their right to access school technology. Also, school disciplinary and/or legal action may be invoked where necessary.

Smoking Prevention Policy

There is no "smoking area" at Holy Cross. Holy Cross is fully committed to the health and well-being of our community. As such, all students are prohibited from smoking on or off school grounds throughout the school day. The school and the KFLA Public Health Unit will also offer smoking cessation program early in the school year. Students will face suspension and a system of progressive discipline for failure to comply with the school's expectation. Students who are smoking, using chewing tobacco, electronic cigarettes or vapour products may face a fine from the Public Health Unit. Students are not allowed to gather at the end of the path across the street from the school. Such gatherings have resulted in litter, a lessening of school-community relationships, and an increase in behaviour contrary to the Code of Conduct.



Fee Schedule:

All fees may be paid using our SchoolCashOnline System or in person, by cheque or cash.

Grade 9:

Parents of students in Grade 9 are asked to pay a student activity fee of \$85.00. Included in this fee are the following: the HC Electronic Student Agenda, Student ID Card, school lock, Holy Cross T-Shirt, Non-Uniform Day charitable contributions, and a copy of the Award Winning Holy Cross Yearbook.

Grades 10, 11 and returning 12s.

For students in Grades 10-12 the fee is \$65.00. Students are expected to re-use their school lock.

Grade 12 Graduating Students:

For Grade 12 students who plan to graduate this year, the fee is \$100.00, which includes the 2018 Graduation fee.

Students are to pay this fee, via the SchoolCashOnline System or by cheque payable to Holy Cross, when they pick up their textbooks. For parents with more than one child at Holy Cross, a reduction of \$5.00 per additional child is available. Students may opt out of some portions of this fee or apply to have the school, through used uniform funds, cover a portion of the fee. Please contact the Main Office for more information.

Assessment, Evaluation and Reporting

Holy Cross adheres to the Ministry of Education policy on Assessment and Evaluation which is contained in a document called **Growing Success** (2010) available at:

<http://edu.gov.on.ca/eng/policyfunding/success.html>

The primary goal of assessment (the process of gathering evidence of learning) and evaluation (assigning value to that evidence of learning) is to improve student learning. Learning is assessed in four categories: Knowledge and Understanding; Thinking; Communication; and Application. You should be confident how your Crusader is being assessed.

Below you will find a few answers to frequently asked questions.

Late and Missing Assignments

At the beginning of each course, teachers will provide a Course Outline that clearly explains, but is not limited to, details of student evaluation. Teachers will set due dates and deadlines in consultation with staff and, where appropriate, with students. All assignments and summative evaluation activities are due on the date specified by the teacher. In cases of lateness, a teacher may use a mark penalty deduction of up to one level. Once a class set of assignments has been returned to students, a teacher is under no obligation to accept late assignments. For missing assignments, a mark deduction will be applied in accordance with the protocol in Growing



Success, (p. 43). Teachers will follow a process including conferencing with the student and contact with parents/guardians, where appropriate. Students who are absent for tests or due dates or any assignment, will be required to provide documentation explaining the absence. Students may still be required to complete a missed test/assignment in order to assess their understanding of the work. Incomplete assignments will be considered when determining the student’s overall grade at mid-term and final reporting times.

Learning Skills

The development of learning skills and work habits is an integral part of a student’s development. Although not always included in curriculum expectations, learning skills are an extremely important predictor of student success. They are evaluated separately from a student’s level of achievement. They are:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-Regulation

Grading and Reporting

Achievement	Percentage Mark Range	Achievement	Percentage Mark Range
4 +	95 - 100	2 +	67 - 69
4	87 - 94	2	63 - 66
4 -	80 - 86	2 -	60 - 62
3 +	77 - 79	1 +	57 - 59
3	73 - 76	1	53 - 56
3 -	70 - 72	1 -	50 - 52

A mark below 50 indicates a failure to achieve the necessary curriculum expectations and no credit will be granted.

For some students in Grades 9 and 10, a final result may be an “I”, indicating some missed or incomplete assignments with the potential for credit recovery. The lower limits of marks below fifty, at both midterm and final report, indicate the following:

- “45” indicates that the student was able to achieve some course expectations in limited ways. However, achievement was insufficient to warrant granting a credit.
- “40” indicates that the student had difficulty achieving most of the course expectations.
- “35” indicates that the student had difficulty achieving any course expectations.
- “30” indicates that the student provided insufficient achievement of course



expectations and failed to complete some summative evaluation activities.

For students in Grades 11 and 12, the following option is also available:

- “20” indicates that the student provided little or no evidence of course expectations.

Academic Integrity Policy

Academic integrity is a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. An academic community flourishes when its members are committed to these five fundamental values. These values must be embodied in the evidence of student learning. Academic integrity is built upon continuous conversations with students, teachers, parents and administrators about how these values are, or are not, evident in student work. What is plagiarism? Plagiarism is considered to be stealing or passing off as one’s own the ideas or words of another; the theft of the intellectual property of another person (e.g., words, ideas, theories, statistics, musical composition, artwork) without properly acknowledging the source; using a created production without crediting the source; or, presenting, as new and original, an idea or product derived from an existing source.

For students in Grades 9 and 10, should academic integrity be compromised, first offence: the student is informed by the subject teacher; the assignment shall not be accepted by the teacher; the student will be given the opportunity to resubmit the assignment or an alternative assessment; should the student fail to resubmit the assignment, a mark of zero will be assigned; the teacher will notify administration by completing an ALCDSB Academic Integrity Misconduct Report that will be filed in the main office; the teacher will contact the parent/guardian; the teacher will remind the student of strategies to avoid compromising academic integrity.

For students in Grades 11 and 12, should academic integrity be compromised, first offence: the student is informed by the subject teacher; the assignment will receive a mark of zero; the teacher will notify administration by completing an ALCDSB Academic Integrity Misconduct Report; the teacher will contact parents or guardians, where appropriate; the teacher will remind the student of strategies to avoid compromising academic integrity.

For students in Grades 9 through 12, should academic integrity be compromised on subsequent occasions: the student is informed by the subject teacher; the assignment will receive a mark of zero; the teacher will contact the parent/guardian, where appropriate; the teacher will notify administration by completing an ALCDSB Academic Integrity Misconduct Report; administration will inform the parent/guardian by letter.

Culminating Tasks and Examinations

Culminating tasks are major assignments, often completed during class time, that address multiple learning expectations done near the end of a course of study. At Holy Cross, the last weeks before classes end are set aside for the completion of these tasks. The final examination follows, and addresses another set of learning expectations. Together these two assessments provide a comprehensive summary of student learning leading toward the final grade.

Completion of these two summative assessments is mandatory. Failure to demonstrate key



learnings can result in credits being withheld. If students are not well enough to write exams or complete culminating activities, a doctor's note must be provided and if warranted the summative assessments will be rescheduled. Vacations and other excursions should not be scheduled during end of term exam periods.

Grade Nine EQAO Provincial Assessment of Mathematics

All grade nine students taking applied or academic level math courses must write this provincial assessment near the end of the semester in which their math course is scheduled. Certain components of this provincial assessment will be counted toward the student's summative evaluation for their math course.

Grade 10 EQAO Provincial Literacy Test

All students beginning their second year of secondary school and working towards an Ontario Secondary School Diploma will be required to successfully complete the test as a diploma requirement.

Textbooks

- Each student will provide a \$100.00 deposit cheque at the beginning of the school year. At that time, s/he receives a new green Library/Textbook card (Grade 9 and new students), or has their old card validated (existing students). Replacement for lost cards is \$5.00.
- Students may then sign out, free of charge, all textbooks needed for the semester. It is the student's responsibility to take good care of these books, and to return each book (by barcode, found on the back of each text) in good condition at the end of the semester.

Textbook Pickup Schedule

- During the week of August 28th-31st (see www.hctoday.ca) for details.
- Once school begins: before and after classes, as well as at lunch.
- Textbook Return/Pick-up (January-February 2017): textbooks may be returned starting on the first day of exams. After the last day of exams, distribution of textbooks for Semester 2 will begin. The textbook office will be open (08:00-3:00) each day the school is open, then again, once classes resume, before and after classes, and at lunch.
- Holy Cross begins accepting returned textbooks on the first day of exams and continues until the last day the school is open in June.
- By June 29th, 2017 – deposit cheques are shredded if library and textbook records are clear.
- The week of July 3, 2017 – deposit cheques are cashed for unreturned or damaged books.

Crusader Athletics

Students, in particular new students entering Grade 9, are strongly encouraged to get involved in the athletic program at Holy Cross. Athletics offer students an opportunity to enrich their educational development, while promoting an overall feeling of friendship and school spirit. According to Holy Cross, EOSSAA, and OFSAA regulations, in order to be eligible for extra-curricular athletics at Holy Cross there are certain standards that must be maintained. Please



consult the local athletic association, KASSAA's website - www.kassaa.ca, the regional association website EOSSAA - www.sgdhs.ca/eossaa2004/ and the provincial association website OFSAA - www.ofsaa.on.ca. They are an excellent resources for schedules, league rules, eligibility issues and any general information regarding high school sports. Students may also get involved by becoming a team manager or a minor official. Holy Cross provides any student who wants to become involved in athletics an opportunity to do so.

Information regarding teams can be obtained through our website, www.hctoday.ca and through our **Athletic Director, Mr. Robin Dzierniejko**. See the navigation page at the front of this handbook for contact information. Holy Cross competes in three separate sports seasons – fall, winter and spring. New students should pay close attention to announcements to ensure they do not miss tryout dates and times for their favourite sports.

The Green Team

Holy Cross is a Gold certified Ontario EcoSchool. The environmental club (Green Team) was created in the fall of 2006 with a mission to reduce the school's environmental impact and to educate the student body on environmental issues. The school has a recycling program that involves classroom and hallway collection of paper, plastic bottles, and pop cans. Students from several classes are in charge of the collection. All of our aluminum cans are donated to 'Habitat for Humanity' for their home building projects. Look for information regarding our activities in the 'Eco-corner' section of the newsletter. All students, particularly those from the class of 2020, are encouraged to get involved in our green efforts. Go Green! See Mrs. Hulse for more information.

Some Items for Your Consideration

Homework

The number of hours that an individual student may spend upon homework will vary, depending upon study periods available in your daily schedule and the type of course that you are taking. Take for granted, however, that you will require more study time as you progress from grade to grade. We advise Grade 9 students to schedule one hour each weeknight for home study, and to increase that schedule up to three hours in Grade 12. It is advised to increase home study time prior to and during exams.

Expectations for Students on a Field Trip

All students on a field trip are encouraged to attend all school trips associated with their courses of study. Please know, however, that our Holy Cross Code of Conduct is in effect as though you were in school:

- Under the supervision and direction of the teacher-supervisor from departure to return to the school;
- Subject to all school rules and consequences during trips;
- Must follow specific trip rules developed by the teacher, approved by the Principal and communicated to students and parent or guardian(s) prior to the trip;



- Must understand that students who do not observe rules on trips may be sent home (with parent contact), denied further participation in this activity, prohibited from any or all school trips and extra-curricular activities for a period of time, and suspended as per school policy or charged by the police if criminal activity is involved.
- Must know that alcohol and non-prescription drugs are forbidden; any contravention may be dealt with by the police at the scene. Students of legal drinking age are not exceptions to the rule against alcohol on school trips.
- May not leave the school group without the permission of the teacher-supervisor;
- Must know and follow rules regarding smoking; and,
- Are responsible for any work missed.

Lockers and Personal Property

Lockers are the property of the school. Students are assigned individual lockers. Students may use only approved Masterlock padlocks with key backs sold only through Holy Cross. Lockers may be searched by Holy Cross administration when necessary. Personal property posted in a locker must be in good taste. Material deemed to be inappropriate will be removed. Students will be responsible for damage to lockers where they are likely to have been prevented. Students must not share lockers with other students and should not share locker combinations with anyone. To ensure that a lock is secure, the owner should turn the dial and tug on the lock. Large sums of money and other valuables such as personal electronic devices should never be kept in lockers or change rooms. These items should be left at home. Theft from a locker or any other area should be reported to the Main Office where students will be asked to complete a report.

Students are not to write on their locker. Writing on any part of the locker is considered defacement of school property.

Parking

Student parking is located in the west end parking lot of the school. Handicapped parking is available in the south parking lot, near to the back entrance of the building. Keep in mind, parking on school property is a privilege. Vehicles parked on school property are not to be used as gathering points for students. Students are not permitted to remain in parked vehicles or loiter in the parking lot. Safe driving is essential on school property. Actions which jeopardize the safety of students, staff, or visitors to our property may result in suspension of parking privileges and/or suspension. In accordance with a Kingston by-law, and our moral obligation to the environment, cars awaiting students should be turned off. As a last resort, vehicles improperly parked and not moved after warnings have been issued will be towed at the owner's expense.



Rollerblades and Skateboards

In short, don't on school property, due to potential danger to the user and pedestrians. Scooters, rollerblades, skateboards, longboards and heellies (and other such items) are not permitted anywhere on school property, inside or out. Such items may be held in the main office to be picked up at the end of the day.

Holy Cross Wellness Team

In partnership with the Kingston, Frontenac, Lennox and Addington Public Health Unit, and our school liaison, **public health nurse Mrs. Lisa Lollar**, the Holy Cross Wellness Team will be working all year to promote healthy active living in our school community. Take advantage of the new cafeteria salad bar and the Wellness Wednesdays, as well as the voluntary smoking cessation group program, Quit 4 Life, the Drive for Life/Stop Texting Program for new drivers, and Cyber-Savvy Teens – all at Holy Cross to promote student wellness.

Our Parish Directory

Here are your pastors and parish contact numbers:

Our Lady of Lourdes Parish - Pastor: Fr. John Brennan
490 Day's Road, Kingston Saturday: 5:15 p.m. Sunday: 9:30 & 11:00
613-389-3532

Blessed Sacrament - Pastor: Fr. Tim Shea
3 Briscoe St., Amherstview Saturday: 5:15 p.m. Sunday 10:00 a.m.
613-389-2009

St. Paul the Apostle Parish Pastor: Fr. Sebastian Amato
1111 Taylor-Kidd, Kingston Saturday: 5:00 p.m. Sunday: 9:00, 10:30, 12:00 noon & 7:30 p.m.
613-389-8222

St. Linus, Pastor: Fr. Tim Shea
Bath, Sunday: 10:00 a.m.
613-546-5521

St. Anthony of Padua Pastor: Fr. Stéphane Pouliot
R.R. 1 Centreville Saturday: 5:15 p.m. 613-379-5637

St. Patrick, Napanee Pastor: Fr. Mark Chochrek
179 Bridge St., Napanee Saturday: 5:15 p.m. Sunday: 9:00 & 10:30 am.
613-354-5354

St. Patrick, Railton Pastor: Fr. William Steacy
Saturday: 4:30 p.m. (@ St. Mary's, Odessa) Sunday: 10:00 a.m.
613-376-3001

Assumption, Erinsville Pastor: Fr. Stéphane Pouliot
Sunday: 10:30 a.m.
613-379-5637

Church of the Annunciation, Enterprise Pastor: Fr. Stéphane Pouliot
Sunday: 8:30 a.m.
613-379-5637

