



Huron Heights Secondary School



Dear HHSS families,

In preparation for the start of the 2023-2024 school year, please find below and attached important information.

Attached you will find the *HHSS Student Information Start-Up Package 2023-2024*. Please review this document with your child or children to become familiar with key expectations and processes at HHSS. Below are some key events and dates at the beginning of this school that you may want to keep in mind:

- Grade 9 Orientation Day – Tuesday, Sept 5
- First day for grades 10 – 12 – Wednesday, Sept 6
- Student Photos – Thursday, Sept 14
- School Council Meeting – Monday, Sept 18 @ 7pm
- Awards Assembly for grades 10 – 12 – Thursday, Oct 19 evening
- HHSS Family Teacher Conferences – Thursday, Oct 26

Please note that these are just a few of the many events occurring at the start of the school year. Many more events will occur in the fall and throughout the year. Please see the *Important Dates 2023-2024* section at the back of the attached Start-Up Package for more information.

Timetables for 2023-2024 will be emailed to both students and parents or guardians no later than Friday Sept 1 at 5:00pm. The timetables will be sent to GAPPS email accounts and the parent or guardian email on file. Along with the timetable, this email will also provide direction to students who wish to request a timetable change.

Students who will be riding a school bus or taxi to and from school can confirm their pick up and drop off times and locations by visiting the [Student Transportation Services](#) website. Determining your eligibility for transportation can also be done through this website.

Finally, HHSS staff are committed to working alongside you in support of the positive academic and emotional growth of your children. All HHSS staff are here to help. Please feel free to connect with your children's teachers and other support staff early in the semester to develop a relationship of open communication. We look forward to working together in support of your children.

Please do not hesitate to contact the school with any questions prior to the start of the school year. I trust that the remainder of your summer will continue to allow you time to connect with family and friends.

Sincerely,

Erik Gordon
Principal



SCHOOL MOTTO: "REACH FOR THE HEIGHTS"

Principal – Mr. E. Gordon
Vice-Principal – Ms. A. Wright
Vice-Principal – Mr. C. McArthur

We are proud of our tradition of excellence and our caring approach to the education of young adults. It is our intention to provide the best learning experiences and support services to ensure student success. We want our students to enjoy school life to the fullest, and to graduate with positive memories of their years at Huron Heights Secondary School.

Huron Heights Secondary School is committed to:

- Developing life-long learners;
- Developing students who are responsible, caring and self-disciplined citizens;
- Providing a strong co-curricular program;
- Providing access to information technology across the curriculum; and
- Strengthening our partnerships with parents and the community.

This package has been prepared to:

- Introduce you to our school;
- Clarify your responsibilities and our expectations;
- Provide information on school policies and procedures; and
- Inform you of services which can provide you with assistance.

Information Package and Form Checklist

The package includes important information about the school, and a number of forms that must be completed.

Start-up forms will be sent to families electronically by the School Board. Instructions on how to access the Start-up forms will be provided by email. If Parents / Guardians would prefer a paper copy of the forms, please have your student come to the main office to pick up a package.

If families chose to complete a paper copy of the forms, please return the completed forms to the Main Office by Tuesday, September 14, 2023.

Required Forms

These forms must be completed.

- School Start-Up Permissions Form**
- Student Information Consent Form**



Additional Forms

These programs or opportunities are optional. These forms must be completed **only** if you or your child wish to participate.

- Canada's Anti-Spam Legislation (CASL) Consent Form*
- Request for Faith Accommodations Form*
- School Council Candidate Nomination Form*
- Wellness Wednesdays: Informed Consent Agreement - Sports*

Our School

School Timetable

Schedule	Start	End
Homeroom (4 min)	9:10 AM	9:14 AM
Period 1 (75 min)	9:14 AM	10:29 AM
Travel Time	10:29 AM	10:33 AM
Period 2 (75 min)	10:33 AM	11:48 AM
Travel Time	11:48 AM	11:52 AM
Period 3 (75 min)	11:52 AM	1:07 PM
Travel Time	1:07 PM	1:11 PM
Period 4 (75 min)	1:11 PM	2:26 PM
Travel Time	2:26 PM	2:30 PM
Period 5 (75 min)	2:30 PM	3:45 PM

Office Hours: 8:00 a.m. to 4:30 p.m.

Additional Information

You can find information on topics covered in this package and more in the [Guide to the School Year](#). A copy is provided to families and is also available on the York Region District School Board website at www.yrdsb.ca.

Accident Insurance

Student accident insurance provides coverage for injuries due to accidents not covered by government or private health plans (e.g., the cost of expensive dental work as a result of an accident). It is strongly recommended that parents/guardians of students involved in athletics purchase this insurance.

If your child is involved in an accident, whether at school or during non-school hours, *insuremykids* protects your family from the resulting expenses, which are not normally covered under your government health and group insurance plans. For more information, visit www.insuremykids.com or call 1-800-463-5437.



Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction.

To help create an allergen-safe environment, please **refrain from bringing nut or nut products, as well as scented products, to school**. For more information on helping to create an allergen-safe environment, please see the section on “Allergies” in the *Guide to the School Year* booklet.

If your child has a serious or life-threatening allergy or medical condition, inform the school immediately and speak to the school office about completing the appropriate Health Care Plans.

Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements.

Arrivals and Departures

Families who live within walking distance are encouraged to use **active travel, including walking or rolling** (cycling, scootering, skateboarding) to and from school. Choosing active travel can improve physical and mental health and helps students start the day alert and ready to learn. It also helps to protect the environment and reduce traffic, making school zones safer for everyone.

For students who take the bus to school:

- Be at the bus stop five minutes early
- Watch for the driver’s signal before crossing the road
- Board quickly, using the handrail, and go directly to your seat
- Remain seated while the bus is in motion
- Eating, drinking and smoking on the bus are prohibited
- Keep the aisle clear
- Do not put anything out of the window
- Shouting, horseplay, and fighting are prohibited
- When leaving the bus, stay off the roadway
- Be careful when crossing the road
- It is expected that behaviour on the bus will be consistent with school rules and policies

Students violating these rules may be reported to the school administrator and may be suspended from riding the bus.

Parents/guardians of students who are eligible to receive school bus transportation as per the Board’s Transportation Policy should:



Huron Heights Secondary School

- Understand the need to make alternative arrangements for their child/children if the school bus is late.
- Refer to the Late Bus Report on the Student Transportation Services website at www.schoolbuscity.com before leaving for the bus stop in the mornings and afternoons.
- Should ensure their child(ren) arrive at the bus stop five minutes before the regularly scheduled pick-up and drop-off times (10 minutes during the first week of school).
- Ensure their child/children's safety and conduct while walking to, from and waiting at a designated bus stop.
- Know their child(ren)'s route number.
- Know their child(ren)'s bus stop location.
- Know the school and bus company phone number in the event of an emergency.

More information about bus routes and times can be found at www.schoolbuscity.com.

Parents/guardians who choose to **drive their child to school** are asked to drop off and pick up students promptly in the circular driveway adjacent to the Cafeteria at the west side of the school. This pickup area is easily accessible from Patterson Street at the Hollingsworth Arena, and provides easy access to Davis Drive from the stoplight at Patterson Street and Davis Drive.

The circular driveway immediately north of the school building off of Huron Heights Drive is designated as a 'Fire Route', and includes three 'Disabled' parking spots for use **only** by vehicles displaying a 'Disabled' permit.

Huron Heights Drive is designated and signed by the Town of Newmarket as a 'School Bus Loading Zone' from the south end of the school property to 50 meters north of the north driveway. Please do not park or wait in these areas. Both areas will be monitored and enforced by York Regional Police.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Must wear a helmet;
- Must walk while on school property (**students may not rollerblade, skateboard or use a scooter on school property**);
- Should lock bicycles on the bike rack;
- Must store rollerblades, skateboards or scooters in their locker or backpack.

If a student does not comply, these items may be confiscated and/or the student may be suspended for repeated offences. The school is not responsible for any lost or damaged personal items.

There may be rare occasions when unprecedented winter weather events occur and we need to close all schools and Board locations. For more information, please see the section on "Weather Conditions" in the *Guide to the School Year* booklet. At all times, students and families should be aware of somewhere else they can go if bus services are cancelled or delayed, or if schools are forced to close due to an emergency.



Assessment, Evaluation and Communication

Assessment, evaluation and communication of student learning and achievement are essential components of the teaching and learning process. The role of assessment is to improve student learning by providing information needed to direct the instruction to meet each student's strengths, needs and interests. Student involvement in assessment practices increases engagement, learning and achievement. High-quality assessment practices provide students with multiple and varied opportunities to demonstrate achievement, and lead to deeper learning.

Our procedures and processes for assessment, evaluation and reporting at Huron Heights Secondary School are included in the **HHSS Assessment, Evaluation, and Communication Framework** located at the end of this package. The AE&C Framework is based on the fundamental principles found in the Ministry of Education's document: *Growing Success – Assessment, Evaluation and Reporting: Improving Student Learning*, and *Board Policy #305.0: Assessment, Evaluation and Communication of Student Learning and Achievement*.

Final grades are comprised on a combination of Term work (70%) and Culminating activities (30%). Culminating activities that are part of the final 30% will take place toward the end of the course.

Students who cannot complete the final assessment for illness or family emergency will be as follows:

- i. Provide a medical note, in the case of illness, indicating the date of the illness;
- ii. Provide documentation of the emergency in the case of a serious family situation;
- iii. Provide documentation, in the case of a court appearance, indicating the date and time of the court appearance;
- iv. Meet with an Administrator to reschedule the summative evaluation.

In the case of an unexcused absence, a zero may be assigned for the missed portion of the final evaluation assessment and used in determining the final percentage mark on the report card.

Assessment plays a critical role in teaching and learning, and has as its goal the development of each student as an independent and autonomous learner. This includes the timely completion and submission of assignments for evaluation and academic honesty by students.

If you have any questions or concerns about your child's progress, please do not hesitate to contact your child's classroom teacher.

Opening Exercises

Students are expected to be in class on time, including being in their first period class **before** the National Anthem begins. If students are in the halls when the anthem begins, they are expected to stop and stand

Huron Heights Secondary School



quietly until the anthem and moment of silence finishes. Once the morning announcement begins, students are permitted to move quickly and quietly to class while being attentive to the announcements.

Attendance

There is a positive relationship between regular attendance and success in school. It is the shared responsibility of the students, parents and staff of Huron Heights Secondary School to promote individual excellence in academic achievement. Teachers and administrators monitor student attendance, maintain accurate attendance records, counsel students with attendance problems, and inform parents/guardians of attendance concerns.

If students have an unauthorized absence, the automated attendant will call your home. Unexcused lateness or absences from class may result in school consequences, including possible detentions, parent meetings or suspensions.

Research supports that regular attendance is necessary in any learning situation. The classroom experience is irreplaceable; however, where **necessary**, parental authorized absences occur. Teachers **may** provide an alternative learning experience as outlined in departmental policies.

Authorized absences:

- Illness;
- Medical, dental appointments *that cannot be scheduled outside regular school hours*;
- Court appearances;
- Family emergencies.

If you are going to be absent/late:

Have your parent or yourself (if over 18) call the school at (905) 895-2384 before 9:00 a.m. on the day of your absence. Messages may be left by your parents or you (over 18) on our automated telephone system, or with a secretary after 8:30 a.m.

Upon returning to school:

If your parent or you (over 18) have called the school:

- Attend your classes as normal.

If your parent or you (over 18) have NOT called the school:

- You must report to the Attendance Secretary with a note from your parent or yourself (over 18) stating the reason(s) for your absence.

If you must leave early:

- Before the school day begins or between classes - sign out at the Attendance window. Either bring a note from your parent or have your parent call the Attendance Secretary in advance. **Upon signing out, you must leave the school property immediately.**



If you are 18 years or older:

- The same attendance policies and procedures apply to you.
- Abuse of attendance procedures will result in a review.

Students without Period 1 Homeroom Classes must go to the Attendance window for report cards and other important information.

Vacations

Teachers are focused on supporting student academics. For all our students we recommend that they are conscious of minimizing absences as this may impact their academic results and ultimately their future pathways. Vacations are not supported outside of the designated school breaks. Teachers are not required to provide work, additional assignments/projects, or create alternative assessments for while the student is absent. Parents may not request that summative assessments be moved to accommodate their child's withdrawal from school. When students are withdrawn from school during instructional days, gaps are created in learning and achievement can be negatively impacted.

When the student becomes aware of a vacation, it is their responsibility to get a Temporary Absence Form from the Main Office. Prior to leaving on the vacation, students are expected to speak with each of their teachers to find out what course content they will be missing, including tests and assignments. Teachers will outline on the Temporary Absence Form a course of study for the student to follow. It is the student's responsibility to ensure that they learn the missed course content and complete assignments that are due for each course while they are away. Upon the students return, the teacher is not required to spend time re-teaching the missed course content.

Upon the student's return to school, if assignments were not required to be submitted while they were away, it is the student's responsibility to seek out the teacher for determination of how missed content will be assessed. The teacher will determine how the student will demonstrate the achievement of the Overall Expectations that were covered during the student's absence. If a teacher chooses to provide an alternative submission / completion date for an assessment, that is their individual choice and cannot be the expectation for all teachers.

Vacations must not be planned during examination periods. Such absences will result in a grade of zero on the examination.

Student Summer Employment

Please ensure that your employer is aware that you will be writing examinations and completing final evaluations during the June Examination Week at the end of Semester Two. Training sessions, etc., for work should be scheduled after the conclusion of Examination Week.

Huron Heights Secondary School



Extended absences must not be planned during exam/summative periods as they cannot be re-scheduled. Such absences will result in a grade of zero on the exam/summative. When an exam is missed because of serious illness, the school must be informed immediately, and a valid medical certificate must be provided.

Cafeteria

The Cafeteria has been designed as an environmentally-friendly facility. All students work together to maintain a clean and healthy environment. Student are to use the garbage and recycling boxes appropriately. Deposit recyclable items in the receptacles provided. Food and beverages should be consumed in the Cafeteria, and not in other areas of the school due to severe allergies of some students and staff.

Co-Curricular Activities

Huron Heights offers many opportunities for participation beyond the classroom. Students are encouraged to participate in a wide variety of activities beyond the academic program. Joining a club or team provides an opportunity to meet additional friends, and to develop a variety of skills. For club/team membership, students should have:

- a student card, which will enable them to participate in all school activities;
- consistent school attendance; and
- paid any club/team fees to offset costs (e.g., transportation, material, officiating)

For more information on club activities, meeting times and staff advisors, listen to announcements or inquire at the Attendance window in the Main Office.

Athletic Policy

The interscholastic athletic program provides competitive sport opportunities for students in addition to the regular Physical and Health Education curriculum.

Athletics are an integral part of the H.H.S.S. climate and can be an important component to students' high school experiences. Extra-curricular sports and clubs play a significant role in the development of academics throughout a student's school career. We promote and encourage student participation in school activities. Participation in the program is a privilege, and requires good academic standing, commitment and responsible behaviour.

Students must adhere to the stipulations of the OFSAA and Huron Heights' guidelines regarding academic eligibility.

Athlete's Code

- Student athletes must adhere to the H.H.S.S. attendance policies.
- Student athletes are expected to complete or catch up on any academic material missed due to an absence caused by a sporting or club event.

Huron Heights Secondary School



- Student athletes must adhere to the guidelines established by the coach of the team. In the event that a player does not meet the expectations established by the coach, it is within the coach's right to suspend or remove the player from the school team.
- Student athletes are expected to follow the Huron Heights' Code of Behaviour and YRDSB's Caring and Safe Schools Policy, as well as demonstrate positive traits of Character Education at all athletic situations and locations. Failure to adhere to these policies will result in disciplinary action as deemed appropriate by the Huron Athletics Committee and school administration.
- Student athletes will be expected to participate in accordance with the rules and regulations of play and safety policies set out by the YRAA and OFSAA.

Student athletes are required to pay transportation fees, referee fees, uniform fees, tournament fees and any other costs related to participating on the team. These costs will vary from team to team. **Fees must be paid prior to the first league game or the student will become ineligible to play.** The cost of the Athletic Banquet is **not included in the team fees.** Tickets for the banquet will be sold prior to the event. Please speak to the coach or an administrator if a payment plan is required.

Teams

Students should check the Athletic Bulletin Board located outside the Upper Gym for current information about team sports and start dates, or contact a member of the Athletic Council.

Code of Student Conduct

The Code of Student Conduct sets standards of behaviour for students and members of the school community. The code of conduct supports a caring and safe school environment and creates a shared understanding of expectations of behaviour.

Students are expected to follow these rules of behaviour on school property and during Board or school-sponsored events and activities. To enhance caring and safe school climates, positive student behaviour supports are provided, and inappropriate behaviour is addressed using a progressive discipline approach that takes into account mitigating factors.

The Board Code of Student Conduct is part of the Caring and Safe Schools Policy.

We use a progressive discipline approach when inappropriate behaviour occurs. This means we consider a range of options to determine the most appropriate response to each situation to help students learn from their choices. In some cases, suspension or expulsion may be necessary. The Ontario Education Act and our Board's Caring and Safe Schools Policy outline the situations in which suspension and expulsion must be considered. These infractions are also outlined in the *Guide to the School Year* booklet. When inappropriate behaviour occurs, information will be shared with the victim and parents/guardians of the victim to the extent that legislation allows.

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities.

Huron Heights Secondary School



When students are addressed by HHSS Staff, Students are required to provide their name and answers to any questions being asked.

No student may leave a classroom during the class period without the permission of the teacher. If a teacher sends a student to the Main Office for a disciplinary reason, the student is to go immediately and directly to the office. The student may not return to class or leave the office until given permission to do so by an Administrator. Failure to remain in the office may result in further consequences.

Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, visit the school website and, using the link provided, submit a valid email address.

Email

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted.

Texts

Families can now receive text messages in emergency situations only - to communicate the COVID-19 school closures or in the rare occasion of schools being closed due to [emergency winter weather](#). Ensure your school has your correct cell phone number captured to participate. Families can opt out at any time.

Stay Connected Online

You can also stay connected online through our school website: <http://huronheights.ss.yrdsb.ca>. In addition, you can follow Board news and updates through:

- www.yrdsb.ca
- Instagram @yrdsb.schools
- Twitter @YRDSB
- YouTube channel "YRDSBMedia"
- the Board app "YRDSB Mobile"
- "TuneIn YRDSB", the Board's podcast, available on most podcast platforms



Consent for Information Sharing – Students at the Age of Majority

Once a student reaches the age of majority (18), all communications regarding their school matters (e.g., absences, etc.) will cease to go to the parents/guardians as the student is deemed an adult for the purposes of the Education Act.

A student may complete the *Consent for Information Sharing – Students at the Age of Majority* form available through the school to provide express approval for the school to contact parent(s)/guardian(s).

Dress Code

Dress Code Philosophy

Ontario Regulations made under the Education Act mandates the creation of a School Dress Code for students. Representatives from stakeholder groups within HHSS will inform, and periodically review, our dress code so that is consistent with anti-oppressive educational practice. As such, the HHSS Dress Code will be communicated and consistently upheld in a manner that does not reinforce or increase marginalization, stereotyping, or oppression of anyone based on race, sex, gender expression, sexual orientation, ethnicity, religion, household income, body type/size, or any other aspect of a person's social identity.

Our values are:

- HHSS students should be able to engage in the educational environment without fear of excessive and inconsistent discipline or body shaming
- HHSS students are responsible for managing their own personal "distractions" without regulating other students' clothing/self-expression.
- Dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.

The Five Goals of the HHSS Dress Code are to:

1. Ensure health and safety in classes where protective or supportive clothing is required, such as closed-toe footwear in a science, technology (automotive, construction, electronic), foods labs and athletic attire/shoes in physical education classes.
2. Affirm students' choice to wear clothing that expresses their self-identified gender.
3. Affirm students' choice to wear religious attire without fear of discrimination.
4. Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, pornography, or any other content that disrupts the learning environment or the rights of others. This includes content that reasonably can be interpreted as racist, threatening, defamatory, vulgar or obscene, or that creates a hostile environment for others.
5. Prevent students from wearing clothing or accessories that in any way reference alcohol, drugs or related paraphernalia or illegal conduct/activities.

Dress Code Implementation

Huron Heights Secondary School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should support the goals of the HHSS Dress Code which contribute to a school climate that is inclusive of a diverse range of identities. The



Huron Heights Secondary School

primary responsibility for students' attire resides with the student and their parent(s) or guardian(s). Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school as explained within this dress code. There are non-negotiable parameters for all clothing choices:

First and foremost, certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genital areas, buttocks, and breasts, are fully covered with opaque fabric.

Secondly, Students must wear:

- A shirt or dress (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Footwear

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. Students in violation of the Dress Code will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school.
2. Students will be provided with temporary school clothing.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear.

No student should be affected by dress code enforcement because of racial identity, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; and
- accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities.

Emergency Information

Office staff should be notified by parents/guardians as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information;
- emergency contacts and telephone numbers;
- changes in custody agreements;
- medical alert or changes in health condition (e.g., allergies, medications).



Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue, or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire drills, two lockdown drills and one hold-and-secure drill practiced annually, so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

A lockdown is a school emergency response to the presence, or suspected presence, of an armed intruder or other similar violent threat within the school. Hold-and-secure are protective measures applied in school buildings under circumstances of security concern due to threats to school occupants from events occurring near the school. All exterior doors are locked. The regular activities in the school continue. Access to and exit from the school are controlled.

Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips.

Field Trips

School field trips are excursions organized by staff members for students. Field trips are used to enhance the curriculum by providing enrichment activities for students. As they are enrichment activities, student participation is recommended but not mandatory. A student's evaluation will not be adversely affected if they choose not to participate in a field trip.

1. Students on school trips are subject to the same regulations that apply at school. Teacher supervisors are responsible for the good conduct and welfare of students in their charge. Students must therefore follow their instructions at all times.
2. Students on school trips are to wear appropriate clothing for the trip.
3. Students are to carry appropriate identification, insurance, medical information and emergency contact phone numbers.
4. All school and Board policies are in effect on school field trips.
5. A student going on a school trip must have returned a signed parent consent form prior to the date of the trip.
6. Transportation is arranged for most school trips. All students must use the arranged transportation to travel to and return from the trip.
7. While riding on the bus, students are expected to act in a manner which allows the driver to give full attention to driving the bus and safety of the passengers.

Huron Heights Secondary School



8. A student who violates a school trip policy may be assigned consequences as described in YRDSB's Caring & Safe Schools Policy.
9. While on a school trip, students are representing the school. It is expected that a student's conduct will reflect favorably on Huron Heights Secondary School.
10. It is the responsibility of the student to complete all work missed as a result of participating in the trip.
11. Each student should notify their teachers at least **five** days in advance of the trip.
12. Students who do not comply with field trip rules will be sent home at their parents' expense.
13. Students who have agreed to a field trip and do not attend **will not receive a refund**.
14. The organizing teacher has the right to refuse a student the opportunity to participate on a trip if behaviour or attendance is a problem.

Guidance

The Guidance Department offers a number of services, including support for academic and career planning, personal counseling, referrals to community resources, and support for the development of study habits and life skills. For more information, contact the Guidance Department.

Course Selections

The selection of courses to meet diploma and career requirements is the responsibility of the student in conjunction with parents. Subject selection week is completed in February. Students may access Huron Heights' on-line calendar at <http://www.yrdsb.ca>.

Course Selection Changes

Changes will only be made for sound educational reasons; therefore, timetable changes will be very limited. Priority will be given for the following reasons:

- a necessary change as a result of summer school or a failed course;
- a course at an incorrect grade level;
- a conflict between the times courses requested are offered;
- a recommended change to another course type; or
- a necessary change to meet diploma or post-secondary entrance requirements.

Dropping Courses or Changing Type or Destination Courses

A student must have 24 earned credits in order to take less than 8 credits in a year or 4 credits in a semester. A timetable change after the start of school requires both parental and school approval. See the Guidance Office to make an appointment. You must continue to attend the subject on your timetable until you have received a new timetable reflecting the changes.



Homework

The Ministry of Education defines homework as “work that students do at home to practise skills, consolidate knowledge and skills, and/or prepare for the next class.”

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the *Guide to the School Year* booklet and the *Board Homework Policy and Procedure*.

How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. If you have a school-related question or concern, please follow these steps:

1. Arrange a meeting with your child’s teacher or the appropriate school staff member.
2. If you need further assistance, the school Principal or designate may be contacted to review the matter, mediate and help facilitate the process.
3. Contact the Superintendent for our school if the matter remains unresolved.

We are committed to addressing concerns in a fair, equitable and timely manner.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the Superintendent. Following a review of the matter, a determination is made on whether or not it is to be referred to the Board’s Human Rights Commissioner’s Office. The Independent Office of the Integrity Commissioner may also be engaged to address concerns related to trustee behaviour. Contact information can be found on the Board website, or by contacting the school.

More information is available in the *Guide to the School Year* booklet and on the Board website.

Library/Learning Commons

Library hours are from 8:30 a.m. to 4:00 p.m. A photocopier is available for all students at \$0.10/page. Printing from a computer to the copier is available at \$0.10/page for black & white, or \$0.50/page for colour. Student cards are necessary for library borrowing, although library materials are available for use in the Library by all students during regular library hours.

Passwords to access on-line resources on home computers will be distributed in classes early in the school year, or may be picked up by students in the Library at the Circulation Desk.



Lockers

School lockers are the property of the York Region District School Board. Lockers are on loan to students and can be opened and searched by school personnel at any time. Lockers are loaned to students to store textbooks and personal belongings. Students are expected to:

- maintain the locker in a clean and orderly fashion;
- keep the locker locked using the assigned lock;
- be aware that the school cannot assume responsibility for lost or stolen articles; and,
- leave valuable items at home.

Peer Harassment and Bullying Prevention

Bullying and cyber-bullying, including harassing comments made using social media (e.g., MSN, twitter, Instagram, Snapchat) are demeaning and dehumanizing, and they hurt. The harassment problem can only be solved if young people and adults act together. We can make a difference. Don't leave it up to others.

What to do ... If you are being bullied, or if you are worried about someone else who is being bullied, the most important thing to remember is to talk to someone you trust. Bullying is wrong whatever the age of the person doing the bullying.

What Not to Do ... Don't hide what is happening from adults or those you trust. There is nothing wrong with asking for help when you are in trouble.

And Remember ... Nobody has the right to hurt other people by hitting them, calling them names or doing anything which is intended to be hurtful.

Requests for Religious Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school Principal, or complete the *Faith Requests for Curriculum Accommodations Form* available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students. For more information, see *Board Procedure on Equity and Inclusivity: Religious Accommodation*.

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the School Council. Contact school office staff for more information. Elections shall occur within the first thirty days of the start of each school year. *School Council Candidate Nomination Forms* are due by **September 14, 2023**.



Student Council Executive

The Student Council Executive represents all students in our school. The executive acts as a liaison between students and staff/administration by voicing student concerns and opinions. The Council encourages students to participate in school and community life by recognizing student achievement, by organizing a variety of activities, and by providing leadership opportunities.

Student Council Executive is a group of students who organize and run many of the student activities throughout the year, including spirit days, prom and semi-formals. They meet after school once a week, and put in approximately 100 hours during the course of the year.

Students interested in applying for the various positions should recognize the responsibility and be prepared to make a commitment. Students should be full-time students for both semesters of the upcoming school year and be prepared to receive recommendations from three staff members to apply.

Positions:

Co-Presidents (must be in grade 11 or 12)	Prom/Dance Coordinator
Secretary	Social Media/Advertising/Marketing Representative
Treasurer	Wellness/Equity Representative
Activities Coordinator	Grade 9-12 Representatives

Student Parking

Students who will be driving to school may only park at the rear of the school (WEST parking lot) and are encouraged to register their vehicle with the Main Office. License plate numbers and car information will be recorded.

Students have the privilege of driving their automobiles to school and using the school parking lots as long as they:

- drive courteously in the parking lots, follow the rules of the road and do not exceed 10 km/hour;
- only park in the spaces at the back of the school (WEST parking lot).
- Parking is on a first-come, first-served basis. There are no reserved parking permits for students.

Dangerous driving or illegal parking will result in one or more of the following consequences:

- student driver suspension from school;
- loss of the privilege to bring an automobile onto the school property;
- automobiles being towed from the school lot at the owner's expense;
- tickets/fines from the Police or Municipal Parking By-Law Officers.



Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you.

Parents/guardians, please sign the *Student Information Consent Form* and see the section on "Student Personal Information" in the *Guide to the School Year* booklet for more information.

If you have any questions about your child's privacy protection, please contact the school Principal or the Information Access and Privacy Office at 905-727-0022 ext. 2015.

Technology Use

All students and their parents/guardians are expected to read the *Use of Technology Agreement* (in the *Guide to the School Year* booklet, or available on the Board website). They are also required to sign the *School Start-Up Permissions Form* to acknowledge that they have read, understand and will support the conditions/rules concerning the use of school/Board and personal technology as it supports learning.

This agreement is designed to ensure a safe and supportive school environment and network integrity.

We believe the classroom is the ideal place to teach students how to use digital tools effectively and responsibly, and how to stay safe online. Google Suite for Education is one of the tools educators may use to engage students in online learning, and teach students how to stay safe and be responsible using technology.

Through Google Suite, students have access to a Google Suite Gmail. This Gmail access is customized for appropriate age levels. Students younger than Grade 6 cannot send or receive emails outside of the YRDSB Google Suite. We have also put strict measures in place to prevent SPAM and block inappropriate language and websites for students using email through the Google Suite. For more information, please visit the Board website or speak to your child's teacher about the tools they are using in the classroom.

We all have a role to play in helping students to become responsible digital citizens. Digital citizenship at home resources are available on our Board website.

Grade 9 /10: 1 to1 Digital Technology Program

Our 1:1 program is a teaching and learning environment in which all students and teachers will have access to a personal primary computing device for educational purposes. The goal of the program is to improve student learning and engagement, and to inspire students to become critical thinkers using technology.



Students should be prepared with a personal primary device (i.e. laptop, Chromebook) and a charger. They should also ensure the device is fully charged each day, and they should ensure the device is protected in a bag with a padded laptop pocket.

Textbooks/Library Materials

Textbooks and Library materials are the property of the YRDSB. All students must return all items and materials in good condition or pay the replacement cost.

Threat Assessment Protocol: Fair Notice and Process

Threat Assessment and Intervention

Schools continue to be among the safest places in our community. The well-being and safety of members of the school community are a shared responsibility. This includes preventing and responding to the risk of violence.

Our Threat Assessment Protocol was developed with community partners to respond to behaviours, including actions, statements and other indicators that suggest that a student may be “at risk” of harming others. To keep school communities safe and provide support to everyone, staff, parents/guardians, students, and community members must report all threatening situations to the school administrator or police as soon as possible. [Note: Other procedures and protocols are in place to deal with threats from adults in the school community.]

What is the purpose of the Student Threat Assessment and Intervention Protocol?

- Ensure the safety of students, staff, parents/guardians, and other members of the school community;
- Ensure an effective and timely response when there is a threatening situation;
- Understand the factors that contribute to a threatening situation;
- Assist in the development of an intervention plan;
- Promote the emotional and physical safety of everyone involved.

What is a threatening situation?

A threatening situation is defined as an indication of impending harm or violent acts against someone or something. Threats may be implied, verbal, written, drawn, posted on the internet, sent electronically or by information technology of any type, made by gesture or reasonably inferred from the surrounding circumstances of events. Threats may be direct, indirect, conditional or veiled.



What behaviours activate the Threat Assessment Protocol?

The protocol will be initiated when behaviours include, but are not limited to:

- Serious violence with intent to harm or kill;
- Verbal/written threats of serious violence to harm or kill others (clear, direct and plausible);
- Use of technology to communicate threats to harm/kill others;
- Possession of weapons (including replicas);
- Bomb threats (making and/or detonating explosive devices);
- Fire setting;
- Sexual assault;
- Criminal harassment;
- Gang-related occurrences;

What happens when a threatening situation is reported?

All threatening behaviours by a student shall be reported to the Principal, who will activate the Threat Assessment Protocol.

Once a threatening situation has been reported to a school administrator, interviews will be conducted. These interviews may include students, staff, family members and/or others as appropriate. This will be done to determine the level of risk, and develop an effective and timely response to the incident. After the immediate safety risk has been addressed, support and intervention plans will be developed with input from parents/guardians.

Who is a member of a Threat Assessment team?

Each school will have staff trained in the Threat Assessment Protocol. A multi-disciplinary Threat Assessment team will assess the situation and support the development of an intervention plan. The team includes a School Administrator, a School Social Worker and/or a Psychological Services staff member, a York Regional Police officer, and appropriate members of the student's circle of care.

Is parental/guardian or student consent required?

Consent is not required to respond to an emergency situation. When there is a risk that someone may be harmed, it is important that the incident be addressed as quickly and effectively as possible.

Fair Notice

Please consider this as "fair notice" to all members of the school community that any report of a threatening situation will be investigated. The Threat Assessment Protocol is part of our strategy to create a safe, secure and supportive school environment for everyone.



Use of Non-Board Electronic Devices

We recognize that learning can be enhanced by technology and we have created opportunities in our classrooms to leverage digital tools to enhance teaching, learning and communication. Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the Principal or the classroom teacher. There are exceptions for students who need specific devices as per their Individual Education Plan. The use of these tools is managed by Board staff.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. **Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the Principal or teacher.** Infractions will be dealt with as student discipline, under the *Board Caring and Safe Schools Policy* and its related procedures.

At no time may electronic devices be used in washrooms or change rooms.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.

Valuables

Students are cautioned against leaving money and/or valuables in lockers or in the Physical Education change rooms. The school is **NOT** responsible for lost or stolen articles. Articles found in and around the school should be brought to the Main Office, and students should inquire at the office regarding lost articles.

Visitors

Visitors must report to the Main Office to receive permission to be on school property. Permission is normally granted only if the visitor is conducting school-related business. Students must remind non-HHSS friends to meet them off school property to avoid any difficulty.

All visitors, including parents/guardians, must:

- use the main entrance of the school;
- check in at the school's Main Office upon arrival;
- sign-in and obtain a visitor pass while in the school.

The office staff will deliver important messages and materials to your child.



Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review the *Volunteers in Our Schools Policy and Procedure*. If you are interested, please complete a *Volunteers in Our Schools* form which can be found in the Main Office.

YRDSB Student Suicide Intervention Protocol Fair Notice

York Region District School Board is committed to student well-being and mental health. YRDSB has developed a Student Suicide Intervention Protocol to help keep students safe in the event of suicidal thoughts or actions. Youth suicide is a complex, emotionally-charged and sadly real problem in Canada. It is the second leading cause of death amongst young people. It's important to recognize that those who struggle with mental health have personal strength and resilience and the potential to overcome difficulties to ultimately thrive.

The YRDSB Student Suicide Intervention Protocol is designed to address the six steps involved when responding to current and present thoughts of suicide, as well as actions related to suicide. In addition, the Protocol is governed by a set of guiding principles which are underpinned by a culturally responsive and reflective practice.

Suicide is not culturally neutral. Our cultural and ethnic backgrounds will inform how each of us understands suicide. To see all the guiding principles, see the *Student Suicide Intervention Protocol* on the Board website, or request a copy through the school office.

Given the urgent need to help keep students safe from suicide, each school has access to Board staff trained in suicide intervention. In the urgent situation of suicide intervention, staff trained in suicide intervention do not require parental/guardian consent to intervene. However, we do make every effort to contact parents/guardians to apprise you of your child's situation and the assistance provided. Parents/guardians are an integral part of keeping their children safe. In the event that the intervention protocol is used, a record of the intervention will be shared with you (student consent to share information is required for those over the age of 18 years) and a copy will be created and stored in a private and confidential on-line records management system. In accordance with privacy and health records legislation, a copy will be retained for one year plus a day following the intervention. As per the protocol parental/guardian (student if 18 or over) consent will be sought to share the intervention plan with those members identified in the record. If you have any questions about the *Student Suicide Intervention Protocol* please contact your school Principal.



Important Dates 2023-2024 (*dates subject to change*)

Date	Event
September 5	School Starts for Grade 9's Only
September 6	School Starts – Grades 10-12
September 11	Caring and Safe Schools Assemblies (Period 1 Gr. 9 and Period 2 Gr. 10)
September 13	Caring and Safe Schools Assemblies (Period 1 Gr. 11 and Period 2 Gr. 12)
September 12	Drama / Theater - Stratford Trip
September 14	School Photo Day
September 15	Last Day for course changes (Sem 1)
September 16 - 17	Rosh Hashanah -YRDSB Diamond Days
September 18	School Council Meeting 7pm Library
September 19	SHSM Portfolio Development Workshop
September 20	Gr. 12 Post Secondary Assembly
September 21 - 24	Music Trip: York Music Camp
September 22	Professional Activity Day
September 25	Yom Kippur - YRDSB Diamond Day
September 28	ARTS Huron "The Big Event" (Evening)
September 28	Guest Speaker Assembly Periods 1 (Gr. 10/12) and Period 2 (Gr 9/11)
September 29	National Day for Truth and Reconciliation (September 30)- Orange Shirt Day
October 4	SHSM ARTS and Culture/Hospitality Tourism- experiential/reach ahead event
October 9	Thanksgiving
October 12	Post-Secondary Fair (@Huron Heights)
October 17	School Photo Retake day
October 18 - 19	Ontario College Fair (Enercare Centre Exhibition Place)
October 19	Awards Assembly (Evening Event)
October 20	Professional Activity Day
October 21	Music Performance - Newmarket Old Town Hall
October 21 - 22	Ontario University Fair (Metro Toronto Convention Center)

Huron Heights Secondary School



October 23	SHSM Event - Beauty X Expo
October 25	SHSM Mandatory SPE EVENT (Sem 1)
October 26	HHSS Teacher Family Conference Night (Sem 1)
October 31	Music - Toronto Symphony Orchestra (Gr. 9s)
November 1	Gr. 9 Take Our Kids to Work Day / Grade 8 visit to HHSS
November 2	Semi-Formal
November 2 - 3	Drama / Theater- Ontario Thespians Event
November 9	First Day of Term 2 (Turn-Around Day)
November 9	Music - Huron Jazz Summit
November 10	Remembrance Day Ceremony
November 12	Diwali YRDSB Diamond Day
November 13 - 16	Gr. 12 Graduation Photo's
November 17	Professional Activity Day
November 20	School Council Meeting 7pm Library
November 20 - 24	Mid Semester 1 Reports Issued (approx. date range)
November 21 - 22	SHSM Mandatory First Aid training Group 1 (Sem 1)
November 23	Gr. 8 Open House / Parent Info. Night
November 27 – December 8	Individual Pathway Planning Sessions
November 28 - 29	SHSM Mandatory First Aid training Group 2 (Sem 1)
November 28	Arts Huron Information Session
November 30	Gr. 11-12 Full Disclosure (Sem 1 approx. date)
December 11 - 14	HHSS Theater Production
December 14 - 15	Holiday Art Bazaar
December 20	HHSS Winter Music Concert - Markham Theater
December 22	ARTS Huron Breakfast 7am
December 22	HHSS Holiday Assembly
December 25	Christmas YRDSB Diamond Day
December 25 - January 5	Winter Break
January 7	Orthodox Christmas YRDSB Diamond Day

Huron Heights Secondary School



January 10 - 11	HHSS Dance Performances
January 15 - 18	Arts Huron Theater Productions
January 16	HHSS Winter Art Show
January 17 - 18	Gr. 9 Math EQAO Sem 1
January 22	School Council Meeting 7pm Library
January 25 - January 31	Semester 1 Final Evaluations
January 25 - January 31	ARTS Huron Auditions for incoming Grade 9 students
February 1	Exam Review Day Semester 1
February 2	Professional Activity Day
February 5	First Day of Semester 2
February 6 - 9	2023-2024 Course Selection Assemblies by Grade/ Caring and Safe Schools
February 9	Last Day for course changes (Sem 2)
February 10	Lunar New Year YRDSB Diamond Day
February 12 - 16	Semester 1 Final Report Cards issued (approx. date range)
February 15	Arts Huron Workshop Evening
February 15	Semester 2 Photo Day / Graduation Photo retakes
February 19	Family Day
February 28	Anti-Bullying Day (Pink Shirt Day)
February 28	Toronto Symphony Orchestra - Music / Arts Huron
February 28	Pascal, Cayley, and Fermat Waterloo Math Contest for Gr. 9-11
February 28 or 29	SHSM Mandatory Experiential Event - ALL SECTORS
March 7	Harmony at Heights Event
March 11 - 15	Mid-Winter Break
March 18	School Council Meeting 7pm Library
March 21	World Down Syndrome Day
March 26 - 27	SHSM Mandatory First Aid Group 1 (Sem 2)
March 29	Good Friday YRDSB Diamond Day
April 1	Easter Monday
April 2	World Autism Awareness Day



Huron Heights Secondary School

April 3	Euclid Waterloo Math Contest Gr. 12
April 3 - 4	SHSM Mandatory First Aid Group 2 (Sem 2)
April 4	HHSS Teacher Family Conference Night (Sem 2)
April 10	Eid-ul-Fitr YRDSB Diamond Day
April 12	International Day of Pink
April 14	Vaisakhi YRDSB Diamond Day
April 15 - 18	Theater Huron: Fringe Festival
April 16	First Day of Term 2 (Turn Around Day)
April 18	Grade 12 Graduation/Prom/Post-Secondary Presentation
April 20	Ridvan YRDSB Diamond Day
April 23	Pesach/Passover YRDSB Diamond Day
April 24	SHSM Mandatory SPE EVENT (Sem 2)
April 25	Guest Speaker Assembly Periods 1 (Gr. 10/12) and Period 2 (Gr 9/11)
April 29 – May 3	Mid-Semester 2 Reports Issued (approx. date range)
May 2	Theater Huron: Junior Grades Show
May 3	Holy Friday YRDSB Diamond Day
May 6	Professional Activity Day
May 8	Spring Music Concert - Markham Theater
May 9 - 10	Spring Art Bazaar
May 12 - 18	MusicFest Canada specific dates of attendance TBD
May 13	Gr. 11-12 Full Disclosure (Sem 2 approx. date)
May 17	Deadline to submit Community Involvement Hours
May 20	Victoria Day
May 21	School Council Meeting 7pm Library
May 23	Huron Arts Banquet
May 29 - 30	Gr. 12 Drama Show
June 4	HHSS Dance Performance
June 6	HHSS PROM
June 9	Barrie Jazz and Blues Festival - Music Jazz Band



June 11	HHSS June Art Show
June 11	HHSS Dance Performance
June 12 - 13	Gr. 9 Math EQAO Sem 2
June 12	HHSS Athletics Banquet
June 14 - 21	Gr. 12 Final Evaluations
June 17	Eid-ul-Adha YRDSB Diamond Day
June 19 - 25	Gr. 9-11 Final Evaluations
June 21	National Indigenous Peoples Day
June 25	Gr. 12 Graduation Ceremony
June 26	Exam Review Day
June 27 - 28	Professional Activity Days

YRDSB Significant Faith Days

The dates listed below are some faith holidays of particular significance to members of the major faith communities in our Board. We are committed to affirm and value equally the faith diversity in our schools, therefore, events such as field trips, school concerts, conferences, meetings, workshops, other professional events, co-curricular activities, and exams/tests will not be scheduled on these dates:

Date	Faith Day	Faith
September 16-17, 2023	Rosh Hashanah 2	Judaism
September 25, 2023	Yom Kippur 2	Judaism
November 12, 2023	Diwali	Hinduism
December 25, 2022	Christmas	Christianity (Western)
January 7, 2024	Christmas	Christianity (Eastern)
February 10, 2024	Lunar New Year	Buddhism
March 29, 2024	Good Friday	Christianity (Western)
April 10, 2024	Eid-ul-Fitr 1 2	Islam
April 14, 2024	Vaisakhi	Sikhism
April 20, 2024	Ridvan	Baha'i
April 23, 2024	Pesach/Passover 2	Judaism
May 3, 2024	Holy Friday	Christianity (Eastern)
June 17, 2024	Eid-ul-Adha 1 2	Islam

1 Dates are subject to the sighting of the moon and may vary for different members of the Islamic faith

2 All Jewish and Islamic Holy Days commence on the preceding evening at sunset.