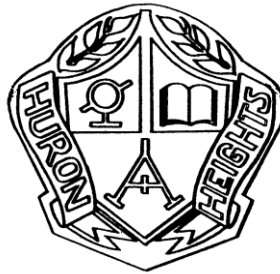




# HURON HEIGHTS SECONDARY SCHOOL

40 Huron Heights Drive  
Newmarket, Ontario L3Y 3J9  
Phone: (905) 895-2384  
Fax: (905) 895-8912  
email: [huronheights.hs@yrdsb.ca](mailto:huronheights.hs@yrdsb.ca)  
website: <http://huronheights.ss.yrdsb.ca/>



*Quam Summa Cape*

***Reach for the Heights***

## **Information Package 2014 – 2015**

---



# Huron Heights Secondary School

## Welcome

*Dear Parents/Guardians,*

- *Welcome to all our new and returning families. I hope you had a wonderful, relaxing summer and are looking forward to the new school year.*
- *This package includes important information about our school, including forms you need to complete and the Guide to the 2014-2015 School Year.*
- *Important dates to consider are provided on the final page.*
- *We have a dedicated staff with a strong commitment to student well-being and achievement, and to creating an environment where everyone feels safe, welcome and respected.*
- *We look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to speak with you.*
- *I wish you all a happy, safe and successful school year.*

*Beverley Madigan*

*Principal*

*Huron Heights Secondary School*

### **SCHOOL MOTTO**

**REACH FOR THE HEIGHTS**

*Principal – Ms. B. Madigan*

*Vice-Principal – Ms. M. Godfrey*

*Vice-Principal – Ms. M. Kane*

*Vice-Principal – Ms. M. Lynch-James*

We are proud of our tradition of excellence and of our caring approach to the education of young adults. It is our intention to provide the best learning experiences and support services to ensure your success. We want you to enjoy school life to the fullest, and to graduate with positive memories of your 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;
- inform you of services which can provide assistance to you.



# Huron Heights Secondary School

## Information Package and Form Checklist

This package includes important information about our school, and a number of forms that you need to complete for each child.

**Return the completed forms to your child's homeroom teacher by Tuesday, September 9, 2014.**

### Required Forms

These forms must be completed.

- Consent/Agreement Form
- Policy Agreement

### Additional Forms

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

- Consent for Information Sharing – Students at the Age of Majority
- School Council Nomination Form
- Student Accident Insurance Enrolment Form
- Volunteers in Our Schools

### School Timetable

<b>Period 1</b>	9:10 a.m. to 10:25 a.m. (includes homeroom)
<b>Period 2</b>	10:29 a.m. to 11:44 a.m.
<b>Period 3</b>	11:48 a.m. to 1:03 p.m.
<b>Period 4</b>	1:07 p.m. to 2:25 p.m.
<b>Period 5</b>	2:26 p.m. to 3:41 p.m.

---

### 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 do not bring nut or nut products to school.**

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 medical forms.



# Huron Heights Secondary School

## Arrivals and Departures

Parents/guardians who **drive their children 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 St. 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 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 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.

### 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.

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com). Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

Bus services are provided by:

- Yellow school buses which service students in some areas;
- York Region Transit buses which service other students. There are **no** transit passes provided by the York Region District School Board. Call York Region Transit for rate information at 1-866-668-3978 or visit [www.yorkregiontransit.com](http://www.yorkregiontransit.com)
- Requests for a bus to stop at an unscheduled location can only be approved by student transportation services. For such requests, parents should contact Heather Thomas at the transportation office, 905-713-2535 extension 4555.

**Students who attend a school which does not serve their area are responsible for providing their own transportation. Only students who qualify for school bus transportation may ride the yellow buses.**

### What should you do if...?

- **Your school bus doesn't come - normal weather.** Telephone the school for information. Usually the bus is just late.
- **Your school bus doesn't come - stormy weather.**  
On bad weather days, the school buses may not run.



# Huron Heights Secondary School

- **You miss your school bus - in the morning.**  
Call the school. Then make every effort to get to school, even if you are very late.
- **You miss your school bus - in the afternoon.**  
Inform the main office. It will be your responsibility to arrange a ride home, but we will try to help you.
- **You wish to get off the bus at an unscheduled location.**  
Go to the Main Office. A note from your parents is required. The note must be authorized by student transportation services before it is given to the driver. Requests to have a bus stop at unscheduled locations will normally not be approved.
- **You wish to board a bus other than your own.**  
Go to the Main Office. A note from your parents is required. If there is space on the bus, a temporary pass may be issued to you.

## Bicycles/Skateboards/Scooters

### Students may not skateboard or use a scooter on school property.

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

- Must wear a helmet.
- Must walk while 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.

## Assessment, Evaluation and Communication Policy

### *Students will:*

- Provide evidence of their achievement of the curriculum expectations within the time frame, and in a form approved by the teacher;
- Demonstrate the learning skills and work habits that support life-long learning;
- Use descriptive feedback to monitor their own learning;
- Recognize, describe and apply success criteria in relation to the learning goals;
- Reflect on their thinking and learning to inform next steps;
- Fulfill their responsibilities and commitments within the learning environment;
- Seek assistance proactively where appropriate;
- Communicate with the teacher **prior to the due date**, if unable to meet timelines;
- Advise teachers **prior to authorized absences** due to school events, and assume responsibility to complete missed work;
- Ensure that late and/or missed assignments for evaluation are completed within the re-negotiated timelines.

### *To assist students, parents/guardians will:*

- Learn how assessment and evaluation information is being used;
- Work collaboratively with the school, teacher and child;
- Actively monitor their child's learning and support the child in implementing next steps for improvement;
- Communicate regularly with their child's teacher(s);
- Assist with developing the importance of creating and submitting high quality **original** work;



# Huron Heights Secondary School

- Assist with developing learning skills (especially time management) in order to meet deadlines;
- Advise teachers and provide documentation **prior to** authorized absences.

## Policy for Completion of Assignments

The expectation is that all assignments for evaluation will be written / submitted on time.

- If you are going to be away on an assigned due-date for a prearranged reason, it is your responsibility to submit the assignment on a date that is mutually agreed upon by you and your classroom teacher.
- Extended absences are considered acceptable for reasons such as illness, family bereavement, and/or pre-arranged family vacations; students must complete a Blue Vacation Form and have it signed by administrator prior to extended absence.

## Responses and Application of Consequences

In the event that an assignment for evaluation is not completed on the assigned date, your teacher will engage in solution-focused dialogue with you and/or your parent(s)/guardian(s) to determine appropriate consequences and responses which may include a combination of the following:

- Completion and submission of the late/missed assignment or an alternate assignment
- Renegotiation of timelines for submission
- Deduction of marks for late assignments

For more information regarding Assessment, Evaluation and Reporting in Ontario's Schools please review: <http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>

Students are expected to complete all tasks. **Any work not completed may receive a mark of zero.**

## Policy for Absences

Regular attendance is one of the most important contributors to success at school. Therefore, we encourage students to make every effort to attend regularly. A great emphasis is placed on active participation and on the process of learning. Lengthy or frequent absences are detrimental to a student's success.

### a. Family Vacations:

A vacation during regular school time is not only **strongly discouraged, but is not supported by HHSS**. If there is a family vacation planned, students are responsible for all missed work. Students are expected to obtain an **Application for Temporary Absence Form** from the attendance secretary, inform their subject teachers of the absence and have teachers complete the form. The form must then be validated by a parent/guardian, and returned to a Vice-Principal at least **one week prior** to the commencement of the absence.

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

### b. Summative Evaluations including Exams:

Students who cannot complete the **final evaluation** due to illness or family emergency must provide:



# Huron Heights Secondary School

- a medical note, in the case of illness, indicating the date of illness; or
- documentation of the emergency in the case of a serious family situation.

**Students who do not complete the final summative evaluation for any other reason may receive a mark of zero.**

**c. Evaluations/Deadlines Missed Due to Truancy (Unauthorized Absence):**

When a student is truant for any evaluation or deadline, **a mark of zero may be assigned.**

## **Academic Integrity**

Students at Huron Heights Secondary School are expected to think independently and work honestly. They must provide original evidence of their learning and appropriately acknowledge the work of authors. Cheating and plagiarism are not condoned.

Cheating is the attempt to gain an unfair advantage in an academic evaluation which may misrepresent the demonstration of a student's learning or the learning of others. Forms of cheating include, but are not limited to, the following:

- copying from another student or permitting another student to copy material;
- using aids, materials, and assistance which are not approved by the teacher;
- obtaining an unauthorized copy of a test or examination prior to the date and time of writing;
- changing a grade/percentage mark of an evaluation;
- preparing work, in whole or in part, with the expectation that this work will be submitted by another student for evaluation;
- offering for sale or gratis assignments, in whole or in part, with the expectation that these works will be submitted by a student for evaluation; and
- unauthorized entry into a computer file for the purpose of using, reading, changing or deleting its contents, or the unauthorized transfer, in whole or part, of files for academic gain.

Plagiarism refers to representing someone else's ideas, writing or other intellectual property as one's own. Any use of the work of others, whether published, unpublished or posted electronically, attributed or anonymous, must include proper acknowledgement. Plagiarism hinders learning and the development of learning skills and work habits. Forms of plagiarism include, but are not limited to, the use of the following without appropriate reference or citation:

- someone else's written and/or spoken idea, theory or opinion;
- misrepresenting co-authored or collaboratively created work as one's own;
- music, drawings, designs, dance, photography, and other artistic or technical work created by someone else;
- reproductions of tables, graphs or any other graphic element produced by someone else;
- facts and information that are not generally known;
- an unusual or distinctive phrase, a specialized term, a computer code, or quantitative data;
- paraphrase or summary;
- unauthorized entry into a computer file for the purpose of using, reading, changing or deleting its contents, or the unauthorized transfer in whole or part of files for academic gain;
- copying from the Internet without giving proper acknowledgment to the source;
- submitting work prepared, in whole or in part, by another person or source and representing that work; and



# Huron Heights Secondary School

- downloading research papers from the World Wide Web (www), in whole or in part, and submitting the paper as original work as one's own.

## Student Responsibilities

*Students shall provide original evidence of their learning and achievement and appropriately acknowledge the work of others by:*

- understanding the key concepts and definitions related to academic honesty;
- understanding the range of supports to promote academic honesty;
- using skills and strategies to prevent cheating and plagiarizing;
- understanding the consequences applied when cheating and/or plagiarizing is detected;
- demonstrating the learning skills and work habits that support life-long learning;
- acknowledging all sources using the required citation format;
- obtaining permission, where possible, to use other's intellectual property; and
- actively seeking clarification and support when needed.

*In the event that cheating or plagiarizing has taken place the teacher will:*

- engage in conversations to investigate and understand the specific circumstances surrounding the incident including;
- share the evidence with the student that suggests an incident of cheating or plagiarism has occurred;
- determine the student's current knowledge and understanding of academic honesty and assist the student in understanding their role and responsibility;
- communicate with the principal, parents/guardians and student(s) when the incident has occurred;
- seek additional information surrounding the circumstances/mitigating factors to inform the decision regarding consequences;
- inform them of the consequences that will be applied which could be any of the following:
  - direct student to redo the original, in part, or in its entirety, or complete an alternative assignment under supervision in an appropriate and mutually agreed-upon timeframe
  - direct student to complete an assignment or task to promote a deeper understanding of the importance of academic honesty,
  - deduct marks up to and including the full value of the assignment when the absence of original student work is due to cheating or plagiarizing.

## 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 problems.

At Huron Heights attendance is taken each period and sent to the attendance office ten minutes after class begins. Students at HHSS are required to attend regularly, to be punctual, and to participate in all scheduled classes.





# Huron Heights Secondary School

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

If students have an **unauthorized absence**, the automated attendant will call your home.

It is our philosophy and research supports that regular attendance is necessary in any learning situation. The student who attends **regularly** succeeds. 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:

Have your parent or yourself (if over 18) call the school at 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 (**ext.183**) or with the secretary after 8:30 a.m.

## On returning to school:

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

- go directly to class;
- you do not need a note or admit slip;
- your attendance has already been explained and recorded on our Daily Attendance Report.

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

You must report to the Attendance Secretary with a note from your parents or yourself (over 18) stating the reasons for your absence.

You will be given an admit slip to show to your subject teachers.

## If you are late:

Go directly to class.

If your teacher has marked you absent, ask for the teacher to correct their STAT report for Attendance.

## If you must leave early:

It is to your advantage to obtain your sign-out slip **before** the school day begins.

**Signing out means that you must leave the school property immediately.**

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.

An admit slip will not be necessary when you return to class if you sign out properly. Detentions may be given for unauthorized leaving.

## If you are refused entry to class:

You must report to Attendance to explain the absence before you will be re-admitted to classes.

## 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.

You will be permitted 5 sign outs per semester after which you must speak with a Vice Principal.



# Huron Heights Secondary School

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

## Family Vacation

Please note that the school year at Huron Heights begins on Tuesday, September 2, 2014 for grade 9 students and Wednesday, September 3, 2014 for grades 10-12. School finishes on Wednesday, June 24, 2015. Check the "Important Dates" section of this Agenda for details. We strongly recommend that Family Vacations be scheduled during school vacation dates to ensure that students are able to attend all scheduled classes in all of their courses. Any student missing final exams due to family vacation will receive a mark of "0".

In the event that Family Vacations during regularly scheduled class days are unavoidable, you are expected to:

- pick up an 'Application for Temporary Absence' from Student Services
- have your teachers complete the form including your current mark and assignments due
- take the completed form to a Vice-Principal to discuss the anticipated absence
- take the form home to your parents for discussion and parent signature
- return the completed form to your Vice-Principal for signature
- students are required to catch up on any missed work and/or assignments

## 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.

**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, or court, the school must be informed immediately, and a valid medical certificate or court documentation must be provided.**

## Behaviour/Code of Conduct

### The Huron Heights Code of Behaviour

The Code of Behaviour at Huron Heights Secondary School is founded upon the belief that rights imply responsibilities. We believe that every student has the right and responsibility to learn without disruption and to travel on a school or city bus in a peaceful environment free from harassment. Respect for, and courtesy toward others are vital aspects of our positive school atmosphere. The active support of parents helps students to succeed and helps the school administration and staff to maintain proper order and discipline during all school activities on or off school property including travel on a school or city bus. We all share responsibilities to ensure regular attendance and punctuality, a positive attitude and good behaviour, respect for others (including their traditions and beliefs); clean personal habits and communication between home and school.

## Context

Students have the right to attend school and to learn in an environment that is dynamic, purposeful, inviting, and secure. Behaving as a contributing member of the school community will enhance a



# Huron Heights Secondary School

student's sense of self-worth and develop the self-discipline required of responsible members of society as a whole.

The Code of Behaviour for HHSS is based on the YRDSB Policy #668.0, Caring and Safe Schools. The Board's policies are based on the standards and consequences as established in the provincial Code of Conduct.

The Code of Behaviour exists to:

- create and maintain the best learning environment possible;
- ensure that the rights of every member of the school community are protected and that harmony and respect exist amongst all of these members;
- build self-worth, self-respect and self discipline;
- identify and develop the habits and qualities that define a multidimensional global citizen; and
- maintain a safe learning environment.

The Code of Student Behaviour provides a structure that will result in the mature and sincere understanding of those key character attributes: respect, responsibility, and initiative.

## Respect

- We respect ourselves and treat others with the same courtesy with which we would like to be treated.
- We behave in a sincere, trustworthy and truthful manner.
- We respect the property of others.
- We strive to be sensitive and appreciate others.

## Responsibility

- We are accountable for our actions and honour our commitments.
- We interact with others without stereotyping, prejudice or discrimination.
- We stand up for human rights.
- We are persistent and energetic in our efforts to advocate for what we believe in.

## Initiative

- We act without being prompted by others.
- We persevere and work hard even in the face of obstacles and challenges.
- We are active participants in our school, our community, our country and our world.
- We have hope for the future.

## Improving Student Behaviour

Any of the following actions or a combination of these actions may be employed to direct students to improve their behaviour:

- counselling by teachers, guidance counsellors, vice-principal or the principal;
- parent consultation by telephone or through meetings at the school;
- exclusion from class for a specified time;
- community work within the school property boundaries;
- referral to outside agencies;
- payment for, or replacement of, stolen or damaged goods;
- student contract;



# Huron Heights Secondary School

- written assignments;
- confiscation of items forbidden at school;
- withdrawal of privileges such as participation in school events, and team membership;
- suspension from school;
- expulsion from the York Region District School Board.

**No student may leave a classroom during the class period without the permission of the teacher.**

Any student who is sent from a classroom is to go immediately and directly to the office to complete a student referral form. 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 a suspension.

## Cafeteria

The cafeteria has been designed as an environmentally friendly facility. All students work together to maintain a clean and healthy environment. Use the garbage and recycling boxes appropriately. Deposit recyclable items in the receptacles provided. Food and beverages must be consumed in the cafeteria; items are not permitted in other areas in 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 membership students must:

- have paid the school activity fee;
- have a Student Card, which will enable them to participate in all school activities;
- have regular school attendance; and
- have paid any club/team fee to offset costs (e.g. transportation, material, officiating etc . . .)

For more information on club activities, meeting times and staff advisors, listen to announcements or inquire at Attendance Services.

## 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 students' school careers that serve life- long value. 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.



# Huron Heights Secondary School

- 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.
- 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, YRDSB Caring and Safe Schools Policy and 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.

## Player Policy

Grade nine student athletes will play at the junior level. A junior athlete may complete the Level Transfer Form and submit this to the Athletics Committee in order to be eligible to play on a senior team for a particular sport. The junior and senior coaches must meet with the Athletics Committee (prior to a junior student athlete playing at the senior level) to decide if such a request will be accepted or denied. All parties must be in agreement for this request to be accepted. A junior aged athlete is eligible to be called to play at the senior level once the season has commenced. Coaches must follow the procedure determined by the Athletics Committee.

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.

## Athletic Award System

Junior Letter .....	30 points
Senior Letter .....	50 points
Honour Award .....	70 points
Ultimate Warrior .....	100 points
Athlete of the Year .....	3 points
M.V.P. ....	1 point
Athletic Council Executive .....	1-2-3 points

### Additional Points:

YRAA Sanctioned Sports Teams .....	0 - 5 points
Y.R. Finals, 1st & 2nd .....	2 - 1 points
OFSAA .....	1 - 3 points

## Teams

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



# Huron Heights Secondary School

## Communication Home

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

### Email

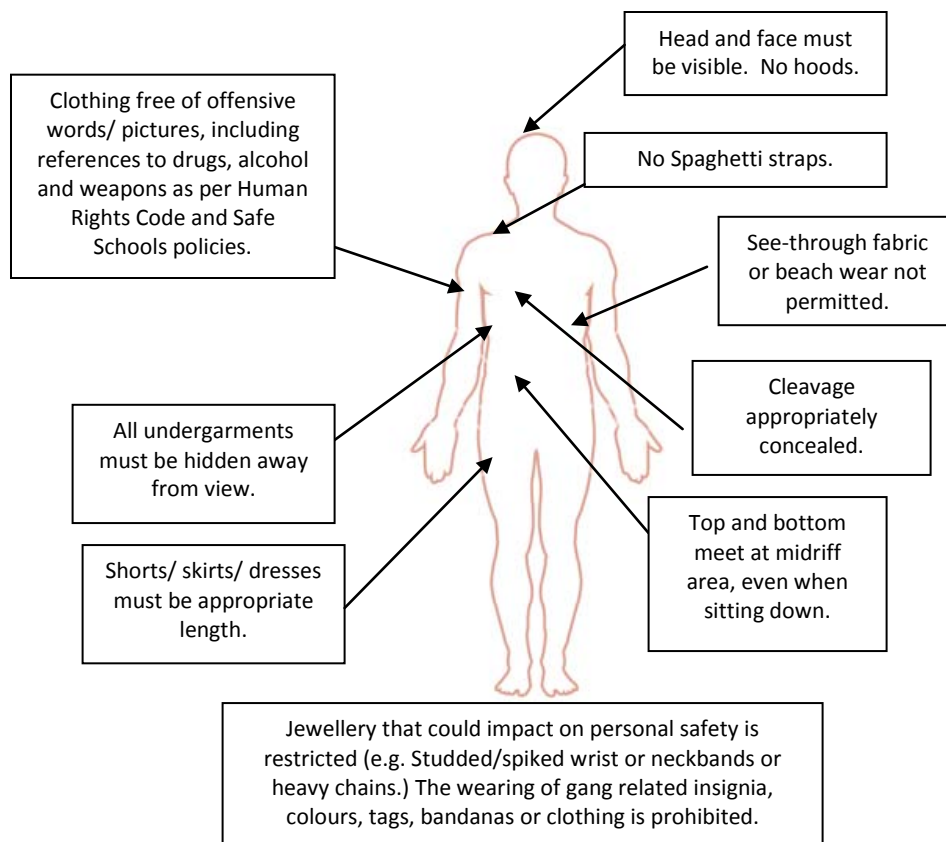
To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted.

### 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 at [www.yrdsb.ca](http://www.yrdsb.ca) or on Twitter [@yrdsb](https://twitter.com/yrdsb).

## Dress Code

Huron Heights Secondary School is a learning environment in which all participants are expected to dress appropriately. The school dress code is designed to promote respect and to protect students' safety and well-being; to reduce the likelihood of distraction; and to maintain an academic focus in the school. Instruction is interrupted when a student has to be seen by an administrator because his or her dress is inappropriate. Proper dress promotes school decorum.





# Huron Heights Secondary School

A Dress Code for students, supported by parents/guardians, staff and students, promotes a safe and respectful environment for teaching and learning.

At Huron Heights Secondary School our Dress Code:

- Respects the rights of persons of all cultures, faiths and abilities.
- Is consistent with the Human Rights Code and the Charter of Rights and Freedoms.
- Addresses issues of compliance and affordability.
- Will be reviewed annually by an elected School Council, and will be based on a set of principles established by the School Council, in consultation with students, parents and staff.

**Infractions of the dress code at H.H.S.S. may result in one or more of the following:**

- Initial warning, with a request to change clothes and/or phone call home.
- Further infractions may result in disciplinary consequences.

## Electronic Devices

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 classroom teacher. The school is not responsible for personal items that go missing at school. Infractions will be dealt with, as student discipline, under the Board's Caring and Safe Schools Policy.

## Emergency Information

Inform office staff 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 Procedures

Emergencies can happen at school for many different reasons. In some emergencies, students and staff are asked to leave the building (e.g. fire) and for other emergencies, students and staff are asked to stay in the building in a secure location.

If a fire alarm is heard (continuous ringing bell), students and staff must proceed quickly to the fire exit indicated on the emergency information sheet in each room. Once outside the building, everyone must stand well away from the building and fire routes. An announcement will be made to indicate that students and staff may re-enter the school.

If a "hold and secure" is announced, students and staff are to move into the main building. Entry in and out of the school will be limited by an administrator. Students are to follow the "hold and secure" procedure until an administrator makes an "all-clear" announcement. If a "lockdown" is announced, students and staff are to go the nearest secure area, remain quiet, turn off all electronic devices, and are not to answer the door. Students are to follow the "lockdown" procedure until an administrator makes an "all-clear" announcement. A practice of these emergency responses occurs every semester.



# Huron Heights Secondary School

## Excursions

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. They are enrichment activities, and student participation is recommended, but not mandatory. A student's evaluation will not be adversely affected if he/she chooses 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. Smoking is not allowed at any time.
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.
8. A student who violates a school trip policy will forfeit the privilege of participating in other school trips for a specified period of time as well as consequences described in YRDSB Caring & Safe Schools Policy.
9. While on a school trip students are representing the school. It is expected that the students conduct will reflect favourably 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 all of his/her teachers at least **five** days in advance of the trip.
12. Any student who wishes to return from a field trip with his/her parents must fill out a special liability form and have it signed by the Principal at least **five** days in advance.
13. Students who do not comply with field trip rules will be sent home at their parents' expense.
14. Students who have agreed to a field trip and do not attend **will not receive a refund**.
15. The organizing teacher has the right to refuse a student the opportunity to participate on a trip if the student is not achieving well, or if discipline or attendance is a problem.

## Guidance

Our Guidance Department assists students in becoming aware of their own potential, making responsible decisions and dealing effectively with the educational, career-related, social and personal issues. Both individual and small group counseling is available to assist student growth in these areas.





# Huron Heights Secondary School

Counselors facilitate referrals to appropriate community agencies, institutions and support services on request. Students/Parents should access the Guidance link on the Huron Heights website throughout the year for important information/dates. Additional information on career related resources are available at: [www.yrdsb.ca/guidance.services](http://www.yrdsb.ca/guidance.services).

Counselors are assigned according to student surnames or students may select a counselor of their choice. Parents who wish to obtain information about student progress or the school program are invited to contact a counselor.

## **Student Ambassadors**

Student Ambassadors represent Huron Heights for various in-school events and activities (e.g. Grade 9 Orientation, Take Our Kids to High School, Parents' Nights, Grade 8 Open House, school tours, new student liaison). All Ambassadors are trained in communication and mediation techniques. Staff and students can refer a student to Guidance for mediation or to speak to an Ambassador for a personal problem solving session. If you are interested in becoming an Ambassador, see a Guidance counselor in September.

## **Student Timetable**

A student in Grade 9, 10 and 11 must select a full timetable (8 courses). Students in Grade 12 should select one more credit than is required to complete diploma requirements. See the Guidance Department for clarification.

## **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>.

## **Change to Course Selection**

Changes will only be made for the 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 level of difficulty or 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 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 parental and school approval. See Guidance to make an appointment. You must continue to attend the subject on your timetable until you have received a new timetable reflecting the changes. Levels of difficulty or types of courses may be adjusted for students at any reasonable time (e.g., after the November report) after consultation with teachers, department heads and/or administration.



# Huron Heights Secondary School

## Night School/Virtual School/E-Learning

Some credit courses are also available at Night School, Virtual School or E-Learning for students who meet special criteria and are recommended by the day school Principal. Registration for night school takes place at the beginning of September and again in January. Please see Guidance for information.

## Summer School and Continuing Education

- Reinforcement Courses are for students who wish to raise a failed mark.
- Acceleration Courses are for students who wish to take a new course or upgrade a previous mark.

## Community Involvement

**May 6, 2015 is the deadline for graduating students to submit Community Involvement Hours for the 2014-2015 school year.**

Information regarding eligible and ineligible activities is available in the Guidance office or at [www.yrdsb.ca](http://www.yrdsb.ca) under Students Community Involvement Hours.

The Notification of Completion of Community Involvement Forms are located in the Guidance Office. Students **must complete** a portion of the form prior to commencing the Community Involvement and **submit this to Guidance for pre-approval** of the activity. Once the Community Involvement has been approved and **then** completed, the form is again submitted to Guidance to have the hours entered into their records. A maximum of 40 hours will be recorded. Students are encouraged to continue to volunteer beyond the required 40 hours and to keep a file of these hours at home. These additional hours can be beneficial when applying for university, college, graduation awards and scholarships.

## Homework

Homework consists of those learning activities which are completed outside of classroom time. Homework is intended to supplement and support in-school experiences by allowing students to review, reinforce, and clarify concepts and skills. It encourages the development of self-discipline and good work habits, helps to develop positive and enthusiastic attitudes towards independent study and lifelong learning, assists students in preparing for subsequent planned learning activities, and acquaints parents with their child's in-school learning experiences.

At HHSS, homework is a part of all courses. Reasonable amounts of homework will be assigned with consideration for the grade level of the student and the demands of the course loads.

Teachers are expected to assign homework that:

- consists of clearly defined tasks;
- is meaningful and relevant;
- is assessed in a variety of ways;
- is monitored in a regular and timely manner.

Teachers will make every effort to distribute homework fairly, and be mindful of significant faith days as identified by the YRDSB in the Faith Days and Observances Calendar.

Students are expected to:

- make every effort to complete homework or, if none has been assigned, review notes or previous lessons;



# Huron Heights Secondary School

- request clarification or assistance when necessary;
- record homework assignments and due dates in their personal organizers;
- complete homework missed while absent.

The development of a regular routine of home study and review is a significant factor in student success.

Parents are expected to:

- provide a quiet area for study;
- allot a specific time for homework nightly;
- assist and support as appropriate;
- inquire regularly about the homework assigned and monitor completion.

## Information Sharing – Students at the Age of Majority

When students reach the age of majority (18) they retain full responsibility for their records. This means that they no longer consent to the sharing of their academic, attendance and behavioural information with their parents/guardians. If students consent to ongoing school communication they must complete the appropriate paperwork.

Students turning 18 are reminded that when they turn 18 they must sign/complete the Consent for Information Sharing – Students at the Age of Majority in order to ensure effective communication between home and school.

### Parents/Guardians of 17 year old students

Parents please note that once students turn 18 that the school must have a signed copy of the Consent for Information Sharing – Students at the Age of Majority in order to maintain regular communication between home and school.

## Internet/Information Technology Acceptable Use Policy

It is the intent of Huron Heights Secondary School to provide electronic educational resources and services, including access to the Internet, to all students and staff. The Information Technology Acceptable Use Policy is designed to allow users to explore and utilize our school network and the Internet without adversely affecting other people or implicating themselves or the school in any illegal or socially unacceptable activities.

All students and their parents/guardians must sign the Information Technology Acceptable Use Agreement Form found in the **Guide to the 2014-15 School Year for Students and Parents** to acknowledge 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 as well as ensuring our network integrity.

***It must be made clear that all use of the Internet and computer resources are for educational use only.***

## Library Resource Centre

Huron Heights Secondary School Library provides learning services, books and resources that enable all members of the school community to become critical thinkers by effectively and ethically using information in all formats and media, with links to the wider library and information network. The



# Huron Heights Secondary School

library facilitates students achieving higher levels of literacy, including reading, learning, problem solving, information, and communication technology skills.

Library hours are from 8:00 to 4:00. The Library provides non-fiction and fiction books at all reading levels, magazines, videos, and on-line computer resources, via library computers. Materials are carefully selected to match the curriculum and class assignments. A coin-op photocopier is available for all students at 10 cents a page. Printing from a computer to the copier is available at 5 cents a page for black & white, or 50 cents a 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.

For those students with Internet access on their home computers, we provide at-home access to a virtual library, which contains on-line encyclopedias, reference books, newspapers, journals, picture files, maps etc. 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 will be issued a shared locker at the beginning of each school year. 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;
- 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, Face book etc.) 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 the 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.

## School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. HHSS has an active School Council comprised of parents, community members, students, and staff who provide advice on matters pertaining to the school. All parents are welcome to attend the meetings to discuss issues, exchange information, or pose questions. Contact the school office staff for more information. Meeting dates and times are posted on the HHSS website.



# Huron Heights Secondary School

## Student Council Executive

The Student Council Executive represents all students in our school. The elected 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. We meet after school once a week and you can expect to put in approximately 100 hours during the course of the year.

Candidates interested in running 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 both their peers and TWO staff members to apply.

### Positions available are:

Head Boy- must be in grade 11/12 this year  
Head Girl- must be in grade 11/12 this year  
Secretary  
Treasurer  
Activities Coordinator

Prom/Dance Coordinator  
Fundraising Representative  
Grade 10 Representative  
Grade 11 Representative  
Public Relations Representative

### Student Council Executive 2014/2015:

We would like to start the school year by welcoming all students and faculty. We have numerous events planned for this year, which will see an increase in student involvement and spirit. We will celebrate our grade nine students with our annual welcome day. Other planned activities will include: Relay for Life, Honours Tea, spirit week, and many more. Also, we will hold our two most anticipated dances of the year, semi-formal and prom.

## Student Parking

**Students who drive to school** must display a valid parking pass and park only in the designated student parking area. Students have the privilege of driving their automobiles to school and using school parking lots as long as:

- students complete the form recording their license plate, vehicle registration and proof of valid driver's license.
- students who drive to school must pay a \$5.00 parking fee.
- students driving in the parking lots are courteous, follow the rules of the road and must not exceed 10 km/hour.
- student automobiles are **only** to be parked in the spaces in the back (**west end by arena**) of the school. Parking is on a first-come, first-served basis. There are no reserved parking permits for students.

Dangerous driving or illegal parking may result in any of the following consequences:

- student driver suspension from school.



# Huron Heights Secondary 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. For example, fines for vehicles parking in the designated handicapped spaces without a proper permit are \$300 and administered by a Municipal By-Law Officer.

## 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. Please see the section on **Student Personal Information** in the **Guide to the School Year** booklet for a list of examples for when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this 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.

## 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.

## 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. Should it be necessary to bring money or other valuables to school, they may be left in the office for safe-keeping. Articles found in and around the school should be brought to the office, and students should inquire at the office regarding lost articles.

## Visitors

School property is private property, not open to the use of the general public. Anyone entering onto the property without permission of the Principal or Vice-Principal is trespassing. Trespassing notices, with fines of up to \$2,000 are administered to individuals who trespass on Huron Heights Property. Trespass notices are enforced through the Trespass to Property Act and can result in additional charges laid by York Region Police.

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 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.



# Huron Heights Secondary School

## 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 Policy and Procedure #280.0 Volunteers in Our Schools. If you are interested, please complete the **School Volunteer Form** and return it to the school office.

## For More Information

You can find more information on these and other topics in the **Guide to the 2014 - 15 School Year** included with this package or on the York Region District School Board website at [www.yrdsb.ca](http://www.yrdsb.ca).



# Huron Heights Secondary School

## H.H.S.S. IMPORTANT DATES 2014 -2015

\*dates subject to change\*

September 2	School Starts for Grade 9's Only
September 3	School Starts – Grades 10-12
September 5	Last Day for Semester 1 Course Changes
September 22	Professional Training Day
October 8	Picture Retake Day
October 10	Interim Reports Issued
October 27	Professional Activity Day
October 13	Thanksgiving
October 15	Honours Tea/Subject Awards
October 16	Parents' Night
October 29	Post Secondary Destinations Fair at HHSS
November 3 - 13	Graduation Pictures
November 5	Take Our Kids to Work Day
November 5	Take Our Kids to High School
November 6	Half Credit Semester Turnaround First Day
November 13	Mid-Semester Reports Issued
November 14	Professional Activity Day
November 18	Grade 8 Open House
November 21	Full Disclosure Day (Transcript)
Dec 22 – Jan 2	Christmas Vacation
January 14 & 15	Grade 9 Math EQAO
January 23 – 29	Final Evaluation/Examinations
January 30	Exam Review Day
February 2	Professional Activity Day
February 3	First Day of Semester 2
February 6	Semester 1 Final Reports Issued
February 6	Last Day for Semester 2 Course Changes
February 10	New Students Picture Day/Grad Retakes
February 16	Family Day
March 4	Honours Tea/Subject Awards
March 6	Interim Reports Issued
March 13	Professional Training Day
March 16 - 20	March Break
March 26	Parents' Night
March 26	Ontario Secondary School Literacy Test
April 16	Half Credit Semester Turnaround First Day
April 3	Good Friday
April 6	Easter Monday
April 24	Mid-Semester Reports Issued
May 1	Full Disclosure Day (Transcript)
May 6	Deadline for Community Involvement Hours
May 8	Professional Activity Day
May 18	Victoria Day
June 10 & 11	Grade 9 Math EQAO
June 17 - 23	Final Evaluation/Examinations
June 24	Exam Review Day
June 24	PROM
June 25	Graduation/ P.A. Day
June 26	Professional Activity Day